



603 – 45th St. W.
SASKATOON SK S7L 5W5
Phone: (306) 933-8476
Fax: (306) 933-7663
Email: atc.boardreply@gov.sk.ca

**CURRICULUM AND
EXAMINATION
DEVELOPMENT BOARD
/
TRADE EXAMINING
BOARD
APPLICATION**

Which board are you interested in representing? (See appendix for board roles and responsibilities)

Curriculum and Examination Development
Trade Examining

Trade Name: _____

Name: _____

Address: _____
Postal Code

Place of Work: _____

Current Job Title: _____

Work Address: _____
Postal Code

Telephone Numbers:
Business _____ Residence _____

Cell _____ Fax _____

E-mail: _____

<p>PLEASE SIGN:</p> <p>Date: _____ Signature: _____</p>
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As a Board Member:

Are you a journeyperson? yes no

Issuing Province: _____

In which trade(s)?

Interprovincial Red Seal? yes no

Did you complete an apprenticeship? yes no

Do you hold other education or training credentials/certificates? yes no

If **yes**, please specify:

Have you taken updating/upgrading courses? yes no

If **yes**, which courses specifically?

Are you “on the tools”?

yes no

If **no**, what is your role on the job?

How many years have you worked in the trade? _____ years

Will your employer release you to attend board meetings as needed?

yes no

Please provide additional information that you think is relevant to this application.
(please attach a resume)



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**CEDB/TEB
CONSENT
FORM**

Trade Name: _____

In the interests of facilitating communications within the apprenticeship sector, the SATCC will be as open and transparent as practical with regard to informing third parties of Trade Board meeting dates, membership and activities. In order to do so, the SATCC requires the informed consent of Trade Board, Curriculum and Examination Development Board (CEDB) and Trade Examining Board (TEB) members to release their names and contact information to third parties.

Your Social Insurance Number is required for the issuing of T4 receipts related to payment of your honorarium and employment insurance deductions.

Please fill in all of the information below. The only information that will be released will be the information you indicate by checking one/or all of the boxes on the following page.

NAME:	
-------	--

RESIDENTIAL ADDRESS:	
RESIDENTIAL PHONE #:	
CELL #:	

BUSINESS NAME:	
BUSINESS ADDRESS:	
BUSINESS PHONE #:	
FAX #:	

EMAIL ADDRESS:	
SOCIAL INSURANCE #:	

Page 2 – Trade Board Consent Form

Please indicate which address you wish your expense reimbursements to be sent to:

- Your Home Address
 - Your Work Address
 - Your email address for EFT
(attach the completed Direct Deposit form and void cheque or banking information)
-

Please read the declaration below and sign it if you consent to the release and publication of your name and contact information. Thank you.

There are three options for the contact information that the Commission may release or publish along with your name. Choose one of the three options below by checking the number beside the address you wish to release:

- 1. Your Home Address
- 2. Your Work Address
- 3. c/o Saskatchewan Apprenticeship
& Trade Certification Commission
603 45th Street West
SASKATOON SK S7L 5W5

I consent to the release and publication of my name and contact information and understand this will be valid for as long as I am a board member with SATCC.

(print name)

(signature)

(date)

Please complete & return to:
Saskatchewan Apprenticeship and Trade Certification
Commission 603 45th Street West
SASKATOON SK S7L 5W5
Fax: (306) 933-7663
Email: atc.boardreply@gov.sk.ca

Direct Deposit Payment Request Form

Check one only

To Start Direct Deposit

To Change Information on Direct Deposit

Full Name _____

Mailing Address _____ Postal Code _____

Email Address _____

By providing your email address, your payment advice will be delivered to the above email address.

1. Sign this form authorizing payment by direct deposit to your account.

I hereby authorize direct deposit to the account designated below. I understand that the information provided herein will be used by the Government of Saskatchewan for the purposes of payment processing and accordingly is available to all ministries of the Government of Saskatchewan for such purposes. Further, I understand that this agreement may be cancelled at any time by myself or the Government of Saskatchewan by written notice.

Signer's Name _____ Title _____
(please print) (please print)

Authorizing Signature _____ Telephone Number _____

2. Please do A or B: (A is preferable, unless we are paying to a non-chequing account)

A) Attach a current blank company cheque or photocopy marked "Void". The payee's name and address should be pre-printed on the cheque.

B) Have **an official from your financial institution** provide the following information regarding your current account.

Branch	Institution	Account Number																											
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Name and Address of Financial Institution

Financial Institution Official's Signature and Stamp

Please scan signed document and submit to mhd@gov.sk.ca or by fax at (306) 787-7227

For Office Use Only	Supplier Site Name _____
	Date Received in Finance _____ Received by _____
	Date Entered on MIDAS _____ Entered by _____

Appendix

Roles and Responsibilities of the Curriculum and Examination Development and Trade Examining Board

Curriculum and Examination Development Boards (CEDB)

CEDB are established to develop training curricula and certification examinations for a specific trade. The CEDB consist of employers and employees from the trade. The CEDB are facilitated by a Program Development Officer from the SATCC and report to the Trade Board for their trade. They meet on an “as-needed” basis.

Each CEDB member must be certified and “on-the tools”.

Individual Curriculum and Examination Development Boards (CEDB) members contribute to:

- assist in the development and revision of the apprenticeship program curriculum for their trade to reflect current industry needs;
- assist in the development and revision of the curriculum or upgrading, updating and other training to keep journeypersons and other tradespersons current;
- assist in the development and revision of all journeyperson, proficiency, placement (level) or term end examinations for their trade to ensure that the current needs of industry are met;
- participate in the development and validation of Red Seal journeyperson examinations for their trade; and
- provide program advisory committee functions for the Commission.

Trade Examining Boards (TEB)

TEB consist of employers and employees from the trade. The TEB are facilitated by a SATCC representative, typically a Program Development Officer or a Field Consultant. They meet on an “as-needed” basis.

Each TEB member must be certified and “on-the tools”.

Individual TEB member duties may include:

- evaluation of the trade time (work experience) for individuals applying for examination, or progressing through an apprenticeship program (as required by Trade Time Assessment or Field Operations); and
- evaluation of individuals taking practical examinations in those trades which require them.

The TEB determine such things as:

- the eligibility of a candidate to challenge a journeyperson examination; or
- the determination as to when an apprentice can advance to the next apprenticeship level. This can affect salary ranges and an apprentice’s eligibility to attend technical training.

***NOTE:** Travel and honoraria are paid in accordance with prevailing Public Service Commission rates. *Please be advised that honoraria is taxable income.*