



# Apprenticeship Technical Training Information

2026-27

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## **Prior To Enrolment**

All apprentices, other than those receiving full or partial wages from their employer, should apply for Employment Insurance (EI) online at [www.canada.gc.ca](http://www.canada.gc.ca) immediately after you stop working. You do not have to wait for your Record of Employment.

To apply, the apprentice application form can be accessed using the Reference Code provided in the appropriate Knowledge Article in MyATC. A link to the appropriate Knowledge Article is provided in the Training Event RSVP. The Knowledge Article will guide you through the application process.

Make arrangements with your employer to either:

- provide you with an Employment Insurance “Record of Employment” (ROE) form on the last working day before technical training, OR
- ask them to register your ROE online (as per Service Canada information to employer).

Ensure your employer understands your plan for employment when the course is completed, and that your request for the “Record of Employment” form is not a resignation. If the potential date of re-hiring reflected in Section 14 of the Record of Employment form is not the first working day following the course, discuss the situation with your employer so that you understand their intentions regarding the re-hiring. Remember, however, the date the employer shows is not necessarily a guarantee of re-employment.

Holiday pay, severance pay, or other similar payments made to you will be treated as income. The EI claim will be delayed by the number of weeks these payments represent. For those receiving separation payments while on EI claims, the money received will reduce the weekly amount of benefits payable.

## **Employment Insurance (EI) Benefits**

In order to receive your EI payments, you must complete and submit reports that cover two calendar weeks, from Sunday to Saturday. These reports contain questions about your entitlement to receive benefits.

Shortly after you file your application for benefits, Service Canada will mail you an EI benefit statement indicating the date your first report is due, as well as give your Access Code.

1. Internet Reporting Service at: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) - click on online

forms and services in the top menu bar.

- Allows you to answer the questions at your own pace.
- Makes it easy to read and verify your answers before submitting your report.

2. Telephone Reporting Service call: 1-800-531-7555

**Direct Deposit:**

- Your payment will be deposited to your bank account two business days after submitting your report.

**Apprenticeship Training Allowance**

Effective July 1, 2011, eligible apprentices who must maintain a second residence while attending technical training will receive an Apprenticeship Training Allowance (ATA) of \$200 per week for the duration of the technical training. In cases where the apprentice's principal residence or whose secondary residence for the purpose of attending technical training is located in the Northern Saskatchewan Administration District, \$250 will be provided per week.

Apprentices must be EI eligible to receive the ATA. Information on how to apply for the ATA is provided in the appropriate Knowledge Article in MyATC.

A Provincial Living Allowance may be provided to individuals who do not qualify for EI Benefits. You must apply for EI as a first step. If specific criteria are met, you may be eligible to receive Provincial Living Allowance.

***Note: Apprentices should ensure they have sufficient funds to sustain themselves for five weeks.***

## **Technical Training Information**

### **A. Attendance**

Failure to attend technical training classes may result in the cancellation of your Apprenticeship Contract.

***Apprentices must attend all classes with no more than 10% absenteeism, or they may be discontinued from technical training.***

### **B. Reporting**

No apprentice is permitted to report for training on any other date than shown on the Training Event RSVP without prior approval from the Chief Operating Officer, or a designated staff official.

### **C. Registration Costs**

Training is funded by the Saskatchewan Apprenticeship and Trade Certification Commission. The cost to you, as an apprentice, is minimal.

- A tool check deposit may be required in some programs. The deposit will be refunded when the tool check is returned.

### **D. Mathematics Evaluation**

Some apprentices may be given a math test upon enrolment. If unsuccessful, they may be required to take supplementary math classes until they have reached a satisfactory standard. These classes may be held after regular class hours.

### **E. Books**

Apprentices may be required to provide or purchase the code book(s) for their trade. Code books are available at the online Saskatchewan Polytechnic bookstore. See SATCC web page for Code Book requirements (<https://saskapprenticeship.ca/technical-training-information>).

Course packs will be supplied by the Saskatchewan Apprenticeship and Trade Certification Commission through your training provider.

### **F. Lodging – Saskatchewan Polytechnic**

Saskatchewan Polytechnic maintains a list of suitable light housekeeping and boarding places. This list can be obtained prior to your course by contacting Saskatchewan Polytechnic Students Association at <https://spsa.ca/housingregistry> or call:

<b>Saskatoon</b>	<b>306-659-4421</b>
<b>Moose Jaw</b>	<b>306-691-8515</b>
<b>Prince Albert</b>	<b>306-765-1709</b>
<b>Regina</b>	<b>306-775-7820</b>

### **G. Student Parking – Saskatchewan Polytechnic**

For more information, visit <http://saskpolytech.ca/student-services/resources-and-reference/parking-and-transit.aspx>

### **H. Lockers – Saskatchewan Polytechnic**

Online booking is now available for locker rentals. For details on rental fees, how to rent a locker and more, visit <http://saskpolytech.ca/lockers>.

### **I. Learning Services – Saskatchewan Polytechnic**

The four **Saskatchewan Polytechnic Campuses** have a Learning Services Department. If you require assistance in order to participate in your training, contact the Learning Services Instructor at the campus where your training will take place. <https://saskpolytech.ca/student-services/academic/learning-services.aspx>

***Moose Jaw Campus – 306-691-8311***

***Prince Albert Campus – 306-765-1611***

***Regina Campus – 306-775-7436***

***Saskatoon Campus – 306-659-4050***

## **Training Reports/Transcripts**

Training reports/transcripts can be accessed through the apprentice's profile in MyATC after each level of technical training has been completed. Be sure to read them carefully.

## Saskatchewan Training Providers for each Trade

Trade	Sask Polytechnic	Sask Indian Institute of Technology	Western Trade Training Institute	Suncrest College	Lotus Learning Training Centre	Southeast College	Sask Piping Industry Joint Training Board	International Association of Iron Workers LU 771	Sask Electrical Trades Education Centre	International Association Of Heat & Frost Insulators & Allied Workers Local 119
Agricultural Equipment Technician										
Auto Body and Collision Technician										
Automotive Service Technician										
Bricklayer										
Carpenter										
Construction Electrician										
Cook										
Heavy Duty Equipment Technician										
Industrial Mechanic (Millwright)										
Insulator										
Instrumentation and Control Technician										
Ironworker (Structural/Ornamental)										
Lather (Interior Systems Mechanic)										
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Metal Fabricator										
Mobile Crane Operator										
Parts Technician										
Plumber										
Powerline Technician										
Refrigeration and Air-Conditioning Mechanic										
Roofer										
Scaffolder										
Sheet Metal Worker										
*Sprinkler Fitter										
Steamfitter/ Pipefitter										
Truck and Transport Mechanic										
Welder										

## **Items Required for Training**

Please check with your training provider during registration before purchasing any of the following items. Most items may be obtained at the online bookstore or through your program.

- For most courses, CSA approved footwear must be worn in the shop at all times
- Pens, pencils, erasers
- 3-ring loose leaf notebook
- Items specific to the trade (refer to the following lists)
- Clear safety glasses with side shields, or goggles, are required for all courses that have a shop component
- Gloves (optional)
- Calculator (Texas Instruments model T1-30XA)
- If you attended a pre-employment course, please bring the textbooks issued from that course
- Student Association fees may be applicable for each level of training

## **Program Specific Requirements**

### **Agricultural Equipment Technician**

- All AET program books will be assigned on the first day by the AET Store Manager
- Locker rental is required
- Tool drop-off instructions (All levels) - Tools must be unloaded on the first day of class:  
Time: 7:00 a.m. – 8:15 a.m. Location: Main AET Shop, Door #6  
Campus entry: Via 33rd Street and Ontario Avenue
- Levels 1, 2, and 3 AET tools: Bring basic personal hand tools (required). Tools must be stored in a lockable, portable tool chest (Maximum width: 48 inches, no powered tools or impact tools, no top toolboxes)
- Level 4 AET tools: Bring multimeter only, no additional hand tools required
- Laptop (CNH/JD - With dealer portal access)
- Hearing protection, Two (2) pairs of clean coveralls or shop coats
- CSA-approved safety footwear
- 1 pair clear safety glasses with side shields, or goggles

### **Auto Body and Collision Technician**

- CSA approved/safety-toed footwear
- 1 pair clear safety glasses with side shields, or goggles
- Leather work gloves

- Solvent resistant gloves
- 1 box latex/nitrile gloves
- Cloth coveralls/shopcoats
- Painting suit
- Particulate respirator
- GMAW welding helmet
- Safety supplies can be purchased through the program

**Note:** Attendance on the first day at the Saskatoon Campus is located in Classroom 257.

### Automotive Service Technician

- 2 pairs of coveralls or shop uniforms (**no** bib overall)
- 3-ring binder (3 in.)
- 1 pair clear safety glasses with side shields, or goggles
- CSA approved footwear must be worn in the shop at all times

### Bricklayer

- CSA approved footwear
- Appropriate clothing (shirts with sleeves and no shorts)
- 2 pairs of cut resistant work gloves
- 1 pair clear safety glasses with side shields, or goggles
- 1 metric tape measure and 1 brick spacing tape measure
- 1 tool box or tool bag
- 1 brick hammer
- 1 mason's trowel (10 in.-10 1/2 in.)
- 2 jointers (slickers), flat (1/4 & 3/8)
- 2 jointers, round (1/4 & 3/8)
- 1 hand brush
- 1 raker
- 1 pointing trowel
- 1 of each: torpedo level, 48 in. level and 16 in.-24 in. level
- 1 brick set chisel (bolster) (3-4 in.)
- 2 Line blocks
- 1 - 500 ft. roll of braided string line
- Pencils, pens
- 2 3-ring binders (3 in.)
- Calculator (Texas Instruments model T1-30XA)
- 2 Permanent Sharpie markers

- 2 Carpenter pencils

### Carpenter

- CSA approved footwear
- 1 pair clear safety glasses with side shields, or goggles
- Hard hat
- Cut resistant work gloves
- Carpenter’s apron, hammer, speed square, utility knife
- Metric and imperial tape measure
- #2 Robertson and #2 Phillips driver bits for drills/impacts
- Appropriate clothing (shirts with sleeves and no shorts)
- Calculator (Texas Instruments model T1-30XA)
- 3-ring binder (3 inch)
- Pencils and pens
- See web page for Code Book requirements

### Construction Electrician

**Note:** Level 1 of this program will be delivered in **Regina, Saskatoon, Moose Jaw and Prince Albert campuses beginning Fall 2026**. Please check the latest training schedule for more details.

- CSA approved footwear must be worn in the shop at all times
- 1 pair clear safety glasses with side shields, or goggles
- Calculator (Texas Instruments model T1-30XA)
- See Construction Electrician web page for Code Book requirements

### Cook

**Note:** For sanitary reasons, hair that extends to the collar on the back of the neck will have to be shortened, or a hair net must be worn

- Chef’s jackets and appropriate chef pants
- Closed toe, non-permeable material, no laces, slip resistant, supportive, and easy to clean shoes.
- Own set of knives (If needed, an outside vendor can be contacted for purchase through the Program Head)

### Heavy Duty Equipment Technician

- CSA approved footwear must be worn in the shop at all times
- 2 pairs of coveralls
- 1 pair clear safety glasses with side shields, or goggles
- A laptop is recommended
- Leather welding gloves

### Industrial Mechanic (Millwright)

- CSA safety approved footwear must always be worn in the shop
- 1 pair clear safety glasses with side shields, or goggles
- Leather welding gloves
- Leather or synthetic work gloves
- Coveralls or shop coat
- 10 ft. or 16 ft. (metric/imperial) tape measure
- Drafting kit purchased from campus bookstore
- Calculator (Texas Instruments model T1-30XA)
- Pens, pencils, erasers, note paper
- 2 3-ring binders (3 in.)

### Insulator (Heat and Frost)

- Please reach out to the International Association Of Heat & Frost Insulators & Allied Workers Local 119 for more information on specific requirements related to in-province insulator (Heat & Frost) training.

### Instrumentation and Control Technician

**Note:** This program will be delivered at the **Saskatoon Campus beginning Fall 2026.**

Additional details regarding parking, classroom and shop information will be provided with the registration package.

- CSA approved footwear must be worn in the shop at all times
- Leather or synthetic work gloves
- 1 pair clear safety glasses with side shields, or goggles
- Calculator (Texas Instruments model T1-30XA)
- Pens, pencils, erasers, highlighters, rulers
- 2 3-ring binder (3 in.) with note paper

### Ironworker (Reinforcing)

- CSA approved footwear must be worn in the shop at all times
- CSA approved hard hat
- Seasonal work clothes
- Bolt bag
- 25' tape measure
- 1 pair clear safety glasses with side shields, or goggles
- Side cutters
- Tying pliers

- Wire cutters

### **Ironworker (Structural/Ornamental)**

- CSA approved footwear must be worn in the shop at all times
- CSA approved hard hat
- Seasonal work clothes
- 2 – 1 1/4in. spud wrenches
- 3/4 in. or 7/8 in. aligning bar
- Bull pin
- 4 - 6 lb. hammer
- 12 in. adjustable wrench
- Bolt bag
- Striker
- 25 ft. tape measure
- 1 pair clear safety glasses with side shields, or goggles

### **Lather (Interior Systems Mechanic)**

- CSA approved footwear must be worn in the shop at all times
- CSA approved hard hat
- Metric and imperial tape measure
- 1 pair clear safety glasses with side shields, or goggles
- Calculator (Texas Instruments model T1-30XA)
- #2 Robertson and #2 Phillips driver bits for drills/impacts
- 3-ring binder (3 in.)
- Pencils, pens, and markers
- Appropriate clothing (shirts with sleeves and no shorts)
- Carpenter's apron, hammer, speed square, utility knife
- Cut-resistant gloves

### **Machinist**

- CSA approved footwear
- 1 pair clear safety glasses with side shields, or goggles
- Calculator (Texas Instruments model T1-30XA)
- Pencil, pen, Sharpie marker
- Digital caliper (Optional)
- Shop coat or coveralls

## Metal Fabricator (Fitter)

- Cotton coveralls
- Steel toe/neoprene sole work boots
- Leather work gloves (fitter's gloves)
- 1 pair clear safety glasses with side shields, or goggles
- 16 ft. x 3/4 in. tape measure
- 5 m x 3/4 in. tape measure
- 12 in. combination square
- Vice grip 11r or equivalent – 11 in. locking C clamp
- Soap stone holder, flat
- Ball peen hammer
- Scribe
- Center punch
- 6 or 8 in. slip joint pliers
- GMAW pliers
- Small lockable toolbox
- Calculator (Texas Instruments model T1-30XA)
- Welding helmet
- Welding gloves
- Combination square set including square head, center head and protractor head (optional)

**Note:** These items will not be required on the first day of class. Your instructor will answer any questions regarding this list as part of your orientation.

## Mobile Crane Operator (Tower Crane Operator and Boom Truck Operator)

- Notebook or looseleaf paper
- Pens, pencils, erasers
- Calculator (Texas Instruments model T1-30XA)

## Parts Technician

- Instructors will advise what items are required

**Note:** Not required to attend training on campus as all training is delivered online.

## Plumber

- CSA approved footwear must be worn in the shop at all times
- Drafting kit can be purchased from campus bookstore
- 12 foot tape measure (imperial and metric)
- Work clothes

- 1 pair clear safety glasses with side shields, or goggles
- Hard hats and ear plugs are provided by the program when required
- See web page for Code Book and textbook requirements
- A laptop is recommended

### **Powerline Technician**

- Starting at 8:30 a.m.
- Bring your own climbing gear
- You are required to provide and wear appropriate Personal Protective Equipment (PPE) including high-visibility fire retardant clothing
- Apprentices will not be allowed to participate in their practical component without their own PPE

### **Refrigeration and Air Conditioning Mechanic**

- CSA approved footwear must be worn in the shop at all times
- Appropriate work clothing
- 1 pair clear safety glasses with side shields, or goggles
- Drafting kit may be purchased at campus bookstore
- Code book is supplied in Class when required

### **Scaffolder**

- CSA footwear must be worn in the shop at all times
- Scaffolder toolbelt
- Metric and imperial tape measure
- 1 pair clear safety glasses with side shields, or goggles
- Pencils and pens
- Appropriate clothing (shirts with sleeves and no shorts)
- Calculator (Texas Instruments model TI-30XA)

### **Sheet Metal Worker**

- Cotton coveralls
- Leather work gloves
- Leather welding gloves
- Green tagged CSA leather work boots
- Auto darkening welding helmet
- 1 pair clear safety glasses with side shields, or goggles
- Metal marking felt pens.
- Calculator (Texas Instruments model T1-30XA)

- Drafting kit may be purchased through online campus bookstore
- See web page for code book requirements

### Sprinkler Fitter

- Pens
- Pencils
- Erasers
- Highlighters
- Scientific Calculator (Texas Instruments TI-30XA)
- Binder with lined paper
- Lock – Lockers for students are supplied
- Coveralls
- Gloves – Tight fitting leather gloves example: (WG005L)
- Steel-toed boots
- 1 pair clear safety glasses with side shields, or goggles
- **BOOKS/RESOURCE LIST:**

**Note:** Classroom books along with code books will be signed out with a **\$400 deposit**. Deposit will be reimbursed once the books are returned SPJITB. There will be a **\$75** fee for the classroom manual that is not reimbursed.

### Steamfitter-Pipefitter

- CSA approved footwear must be worn in the shop at all times
- Drafting kit can be purchased from campus bookstore
- Work clothes
- Welding gloves
- 12 foot tape measure (imperial and metric)
- 1 pair clear safety glasses with side shields, or goggles
- See web page for Code Book and textbook requirements
- A laptop is recommended

### Truck and Transport Mechanic

- CSA approved footwear must be worn in the shop at all times
- 2 pairs of clean coveralls
- 1 pair clear safety glasses with side shields, or goggles
- A laptop is recommended
- Leather welding gloves

## Welder

- CSA leather boots
- Coveralls
- Leather welding sleeves
- GMAW and GTAW welding gloves
- Welding helmet
- 1 pair welding goggles
- 1 pair slip joint pliers
- 5 in. grinder with discs is supplied by the campus
- 1 pair clear safety glasses with side shields, or goggles
- Personal 4 in. or 5 in. angle grinders with buffing wheel are supplied by the campus
- Locking C clamps
- Combination tape measure
- Respirator
- Modules and notes from previous level
- GMAW pliers