

Signatures: _____
**SATCC Commission Board
Chair**

SATCC Commission Board Vice Chair

Board Category Program – P1

and Policy Name: Process for Designating or Removing the Designation for a Voluntary Trade,
Subtrade or Occupation

Approved: February 4, 2026

Supersedes: December 16, 2016, September 30, 2020 and June 21, 2023

**Next scheduled
review:** November 2028

Policy The SATCC Board of Directors will designate or remove the designation of a
voluntary trade, subtrade or occupation.

Procedures When the Commission becomes aware that an individual/association intends
to seek designation or de-designation, an ad hoc Standards Committee will be
established to deal with the request.

The Commission will refer any application for designation or de-designation of
a trade, subtrade or occupation to an ad hoc Standards Committee for review,
consideration and recommendation to the Board of Directors. The Committee
will follow a process of due diligence and will ensure the process is transparent
to the industry and the public.

The Standards Committee will advise the Commission Board when there is
interest in a designation or de-designation and keep the Board apprised as the
process unfolds.

The Standard Committee will monitor progress of the application.

Board sector representatives may be involved in the process.

The Commission staff will work with the association or group to complete the
application.

When the application is completed and submitted to the Commission, the staff
will summarize the documentation for review and consideration by the
Standards Committee.

The Standards Committee will establish a time frame for its review and
recommendation to the Board.

The Standards Committee may meet with representatives of the group requesting designation or de-designation, once the application has been reviewed.

The Standards Committee will, with the support of Commission staff, take appropriate steps to seek further information and communicate with the industry stakeholders and additional interested parties.

Based on information received, the Standards Committee will forward to the Commission Board a recommendation to designate, de-designate, not to designate or not to de-designate a voluntary trade, sub-trade, occupation or area of endorsement, along with the rationale for its recommendation.

Background

Section 20 of *The Apprenticeship and Trade Certification Act, 2019* gives authority to the Commission to designate a voluntary trade, subtrade or occupation. Section 21 of *The Apprenticeship and Trade Certification Act, 2018* gives authority to the Commission to remove the designation of a voluntary trade, subtrade or occupation.

