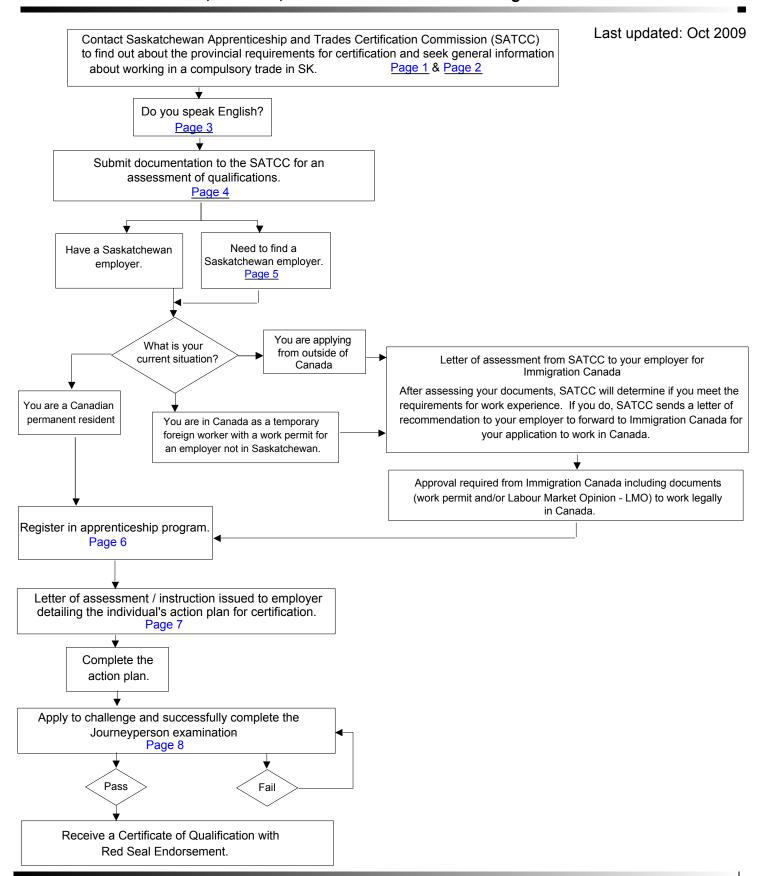
INTERNATIONALLY-TRAINED WORKERS APPLYING TO WORK IN ONE OF SASKATCHEWAN'S COMPULSORY CERTIFICATION TRADES

Electrician, Plumber, Sheet Metal Worker and Refrigeration Mechanic



PROCESS MAP FOR INTERNATIONALLY-TRAINED WORKERS APPLYING TO WORK IN ONE OF SASKATCHEWAN'S COMPULSORY CERTIFICATION TRADES

Electrician, Plumber, Sheet Metal Worker and Refrigeration Mechanic

This PROCESS MAP will provide internationally-trained workers with information about the most efficient pathway to obtain certification from Saskatchewan Apprenticeship and Trades Certification Commission (SATCC). This map is meant as a guide only, but is based on the experience of many others that have been through the licensing process.

Contact Saskatchewan Apprenticeship and Trades Certification Commission to find out about the provincial requirements for certification and seek general information about working in one of Saskatchewan's Compulsory Certification Trades. Website: saskapprenticeship.ca

The requirements for trade certification may differ in each Canadian jurisdiction. When deciding to settle in Saskatchewan, it is important to contact the SATCC to find out the steps that are required to become certified as a Journeyperson in the province.

You may write to the SATCC to ask about the requirements and costs for licensing, certification, or registration and the recommended procedure for a credential assessment prior to your arrival in Saskatchewan, Canada.

Be sure to ask specifically for information on what parts of the process you can do or start before you leave your home country. For example you may need to:

- Prepare or obtain documents from your home licensing body or educational institution;
- Obtain and complete forms that are available online;
- Obtain personal or work references;
- Begin necessary educational or language assessments.

Saskatchewan Apprenticeship and Trade Certification Commission

2140 Hamilton Street, Regina SK S4P 2E3 Tel: (306) 787-2444

Fax: (306) 787-5105

Email: apprenticeship@gov.sk.ca Website: saskapprenticeship.ca

It is important to note that the length of time it will take you to become certified will depend on how closely your training and experience match the training and certification standards in Saskatchewan. It can take from one year up to four years if you need work experience or need to complete an apprenticeship.



Contact Saskatchewan Apprenticeship and Trades Certification Commission to find out about the provincial requirements for certification and seek general information about working in one of Saskatchewan's Compulsory Certification Trades. (Cont'd)

District Offices:

Southeast Regional College Box 5000 255 Spruce Drive Estevan SK S4A 2L7 Phone:(306) 637-4930 Fax: (306) 634-8060

Provincial Government Bldg Box 5000 1328 LaRonge Avenue La Ronge SK S0J 1L0 Phone:(306) 425-4385 Fax: (306) 425-4383

Provincial Office Building 110 Ominica St W Moose Jaw SK S6H 6H2 Phone:(306) 694-3735 Fax: (306) 694-3815

1146 - 102 St North Battleford SK S9A 1E9 Phone:(306) 446-7409 Fax: (306) 446-7586

141 - 15th Street East Box 3003 Prince Albert SK S6V 6G1 Phone:(306) 953-2632 Fax: (306) 953-2628 2140 Hamilton St Regina SK S4P 2E3 Phone:(306) 787-2444 Fax: (306) 787-5105

1630 Quebec Avenue Saskatoon SK S7K 1V7 Phone: (306) 933-8476 Fax: (306) 933-7663

350 Cheadle St Swift Current SK S9H 4G3 Phone:(306) 778-8945 Fax: (306) 778-8583

Room 302 - 120 Smith St E Yorkton SK S3N 3V3 Phone:(306) 786-1394 Fax: (306) 786-1460

Refer to saskapprenticeship.ca for most current addresses.



Do you speak English?

Although you are not required to pass a language proficiency examination for trade certification, the occupation does require well-developed English language skills.

Knowledge of English would be a valuable asset. All training is delivered in English. The Journeyperson examination is available to be written in English or French.

You may wish to develop or improve your speaking, listening, writing or grammar skills by enrolling in English language courses. The following is a list of some of the courses available in Saskatchewan:

- Language Instruction for New Comers (LINC)
 - Open Door Society (Saskatoon and Regina)
 - University of Regina
 - o University of Saskatchewan
 - Saskatchewan Institute of Applied Science and Technology
 - Parkland College
 - Prince Albert Multicultural Centre
- Enhanced Language Training (ELT)
 - Open Door Society
 - Saskatchewan Institute of Applied Science and Technology
- English as a Second Language (ESL)
 - University of Regina
 - University of Saskatchewan (Effective Writing and Grammar Course)
 - Global Gathering Place
 - o Parkland College
- Occupational Language Training
 - o Prince Albert Multicultural Centre
- Pronunciation Course
 - University of Saskatchewan (Language Centre)



Submit documentation to SATCC for an assessment of qualifications.

There is no automatic certification for internationally-trained trades people in any trade in Saskatchewan, but there is an assessment process that evaluates the training and experience of internationally-trained trades people.

If you are requesting recognition of qualifications obtained outside Canada, you must present relevant documentation, such as: certificates, diplomas and records of work experience to the SATCC for an assessment.

You will need proof of your training and experience. Collect documentation that proves your skill level in your trade. All documents must be translated into English. Include letters from employers or unions, diplomas, and other documents that describe your training and the work tasks you have performed. These documents must also show where and for how long you have worked in your trade. It is important to include as much information as possible about your years of experience and your duties at work, because the evaluation of your skills will be based on your on-the-job experience.

You will need to complete "Form 6A - Verification of Trade Experience Letter" which is available on the SATCC website under the tab "Designated Trades". saskapprenticeship.ca

Following an assessment, the SATCC will:

- (a) require you to enroll in the apprenticeship program, with appropriate credit granted for previous trade related work experience and technical training; or
- (b) require you to challenge a predetermined assessment examination before enrolling in the apprenticeship program.

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You **a** i **gh**find a Saskatchewan employer or labour organization willing to provide you with workplace training and supervision as an apprentice.

You can find employers by looking in the Yellow Pages (the telephone directory for businesses), in local newspapers, or by contacting one of Saskatchewan's trade unions (also listed in the telephone directory).

Employers sometimes place job ads at government employment agencies or through recruitment agencies.

For additional information on finding a job in Saskatchewan, see the Government of Saskatchewan's immigration website. http://www.immigration.gov.sk.ca/find-a-job/



Enroll in apprenticeship program.

Apprenticeship is a system of workplace training and certification in a skilled trade. It involves a formal agreement between an individual who wants to learn a skill and an employer who needs a skilled worker.

To enroll in an apprenticeship program, you will need to contact an employer who will hire you as an apprentice and sign an apprenticeship agreement. You will then register your apprenticeship agreement with the SATCC.

The apprenticeship agreement sets out the responsibilities and obligations of the employer and the apprentice, and the period of training.

You will need to complete "Form 1 - Employer Application for Registration of Apprenticeship Contract" which is to be submitted with an apprenticeship contract: Form A. Contact the Commission to determine the appropriate form.

The application fee to be submitted with Form 1 is currently \$150.00. Please check the website for any fee changes.

You may be granted credit for previous skilled trade related work experience and technical training at the discretion of the SATCC.

Note: Temporary Foreign Workers are not permitted to attend tax funded training but are required to register as an apprentice to legally work in a compulsory trade in Saskatchewan.

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Individual Action Plan created.

The SATCC will create a personalized action plan for you based on the documents you submit for assessment.

This Action Plan is provided in the form of a "Letter of assessment/instruction" to your employer.

The Action Plan will discuss:

- **Salary** if you are a Temporary Foreign Worker to Canada, salary is determined under Canadian Federal regulation.
 - if you are a permanent resident, the SATCC contract through the employer will regulate salary.

Ratio requirements - journeyperson to apprentice ratios are mandated by law.

Work experience hours granted - the number of hours that SATCC is crediting you.

Work experience hours required - the number of hours needed to work in

Saskatchewan before being allowed access to the journeyperson examination.

Forms and fees required.

Time frame to become certified.

Any training requirements - temporary foreign workers are not permitted to attend tax funded training.

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Complete the Journeyperson Examination.

To write the Journeyperson Examination, you must have completed all requirements of your individual Action Plan from SATCC which would include 7200 hours (four years) plus applicable technical training in this trade.

To write the examination you must register by submitting "Form 2 - Application for Examination" and the applicable fee. The pass mark is 70% and you may challenge this exam a maximum of **four** times.

Exam content is based on industry standards and expectations.

For example: The **electrician's journeyperson exam content** is as follows:

Subject	Percent
Common Occupational Skills	12%
Distribution and Services	24%
Branch Circuit Wiring	24%
Motor and Control Systems	19%
Extra Low Voltage Systems	10%
Upgrading, Maintenance and Repair	11%
	100%

**Please refer to SATCC website for any changes and specific trade exam content.

A list of reference textbooks and the form used for registration is available on the SATCC website.

Journeyperson certification will be issued for all Saskatchewan designated trades upon successful completion of the examination.

If the trade is also designated under the Interprovincial Standards Red Seal Program, a journeyperson certificate will be issued with the Red Seal endorsement.

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