

*The
Apprenticeship and
Trade Certification
Commission
Regulations, 2020*

being

[Chapter A-22.3 Reg 1](#) (effective May 11, 2020).

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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The Apprenticeship and Trade Certification Act, 2019

PART 1

Preliminary Matters

Title

1 These regulations may be cited as *The Apprenticeship and Trade Certification Commission Regulations, 2020*.

Definitions

2 In these regulations:

“**academic misconduct**” means engaging or attempting to engage in behaviour that is outside the standards or rules for training and examinations that may result in creating an unfair academic advantage and includes cheating, plagiarism, gaining access to unauthorized materials and assisting another person in gaining an unfair academic advantage;

“**Act**” means *The Apprenticeship and Trade Certification Act, 2019*;

“**advanced standing**” means initial placement in an apprenticeship year other than the first apprenticeship year of the program;

“**apprenticeship program**” means the program of practical experience and instruction for an apprentice in a designated trade, subtrade or occupation;

“**apprenticeship year**” means an apprenticeship year as defined in section 21;

“**Certificate of Completion of Apprenticeship**” means a certificate issued pursuant to section 30;

“**certification examination**” means the following:

- (a) a journeyperson examination for a designated trade;
- (b) a proficiency certificate examination for a designated subtrade;
- (c) an occupational certificate examination for a designated occupation;

“**curriculum and examination development board**” means a curriculum and examination development board for a designated trade, subtrade or occupation established pursuant to section 6;

“**endorsement**” means a certificate or recognition placed on a certificate issued pursuant to trade regulations;

“**grade**” means a grade in a Saskatchewan school or the equivalent;

“indentured”, in the case of an apprentice, means to be party to a valid contract of apprenticeship:

- (a) that is entered into with, as the case may be:
 - (i) an employer;
 - (ii) a joint training committee; or
 - (iii) the commission; and
- (b) that is registered in accordance with these regulations;

“Interprovincial seal” means a red seal on which are printed the words “Canada” and “Interprovincial Standards/Norme Interprovinciale” and that is awarded by:

- (a) the commission pursuant to section 36; or
- (b) a counterpart of the commission in a province or territory of Canada pursuant to the apprenticeship legislation of that province or territory;

“interprovincial standards examination” means an examination in a trade set by the Canadian Council of Directors of Apprenticeship;

“Journey person Certificate of Qualification” means a certificate of qualification issued pursuant to section 29;

“learner’s certificate” means a certificate issued pursuant to section 33;

“occupational certificate” means a certificate issued pursuant to section 32;

“proficiency certificate” means a certificate issued pursuant to section 31;

“trade board” means a trade board for a designated trade, subtrade or occupation appointed pursuant to the Act;

“trade examining board” means a trade examining board for a designated trade, subtrade or occupation established pursuant to section 7;

“trade regulation” means, with respect to a designated trade, subtrade or occupation, a provision in Part 3 applicable only to the designated trade;

“verify” means, with respect to:

- (a) trade, subtrade or occupation experience, on-the-job training or work in a designated trade, subtrade or occupation, to provide evidence to the satisfaction of the commission:
 - (i) that a person has performed work in a designated trade, subtrade or occupation as the person’s primary activity for one or more periods of time;
 - (ii) the periods during which the work mentioned in subclause (i) was performed; and
 - (iii) the nature and quality of the trade, subtrade or occupation experience derived from the work mentioned in subclause (i); and

(b) technical training, prior training in a designated trade, subtrade or occupation, or educational qualifications, to prove to the satisfaction of the commission:

(i) that a person has taken a course of instruction or training and has completed it successfully;

(ii) the period in which the course mentioned in subclause (i) was taken and the date it was completed;

(iii) the school, institute, college, university or other educational institution from which the course mentioned in subclause (i) was taken; and

(iv) the nature and quality of the course mentioned in subclause (i);

“**worker**” includes a journey person, proficiency certificate holder or occupational certificate holder who is an employee or is self-employed, but does not include an apprentice.

8 May 2020 cA-22.3 Reg 1 s2.

PART 2 General Provisions

Designated trades

3 The following trades are designated trades:

- (a) agricultural equipment technician;
- (b) aircraft maintenance engineer technician;
- (c) auto body and collision technician;
- (d) automotive service technician;
- (e) boilermaker;
- (f) bricklayer;
- (g) cabinetmaker;
- (h) carpenter;
- (i) construction craft labourer;
- (j) construction electrician;
- (k) cook;
- (l) electronics assembler;
- (m) esthetician;
- (n) food and beverage person;
- (o) glazier;
- (p) guest services representative;
- (q) hairstylist;

- (r) heavy duty equipment technician;
- (s) industrial mechanic (millwright);
- (t) instrumentation and control technician;
- (u) insulator (heat and frost);
- (v) ironworker (reinforcing);
- (w) ironworker (structural/ornamental);
- (x) landscape horticulturist;
- (y) lather (interior systems mechanic);
- (z) locksmith;
- (aa) machinist;
- (bb) meat cutter;
- (cc) metal fabricator (fitter);
- (dd) mobile crane operator;
- (ee) painter and decorator;
- (ff) parts technician;
- (gg) pipeline equipment operator;
- (hh) plumber;
- (ii) pork production technician;
- (jj) powerline technician;
- (kk) recreation vehicle service technician;
- (ll) refrigeration and air conditioning mechanic;
- (mm) rig technician;
- (nn) roofer;
- (oo) sheet metal worker;
- (pp) sprinkler fitter;
- (qq) steamfitter-pipefitter;
- (rr) tilesetter;
- (ss) tower crane operator;
- (tt) truck and transport mechanic;
- (uu) water well driller;
- (vv) welder.

Subsisting contracts of apprenticeship

4(1) All contracts of apprenticeship subsisting immediately before the date on which these regulations come into force continue in force subject to these regulations.

(2) The term of any contract of apprenticeship mentioned in subsection (1) is deemed to be the period, commencing on the date on which the contract of apprenticeship was registered by the commission, in which the apprentice is required by the commission pursuant to these regulations to complete the term of apprenticeship in the designated trade or designated subtrade and pass the journey person trade examination or the proficiency certificate examination as the case may be.

8 May 2020 cA-22.3 Reg 1 s4.

Trade boards

5(1) The commission may appoint a trade board pursuant to section 24 of the Act.

(2) The commission must appoint members to each trade board established.

(3) The commission must, whenever possible, appoint to a trade board an equal number of representatives of employers and employees engaged in the business of the designated trade, subtrade or occupation.

(4) Subject to subsection (9), the commission must appoint members of a trade board for a term not exceeding 4 years, and each member is eligible for reappointment.

(5) The members of a trade board must annually elect a chairperson from its members.

(6) A majority of employer members of the trade board and a majority of employee members of the trade board together constitute a quorum.

(7) The chairperson may vote on any matter.

(8) No member of a trade board may vote by proxy.

(9) The commission may terminate the appointment of a member of a trade board appointed pursuant to subsection (2).

8 May 2020 cA-22.3 Reg 1 s5.

Curriculum and examination development board

6(1) The commission may, on the advice of a trade board, establish a curriculum and examination development board for the designated trade, subtrade or occupation.

(2) A curriculum and examination development board is to be composed of:

(a) any employee of the commission who:

(i) is designated by the chief executive officer of the commission; and

(ii) is to be chairperson; and

(b) subject to subsection (3), not less than 2 members appointed by the commission.

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- (3) Each person appointed by the commission is to be:
 - (a) a journeyperson, a proficiency certificate holder, an occupational certificate holder or a professional engineer as defined in *The Engineering and Geoscience Professions Act*; or
 - (b) have the technical qualifications relevant to the designated trade, subtrade or occupation.
- (4) Subject to subsection (5), the commission may appoint members of the curriculum and examination development board described in clause (2)(b) for a term not exceeding 4 years, and each member is eligible for reappointment.
- (5) The commission may terminate the appointment of a member of a curriculum and examination development board appointed pursuant to subsection (4).
- (6) At the request of the commission, a curriculum and examination development board must, in the designated trade, subtrade or occupation for which it is appointed:
 - (a) develop or revise curricula suitable for the training of apprentices and tradespersons in the designated trade, subtrade or occupation;
 - (b) develop or revise examinations to be administered to apprentices in the designated trade, subtrade or occupation;
 - (c) participate in developing, revising and validating interprovincial standards examinations; and
 - (d) carry out any other matters the commission may request.
- (7) A curriculum and examination development board must report its recommendations and its work to the trade board at the request of the trade board.
- (8) All books and material used or developed by a curriculum and examination development board are the property of the commission and are to be kept in the custody of the commission until the commission no longer requires them.

8 May 2020 cA-22.3 Reg 1 s6.

Trade examining board

- 7(1) The commission must, on the advice of a trade board, establish one or more trade examining boards for the designated trade, subtrade or occupation.
- (2) A trade examining board is to consist of:
 - (a) an employee of the commission designated by the commission, who is to be chairperson; and
 - (b) subject to subsection (3), not less than 2 journeypersons in the designated trade, 2 proficiency certificate holders in the designated subtrade, or 2 occupational certificate holders in the designated occupation, appointed by the commission on the advice of the trade board.
- (3) Subject to subsection (4), the commission may appoint members of the trade examining board described in clause (2)(b) for a term not exceeding 4 years, and each member is eligible for reappointment.

- (4) The commission may terminate the appointment of a member of a trade examining board appointed pursuant to subsection (2).
- (5) The commission may require a trade examining board, in the designated trade, subtrade or occupation for which it is appointed:
- (a) to assist in the examination of candidates for any certificate issued pursuant to the Act or these regulations;
 - (b) with respect to any application pursuant to the Act or these regulations, to assess the applicant's past experience and training, determine the applicant's eligibility and recommend:
 - (i) the approval of the application unconditionally or subject to those conditions that the trade examining board may set out;
 - (ii) to the commission any other means to enable the applicant to qualify; or
 - (iii) the rejection of the application; and
 - (c) to assist with any other matters the commission may request.
- (6) In carrying out any of its duties pursuant to subsection (5), a trade examining board may require an applicant or candidate to appear before the trade examining board to be examined and the applicant or candidate must appear before the trade examining board at the time and place requested by the trade examining board.
- (7) A trade examining board must report on its work to the trade board for the designated trade, subtrade or occupation at the request of the trade board.
- (8) All books, documents and other materials provided for review by trade examining boards are the property of the commission and are to be kept in the custody of the commission until the commission no longer requires them.

8 May 2020 cA-22.3 Reg 1 s7.

Remuneration

8 Members of any trade board, curriculum and examination development board or trade examining board, other than those members employed by the Government of Saskatchewan, are to be paid compensation for their services and expenses in accordance with the guidelines in Saskatchewan Treasury Board policies for honorariums and expenses as approved by the commission.

8 May 2020 cA-22.3 Reg 1 s8.

Application for entry

- 9(1) Every applicant for entry into an apprenticeship program must apply in a manner acceptable to the commission.
- (2) An applicant must submit the applicant's application to any office of the commission together with:
- (a) the application fee set by the commission;

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- (b) a contract of apprenticeship in a form provided by the commission;
- (c) documents verifying previous experience and educational standing; and
- (d) any other information requested by the commission.

8 May 2020 cA-22.3 Reg 1 s9.

Eligibility for apprenticeship

10(1) In this section, “**other educational qualifications**” means relevant experience, training or education, or any combination of those things.

(2) A person is eligible for entry into an apprenticeship program in a designated trade, subtrade or occupation if:

- (a) that person possesses the qualifications set out in a trade regulation; and
- (b) that person:
 - (i) is employed in the designated trade, subtrade or occupation by an employer who, in the opinion of the commission:
 - (A) can reasonably provide work in all aspects of the designated trade, subtrade or occupation;
 - (B) is willing and able to provide supervision and training in the work of the designated trade, subtrade or occupation; and
 - (C) is in compliance with the ratio and temporary ratio for the designated trade, subtrade or occupation in accordance with *The Apprenticeship and Trade Certification Regulations, 2020*;
 - (ii) is represented by a joint training committee in the designated trade, subtrade or occupation;
 - (iii) has been permitted by the commission to become indentured to the commission and is:
 - (A) self-employed in the designated trade, subtrade, or occupation;
 - (B) employed in the designated trade, subtrade, occupation; or
 - (C) employed by an employer who does not meet the qualifications mentioned in paragraphs (i)(B) and (C); or
 - (iv) is working in the designated trade, subtrade or occupation at a location where, in the opinion of the commission, the individual will receive on-the-job training in all aspects of the work of the designated trade, subtrade or occupation to develop as a holder of a Journey person Certificate of Qualification, proficiency certificate or occupational certificate.

(3) A person who fails to meet the educational qualifications for entry into an apprenticeship program may:

- (a) apply to the commission to write an entrance examination; or
- (b) request that the commission consider other educational qualifications.

- (4) The commission may:
- (a) allow a person mentioned in clause (3)(a) to write the entrance examination; or
 - (b) after considering the other educational qualifications of a person pursuant to clause (3)(b), accept the other educational qualifications if, in the opinion of the commission, those other educational qualifications are equivalent to the educational qualifications for entry into an apprenticeship program.
- (5) A person who passes the entrance examination for a designated trade, subtrade or occupation pursuant to clause (3)(a), or whose other educational qualifications are accepted pursuant to clause (4)(b), is deemed to have met the educational qualifications set out in the trade regulation.

8 May 2020 cA-22.3 Reg 1 s10.

Educational improvement courses

- 11(1) The commission may require educational improvement courses to be taken by:
- (a) a person who has:
 - (i) failed an entrance examination for a designated trade, subtrade or occupation written pursuant to clause 10(3)(a); and
 - (ii) attained a mark of not less than 70% of the pass mark for the entrance examination; or
 - (b) a person who does not possess the educational qualifications for a designated trade, subtrade or occupation set out in the trade regulation but who, in the opinion of the commission, has the potential to become qualified in the designated trade, subtrade or occupation.
- (2) A person who successfully completes the educational improvement courses required by the commission is deemed to have met the educational qualifications set out in the trade regulation.

8 May 2020 cA-22.3 Reg 1 s11.

Contract of apprenticeship

- 12(1) Every contract of apprenticeship must be in a form provided by the commission.
- (2) The contract of apprenticeship must be submitted together with the application fee set by the commission to any office of the commission.
- (3) Subject to subsection (4), a contract of apprenticeship for an applicant for entry into an apprenticeship program is to be submitted along with the application for entry into an apprenticeship program pursuant to section 9.

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- (4) The commission shall not register the contract of apprenticeship until the applicant has been accepted into the apprenticeship program.
- (5) The commission must register the contract of apprenticeship if:
 - (a) the commission is satisfied that the requirements set out in these regulations have been met by the parties to the contract of apprenticeship; and
 - (b) the commission has received the application fee in accordance with subsection (2).
- (6) The commission must provide a copy of a registered contract of apprenticeship to each party to the contract.
- (7) The commission may cancel the registration of a contract of apprenticeship if the registration was made, in the opinion of the commission:
 - (a) as a result of administrative or clerical error; or
 - (b) on the basis of false or misleading information furnished by one or more of the parties.
- (8) The commission may modify the requirements of a contract of apprenticeship to accommodate the needs of a person with a disability.

8 May 2020 cA-22.3 Reg 1 s12.

Contract of apprenticeship with joint training committee

- 13(1)** If a joint training committee enters into a contract of apprenticeship with an apprentice, the committee must:
- (a) ensure, to the best of its power, that employers by whom the apprentice is employed from time to time comply with all provisions of these regulations, *The Apprenticeship and Trade Certification Regulations, 2020* and the trade regulation for the designated trade, subtrade or occupation;
 - (b) keep a record of the employment of the apprentice in the designated trade, subtrade or occupation, which is to include the names and addresses of all employers of the apprentice in the designated trade, subtrade or occupation pursuant to the contract of apprenticeship and the inclusive dates of employment with each employer; and
 - (c) on the request of the commission, provide information respecting the employment and on-the-job performance of the apprentice in the designated trade, subtrade, or occupation.
- (2) If a contract of apprenticeship with a joint training committee terminates or is suspended or cancelled, the committee must immediately forward to the commission all records respecting the apprenticeship of the apprentice who was a party to the contract of apprenticeship.

(3) The validity of a contract of apprenticeship entered into by a joint training committee and the obligations of the joint training committee pursuant to the contract of apprenticeship are not affected by a change:

- (a) in the membership of a joint training committee; or
- (b) of the training coordinator appointed by a joint training committee.

8 May 2020 cA-22.3 Reg 1 s13.

Change of employment

14(1) An apprentice must apply to the commission for cancellation of the apprentice's contract of apprenticeship and approval and registration of a new contract of apprenticeship if the apprentice:

- (a) leaves the employ of the employer to whom the apprentice is indentured and:
 - (i) enters the employ of a new employer in the designated trade, subtrade or occupation with whom the apprentice desires to complete the apprenticeship;
 - (ii) desires to become indentured to a joint training committee; or
 - (iii) becomes self-employed in the designated trade, subtrade, or occupation and desires to become indentured to the commission;
- (b) is indentured to the commission and:
 - (i) enters the employ of an employer in the designated trade, subtrade or occupation with whom the apprentice desires to complete the apprenticeship; or
 - (ii) desires to become indentured to a joint training committee; or
- (c) is indentured to a joint training committee and:
 - (i) enters the employ of an employer in the designated trade, subtrade or occupation for whom the committee is not an agent and with whom the apprentice desires to complete the apprenticeship;
 - (ii) desires to become indentured to a different joint training committee in the designated trade, subtrade or occupation; or
 - (iii) becomes self-employed in the designated trade, subtrade or occupation and desires to become indentured to the commission.

(2) The commission may refuse to cancel a contract of apprenticeship or approve and register a new contract of apprenticeship if in its opinion:

- (a) it is not in the best interests of the apprentice to do so;
- (b) it would cause undue hardship to the employer to do so; or
- (c) the apprentice has frivolously breached the contract of apprenticeship.

(3) All applications for cancellation of a contract of apprenticeship and approval and registration of a new contract of apprenticeship must be accompanied by an application fee set by the commission.

8 May 2020 cA-22.3 Reg 1 s14.

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Term of contract of apprenticeship

15(1) Except as otherwise provided in these regulations or in the contract of apprenticeship, each contract of apprenticeship remains in force until:

- (a) the apprentice is awarded a Journeyperson Certificate of Qualification in the designated trade;
 - (b) the apprentice is awarded a proficiency certificate in the designated subtrade;
 - (c) the apprentice is awarded an occupational certificate in the designated occupation; or
 - (d) the commission cancels the contract of apprenticeship.
- (2) If a registered apprentice is dismissed for just cause, the contract of apprenticeship terminates automatically when the dismissal takes effect.
- (3) A registered apprentice's contract of apprenticeship is immediately suspended and terminates on the anniversary of the suspension if the apprentice:
- (a) quits the apprentice's employment; or
 - (b) is dismissed without just cause.
- (4) The commission may cancel the contract of apprenticeship in the circumstances mentioned in subsection (3) before the anniversary of the suspension.
- (5) If a registered apprentice is laid off or temporarily assigned to perform duties outside the scope of the designated trade, subtrade or occupation, the contract of apprenticeship is suspended for the period of lay-off or temporary assignment and, if the period exceeds 1 year, the contract of apprenticeship terminates automatically on the anniversary of the effective date of the lay-off or temporary assignment.
- (6) Subject to subsection (7), the following labour action does not constitute the apprentice breaching the apprentice's contract of apprenticeship for the purposes of these regulations:
- (a) an apprentice participates in a strike against the apprentice's employer;
 - (b) an employer locks out an apprentice;
 - (c) an apprentice is unable to work because of a strike or lock-out affecting the apprentice's employer's place of business.
- (7) The contract of apprenticeship is suspended for the period of the strike or lock-out mentioned in subsection (6) in which the apprentice is unable to work because of the strike or lock-out.
- (8) If an apprentice is granted a leave of absence, other than leave to attend technical training, the apprentice's contract of apprenticeship:
- (a) is suspended for the period of the leave, if the leave does not exceed 1 year; and
 - (b) terminates automatically on the anniversary of the first day of the period of leave, if the period of leave exceeds 1 year.

(9) If a registered apprentice is absent from work for medical reasons for a period of 90 consecutive days or more, the contract of apprenticeship is suspended from the 91st day until the earlier of:

- (a) the date the apprentice returns to work; and
- (b) the anniversary of the first day of the period.

(10) If the apprentice to whom subsection (9) applies has not returned to work by the anniversary mentioned in clause (9)(b), the contract of apprenticeship terminates automatically.

(11) A registered apprentice must notify the commission immediately of any occurrence involving:

- (a) quitting the apprentice's employment;
- (b) a dismissal, with or without just cause;
- (c) a lay-off;
- (d) a temporary assignment to perform duties outside the scope of the designated trade, subtrade or occupation;
- (e) a strike or lock-out;
- (f) a leave of absence;
- (g) a sick leave of 90 consecutive days or more; or
- (h) the resumption of the apprentice's employment in the designated trade, subtrade or occupation with the employer after the occurrence of any of the events mentioned in clauses (c) to (g).

(12) Subsections (2), (3), (4), (5), (9), (10) and (11) do not apply to an apprentice indentured to a joint training committee.

(13) If an apprentice indentured to a joint training committee or the commission does not work in the designated trade, subtrade or occupation, for medical reasons, for a period of 90 consecutive days or more, the apprentice's contract of apprenticeship is suspended from the 91st day until the earlier of:

- (a) the apprentice's resumption of work in the designated trade, subtrade or occupation; and
- (b) the anniversary of the first day of the period.

(14) If the apprentice to whom subsection (13) applies has not resumed work in the designated trade, subtrade or occupation by the anniversary mentioned in clause (13)(b), the apprentice's contract of apprenticeship terminates automatically.

(15) A joint training committee must, with respect to an apprentice indentured to it, notify the commission immediately of the suspension, termination or end of suspension of a contract of apprenticeship pursuant to subsection (13) or (14).

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(16) A registered apprentice indentured to the commission who has not worked in the designated trade, subtrade or occupation for 90 consecutive days or more must immediately notify the commission of the day on which:

- (a) the apprentice last worked in the designated trade, subtrade or occupation; and
- (b) the apprentice resumes work in the designated trade, subtrade or occupation.

8 May 2020 cA-22.3 Reg 1 s15.

Application for cancellation of contract of apprenticeship

16(1) A joint training committee may apply to the commission to cancel a contract of apprenticeship if:

- (a) the apprentice has engaged in serious misconduct;
- (b) the apprentice is dismissed for just cause by an employer;
- (c) the apprentice ceases to be a member of a trade union or employer that is a participant in the joint training committee;
- (d) the apprentice quits employment with an employer without an excuse acceptable to the joint training committee;
- (e) the apprentice persistently misses employment;
- (f) the joint training committee is not satisfied with the on-the-job performance of the apprentice; or
- (g) the joint training committee no longer represents the apprentice.

(2) If the commission has received an application pursuant to subsection (1) and is satisfied that it is appropriate to do so, the commission may cancel the contract of apprenticeship.

8 May 2020 cA-22.3 Reg 1 s16.

Cancellation of contract of apprenticeship

17(1) The commission may cancel a contract of an apprentice for any reason it considers sufficient, including:

- (a) the failure of an apprentice to attend technical training if directed to do so by the commission, unless excused by the commission;
- (b) a record of attendance, deportment or on-the-job performance of an apprentice that, in the opinion of the commission, is unsatisfactory;
- (c) conduct that is, in the opinion of the commission, serious misconduct by the apprentice; or
- (d) a wilful breach of these regulations or a term of a contract of apprenticeship by an apprentice, an employer or a joint training committee.

(2) If an apprentice does not receive adequate instruction and supervision, the commission may:

(a) send an employee of the commission or a member of a trade examining board for the designated trade, subtrade or occupation to consult with, and give direction to, the employer, apprentice or supervisor;

(b) if, after the expiration of 3 months from the consultation mentioned in clause (a), the apprentice still fails to receive adequate instruction and supervision, cancel the contract of apprenticeship if, in the opinion of the commission, the employer or supervisor is unable or unwilling to provide adequate instruction and supervision for an apprentice.

8 May 2020 cA-22.3 Reg 1 s17.

Notice of cancellation of contract of apprenticeship

18(1) The commission must not cancel any contract of apprenticeship unless:

(a) written notice has been given to the parties of the intention to cancel and of the grounds for cancellation; and

(b) the parties are given an opportunity to be heard within 15 days after the date of service of the notice.

(2) Notice given pursuant to subsection (1) is to be served personally or by registered mail addressed to the last address of the party to be served known to the commission and, in the case of service by registered mail, is deemed to have been served on the seventh day after the date of mailing.

8 May 2020 cA-22.3 Reg 1 s18.

Term of apprenticeship

19 The term of apprenticeship in a designated trade, subtrade or occupation consists of the number of apprenticeship years set out in the trade regulation.

8 May 2020 cA-22.3 Reg 1 s19.

Placement

20(1) Subject to subsections (2) to (8), if a person is accepted by the commission for entry into an apprenticeship program, the commission must place that person in the first apprenticeship year of the program.

(2) A person entering an apprenticeship program may apply to the commission on the basis of the person's prior relevant training and trade, subtrade or occupation experience for:

(a) credit towards the completion of an apprenticeship year;

(b) advanced standing; or

(c) both of the things mentioned in clauses (a) and (b).

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- (3) An applicant for credit or advanced standing must:
- (a) provide evidence of the following:
 - (i) prior training, if the prior training is in accordance with section 35;
 - (ii) trade, subtrade or occupation experience, if the trade, subtrade or occupation experience is in accordance with section 34; and
 - (b) pay the application fee set by the commission.
- (4) If the commission is satisfied that an applicant has had relevant prior training or trade, subtrade or occupation experience equivalent to a part of the apprenticeship program in a designated trade, subtrade or occupation, the commission may, subject to subsection (5), grant to the applicant:
- (a) credit towards the completion of an apprenticeship year;
 - (b) advanced standing; or
 - (c) any combination of credit and advanced standing that the commission considers appropriate.
- (5) If the commission considers it appropriate to do so, the commission may require an applicant for advanced standing to write and obtain a passing mark in a placement examination before considering the application.
- (6) If an applicant for advanced standing fails a placement examination written pursuant to subsection (5), the applicant is not eligible to write the placement examination at a subsequent time.
- (7) If an apprentice is granted either advanced standing or credit, the commission may:
- (a) with respect to advanced standing:
 - (i) confirm the standing; or
 - (ii) place the apprentice in a more junior apprenticeship year; or
 - (b) with respect to credit towards the completion of an apprenticeship year:
 - (i) confirm the amount of credit;
 - (ii) increase the amount of credit; or
 - (iii) decrease the amount of credit.
- (8) The commission may grant credit towards the completion of an apprenticeship year or advanced standing for trade, subtrade or occupation experience and technical training acquired outside of Saskatchewan.

8 May 2020 cA-22.3 Reg 1 s20.

Apprenticeship year

21(1) In these regulations, “**apprenticeship year**” means:

- (a) subject to clause (2)(b), in the case of a registered apprentice, the number of hours set out in the trade regulation of technical training and on-the-job training that must be successfully completed by an apprentice in a period of not less than 12 months;

- (b) subject to subsection (2), in the case of a registered apprentice working in the designated trade, subtrade or occupation at a location that, in the opinion of the commission, will require extra on-the-job training in the work of the designated trade, subtrade or occupation:
- (i) the number of hours of technical training required by the commission; and
 - (ii) the number of hours of on-the-job training that, if combined with the hours of technical training, equals 1.5 times the number of hours set out in the trade regulation as an apprenticeship year;
- that must be successfully completed by an apprentice in a period of not less than 18 months.
- (2) An apprenticeship year is not considered complete until:
- (a) the apprentice has successfully completed the technical training required for that year;
 - (b) if a final examination has been required for that year pursuant to subsection 22(5), the apprentice has obtained a passing grade in that examination;
 - (c) the apprentice has satisfied the commission that the number of hours of training required for an apprenticeship year have been completed;
 - (d) the commission is satisfied with reports respecting the on-the-job performance of the apprentice furnished pursuant to subsection (4); and
 - (e) the apprentice has paid any applicable fee set by the commission.
- (3) The commission may:
- (a) request in writing that an apprentice verify hours of technical and on-the-job training pursuant to section 34; and
 - (b) cancel the contract of apprenticeship of an apprentice who fails to comply within 3 months of the date of mailing of the request pursuant to clause (a).
- (4) The commission may require any of the following persons to provide the commission with written reports respecting the on-the-job performance of an apprentice for the purpose of determining whether the apprentice has completed the apprenticeship year:
- (a) the employer, if the employer is a journeyperson, proficiency certificate holder or occupational certificate holder in the designated trade, subtrade or occupation;
 - (b) any individual who, in the opinion of the commission, may be able to provide information regarding the on-the-job performance of the apprentice;
 - (c) a journeyperson, proficiency certificate holder, occupational certificate holder or other individual in the designated trade, subtrade or occupation who has supervised the work of the apprentice;
 - (d) an employee of the commission; or
 - (e) in the case of an apprentice who is indentured to a joint training committee, the training coordinator of the committee.

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- (5) For the purposes of subsection (4), the commission may make inquiries among persons for whom work in the designated trade, subtrade or occupation has been performed for remuneration by the apprentice.
- (6) If the commission has received reports that an apprentice has not satisfactorily met the requirements of clause (2)(c), the commission may specify an additional period of on-the-job training for that apprentice to complete.
- (7) The commission may cancel the contract of apprenticeship of an apprentice whose performance during the additional period of on-the-job training required pursuant to subsection (6) is, in the commission's opinion, unsatisfactory.
- (8) If an apprentice is required to repeat all or part of the technical training for an apprenticeship year, the hours spent in repeating the technical training are not to be considered as hours of training for the purposes of subsection (1).

8 May 2020 cA-22.3 Reg 1 s21.

Technical training

- 22(1)** The commission may, after consultation with the trade board for a designated trade, subtrade or occupation, set out the length and nature of technical training to be taken in each apprenticeship year by apprentices in the designated trade, subtrade or occupation.
- (2) Subject to the granting of credit to an apprentice pursuant to section 20 for prior technical training or the results of a placement examination, every apprentice in a designated trade, subtrade or occupation must take all technical training required by the commission for the designated trade, subtrade or occupation.
- (3) If, in the opinion of the commission, the record of attendance, conduct or deportment of an apprentice while attending technical training is unsatisfactory, the commission may require the apprentice to withdraw from the level of technical training the apprentice is currently attending.
- (4) An apprentice who has been required by the commission pursuant to subsection (3) to withdraw from technical training may apply to the commission for permission to re-enter the level of technical training from which the apprentice withdrew, and the commission may grant permission if the commission is satisfied that it is appropriate to do so.
- (5) The commission may require a final examination for an apprenticeship year in a designated trade, subtrade or occupation.
- (6) The commission must not permit an apprentice to repeat the technical training for an apprenticeship year more than once unless, in the opinion of the commission, exceptional circumstances exist.
- (7) The commission may cancel the contract of apprenticeship of an apprentice who:
 - (a) fails to pass the technical training for an apprenticeship year on the second attempt; and
 - (b) does not write a supplemental examination given pursuant to section 23.

8 May 2020 cA-22.3 Reg 1 s22.

Supplemental examination

23(1) An apprentice who fails the technical training for an apprenticeship year and who wishes to remain in the apprenticeship program must, if permitted to do so by the commission:

- (a) write a supplemental examination; or
 - (b) repeat all or part of the technical training for the apprenticeship year, as required by the commission.
- (2) An apprentice who has been permitted by the commission pursuant to subsection (1) to write a supplemental examination must write the examination if required to do so by the commission.
- (3) An apprentice who fails the supplemental examination must repeat the technical training for the apprenticeship year.
- (4) An apprentice who fails the technical training repeated pursuant to clause (1)(b) or subsection (3) may apply to the commission for permission to write a supplemental examination and, if granted permission, must write the examination if required to do so by the commission.
- (5) The commission must not give an apprentice who fails a supplemental examination taken pursuant to subsection (4) a further attempt to write the supplemental examination unless, in the opinion of the commission, exceptional circumstances exist.
- (6) The commission may cancel the contract of apprenticeship of an apprentice who:
- (a) without an excuse that is acceptable to the commission, fails to write a supplemental examination if required by the commission pursuant to subsection (2) or (4);
 - (b) without an excuse that is acceptable to the commission, fails to repeat the technical training pursuant to subsection (3) within 1 year of the failed attempt; or
 - (c) fails the supplemental examination on the second attempt.
- (7) No candidate for a supplemental examination shall be permitted to write the examination unless the candidate has paid the fee set by the commission.

8 May 2020 cA-22.3 Reg 1 s23.

Record books

24(1) For the purposes of the Act and in this section and section 34, “**record book**” includes a book or any other type of document used to record the progress and on-the-job performance of an apprentice.

- (2) The commission may, on the advice of a trade board, develop a record book for a designated trade, subtrade or occupation.

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- (3) An employer or trainer of an apprentice must provide any information required by the commission respecting the work of the apprentice in the designated trade, subtrade or occupation.
- (4) No person shall knowingly:
 - (a) enter false information in a record book; or
 - (b) alter an entry in a record book with the intent of falsifying the information recorded.

8 May 2020 cA-22.3 Reg 1 s24.

Certification examination

25(1) The commission, on the advice of a trade board for a designated trade, subtrade or occupation, must set the certification examination, and subject to subsection (2), set the pass mark for that designated trade, subtrade or occupation.

(2) The pass mark for the interprovincial standards examination must be set by the commission on the advice of the Canadian Council of Directors of Apprenticeship.

8 May 2020 cA-22.3 Reg 1 s25.

Eligibility for certification examination

26(1) An apprentice who has completed the final apprenticeship year in an apprenticeship program is eligible to write the certification examination for the designated trade, subtrade or occupation.

(2) The commission may permit an apprentice who has successfully completed all levels of technical training but has not yet completed the on-the-job training required to complete the final apprenticeship year to write the certification examination for the designated trade, subtrade or occupation.

(3) A tradesperson in a non-compulsory designated apprenticeship trade, subtrade or occupation is eligible to write the certification examination for that trade, subtrade or occupation if the tradesperson satisfies the commission that the tradesperson has:

- (a) worked in the designated trade for not less than 1.5 times the term of apprenticeship for that trade, subtrade or occupation set out in the trade regulation; and
- (b) complied with any other requirements set out in the trade regulation.

(4) A tradesperson in a compulsory apprenticeship trade, subtrade or occupation is eligible to write the certification examination for that trade, subtrade or occupation if the tradesperson satisfies the commission that the tradesperson:

- (a) commenced work in the designated trade, subtrade or occupation before it was a compulsory apprenticeship trade;
- (b) has worked in the designated trade, subtrade or occupation not less than 1.5 times the term of apprenticeship for that trade, subtrade or occupation set out in the trade regulation; and
- (c) has complied with any other requirements set out in the trade regulation.

- (5) A tradesperson in a non-compulsory designated certification only trade, subtrade or occupation is eligible to write the certification examination for that trade, subtrade or occupation if the tradesperson satisfies the commission that the tradesperson has:
- (a) worked in the designated trade, subtrade or occupation for not less than 1.5 times the term of apprenticeship for that trade, subtrade or occupation set out in the trade regulation; and
 - (b) complied with any other requirements set out in the trade regulation.
- (6) In determining the date of commencement of work in a designated trade, subtrade or occupation, the commission may consider work performed outside Saskatchewan to be work in the designated trade, subtrade or occupation.
- (7) A tradesperson who satisfies the commission that the tradesperson holds valid qualifications in a designated trade in another province or territory of Canada or another country equivalent to the Journeyman Certificate of Qualification is eligible to write the journeyman trade examination in the designated trade.
- (8) No candidate for a certification examination shall be permitted to write the examination unless the application fee set by the commission is paid.

8 May 2020 cA-22.3 Reg 1 s26.

Failure re certification examination

- 27(1)** Subject to subsections (2), (4) and (5) and section 28, a person who fails a certification examination may be permitted by the commission to make another attempt after a period of not less than 3 months from the date of the last attempt.
- (2) No person who fails the certification examination on a second or subsequent attempt is to be re-examined until the person satisfies the commission that the person has completed any upgrading activity or trade, subtrade or occupation experience that the commission may require.
- (3) For the purposes of subsection (2), the commission may require any upgrading activity or trade, subtrade or occupation experience that it considers appropriate.
- (4) Subject to subsection (5), any person who requires more than 4 attempts to pass a certification examination:
- (a) may make an additional attempt only with the approval of the commission; and
 - (b) must complete any requirements specified by the commission before being allowed an additional examination attempt.
- (5) For the purposes of this section, unless otherwise approved by the commission, if a certification examination consists of both a written and a practical examination, an attempt at either the written or practical examination is to be considered an attempt at the certification examination, and no person is to have more than:
- (a) 4 attempts to pass the written examination; and
 - (b) 4 attempts to pass the practical examination.

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(6) For the purposes of this section, an attempt at the interprovincial standards examination in the designated trade, subtrade or occupation is deemed to be an attempt at the certification examination.

(7) For the purposes of this section, any attempts to pass the certification examination or the interprovincial standards examination before September 2, 1986 are not counted as attempts.

(8) The commission shall cancel the contract of apprenticeship of an apprentice who has failed the certification examination on a fourth or subsequent attempt permitted by this section if:

- (a) the apprentice did not receive approval from the commission for a subsequent attempt at the certification examination;
- (b) all appeals and reviews allowed by these regulations are exhausted and the result of the appeals or reviews is to confirm the failure; or
- (c) the time for making the appeals and for requesting the reviews allowed by these regulations has expired and the apprentice has not made an appeal or requested a review.

8 May 2020 cA-22.3 Reg 1 s27.

Certification examination time limits

28(1) Unless an apprentice has written the certification examination earlier, the apprentice must write the certification examination on the first examination date scheduled following the completion of the apprentice's final apprenticeship year.

(2) An apprentice who fails the certification examination on the first attempt must make a second attempt not later than 1 year after the completion of the apprentice's final apprenticeship year.

(3) An apprentice who fails the certification examination on a second or subsequent attempt must make another attempt not later than 6 months after successfully completing the upgrading activity or work experience required by the commission.

(4) The commission may cancel the contract of apprenticeship of an apprentice who fails to comply with this section.

8 May 2020 cA-22.3 Reg 1 s28.

Journeyman Certificate of Qualification

29(1) The commission must issue a Journeyman Certificate of Qualification to a person who establishes eligibility pursuant to this section.

(2) A person is eligible to receive the Journeyman Certificate of Qualification if:

- (a) the person has:
 - (i) attained the pass mark in the journeyman trade examination; or
 - (ii) met other requirements recommended by a trade board; and

- (b) the person has satisfied the commission:
 - (i) in the case of an apprentice, that the apprentice has completed the final apprenticeship year; or
 - (ii) subject to section 26, in the case of a designated trade, that the apprentice has worked in the designated trade for a number of hours equivalent to 1.5 times the term of apprenticeship for that trade.

8 May 2020 cA-22.3 Reg 1 s29.

Certificate of Completion of Apprenticeship

30 The commission must issue a Certificate of Completion of Apprenticeship to an apprentice who:

- (a) has completed the term of apprenticeship set out in the trade regulation for the designated trade, subtrade or occupation in which the person is an apprentice;
- (b) has been given reports pursuant to subsection 21(4) that are satisfactory to the commission;
- (c) has successfully completed all levels of technical training required by the commission; and
- (d) has met the requirements for the Journeyperson Certificate of Qualification, proficiency certificate or occupational certificate.

8 May 2020 cA-22.3 Reg 1 s30.

Proficiency certificate and endorsement

31(1) Subject to the recommendation of the trade board for the designated trade, the commission may establish a program of technical training, on-the-job training or both in a designated subtrade or for an endorsement.

(2) The commission must issue a proficiency certificate in the designated subtrade to a person who successfully completes a program established pursuant to subsection (1).

(3) On the advice of the trade board for the designated trade of which the designated subtrade is a branch, or an endorsement as set out in the trade regulation, the commission must determine the criteria for eligibility for admission to a program established pursuant to subsection (1).

(4) On the advice of the trade board, the commission may set an examination for a proficiency certificate or an endorsement.

(5) The provisions of sections 26 to 28 apply, with any necessary modification, to persons who have failed proficiency certificate examinations or endorsement examinations.

(6) No candidate for a proficiency certificate examination or endorsement examination is to write the examination unless the candidate has paid the application fee set by the commission.

8 May 2020 cA-22.3 Reg 1 s31.

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Occupational certificate

32(1) Subject to the recommendation of the trade board for the designated occupation, the commission may establish a program of technical training, on-the-job training or both in a designated occupation.

(2) The commission must issue an occupational certificate in the designated occupation to a person who successfully completes a program established pursuant to subsection (1).

(3) On the advice of the trade board for the designated occupation, the commission must determine the criteria for eligibility for admission to a program established pursuant to subsection (1).

(4) On the advice of the trade board for the designated occupation, the commission may set an examination for an occupational certificate.

(5) The provisions of sections 26 to 28 apply, with any necessary modification, to persons who have failed occupational certificate examinations.

(6) No candidate for an occupational certificate examination shall write the examination unless the candidate has paid the application fee set by the commission.

8 May 2020 cA-22.3 Reg 1 s32.

Learner's certificate

33(1) An applicant for a learner's certificate in a designated trade must meet the eligibility requirements set by the commission and the trade regulation for that trade.

(2) The commission must not consider any application for a learner's certificate unless the applicant has paid the application fee set by the commission and provided documents verifying that the applicant has met the eligibility requirements.

(3) The commission may require an applicant for a learner's certificate to write and pass an examination before a learner's certificate is issued to the applicant.

(4) The commission may permit a person who fails a learner's certificate examination to reattempt the examination.

8 May 2020 cA-22.3 Reg 1 s33.

Verification of trade, subtrade or occupation experience

34(1) In this section, "**appropriate person**" means:

(a) in the case of an apprentice or tradesperson who was employed during the period of trade, subtrade or occupation experience, on-the-job training or work in a designated trade, subtrade or occupation that the apprentice or tradesperson is trying to verify:

(i) the apprentice or tradesperson's employer or an agent of the employer;
or

(ii) a journeyperson, proficiency certificate holder or occupational certificate holder who supervised the apprentice or tradesperson's work;
and

- (b) in the case of an apprentice or tradesperson who was self-employed during the period of trade, subtrade or occupation experience, on-the-job training or work in a designated trade, subtrade or occupation that the apprentice or tradesperson is trying to verify:
- (i) the owner, lessee, manager or other occupant of premises on or in which the apprentice or tradesperson performed work in the designated trade, subtrade occupation;
 - (ii) the owner, lessee or other person having possession, custody or control of a vehicle or other machinery or equipment on which the apprentice or tradesperson performed work in the designated trade, subtrade or occupation; or
 - (iii) a person who, in the opinion of the commission, is a person in authority in the community who has personal knowledge of work in the designated trade, subtrade or occupation performed by the apprentice or tradesperson and who is satisfactory to the commission.
- (2) An apprentice or tradesperson required by these regulations or a trade regulation to verify the apprentice or tradesperson's trade, subtrade or occupation experience, on-the-job training or work in a designated trade, subtrade or occupation must, in any manner required by this section, provide the commission with the following information:
- (a) locations of work;
 - (b) periods of employment;
 - (c) total hours of work for each period of employment at each location;
 - (d) detailed description of types of work performed;
 - (e) names of the journeypersons, proficiency certificate holders or occupational certificate holders who supervised the work.
- (3) Subject to subsections (4) and (5), an apprentice or tradesperson must provide the information required pursuant to subsection (2) by submitting to the commission letters from appropriate persons.
- (4) An apprentice who is required to keep a record book pursuant to section 24 and who is required to verify the apprentice's on-the-job training must:
- (a) submit the apprentice's record book to the commission; and
 - (b) if required to do so by the commission, submit letters from appropriate persons containing the information mentioned in subsection (2).
- (5) An apprentice or tradesperson seeking to verify work in a designated trade, subtrade or occupation performed outside Saskatchewan or trade, subtrade or occupation experience or on-the-job training in a designated trade, subtrade or occupation acquired outside Saskatchewan must:
- (a) submit to the commission any record of employment or training kept by the person or by the person's employer of that work, experience or training; and
 - (b) if required to do so by the commission, submit letters from appropriate persons containing the information mentioned in subsection (2).

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- (6) A letter submitted pursuant to subsection (3), (4) or (5) is to be on the form provided by the commission and is to be signed by the appropriate person in the presence of a witness, who is to be a person other than the apprentice or tradesperson to whom the letter relates, and by the witness.
- (7) Persons mentioned in clause (1)(a) must submit the letters required pursuant to subsection (3) or (4) at the request of an apprentice or the commission.
- (8) The commission must give written notice to an apprentice or tradesperson of any letter that, in its opinion, is unsatisfactory and must provide a copy of the letter with the notice.
- (9) If, in the opinion of the commission, the letters submitted by or on behalf of an apprentice or tradesperson pursuant to subsection (3), (4) or (5) or statutory declarations provided pursuant to subsection (10) are insufficient to verify the facts that the apprentice or tradesperson is required to verify, the commission may require the apprentice or tradesperson to submit additional letters from appropriate persons or statutory declarations.
- (10) If an apprentice or tradesperson satisfies the commission that the apprentice or tradesperson is unable to submit letters as required by subsection (3), (4) or (5), the commission may accept a statutory declaration containing the information required on the form provided by the commission and any further information that the commission may consider necessary.
- (11) The commission, or at the request of the commission a trade examining board, must evaluate the evidence of trade, subtrade or occupation experience, on-the-job training or work in the designated trade, subtrade or occupation of the apprentice or tradesperson.
- (12) For the purpose of evaluating the trade, subtrade or occupation experience, on-the-job training or work in the designated trade, subtrade or occupation of the apprentice or tradesperson, the commission may require the apprentice or tradesperson to:
- (a) provide any additional information that the commission considers necessary;
 - (b) appear before the commission or trade examining board; or
 - (c) do both of the things mentioned in clauses (a) and (b).
- (13) The commission may conduct inquiries respecting the trade, subtrade or occupation experience, on-the-job training or work in the designated trade, subtrade or occupation of an apprentice or tradesperson.
- (14) In evaluating the trade, subtrade or occupation experience, on-the-job training or work of an apprentice or tradesperson in a designated trade, subtrade or occupation the commission or a trade examining board must:
- (a) consider only time spent in actual work of the designated trade, subtrade or occupation; and
 - (b) not consider time spent on sick leave or other leave of absence, vacation, strike, lock-out or lay-off.

(15) The commission must give written notice to the apprentice or tradesperson of its final assessment of the trade, subtrade or occupation experience, on-the-job training or work in the designated trade, subtrade or occupation of the apprentice or tradesperson.

8 May 2020 cA-22.3 Reg 1 s34.

Verification of prior training

35(1) In this section, “**training**” does not include on-the-job training.

(2) A person who is required pursuant to these regulations to verify, in accordance with this section, the person’s prior training in a designated trade, subtrade or occupation technical training or educational qualifications must provide the commission with:

- (a) from each institution that the person has attended:
 - (i) an official transcript; or
 - (ii) other documentation acceptable to the commission;
- (b) particulars of the courses the person has taken, including the following information:
 - (i) the name of the institution;
 - (ii) the names of the courses taken;
 - (iii) a description of the course content of each course;
 - (iv) the inclusive dates when each course was taken;
 - (v) the number of hours of theory and practical instruction in each course;
 - (vi) the name and qualifications of the instructor of each course; and
- (c) any other information requested by the commission.

8 May 2020 cA-22.3 Reg 1 s35.

Interprovincial seal

36(1) For the purposes of this section, the commission may recognize an interprovincial standards examination in a designated trade, subtrade or occupation as equivalent to a certification examination.

(2) The commission must administer the interprovincial standards examinations recognized by it pursuant to subsection (1) and award an Interprovincial seal to a successful candidate.

(3) The commission must affix an Interprovincial seal awarded pursuant to subsection (2) to the Journeyperson Certificate of Qualification, identification card, proficiency certificate, occupational certificate, Certificate of Completion of Apprenticeship and other commission certificates of the successful candidate, and the candidate must submit the candidate’s journeyperson identification card and certificates to the commission for this purpose.

(4) The commission must determine the eligibility of a person to write an interprovincial standards examination in accordance with guidelines established by the Canadian Council of Directors of Apprenticeship, as amended from time to time, or any successor to that committee.

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- (5) A person who satisfies the following criteria is deemed to be a journeyperson in the designated trade and may apply for a Journeyperson Certificate of Qualification:
- (a) the person is the holder of a valid Journeyperson Certificate of Qualification, Certificate of Completion of Apprenticeship or equivalent certificate in a designated trade that is issued by a province or territory of Canada; and
 - (b) the person is the recipient of an Interprovincial seal in the designated trade by the Office of Apprenticeship of a province or territory of Canada.
- (6) A person must hold a valid Journeyperson Certificate of Qualification with an Interprovincial seal in order to utilize the endorsement “Red Seal Endorsement” or “RSE”.
- (7) A person who does not satisfy the requirement in subsection (6) is not permitted to utilize the endorsement.

8 May 2020 cA-22.3 Reg 1 s36.

Upgrading courses

- 37(1)** The commission may establish upgrading courses to provide limited upgrading in theory and practical skills in a designated trade, subtrade or occupation to assist persons in meeting the standards of a journeyperson, proficiency certificate holder or occupational certificate holder.
- (2) Subject to the approval of the commission, a person is eligible to attend an upgrading course for a designated trade, subtrade or occupation if the person has applied and paid the application fee set by the commission and:
- (a) the person is eligible to write the certification examination in the designated trade, subtrade or occupation;
 - (b) the upgrading is required by a trade regulation; or
 - (c) the person has met other criteria required by the commission.
- (3) If a person registers for an upgrading course and fails, in the opinion of the commission, to maintain an acceptable record of attendance, conduct or deportment, the commission may expel the person from the course.
- (4) The commission must cause a person who fails to attain the pass mark in an upgrading course to be notified of the person’s failure.
- (5) The person mentioned in subsection (4) may, with the permission of the commission, enter a course of training or meet other remedial requirements.
- (6) A course completion letter is to be issued by the commission to a person who has met the minimum standards required by the commission for the upgrading course.

8 May 2020 cA-22.3 Reg 1 s37.

Examinations

- 38(1) On the advice of the trade board for a designated trade, subtrade or occupation, the commission must set all examinations required to be given pursuant to these regulations and, unless otherwise provided for in these regulations, may set a pass mark for the examinations.
- (2) In addition to the examinations required by these regulations, the commission, on the advice of a trade board for a designated trade, subtrade or occupation, may require any additional examinations that the commission considers necessary.
- (3) Subject to the other provisions of these regulations, no candidate for any examination required by the commission or required by these regulations is to write the examination unless the candidate has paid the application fee set by the commission.
- (4) Candidates for examination must appear at a time and place designated by the commission for the examination.
- (5) A person having control of or responsibility for the conduct of an examination sitting must cause it to be conducted in accordance with the rules established by the commission and these regulations.
- (6) All examination papers and materials furnished for use in examinations are the property of the commission.
- (7) Each candidate must return the examination paper and any materials furnished for use in the examination to the invigilator before leaving the examination room.
- (8) No candidate while in the examination room shall write or enter information on any surface other than an electronic keyboard, paper answer sheet or calculation paper furnished by the invigilator for use in the examination or record by any means whatsoever information respecting any question on the examination or the answer to any question for removal from the examination room.
- (9) No candidate shall remove from the examination room a record in any form of information respecting any question on the examination or answer to any question.
- (10) No candidate shall bring into an examination room any source of information respecting the subject-matter of the examination or any other aid likely to assist a candidate in answering an examination question except those that are expressly permitted by the commission.
- (11) An invigilator who observes a candidate cheating during an examination may require the candidate to discontinue writing immediately and leave the examination room.
- (12) The examination paper of a candidate observed cheating pursuant to subsection (11) is not to be marked and the candidate may be subject to any or all of the following penalties:
- (a) the candidate may be ineligible to write the certification examination for a period determined by the commission;
 - (b) the candidate may have the candidate's apprenticeship cancelled;
 - (c) any other action deemed appropriate by the commission.

- (13) An invigilator may require a candidate to produce evidence of the candidate's identity.
- (14) The commission must cause every candidate who writes an examination to be given a written statement of the candidate's examination results.
- (15) The commission may cause the mark awarded to an apprentice, journeyperson, proficiency certificate holder, occupational certificate holder or tradesperson to be revoked and a zero entered in its place or may expunge the attempt if the person writes an examination:
- (a) that the person is ineligible to write; or
 - (b) in a manner contrary to these regulations.

8 May 2020 cA-22.3 Reg 1 s38.

Disclosure of marks, etc.

- 39(1)** The commission may disclose the examination and technical training marks of an apprentice to:
- (a) the employer of the apprentice; or
 - (b) the joint training committee to whom the apprentice is indentured.
- (2) A joint training committee may disclose the examination and technical training marks of an apprentice indentured to it to an employer to whom the apprentice has been referred for employment by the committee.
- (3) The commission may disclose the examination and technical training marks of an apprentice, journeyperson, proficiency certificate holder or occupational certificate holder to any person on the written request of the apprentice, journeyperson, proficiency certificate holder or occupational certificate holder.
- (4) The commission may disclose to the employer of a tradesperson whether the tradesperson has passed or failed an examination, but it must not disclose the actual marks except in accordance with subsection (3).
- (5) The commission must, on request of any person, disclose to that person whether another person named in the request is:
- (a) registered as an apprentice in a designated trade, subtrade or occupation;
 - (b) in a designated trade and the holder of:
 - (i) a Journeyperson Certificate of Qualification;
 - (ii) a Certificate of Completion of Apprenticeship;
 - (iii) a learner's certificate;
 - (iv) a special permit issued pursuant to *The Apprenticeship and Trade Certification Regulations, 2020*; or
 - (v) an endorsement;

- (c) the holder of a proficiency certificate in a designated subtrade; or
 - (d) the holder of an occupational certificate in a designated occupation.
- (6) Notwithstanding subsection (5), the commission must not disclose examination or technical training marks except in accordance with subsections (1) to (4).

8 May 2020 cA-22.3 Reg 1 s39.

Review of results

- 40(1) A candidate who fails an examination may request in writing a review of the marks awarded on the candidate's examination and must state in the request the candidate's reasons for requesting the review.
- (2) A candidate who makes a written request pursuant to subsection (1) must submit to the commission the written request, together with the fee set by the commission, not later than 60 days from the date on which the statement of results was mailed to the candidate at the candidate's last address known to the commission.
- (3) If the commission receives a request pursuant to subsection (2), the commission must have the marking of the examination reviewed and must forward the results of the review to the candidate.
- (4) There is no further review or appeal of examination results other than that mentioned in this section.
- (5) The fee paid pursuant to subsection (2) is to be refunded to a candidate whose marks are increased to a pass as a result of the review.

8 May 2020 cA-22.3 Reg 1 s40.

Validity of certificates and permits etc.

- 41 Subject to section 42, every certificate, permit, endorsement or identification card issued pursuant to these regulations is valid:
- (a) until the expiry date stated on the document;
 - (b) for the period set out in a trade regulation;
 - (c) if clause (a) or (b) does not apply, until the time that an expiry date is prescribed by a trade regulation; or
 - (d) until cancelled by the commission.

8 May 2020 cA-22.3 Reg 1 s41.

Cancellation or suspension of certificates and permits etc.

- 42(1) The commission may cancel or suspend a certificate, permit, endorsement or identification card if:
- (a) the commission has reasonable grounds to believe that:
 - (i) a certificate, permit, endorsement or identification card has been:
 - (A) altered in any manner;

- (B) obtained by fraud or misrepresentation;
 - (C) obtained by a person who is ineligible;
 - (D) obtained by a person who has engaged in academic misconduct;
or
 - (E) used for any purpose by a person other than the person to whom it was issued; or
- (ii) in the case of a certificate, the holder of the certificate is without capacity or is not competent to perform work in the designated trade, subtrade or occupation with reasonable skill; or
- (b) in the case of a certificate or permit, the holder of a certificate or permit has been convicted of an offence pursuant to an Act or any regulations made pursuant to that Act that is, in the opinion of the commission, related to the work of the holder.
- (2) The commission must cause notice of cancellation or suspension of a certificate, permit, endorsement or identification card pursuant to subsection (1) to be served personally or by registered mail addressed to the last address known to the commission to the holder of the cancelled or suspended document.
- (3) The notice of cancellation or suspension of a certificate, permit, endorsement or identification card must set forth:
- (a) the grounds on which the cancellation is based; and
 - (b) the nature of the evidence in support of the grounds.
- (4) A person aggrieved by a decision of the commission pursuant to subsection (1) may appeal the decision pursuant to Part 3, Division 6 of the Act.
- (5) The commission may require the holder of a certificate, permit, endorsement or identification card to take an examination on a date determined by the commission to assist the commission in determining grounds mentioned in subsection (1).
- (6) Notwithstanding any other provision of these regulations, a person who writes an examination pursuant to this section is not required to pay an examination fee.
- (7) No person whose certificate, permit, endorsement or identification card has been cancelled or suspended by the commission shall hold themselves out as holder of a certificate, permit, endorsement or identification card until:
- (a) if the person's certificate, permit, endorsement or identification card has been suspended, the period of suspension has ended; or
 - (b) the person's certificate, permit, endorsement or identification card has been reinstated pursuant to Part 3, Division 6 of the Act.

Updating courses

- 43(1) The commission may establish updating courses to:
- (a) provide skills training to enable persons to bring their skills to current standards; and
 - (b) provide instruction in areas of new technological development and work practices that relate to but are not necessarily part of a designated trade, subtrade or occupation.
- (2) Subject to the approval of the commission, an application to attend an updating course may be made by a person who:
- (a) holds a Journeyperson Certificate of Qualification, proficiency certificate or occupational certificate; or
 - (b) meets any eligibility requirements of the commission.
- (3) An updating course completion letter is to be issued by the commission to a person who has met the minimum standards of the commission for the updating course.

8 May 2020 cA-22.3 Reg 1 s43.

Specialty courses

- 44(1) The commission may establish specialty courses to provide limited training in a designated trade subtrade or occupation that is beneficial to individuals working in the designated trade, subtrade or occupation.
- (2) Subject to the approval of the commission, an application to attend a specialty course may be made by a person who meets any eligibility requirements of the commission.
- (3) A specialty course completion letter is to be issued by the commission to a person who has met the minimum standard required by the commission for the specialty course.

8 May 2020 cA-22.3 Reg 1 s44.

Identification cards

- 45(1) The commission must issue to each indentured apprentice, on the registration of the apprentice's contract of apprenticeship, a card identifying the apprentice as an apprentice and denoting the apprenticeship year in which the apprentice is registered.
- (2) Subject to section 46, the commission must issue a new apprenticeship year identification card to an apprentice who completes an apprenticeship year and enters the next apprenticeship year in the designated trade, subtrade or occupation.
- (3) The commission must issue a journeyperson identification card to each person to whom a Journeyperson Certificate of Qualification is issued.
- (4) The commission must issue a permit holder identification card to each person who has been issued a special permit pursuant to *The Apprenticeship and Trade Certification Regulations, 2020*.

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- (5) The commission must issue a learner's identification card to each person to whom a learner's certificate is issued.
- (6) The commission must issue a proficiency identification card to each person to whom a proficiency certificate is issued.
- (7) The commission must issue an occupational identification card to each person to whom an occupational certificate is issued.
- (8) The commission may issue an identification card to an individual for a purpose recognized by the commission.
- (9) Each person to whom an identification card is issued pursuant to this section shall carry it at all times while at work and must produce it for inspection at the request of:
 - (a) the person's employer or prospective employer;
 - (b) any person for whom the person is performing, or is about to perform, work in the designated trade, subtrade or occupation; or
 - (c) the commission or any employee of the commission.

8 May 2020 cA-22.3 Reg 1 s45.

Certificates, etc.

- 46(1)** Every certificate, permit, endorsement and identification card issued by the commission is the property of the commission.
- (2) The commission may require the holder of a certificate, permit, endorsement or identification card to return it to the commission before a new certificate, permit, endorsement or card is issued.
- (3) A person whose certificate, permit, endorsement or identification card has been cancelled or suspended by the commission must return it to the commission immediately on notification of the cancellation or suspension.
- (4) The commission may require a person seeking replacement of a certificate, permit, endorsement or identification card to:
 - (a) make a statutory declaration setting forth the circumstances relating to the loss or destruction of the certificate, permit, endorsement or card to be replaced;
 - (b) provide evidence of the person's identity; or
 - (c) do both of the things mentioned in clauses (a) and (b).
- (5) A replacement certificate, permit, endorsement or identification card is not to be issued to any person who has not paid the application fee set by the commission.

8 May 2020 cA-22.3 Reg 1 s46.

Posting of regulations and certificates

47 Every employer and every person engaged in the business of a designated trade, subtrade or occupation must, in a conspicuous place in the premises in or from which the designated trade, subtrade or occupation is carried on, post one or more of the following as the commission may from time to time require:

- (a) these regulations;
- (b) *The Apprenticeship and Trade Certification Regulations, 2020*;
- (c) the Act;
- (d) extracts from the legislation mentioned in clause (a), (b) or (c);
- (e) information respecting the legislation mentioned in clause (a), (b) or (c);
- (f) certificates, permits, endorsements, or identification cards issued pursuant to these regulations.

8 May 2020 cA-22.3 Reg 1 s47.

Application form

48 All applications required pursuant to these regulations must be made in the form provided by the commission or in a form acceptable to the commission.

8 May 2020 cA-22.3 Reg 1 s48.

Time limits

49(1) If, in these regulations, the time for doing a particular thing is limited, the commission may, in its discretion, extend the time for doing that thing if the commission is satisfied that:

- (a) a failure or inability to comply with the time limit is caused by an illness, bereavement, accident or other unforeseen circumstance that is not the fault of the person required to comply; and
 - (b) the strict application of the time limit would cause undue hardship to the person required to comply.
- (2) The commission may require any person seeking relief pursuant to subsection (1) to provide proof of the illness, accident, bereavement or other unforeseen circumstance in any form that the commission may require.

8 May 2020 cA-22.3 Reg 1 s49.

PART 3
Designated Trades and Subtrades

Agricultural equipment technician trade

50(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “agricultural equipment technician trade” and includes the setting up, diagnosing, repairing, modifying, overhauling and maintaining of agricultural machinery.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

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- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s50.

Aircraft maintenance engineer technician trade

51(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “aircraft maintenance engineer technician” and includes a person who, with respect to a fixed wing aircraft weighing 12,500 pounds or less:

- (a) replaces, inspects and services brake systems, electrical systems and components, fuel systems, carburetors, fuel control units, reciprocating and turbine engines and top overhaul;
 - (b) replaces, inspects and services airframe structures and components, landing gear systems, flying control systems and rigging;
 - (c) inspects and adjusts balance and weight control;
 - (d) completes pre-flight and scheduled inspections;
 - (e) completes inspections and checks of avionic systems and makes replacements if necessary; and
 - (f) removes, replaces, adjusts and repairs propellers.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
 - (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s51.

Auto body and collision technician trade

52(1) In this section:

“automotive refinishing technician” means the designated subtrade recognized pursuant to subsection (6) as the “automotive refinishing technician” and includes the appraising and refinishing of motor vehicle bodies;

“trade” means the trade designated in accordance with Part 2 as “auto body and collision technician trade” and includes the appraising, servicing, repairing, replacing, refinishing and restoring of damaged bodies and frames of motor vehicles.

(2) This section applies to employers, tradespersons, journeypersons, proficiency certificate holders, apprentices and any other person in the trade or automotive refinishing technician.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship program in the trade consists of 4 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

(6) The subtrade known as “automotive refinishing technician” is recognized as a branch of the trade.

(7) The term of apprenticeship program in the “automotive refinishing technician” subtrade is 2 apprenticeship years.

8 May 2020 cA-22.3 Reg 1 s52.

Automotive service technician trade

53(1) In this section, **“trade”** means the trade designated in accordance with Part 2 as “automotive service technician trade” and includes the inspecting, diagnosing, servicing, repairing, replacing and overhauling of all components of an automobile, light truck or light bus, except body sheet metal repairing and painting.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 4 apprenticeship years.

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(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s53.

Boilermaker trade

54(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “boilermaker trade” and includes the laying-out, burning, shearing, sawing, cutting, punching, drilling, reaming, boring, tapping, rivetting, caulking, bolting, connecting, fastening, welding, gouging, shaping, fitting, handling and rigging of structural members, plates and tubes in the fabrication, erection, repair and maintenance of all manner of dust, air, gas, steam, oil, water or other liquid-tight containers, structures and equipment.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 3 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s54.

Bricklayer trade

55(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “bricklayer trade” and includes any brickwork, blockwork, stonework and all other work incidental to that work performed by a bricklayer.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 4 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,500 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s55.

Cabinetmaker trade

56(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “cabinetmaker trade” and includes the construction, repair, finishing and installation of cabinets, furniture, fixtures and related products for various residential, commercial and industrial uses.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship program in the trade consists of 4 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,600 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s56.

Carpenter trade

57(1) In this section:

“**framer subtrade**” means the designated subtrade recognized pursuant to subsection (6) as the “framer subtrade”, and includes the interpreting of blueprints, specifications and codes to lay out floor, wall and roof framing systems, the construction and erection of components to the sheathed stage and the installation of exterior doors and windows;

“**scaffolder subtrade**” means the designated subtrade recognized pursuant to subsection (6) as the “scaffolder subtrade”, and includes the laying out, assembly, erection, use, maintenance, and dismantling of scaffolds including access scaffolds, shoring, falsework, bleachers, and stages;

“**trade**” means the trade designated in accordance with Part 2 as “carpenter trade” and includes the milling, fashioning, joining, assembling, disassembling, laying out, erecting, fastening and dismantling of wood, plastic, metal, fabric, cork, composition and other materials used in the construction of buildings and other structures.

(2) This section applies to employers, tradespersons, journeypersons, proficiency certificate holders, apprentices and any other person in the trade, framer subtrade or scaffolder subtrade.

(3) No person is eligible to enter into an apprenticeship program in the trade, framer subtrade or scaffolder subtrade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

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- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.
- (6) The framer subtrade and scaffolder subtrade are branches of the trade.
- (7) The term of apprenticeship program in the scaffolder subtrade consists of 4 apprenticeship years.
- (8) Each apprenticeship year in the scaffolder subtrade requires a total of 1,500 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.
- (9) The term of apprenticeship in the framer subtrade consists of 1 apprenticeship year.
- (10) Each apprenticeship year in the framer subtrade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s57.

Construction craft labourer trade

58(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “construction craft labourer trade” and includes:

- (a) the preparation and clean-up of construction sites;
 - (b) the moving, handling and distributing of construction materials and equipment;
 - (c) performing demolition, excavation, backfill and compaction activities;
 - (d) the placement, consolidation and protection of cast-in-place concrete structures; and
 - (e) the installation of municipal water and sewer lines.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 2 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,200 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s58.

Construction electrician trade

59(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “construction electrician trade” and includes all work of electrical installation as defined in *The Electrical Inspection Act, 1993*.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 4 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s59.

Cook trade

60(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “cook trade” and includes:

- (a) the preparing, seasoning and cooking by appropriate methods of soups, meats, fish, poultry, vegetables, desserts and other foods such as sauces, gravies and salads;
- (b) meat-cutting; and
- (c) the fundamentals of baking and pastry cooking.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 3 apprenticeship years.

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(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s60.

Electronics assembler trade

61(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as the “electronics assembler trade” and includes:

- (a) interpreting electronic assembly drawings, schematics and production instructions; and
- (b) assembling, testing, reworking and repairing circuit boards, cablewire harnesses, chassis and equipment racks, primarily at manufacturing facilities.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 2 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s61.

Esthetician trade

62(1) In this section:

“**nail technician**” means a journeyperson who is certified in accordance with this section to perform services on hands, feet, limbs and digits, including the following services:

- (a) manicures and pedicures;
- (b) cosmetic massage of the limbs and digits;
- (c) artificial nail applications or enhancements;

“**skin care technician**” means a journeyperson who is certified in accordance with this section to perform services on the human body, including the following services:

- (a) manicures and pedicures;
- (b) specialized facial and body treatments limited to hair and superficial epidermis;

- (c) correcting skin problems using electric currents;
- (d) cosmetic massage, make-up artistry and lash enhancement;
- (e) tweezing and hair removal using depilatory methods;
- (f) lash and brow tinting;

“trade” means the trade designated in accordance with Part 2 as “esthetician” and includes the services provided by a nail technician or skin care technician.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 2 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.
- (6) To be eligible to write the journeyperson trade examination in the trade, a candidate must successfully complete any technical training required by the commission.

8 May 2020 cA-22.3 Reg 1 s62.

Food and beverage person trade

- 63(1)** In this section, **“trade”** means the trade designated in accordance with Part 2 as “food and beverage person trade” and includes the sale and service of food and beverage products and the mixing and preparation of alcoholic and non-alcoholic beverages.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 2 apprenticeship years.
 - (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

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- (6) To be eligible to receive a Journeyperson Certificate of Qualification in the trade, a tradesperson must:
- (a) in accordance with section 34, verify work experience of at least 1.5 times the term of apprenticeship; and
 - (b) successfully complete a food and beverage person upgrading course recognized by the commission.

8 May 2020 cA-22.3 Reg 1 s63.

Glazier trade

64(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “glazier trade” and includes:

- (a) the cutting, preparing, fabricating, glazing, setting, attaching, installing and removing of all types of glass and glass-substitute materials and fixtures;
 - (b) the fitting, fabricating, installing and attachment of curtain walls, architectural metals and related substitute products in all types of buildings and other structures; and
 - (c) the replacing of glass in motor vehicles.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
- (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s64.

Guest services representative trade

65(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “guest services representative” trade and includes the promotion, sale and booking of all accommodation products and services, the check-in and check-out of accommodation guests, the maintenance and reconciliation of financial records, and the provision or facilitation of all accommodation guest services.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 2 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.
- (6) To be eligible to receive a Journeyperson Certificate of Qualification in the trade, a tradesperson must:
 - (a) in accordance with section 34, verify work experience of at least 1.5 times the term of apprenticeship and;
 - (b) successfully complete a guest services representative upgrading course recognized by the commission.

8 May 2020 cA-22.3 Reg 1 s65.

Hairstylist trade

- 66(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “hairstylist trade” and includes the shampooing, shaping, styling, waving and chemical treatment and texturizing of hair, application of scalp treatments, facial hair grooming and application of natural and synthetic hair.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No applicant for a special permit pursuant to *The Apprenticeship and Trade Certification Regulations, 2020* is to be issued a special permit until any fee set by the commission has been paid to issue the special permit.
- (4) No person is eligible to obtain a learner’s certificate in the trade unless the person has successfully completed a training program recognized by the commission.
- (5) No person is eligible to enter a training program mentioned in subsection (6) unless that person has:
 - (a) a Saskatchewan Grade 11 standing; or
 - (b) educational qualifications, skills and aptitude that, in the commission’s opinion, are equivalent to the standing mentioned in clause (a).
- (6) The term of apprenticeship in the trade consists of 2 apprenticeship years.
- (7) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

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- (8) A person desiring to enter an apprenticeship program in the trade must obtain a learner's certificate before applying for entry into an apprenticeship program.
- (9) The commission must grant a person credit towards the completion of the term of apprenticeship in the trade for time spent, verified in accordance with section 35, in a training program recognized by the commission pursuant to subsection (4).

8 May 2020 cA-22.3 Reg 1 s66.

Heavy duty equipment technician trade

- 67(1)** In this section, "**trade**" means the trade designated in accordance with Part 2 as "heavy duty equipment technician trade" and includes the repairing, improving and maintaining of any heavy duty equipment powered by an internal combustion engine or an electric motor.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
- (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s67.

Instrumentation and control technician trade

- 68(1)** In this section, "**trade**" means the trade designated in accordance with Part 2 as "instrumentation and control technician trade" and includes maintenance, diagnosing, servicing, repairing and calibration of control instruments used in commercial and industrial settings.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,700 hours of training that:
- (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s68.

Industrial mechanic (millwright) trade

69(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “industrial mechanic (millwright) trade” and includes the installing, repairing, improving or maintaining of industrial equipment, including bearings, seals, shafts, couplings, clutches, drives, conveyors, cranes, rigging, piping and hydraulic, pneumatic and associated equipment used in commercial and industrial establishments.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 4 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s69.

Insulator (heat and frost) trade

70(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “insulator (heat and frost) trade” and includes the preparation, fabrication, alteration, application, erection, assembling, moulding, spraying, pouring, mixing, hanging, adjusting, repairing, dismantling, removing, containing, reconditioning, maintaining, finishing and weatherproofing of thermal insulation and related materials on pipes, pipe fittings, valves, boilers, ducts, flues, tanks, vats, refrigeration piping and equipment, fire-stops, and other equipment.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 4 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

(6) An employer who is a journeyperson in the trade working in Saskatchewan is considered to be an employed journeyperson for the purpose of computing the number of apprentices that the employer may employ.

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(7) To be eligible to write the journeyperson trade examination in the trade, a tradesperson must:

- (a) verify in accordance with sections 34 and 35 that the tradesperson has worked in the trade at least 1.5 times the term of apprenticeship; and
- (b) after complying with clause (a), successfully complete an insulator (heat and frost) upgrading course recognized by the trade board.

8 May 2020 cA-22.3 Reg 1 s70.

Ironworker (reinforcing) trade

71(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “ironworker (reinforcing) trade” and includes:

- (a) the fabrication and welding, in the field, of all materials used to reinforce concrete and in the positioning of post-tensioning steel;
- (b) the installation of rebar and the placement, sorting, cutting, burning, bending and tying of all materials used to reinforce concrete and in the positioning of post-tensioning steel; and
- (c) the handling of all materials used to reinforce concrete and in the positioning of post-tensioning steel.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 2 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s71.

Ironworker (structural/ornamental) trade

72(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “ironworker (structural/ornamental) trade” and includes:

- (a) the fabrication, welding, cutting, erection and dismantling, in the field, of structural steel, curtain walls, miscellaneous and ornamental metal work;
- (b) the erection and placement of precast and prestressed concrete; and
- (c) the rigging and placement of machinery and equipment.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 3 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s72.

Landscape horticulturist trade

73(1) In this section:

“elm tree pruner endorsement certificate” means an elm tree pruner endorsement certificate issued by the commission in accordance with this section that certifies that the holder of the endorsement certificate is qualified to prune elm trees;

“trade” means the trade designated in accordance with Part 2 as “horticulture technician trade” and includes a worker who may be engaged in:

- (a) the business of selling, growing, installing or maintaining plant or related material;
 - (b) landscape construction;
 - (c) landscape maintenance;
 - (d) the operation of a greenhouse, nursery or garden centre;
 - (e) tree moving; or
 - (f) the selling, growing, installing or maintaining of turf grass.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade or endorsement.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
 - (5) Each apprenticeship year in the trade requires a total of 1,500 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

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(6) To be eligible for an elm tree pruner endorsement certificate, an individual in the horticulture technician trade must:

- (a) complete training to the satisfaction of the commission;
- (b) complete 1,500 hours of work experience pruning elm trees, to the satisfaction of the commission; and
- (c) pay any fee set by the commission.

8 May 2020 cA-22.3 Reg 1 s73.

Lather (interior systems mechanic) trade

74(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “lather (interior systems mechanic) trade” and includes the layout, installation, application, finishing and fabrication in the construction industry of:

- (a) metal stud systems;
- (b) thermal insulations and related vapour barriers and sealants;
- (c) gypsum board and related products;
- (d) textured coatings;
- (e) demountable partitions;
- (f) acoustic, linear, luminous and integrated ceilings;
- (g) raised access flooring; and
- (h) acoustical treatments.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 4 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,500 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s74.

Locksmith trade

75(1) In this section, “**trade**” means the work designated in accordance with Part 2 as “locksmith trade” and includes:

- (a) evaluating the security and access needs of customers and advising customers with respect to those needs;

- (b) installing, adjusting, servicing, modifying and replacing all types of locks, safes and associated hardware;
 - (c) selling and installing burglar, access and alarm systems;
 - (d) rekeying locks and altering combinations; and
 - (e) opening locks for which keys or combinations are not available.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of the apprenticeship program in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
- (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s75.

Machinist trade

- 76(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “machinist trade” and includes the skilful operation and care of machines and hand tools required to turn, shape, bore, drill, broach or grind either metal or plastic substances into any shape, and to any required finish or tolerance.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
- (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s76.

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Meat cutter trade

77(1) In this section:

“processor endorsement certificate” means a processor endorsement certificate issued by the commission in accordance with this section that certifies that the holder of the endorsement certificate is qualified in the processing of raw meat, poultry and seafood to produce a finished product by such means as smoking, curing, cooking, grinding, massaging, tumbling, stuffing, forming, chopping, flavouring and merchandising;

“slaughterer endorsement certificate” means a slaughterer endorsement certificate issued by the commission in accordance with this section that certifies that the holder of the endorsement certificate is qualified in the immobilization, bleeding, preparation and evisceration of live animals;

“trade” means the trade designated in accordance with Part 2 as “meat cutter trade” and includes carcass breaking, primal cuts, sub-primal cuts, counter-ready cuts, packaging, labelling and merchandising of meat, poultry and seafood.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade or endorsement.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 3 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.
- (6) To be eligible for a processor endorsement certificate or a slaughterer endorsement certificate, an individual in the trade must:
 - (a) complete training to the satisfaction of the commission;
 - (b) complete 1 apprenticeship year with at least 1,500 hours of work experience as a processor or a slaughterer, as the case may be, to the satisfaction of the commission; and
 - (c) pay any fee set by the commission.

8 May 2020 cA-22.3 Reg 1 s77.

Metal fabricator (fitter) trade

78(1) In this section, **“trade”** means the trade designated in accordance with Part 2 as “metal fabricator (fitter) trade” and includes the fabrication, layout, cutting, fitting and assembly of ornamental and structural iron, metal and miscellaneous materials.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 3 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
- (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s78.

Mobile crane operator trade

79(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “mobile crane operator trade” and includes the operation of any mechanical device or structure that:

- (a) incorporates a power-driven drum and wire rope that is used primarily for raising, lowering or moving material or equipment;
 - (b) is equipped with a telescopic or lattice boom capable of moving in the vertical and horizontal planes;
 - (c) is mounted on a base or chassis intended to provide mobility; and
 - (d) may be crawler- or wheel-mounted.
- (2) In this section:

“**boom truck operator ‘A’ subtrade**” means the designated subtrade recognized pursuant to subsection (7) as the “boom truck operator ‘A’ subtrade” and includes, with respect to boom trucks over 15.5 tons, the maintenance and operation of any device that:

- (a) is mounted on a turret;
- (b) is supported to provide mobility;
- (c) incorporates a power-driven drum and wire rope that is used primarily for raising, lowering or moving material or equipment;
- (d) is equipped with:
 - (i) a boom capable of moving in the vertical and horizontal planes;
or
 - (ii) a telescoping or articulating boom;

“boom truck operator ‘B’ subtrade” means the designated subtrade recognized pursuant to subsection (7) as the “boom truck operator ‘B’ subtrade” and includes, with respect to boom trucks up to and including 15.5 tons, the maintenance and operation of any device that:

- (a) is mounted on a turret;
 - (b) is supported to provide mobility;
 - (c) incorporates a power-driven drum and wire rope that is used primarily for raising, lowering or moving material or equipment; and
 - (d) is equipped with:
 - (i) a boom capable of moving in the vertical and horizontal planes; or
 - (ii) a telescoping or articulating boom.
- (3) This section applies to employers, tradespersons, journeypersons, proficiency certificate holders, apprentices and any other person in the trade or in one of the subtrades defined in subsection (2).
- (4) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (5) A term of apprenticeship in the trade consists of 3 apprenticeship years of which a minimum of 1.8 apprenticeship years must be operating a mobile crane over 15 tons.
- (6) Each apprenticeship year:
- (a) subject to clauses (b) and (c), in the trade requires 1,800 hours of training that:
 - (i) includes on-the-job training; and
 - (ii) may include technical training;
 - (b) in the boom-truck operator ‘A’ subtrade requires 1,500 hours of training that:
 - (i) includes on-the-job training; and
 - (ii) may include technical training; and
 - (c) in the boom-truck operator ‘B’ subtrade requires 1,000 hours of training that:
 - (i) includes on-the-job training; and
 - (ii) may include technical training.
- (7) The following are recognized as subtrades of the trade:
- (a) boom truck operator “A”;
 - (b) boom truck operator “B”.

- (8) The term of apprenticeship is 2 apprenticeship years in:
- (a) the boom truck operator “A” subtrade; or
 - (b) the boom truck operator “B” subtrade.
- (9) A holder of proficiency certificates in both the lattice boom crane operator subtrade and the hydraulic crane operator trade designated pursuant to *The Apprenticeship and Trade Certification Regulations* as those regulations existed before the coming into force of *The Apprenticeship and Trade Certification Commission Amendment Regulations, 2015* or a holder of both a proficiency certificate in the lattice boom crane operator subtrade and a journeyman certificate in the mobile crane operator (hydraulic) trade designated pursuant to *The Apprenticeship and Trade Certification Regulations* as those regulations existed before the coming into force of *The Apprenticeship and Trade Certification Commission Amendment Regulations, 2015* is eligible to write the interprovincial standards examination in the trade, if that person:
- (a) applies on the form provided by the commission;
 - (b) surrenders both certificates to the commission when that person passes the examination; and
 - (c) pays any fee set by the commission.
- (10) Notwithstanding subsection 26(3), in order to be eligible to write the journeyman trade examination in the trade, a tradesperson must satisfy the commission that the tradesperson has worked in the trade for an aggregate of not less than 4.5 years, of which a minimum of 2.7 years must be operating a mobile crane over 15 tons.

8 May 2020 cA-22.3 Reg 1 s79.

Painter and decorator trade

80(1) In this section:

“**paint**” includes stain, varnish, emulsion and any other organic or inorganic coating which may be applied in the same manner as paint and used for decorative or protective purposes;

“**trade**” means the trade designated in accordance with Part 2 as “painter and decorator trade” and includes the preparing of surfaces for the application of paint and other protective and decorative coatings and decorative finishes and the applying of paint and other coatings and decorative finishes to buildings and other protective and decorative structures.

- (2) This section applies to employers, tradespersons, journeymen, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

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- (4) The term of apprenticeship in the trade consists of 3 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s80.

Parts technician trade

- 81(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “parts technician trade” and includes the ordering, stocking, accounting or dispensing of parts and assemblies supplied to the mechanical, agricultural and service industries.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 3 apprenticeship years.
 - (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s81.

Pipeline equipment operator trade

82(1) In this section:

“**dozer operator**” means a journeyperson who is certified in accordance with this section to operate a dozer to perform pipeline procedures, including:

- (a) clearing, grading and restoring pipeline rights of way;
- (b) backfilling and compacting trenches; and
- (c) winching, tow-cat and river-crossing operations;

“**endorsement**” means an endorsement on a journeyperson’s certificate indicating the type or types of pipeline equipment that the holder of the certificate is certified to operate;

“**excavator operator**” means a journeyperson who is certified in accordance with this section to operate an excavator to perform pipeline procedures, including:

- (a) stripping topsoil;
- (b) performing clean-up operations; and
- (c) digging and backfilling trenches;

“grader operator” means a journeyperson who is certified in accordance with this section to operate a grader to perform pipeline procedures, including:

- (a) stripping and replacing topsoil;
- (b) finishing and restoring the pipeline work site as near as possible to its prior environmental state;
- (c) maintaining pipeline rights of way; and
- (d) constructing and maintaining roads and ditches;

“sideboom operator” means a journeyperson who is certified in accordance with this section to operate a sideboom to perform pipeline procedures, including hoisting, cradling and placing pipe and pipeline equipment;

“trade” means the trade designated in accordance with Part 2 as the “pipeline equipment operator trade” and includes:

- (a) operating equipment to clear a surveyed right of way for laying pipe;
- (b) digging a trench at a precise route and depth for laying pipe;
- (c) bending pipe to the desired configuration;
- (d) laying pipe;
- (e) providing access to the pipeline work site; and
- (f) restoring the pipeline work site as near as possible to its prior environmental state.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade or endorsement.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 3 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,000 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

(6) The holder of a journeyperson’s certificate in the trade with an endorsement as a dozer operator requires:

- (a) 0.5 year or 500 hours as an apprentice or tradesperson to be eligible to write the grader operator endorsement examination;
- (b) 1.0 year or 1,000 hours as an apprentice or tradesperson to be eligible to write the excavator operator endorsement examination; and
- (c) 1.5 years or 1,500 hours as an apprentice or tradesperson to be eligible to write the sideboom operator endorsement examination.

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- (7) The holder of a journeyperson's certificate in the trade with an endorsement as a grader operator requires:
- (a) 1.0 year or 1,000 hours as an apprentice or tradesperson to be eligible to write the dozer operator endorsement examination;
 - (b) 1.5 years or 1,500 hours as an apprentice or tradesperson to be eligible to write the excavator operator endorsement examination; and
 - (c) 1.5 years or 1,500 hours as an apprentice or tradesperson to be eligible to write the sideboom operator endorsement examination.
- (8) The holder of a journeyperson's certificate in the trade with an endorsement as an excavator operator requires:
- (a) 0.5 years or 500 hours as an apprentice or tradesperson to be eligible to write the grader operator endorsement examination;
 - (b) 1.0 year or 1,000 hours as an apprentice or tradesperson to be eligible to write the dozer operator endorsement examination; and
 - (c) 1.5 years or 1,500 hours as an apprentice or tradesperson to be eligible to write the sideboom operator endorsement examination.
- (9) The holder of a journeyperson's certificate in the trade with an endorsement as a sideboom operator requires:
- (a) 0.5 years or 500 hours as an apprentice or tradesperson to be eligible to write the grader operator endorsement examination;
 - (b) 1.0 year or 1,000 hours as an apprentice or tradesperson to be eligible to write the dozer operator endorsement examination; and
 - (c) 1.5 years or 1,000 hours as an apprentice or tradesperson to be eligible to write the excavator operator endorsement examination.

8 May 2020 cA-22.3 Reg 1 s82.

Plumber trade

83(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “plumber trade” and includes:

- (a) the installing, fitting, altering and repairing of water and soil pipes, rain-water leaders, baths, water closets and other sanitary and fire protection apparatus for a house or other building, including the junction to the mains and sewers and the connecting of tanks to sewers and mains; and
 - (b) the installing, maintaining, altering and repairing of any gas installation and gas equipment as defined in *The Gas Licensing Act* and any medical gas installation and equipment.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s83.

Pork production technician trade

84(1) In this section:

“breeder” means a type of work performed by a journeyperson who selects and handles breeding stock, conducts artificial and traditional insemination, and maintains the health and feeding program of the breeding herd, including boars;

“endorsement” means an endorsement on a journeyperson’s certificate indicating the type or types of pork production technician work that the holder of the certificate is certified to perform;

“facilities maintenance” means a type of work performed by a journeyperson who maintains feed and water systems, ventilation and heating systems, and performs general maintenance of the production facilities and related equipment;

“farrowing” means a type of work performed by a journeyperson who is responsible for all aspects of the farrowing process, including supervising the farrow process, processing of piglets, care of the nursing piglets, and health and feeding programs;

“grower-finisher” means a type of work performed by a journeyperson who is responsible for all aspects of the grow-finish area including herd health and feed requirements, daily operation of mechanical systems, and processing of pigs for market;

“nursery management” means a type of work performed by a journeyperson who conducts post-weaning management, maintains the health and feeding program for weaned piglets, and maintains nursery management systems;

“trade” means the trade designated in accordance with Part 2 as the “pork production technician trade” and includes herd health, stock identification and selection, nutrition, breeding, gestating, farrowing, weaning, finishing, piglet care, barn and environment maintenance, waste management, stockpersonship, and basic management and marketing of swine.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade or endorsement.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade with one endorsement consists of 1 apprenticeship year.
- (5) The term of apprenticeship in the trade with endorsements in breeder, farrowing, grower-finisher, and nursery management consists of 2 apprenticeship years.
- (6) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
- (a) includes on-the-job training; and
 - (b) may include technical training.
- (7) The holder of a journeyperson's certificate in the trade with a breeder endorsement requires 0.5 years or 820 hours as an apprentice to be eligible to write the grower-finisher, farrowing, nursery management, or facilities maintenance endorsement examination.
- (8) The holder of a journeyperson's certificate in the trade with a grower-finisher endorsement requires 0.5 years or 820 hours as an apprentice to be eligible to write the breeder, farrowing, nursery management, or facilities maintenance endorsement examination.
- (9) The holder of a journeyperson's certificate in the trade with a farrowing endorsement requires 0.5 years or 820 hours as an apprentice to be eligible to write the grower-finisher, breeder, nursery management, or facilities maintenance endorsement examination.
- (10) The holder of a journeyperson's certificate in the trade with a nursery management endorsement requires 0.5 years or 820 hours as an apprentice to be eligible to write the grower-finisher, farrowing, breeder, or facilities maintenance endorsement examination.
- (11) The holder of a journeyperson's certificate in the trade with a facilities maintenance endorsement requires 0.5 years or 820 hours as an apprentice to be eligible to write the grower-finisher, farrowing, nursery management, or breeder endorsement examination.

8 May 2020 cA-22.3 Reg 1 s84.

Powerline technician trade

85(1) In this section, "**trade**" means the trade designated in accordance with Part 2 as "powerline technician trade" and includes the constructing, altering and maintaining of overhead pole lines, tower lines, underground cables and related equipment and apparatus in both energized and de-energized states, used in the transmission and distribution of electrical energy.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s85.

Recreation vehicle service technician trade

86(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “recreation vehicle service technician trade” and includes the inspection, diagnosing, repairing, servicing, replacing and overhauling of all systems and components of recreation vehicles, including exterior and interior components, electrical components, plumbing, propane gas components, appliances, structural frames and towing systems on motor homes, travel trailers, van conversions and licensed towables.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 3 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,600 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s86.

Refrigeration and air conditioning mechanic trade

87(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “refrigeration and air conditioning mechanic trade” and includes the installation, maintenance, servicing and repair of primary and secondary refrigeration systems, cooling systems and their components.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has the educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

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- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s87.

Rig technician trade

88(1) In this section:

“derrickhand (level 2)” means the type of work performed by a journeyperson who regularly operates drilling fluid systems and pumps during drilling, mixes fluid chemicals and additives, handles sections of drill string assemblies from a platform on the rig derrick during tripping operations, monitors and records mud flows and volumes and fluid properties, and includes all of the work performed by a motorhand (level 1);

“driller (level 3)” means the type of work performed by a journeyperson who operates the draw-works, rotary equipment and pumps and supervises the assembly of drill strings, ensures that safety and support equipment is functioning properly, monitors and keeps record of the progress of drilling operations, participates in the supervision of rig mobilization and de-mobilization, is responsible for supervising rig crews and includes all of the work performed by a motorhand (level 1) and a derrickhand (level 2);

“motorhand (level 1)” means the type of work performed by a journeyperson who regularly maintains drilling rig engines, transmissions, heating systems, diesel electric generators and motors, hydraulic systems and other mechanical equipment, maintains equipment logs and preventative maintenance records, monitors inventories of fuels, oil filters, lube oils, greases and other service items, participates in rig mobilization and de-mobilization and may supervise and train floorhands and labourers;

“trade” means the trade designated in accordance with Part 2 as “rig technician trade” and includes the operation and maintenance of drilling rig equipment, systems, pumps and engines.

- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) Each apprenticeship year in the trade requires a total of 1,620 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

- (5) The term of apprenticeship in the trade with the motorhand (level 1) endorsement consists of 1 apprenticeship year.
- (6) The term of apprenticeship in the trade with the derrickhand (level 2) endorsement consists of 2 apprenticeship years.
- (7) The term of apprenticeship in the trade with the driller (level 3) endorsement consists of 3 apprenticeship years.

8 May 2020 cA-22.3 Reg 1 s88.

Roofer trade

- 89(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “roofer trade” and includes the building or laying of built-up or flat deck roofs, the covering of steep and similar roof surfaces with roofing and related material and the application of damp-proofing and waterproofing membrane.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 3 apprenticeship years.
 - (5) Each apprenticeship year in the trade requires a total of 1,500 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s89.

Sheet metal worker trade

- 90(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “sheet metal worker trade” and includes the constructing and fabricating with sheet metal of 10 gauge or lighter of any article or thing and the installing, maintaining, altering and repairing of any such article or thing.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
 - (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s90.

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Sprinkler fitter trade

91(1) In this section, “**trade**” means the trade designated in accordance with Part 2 as “sprinkler fitter trade” and includes the assembling, installing, testing, repairing, modifying, overhauling and maintaining of fixed fire suppression systems.

(2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 4 apprenticeship years.

(5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s91.

Steamfitter-pipefitter trade

92(1) In this section:

“**petroleum installer technician subtrade**” means the designated subtrade recognized pursuant to subsection (6) as the “petroleum installer technician subtrade” and includes:

- (a) the construction, installation, alteration, expansion and maintenance of above- ground and underground petroleum storage facilities and related equipment and apparatus; and
- (b) the decommissioning, remediation and removal of above-ground and underground petroleum storage facilities and related equipment and apparatus;

“**trade**” means the trade designated in accordance with Part 2 as “steamfitter-pipefitter trade” and includes the installing, maintaining, altering and repairing of:

- (a) any gas installation and gas equipment as defined in *The Gas Licensing Act*; and
- (b) any system of pipe and any part of a system of pipe except those within the scope of clause 83(1)(a).

(2) This section applies to employers, tradespersons, journeypersons, proficiency certificate holders, apprentices and any other person in the trade or petroleum installer technician subtrade.

(3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.
- (6) The subtrade known as the petroleum installer technician subtrade is recognized as a branch of the steamfitter-pipefitter trade.
- (7) No person is eligible to enter into an apprenticeship program in the subtrade unless that person has educational qualifications or an equivalent standing that, in the opinion of the commission, are required to complete the apprenticeship program successfully.
- (8) The term of apprenticeship in the subtrade consists of 3 apprenticeship years.

8 May 2020 cA-22.3 Reg 1 s92.

Tilesetter trade

- 93(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “tilesetter trade” and includes any constructing, altering, decorating and repairing with tiles and slabs of granite, slate, marble, ceramic, quarry, terrazzo and mosaic.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
- (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s93.

Tower crane operator trade

- 94(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “tower crane operator trade” and includes the maintaining and operating of any mechanical device or structure incorporating a power-driven drum, boom and wire rope used for raising, lowering and moving material, and utilizing a vertical mast or tower and jib, which may be of the travelling, fixed or climbing type.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
- (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

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- (4) The term of apprenticeship in the trade consists of 2 apprenticeship years.
- (5) Each apprenticeship year in the trade requires a total of 1,500 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s94.

Truck and transport mechanic trade

- 95(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “truck and transport mechanic trade” and includes the maintenance, repair, overhaul, inspection, reconditioning, and diagnostic troubleshooting of motorized trucks, buses and road transport vehicles.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 4 apprenticeship years.
 - (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s95.

Water well driller trade

- 96(1)** In this section, “**trade**” means the trade designated in accordance with Part 2 as “water well driller trade” and includes the designing, drilling, construction, development, servicing, disinfecting, sanitation and reclamation of water wells, the operation of drilling rigs and the installation, maintenance, servicing and repair of associated equipment.
- (2) This section applies to employers, tradespersons, journeypersons, apprentices and any other person in the trade.
 - (3) No person is eligible to enter into an apprenticeship program in the trade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.
 - (4) The term of apprenticeship in the trade consists of 2 apprenticeship years.
 - (5) Each apprenticeship year in the trade requires a total of 1,800 hours of training that:
 - (a) includes on-the-job training; and
 - (b) may include technical training.

8 May 2020 cA-22.3 Reg 1 s96.

Welder trade

97(1) In this section:

“**semiautomatic welding production operator subtrade**” means the designated subtrade recognized pursuant to subsection (6) as the “semiautomatic welding production operator subtrade”, and includes the preparation and joining of metals in a production assembly line setting primarily using the gas metal arc welding (MIG) process;

“**trade**” means the trade designated in accordance with Part 2 as “welder trade” and includes the preparation and joining of metals and plastics by methods that do not employ fastening devices.

(2) This section applies to employers, tradespersons, journeypersons, proficiency certificate holders, apprentices and any other person in the trade or semiautomatic welding production operator subtrade.

(3) No person is eligible to enter into an apprenticeship program in the trade or semiautomatic welding production operator subtrade unless that person has educational qualifications, skills and aptitude that are required to complete the apprenticeship program successfully in the opinion of the commission.

(4) The term of apprenticeship in the trade consists of 3 apprenticeship years.

(5) Each apprenticeship year in the trade or semiautomatic welding production operator subtrade requires a total of 1,800 hours of training that:

- (a) includes on-the-job training; and
- (b) may include technical training.

(6) The subtrade known as semiautomatic welding production operator is recognized as a branch of the trade.

(7) The term of apprenticeship in the semiautomatic welding production operator subtrade consists of 2 apprenticeship years.

8 May 2020 cA-22.3 Reg 1 s97.

PART 4

Transitional, Repeal and Coming into Force**Transitional**

98(1) In this section, “**former regulations**” means *The Apprenticeship and Trade Certification Commission Regulations*.

(2) Every certificate, permit, endorsement, identification card or other document issued pursuant to the former regulations that is valid on the day before the coming into force of these regulations continues in force until its expiry date, if any, and may be dealt with pursuant to these regulations as if it were issued pursuant to these regulations.

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(3) Any application made pursuant to the former regulations, but not completed before the coming into force of these regulations, is continued and is to be dealt with pursuant to these regulations as if it were made pursuant to these regulations.

(4) Every contract of apprenticeship that was entered into and registered pursuant to the former regulations continues in force and may be dealt with pursuant to these regulations as if it were entered into and registered pursuant to these regulations.

8 May 2020 cA-22.3 Reg 1 s98.

RRS c A-22.2 Reg 4 repealed

99 *The Apprenticeship and Trade Certification Commission Regulations* are repealed.

8 May 2020 cA-22.3 Reg 1 s99.

Coming into force

100(1) Subject to subsection (2), these regulations come into force on the day on which section 1 of *The Apprenticeship and Trade Certification Act, 2019* comes into force.

(2) If section 1 of *The Apprenticeship and Trade Certification Act, 2019* comes into force before the day on which these regulations are filed with the Registrar of Regulations, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

8 May 2020 cA-22.3 Reg 1 s100.