



**Saskatchewan
Apprenticeship and
Trade Certification
Commission**

2140 Hamilton Street
Regina, Saskatchewan
S4P 2E3

Tel (306) 787-2444
Toll Free 1-877-363-0536
Fax (306) 787-5105

Form 6

Verification of Trade Experience

This form is used to verify the type of work a person performs in a specific trade.

***Use one Form 6 per employer.**

Social Insurance Number: _____

Please check one of the following:

- New Apprenticeship Contract
- Placement on Apprenticeship File Examination
- Request for Journeyman Certificate
- Entry into Upgrading Course

Trade: _____

Name of Apprentice/Tradesperson (last/first): _____

Address: _____

City/Town: _____

Postal Code: _____ Telephone: _____

Name of Company (Employer) for which trade experience is being verified

Address: _____

City/Town: _____

Postal Code: _____ Telephone: _____

Period of Employment: From _____ to _____
(DD/MM/YY) (DD/MM/YY)

Please refer to Period of Employment instructions on reverse.

Work Performed At _____
City/Town

Document only the time spent actually working in the trade, using the tools of the trade.

Please refer to Trade Experience instructions on reverse.

Description of Work Performed	Trade Experience in Hours
Total Hours	

FOR COMMISSION USE ONLY

Time Assessed: _____ Hours Date: _____ Assessed by: _____

If the work was supervised by a Journeyman:

Name of Journeyman: _____ Certificate #: _____ Trade: _____

Signed this _____ day of _____ 20 _____

Signature of Witness*

Signature of Appropriate Person**

Name of Witness (Please Print)

Name of Appropriate Person (Please Print)

Address

Position

Telephone

Address

*The witness may not be the subject (apprentice or tradesperson applying) of this letter.

Telephone

**An Appropriate Person: employer, employer's representative or journeyman supervising the work

Instructions

- a) **Period of Employment:** When you submit the *first* Form 6, the period of employment *starts with the day you started with the employer and ends with the day you fill out the form*. The period of employment on the *second* Form 6 you submit, starts the day after the last day listed on the first Form 6 and ends the day you fill out the form. Subsequent Form 6s begin the day after the last date of the previous form.

Example: First Form 6: 5/01/99 to 15/06/00
Second Form 6: 16/06/00 to 30/12/00

- b) **Trade Experience in Hours:**
Refers to the number of hours you worked in the period of employment.

Example:

Description of Work Performed	Trade Experience in Hours
Gears	40 hours
Transmissions	75 hours
Total Hours	115 hours

Affidavit for Verification of Trade Time

An Affidavit is to be used only when confirming trade time in the following instances:

- a business is no longer in existence;
- self-employment. (Attach copy of business license or letter from: town clerk, municipal secretary, or person in authority in the community acknowledging that during the period in question, the tradesperson was known to be an owner/operator of a business.)

Before proceeding, please ensure that the reverse side of this form is fully completed.

Canada

Province of Saskatchewan

To Wit:

In the matter of the verification of trade time in the _____
(Name of Trade)

trade, I _____ of _____
(Name) (Street Address)

(Town/City)

(Province)

(Postal Code)

do solemnly declare that said verification of trade time as stated on the reverse side of this document is accurate and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the City/Town _____)
of _____ in the _____)
Province of Saskatchewan, this _____)
day of _____, A.D. 20 _____)

A Commissioner for Oaths in and for
the Province of Saskatchewan,

My commission expires _____, 20 _____.