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**CURRICULUM AND  
 EXAMINATION  
 DEVELOPMENT BOARD  
 /  
 TRADE EXAMINING  
 BOARD  
 APPLICATION**

Which board are you interested in representing? (See appendix for board roles and responsibilities)

Curriculum and Examination Development   
 Trade Examining

Trade Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 Postal Code

Place of Work: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

Work Address: \_\_\_\_\_  
 Postal Code

Telephone Numbers:  
 Business \_\_\_\_\_ Residence \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_

<b>PLEASE SIGN:</b>	
Date: _____	Signature: _____

**As a Board Member:**

Are you a journeyperson? yes  no

Issuing Province: \_\_\_\_\_

In which trade(s)?

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Interprovincial Red Seal? yes  no

Did you complete an apprenticeship? yes  no

Do you hold other education or training credentials/certificates? yes  no

If **yes**, please specify:

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Have you taken updating/upgrading courses? yes  no

If **yes**, which courses specifically?

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Are you “on the tools”?

yes  no

If **no**, what is your role on the job?

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How many years have you worked in the trade? \_\_\_\_\_ years

Will your employer release you to attend board meetings as needed?

yes  no

Please provide additional information that you think is relevant to this application.  
(please attach a resume)

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## Appendix

### Roles and Responsibilities of the Curriculum and Examination Development and Trade Examining Board

#### Curriculum and Examination Development Boards (CEDB)

CEDB are established to develop training curricula and certification examinations for a specific trade. The CEDB consist of employers and employees from the trade. The CEDB are facilitated by a Program Development Officer from the SATCC and report to the Trade Board for their trade. They meet on an “as-needed” basis.

Each CEDB member must be certified and “on-the tools”.

Individual Curriculum and Examination Development Boards (CEDB) members contribute to:

- assist in the development and revision of the apprenticeship program curriculum for their trade to reflect current industry needs;
- assist in the development and revision of the curriculum or upgrading, updating and other training to keep journeypersons and other tradespersons current;
- assist in the development and revision of all journeyperson, proficiency, placement (level) or term end examinations for their trade to ensure that the current needs of industry are met;
- participate in the development and validation of Red Seal journeyperson examinations for their trade; and
- provide program advisory committee functions for the Commission.

#### Trade Examining Boards (TEB)

TEB consist of employers and employees from the trade. The TEB are facilitated by a SATCC representative, typically a Program Development Officer or a Field Consultant. They meet on an “as-needed” basis.

Each TEB member must be certified and “on-the tools”.

Individual TEB member duties may include:

- evaluation of the trade time (work experience) for individuals applying for examination, or progressing through an apprenticeship program (as required by Trade Time Assessment or Field Operations); and
- evaluation of individuals taking practical examinations in those trades which require them.

The TEB determine such things as:

- the eligibility of a candidate to challenge a journeyperson examination; or
- the determination as to when an apprentice can advance to the next apprenticeship level. This can affect salary ranges and an apprentice’s eligibility to attend technical training.

**\*NOTE:** Travel and honoraria are paid in accordance with prevailing Public Service Commission rates. *Please be advised that honoraria is taxable income.*