

A Guide for Researching the Licensing Process

This **Guide** can be downloaded and used to help with your research. It will take you through the process for getting a licence to work in your occupation.

Each occupation has its own requirements for registration and licensure; not all of the requirements listed below apply in all situations. Use your regulatory body's website to get information on the licensing process. Complete as much of this information as you can before you contact the regulatory body.

General questions to ask:

- *What do I need to know about working in my occupation in Saskatchewan?*
- *What things might I find different about working in Saskatchewan?*
- *Are there other occupational associations in my field?*

Contact information for your regulatory body:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Website: _____

E-mail: _____

CONTACT THE REGULATORY BODY

Check ✓ the following that apply in your situation.

- Application form(s)
- Information package available
- List of requirements
- Other

Questions to ask:

- *What are the requirements for a licence to work in Saskatchewan?*
- *Where can I get the application form and an information package?*
- *What documents do I need to send with my completed application form?*

DOCUMENTS AND EVALUATION OF CREDENTIALS

The following is a list of the documents you **may** require when applying for licensure. **Contact your regulatory body to ask about which documents are required for your occupation and the related costs.**

Document	Required Yes/No	Cost	Translation Yes/No	Original, Photocopy or Notarized Copy?	Who sends it?	Where do they send it?
Completed application forms						
Evaluation of educational credentials						
Educational transcripts						
Course syllabus						
Transcripts of additional courses						
English language test results						
Results of national exams						
Detailed work history						
Proof of hours of work						
Letters of reference						
Proof of licensure in previous jurisdiction(s)						
Photo identification						
Copy of birth certificate and marriage licence (if name change)						
Criminal record check						
Liability Insurance						
Other						

Questions to ask:

- *What documents are required?*
- *Which documents can I bring with me?*
- *Which ones need to be sent directly from the institution that issued them?*
- *Which ones need to be translated?*
- *Where can I have them translated?*
- *Are there any specific requirements for the translation?*

Translation

If documents are not in English, translations may be required. Arrange for translations to be notarized if necessary and sent directly to the regulatory body, if required.

Evaluation of Educational Credentials

Contact your regulatory body to see if they conduct the credential assessment or if they use another organization. If they use another organization, find out which one. Most regulatory bodies require the credential evaluation report to be sent directly to them.

Check ✓ which organization your regulatory body requires you to use to have your credentials assessed.

- | | | |
|--------------------------|-----------------|--|
| <input type="checkbox"/> | IQAS | International Qualifications Assessment Service
http://immigration.alberta.ca/iqas/ |
| <input type="checkbox"/> | ICES | International Credential Evaluation Service
http://www.bcit.ca/ices/ |
| <input type="checkbox"/> | WES | World Education Services
http://www.wes.org/ca |
| <input type="checkbox"/> | Regulatory Body | Some regulatory bodies do the credential assessment themselves |
| <input type="checkbox"/> | Other | _____ |
| | | _____ |

Questions to ask:

- *What credentials do I need to have evaluated?*
- *How are they evaluated and by whom?*
- *What does it cost?*
- *How long will it take?*
- *Does the evaluation report need to be sent directly from the credential assessment agency to the regulatory body?*

English Proficiency

Some regulatory bodies require proof of English Language proficiency. Results from English Language tests may need to be sent directly from the testing agency to the regulatory body. In most cases, the test results are valid for two years.

If you completed your occupational training in English you may be asked to have proof of language of instruction sent directly from the educational institution to the regulatory body. You may also be asked to take a test.

Questions to ask:

- *What are the English language requirements?*
- *What tests are acceptable i.e. TOEFL, IELTS, CANTEST, CELBAN?*
- *Where can they be written?*
- *Where can I receive English language training if I need it?*

SKILLS ASSESSMENT & EXAMINATIONS

Some, but not all, may apply to your occupation. Check ✓ which of the following apply.

- Exams (provincial and/or national)
 - Hours of work requirements
 - Canadian work experience requirements
 - Skills assessment
 - Continuing competence/education requirements
 - Interview
 - Other
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Questions to ask:

- *How will my occupational skills be assessed?*
- *What exams do I need to write?*
- *How can I best prepare for the exams?*
- *Where can I write them?*
- *How much will they cost?*
- *Do I have more than one opportunity to write the exams?*
- *Can I write the exams outside of Canada?*
- *What are the hours of work requirements?*
- *Will I require a skills assessment?*
- *Where can I do this?*

ADDITIONAL TRAINING

Some, but not all, may apply to your occupation. Check ✓ which of the following apply.

- Specialized training course(s) required
 - Bridging programs required or available
 - Canadian work experience
 - Other
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Questions to ask:

- *Is there training available if I do not have the required skills to get a licence?*
- *Where can I obtain training?*
- *When is it offered?*
- *How much will it cost?*

LICENSING

Licence Categories

Some, but not all, may apply to your occupation. Check ✓ which of the following apply.

- General Practice/Full Practice
 - Restricted Practice
 - Graduate
 - Provisional
 - Associate
 - Intern
 - In Training
 - Student
 - Non-practising
 - Other
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Fees

Some, but not all, may apply to your occupation. Check ✓ which of the following apply.

- Application for licensing
 - Exam fees
 - Membership – annual fees
 - Occupational Organizational / Association fees (voluntary)
 - Other
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Questions to ask:

- *How long will it take to obtain a licence?*
- *Can I work without a licence?*
- *Can I qualify for a temporary or special licence?*
- *What is the cost of a licence?*
- *Is there an annual fee?*
- *What is the appeal process?*

Appeal Process
