

Office Inspection Procedure

- 1) Applicants requiring an office inspection should contact:

Joyce Aitken, Board of Examiners Secretary

Box 16

Eyebrow, SK S0H 1L0

Phone (306) 796-7633

Email: joyaitken@sasktel.net

to arrange the inspection well in advance of the expiry date of their Conditional Certificate.

- 2) Joyce will contact the inspector in the closest proximity to do the inspection.
- 3) The inspector will contact the applicant to arrange a time for the inspection.
- 4) Board of Examiners will invoice the applicant for the inspection fee & mileage.
- 5) Inspection fee/mileage must be submitted to the Board of Examiners along with the application for the Standard Certificate (in addition to the Standard Certificate application fee).