

## **Office Inspection Procedure**

- 1) Applicants requiring an office inspection should contact:

Joyce Aitken, Board of Examiners Secretary

103 Brookhurst Crescent

Saskatoon, SK S7V 1C5

Phone (306) 796-7633

Email: [joyaitken@sasktel.net](mailto: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).