

**IMPORTANT**

- You must fill out the form [Application for Registration or Modification of Identification File or Choice of Union Association](#).
- You must then send the above-mentioned form to the Commission de la construction du Québec (CCQ) with your application for an apprentice competency certificate.

Please provide the following information so that we can analyze your file. The fields marked with an asterisk (\*) must be filled out.

### 1. IDENTIFICATION OF APPLICANT

CCQ client no.	Trade covered by the application (except crane operator) *
Last name*	First name*

### 2. DOCUMENTS REQUIRED FOR THE COMPETENCY CERTIFICATE APPLICATION

For detailed information concerning an application for an apprentice competency certificate, please visit [www.ccq.org/apprenticeship](http://www.ccq.org/apprenticeship)

For the application for an apprentice competency certificate, here is what you must present:

1. The form Application for Registration or Modification of Identification File or Choice of Union Association, duly filled out
2. Letter of guarantee of employment for 150 hours over three consecutive months from an employer registered with the CCQ
3. Photocopy of a recognized official and valid document to confirm your identity (e.g., Québec driver's licence, Québec health insurance card, birth certificate, passport)
4. Attestation showing that you passed the Health and Safety on Construction Sites course
5. Proof that you have completed the academic or functional prerequisites for the trade
6. Documents related to work experience proving at least 35% of the hours required for the apprenticeship in the trade

Training credits are not considered in the calculation of work experience. However, hours of work declared to the CCQ in the monthly report are taken into account in the analysis to determine your experience in the trade<sup>1</sup> covered by the application. For hours worked outside the field of application of Act R-20,<sup>2</sup> you must provide photocopies of the following supporting documents:

Documentation as an employee	Documentation as an employer
<p>1. One or more <b>work experience sheets</b> proving at least 35% of hours of apprenticeship in the trade (see the <b>Work Experience Sheet – Employee</b> attached to this form), signed by the person responsible at the company for which <b>you performed tasks related to your trade</b>.</p> <p>2. Proof of remuneration to validate each work experience sheet (pay statements, T4 or Relevé 1 tax slips).</p> <p><b>You must provide photocopies. If you provide original documents, they will not be returned to you.</b></p>	<p>1. Income tax return for each year of activity:</p> <p>For the owner of an individual proprietorship, you must provide the section of your personal income tax return that deals with business income:</p> <ul style="list-style-type: none"> <li>– The provincial income tax return, including the statement of business activities appendix</li> <li>– The federal tax return including the business or professional income and expense appendix</li> </ul> <p>For shareholders or administrators of a company or partners in a partnership, you must provide:</p> <ul style="list-style-type: none"> <li>– The corporation income tax return, either provincial (C017) or federal (T2)</li> </ul> <p>2. Notice of assessment from Revenu Québec or the Canada Revenue Agency for each year</p> <p>3. <b>Work experience sheet</b> filled out for each contract (see the <b>Work Experience Sheet – Employer</b> attached to this form).</p> <p>4. Documentation demonstrating execution of the work, for each contract submitted (e.g., invoice, contract, work provider's letter).</p> <p><b>You must provide photocopies. If you provide original documents, they will not be returned to you.</b></p>

<sup>1</sup> The detailed tasks for each trade or specialty are defined in Schedule A of the *Regulation respecting the vocational training of the workforce in the construction industry* (Chapter R20, r.8).

<sup>2</sup> The recognized hours must have been worked on a site not covered by Act R-20 (either inside or outside of Québec).

## 2. DOCUMENTS REQUIRED FOR THE COMPETENCY CERTIFICATE APPLICATION (CONTINUED)

For the purpose of analyzing your application, you must demonstrate work experience equivalent to at least 35% of the apprenticeship for the trade covered. That is:

Trade	Minimum hours required (35% of apprenticeship)
Heavy equipment operator, reinforcing steel erector, shovel operator	700 hours
Cement finisher, roofer	1,400 hours
Boilermaker, bricklayer-mason, carpenter-joiner, erector mechanic (glazier), heavy equipment mechanic, insulator, interior systems installer, ironworker, millwright, painter, plasterer, resilient flooring layer, tile setter, tinsmith	2,100 hours
Electrician, fire-protection mechanic, pipe fitter, refrigeration mechanic	2,800 hours
Elevator mechanic	3,500 hours

## 3. CANDIDATE'S AUTHORIZATION

I declare that all information given above is accurate. I authorize the CCQ to verify the authenticity of the documents that I have submitted with the companies and organizations concerned, including Revenu Québec, the Ministère de l'Éducation et de l'Enseignement supérieur, and school boards, or to validate my academic records for the purpose of issuance of a competency certificate, admission to the provincial qualification examination, recognition of apprenticeship hours, or admission to an upgrading or support activity under the Fonds de formation des salariés de l'industrie de la construction.

For this purpose, I authorize the CCQ to obtain all the information and documents necessary from the companies and organizations concerned, and I consent expressly to allow Revenu Québec to transmit to the CCQ a copy of the Relevé 1 tax slips, "Revenus d'emplois et revenus divers," for each tax return concerned.

This authorization or a copy of it will be valid for the duration of the analysis of my request or for as long as I hold a valid exemption or competency certificate issued or renewed by the CCQ.

\_\_\_\_\_  
Candidate's signature (required)

\_\_\_\_\_  
In witness whereof I have signed, on (YYYY-MM-DD)

## 4. CANDIDATE'S CONSENT

I understand that the recognition of hours obtained following the present application for an apprentice competency certificate is irreversible and could have an impact on my apprenticeship classification and on my wage rate.

\_\_\_\_\_  
Candidate's signature (required)

\_\_\_\_\_  
In witness whereof I have signed, on (YYYY-MM-DD)

## 5. PAYMENT OF THE \$100 FEE

Paid by <input type="checkbox"/> Employer <input type="checkbox"/> Employee <input type="checkbox"/> Cash on account	Method of payment <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Money order <input type="checkbox"/> Credit card	
Credit card no.	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Expiry date
Name of credit card holder	Signature of credit card holder	

Please return this form with supporting documents, if applicable, to the address below.

Commission de la construction du Québec  
Case postale 2010, succursale Chabanel  
Montréal (Québec) H2N 0C3

# WORK EXPERIENCE SHEET – EMPLOYEE

Fill out as many sheets as needed to show all work experience hours that you want to have recognized. You can also submit a letter from an employer certifying to the same elements as this sheet.

1. APPLICANT IDENTIFICATION	
CCQ client no. or social insurance no.	Trade for which you want hours recognized
Last name	First name

2. COMPANY IDENTIFICATION			
Company name		Employer's CCQ no. (if available)	
Main telephone number		Name and title of the person responsible	
No.	Street	Suite or unit no.	
P.O. Box	City	Province	Postal code

3. SUMMARY OF HOURS WORKED PER YEAR				
Year	Year	Year	Year	Year
Total number of hours for this year	Total number of hours for this year	Total number of hours for this year	Total number of hours for this year	Total number of hours for this year

4. WORK EXPERIENCE DESCRIPTIONS	
Type of construction site <sup>1</sup>	
<input type="checkbox"/> Residential	Specify the type of building and the nature of work: _____
<input type="checkbox"/> Institutional and commercial	Details: _____
<input type="checkbox"/> Industrial	Details: _____
<input type="checkbox"/> Civil engineering and roadwork	Details: _____
<input type="checkbox"/> Other	Details: _____
Detailed description of the task <sup>2</sup>	Percentage of hours devoted to this task
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Where appropriate, specify the type of heavy equipment used to perform these tasks (make and model).	

## 5. SIGNATURE AND ATTESTATION OF THE COMPANY PERSON RESPONSIBLE

I attest to the truth of all the information provided in the present document. I understand that recognition of hours obtained as a result of the present application for an apprentice competency certificate is irreversible and may have an impact on the applicant's apprenticeship classification and wage rate.

\_\_\_\_\_  
Signature of the company person responsible

\_\_\_\_\_  
Date (YYYY-MM-DD)

## 6. APPLICANT'S SIGNATURE

I attest to the truth of all the information provided in the present document.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

<sup>1</sup> The hours recognized must have been performed on a construction site not covered by Act R-20 (either in or outside of Québec). You must indicate all types of construction sites related to the hours worked on the sheet. A short description is recommended (for example: housing renovation, building sidewalks for a municipality, repairs made to the employer's buildings, industrial construction outside of the province of Quebec).

<sup>2</sup> The detailed tasks for each trade or specialty are defined in Schedule A of the *Regulation respecting the vocational training of the workforce in the construction industry* (Chapter R-20, r.8).

**Supporting documents:** For each year for which you want to have work experience hours recognized, you must provide proofs of remuneration that correspond to the number of hours that you are submitting. The types of proof most frequently submitted are pay statements and tax slips (T4 or Relevé 1).

# WORK EXPERIENCE SHEET – EMPLOYER

Fill out one sheet per contract. For each sheet, you must attach the corresponding documentation (e.g., an invoice, a contract, a work provider's letter).

1. APPLICANT IDENTIFICATION	
CCQ client no. or social insurance no.	Trade for which you want hours recognized
Last name	First name

2. COMPANY IDENTIFICATION			
Company name		Employer's CCQ no. (if available)	
Main telephone no.		Position in the company	
No.	Street	Suite or unit no.	
P.O. box	City	Province	Postal code

3. SUMMARY OF HOURS WORKED AND DESCRIPTION OF TASKS		
Attach the documentation (invoice, contract, work provider's letter) to this work experience sheet.		
Date of contract (YYYY-MM-DD)	Number of hours claimed	
Detailed description of the task <sup>1</sup>	Percentage of hours devoted to this task	
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Detailed description of the task <sup>1</sup>	Percentage of hours devoted to this task	
If applicable, specify the heavy machinery used to accomplish these tasks (make and model)		
Type of site <sup>2</sup>		
<input type="checkbox"/> Residential Specify the type of building and nature of the work: _____ <input type="checkbox"/> Institutional and commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Civil engineering and roadwork <input type="checkbox"/> Other (specify): _____		
Value of the contract	What was your percentage of labour for this contract? <sup>3</sup>	Did you supply materials for this contract?
	How many people worked for you on this contract?	

4. SIGNATURES	
I attest that all the information provided in the present document is true. I understand that the response given following the present application for recognition of hours is irreversible and may have an impact on my apprenticeship classification.	
Applicant's signature	Date (YYYY-MM-DD)

<sup>1</sup> The detailed tasks for each trade or specialty are defined in Schedule A of the *Regulation Respecting the Vocational Training of the Workforce in the Construction Industry* (chap. R-20, r. 8).

<sup>2</sup> You must provide all types of sites related to the hours worked on the sheet. A brief description is recommended (e.g., apartment renovations, construction of sidewalks for a municipality, repair of employer's buildings, industrial construction in a province other than Québec).

<sup>3</sup> The percentage of labour is calculated as follows:  

$$\% \text{ construction labour} = \frac{\text{Total cost of labour}}{\text{Value of contract (before taxes)}} \times 100$$

\* The total cost of construction labour is the total amount of the remuneration paid, such as wages, indemnities, and social benefits of all employees, as well as related employer contributions (e.g., pension fund, QPP, Employment Insurance, CNESST).