

- I want to be classified in my apprenticeship and to verify whether I am eligible to take the provincial qualification exam that leads to journeyman status (the candidate must hold an apprentice competency certificate from the Commission de la construction du Québec [CCQ])
OR
- I only want to verify whether I am eligible to take the provincial qualification exam that leads to journeyman status (the candidate is not required to hold an apprentice competency certificate from the CCQ)
OR
- I want to verify whether I am eligible for the integration exam (pre-qualification) for apprenticeship in the trade of crane operator
OR
- I want to have my hours recognized for the renewal of qualification for the shared activity of “boom truck operator”

Please provide the following information, so that we can analyze your file. All fields must be filled in.

1. IDENTIFICATION			
CCQ client no. or social insurance no.			
Last name		First name	
Primary telephone number		Other telephone number	
No.	Street	Apartment no.	
P.O. box	City	Province	Postal code
Trade, specialty, or shared activity for which you want to have your file analyzed			
Personal information (if you do not have a file with the CCQ)			
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of birth (YYYY-MM-DD)	
Height in metres or feet	Eye colour	<input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Black	

2. RECOGNITION OF TRAINING HOURS	
<input type="checkbox"/> I have completed a program of studies in a recognized Québec educational institution. I am supplying my permanent code so that the CCQ can validate my academic record.	Permanent code ¹ You will be granted training credits based on your academic record if you have successfully completed a training program related to your trade or specialty. (No supporting documents needed.)
<input type="checkbox"/> I have successfully completed one or more CCQ upgrading activities. I would like them to be recognized in my apprenticeship.	

¹ The permanent code (composed of four letters followed by eight digits) appears on transcripts, diplomas, and other documents issued by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) and on various documents issued by educational institutions.

3. DETAILS CONCERNING REQUESTS FOR ELIGIBILITY FOR THE EXAM AND/OR APPRENTICESHIP CLASSIFICATION
For detailed information about the process of having hours recognized, please visit ccq.org .
Please note that the work hours declared to the CCQ through the monthly report are taken into account in the analysis to determine your experience in the trade or specialty covered by your request.
To have work experience hours recognized, you must provide copies of all of the following documents:
1. For each year requested:
– The detailed notice of assessment issued by the Canada Revenue Agency or
– For owners of a sole proprietorship: the provincial income tax return including business income and the provincial notice of assessment – For shareholders, company administrators, and business partners: the company's provincial tax return (C017) and the provincial notice of assessment

IDENTIFICATION

Please record your information again so that we can identify you in the following part of this form.

CCQ client no. or social insurance no.

Last name

First name

3. DETAILS CONCERNING REQUESTS FOR ELIGIBILITY FOR THE EXAM AND/OR APPRENTICESHIP CLASSIFICATION (CONTINUED)

2. Work experience sheet, indicate the information for each contract

3. Documentation demonstrating execution of the work, for each contract submitted (e.g., invoice, contract, work provider's letter)

The CCQ reserves the right to request any further documents deemed relevant.

4. DETAILS CONCERNING REQUESTS FOR ELIGIBILITY FOR THE EXAM FOR INTEGRATION INTO THE APPRENTICESHIP FOR THE TRADE OF CRANE OPERATOR

For detailed information the process of becoming eligible for the exam for integration into apprenticeship for the trade of crane operator, please visit www.ccq.org/OTP.

To be admitted to this integration exam, you must have your hours worked during your on-the-job training plan (OTP) recognized. You must present photocopies of proofs of pay, such as pay stubs, to demonstrate that you have completed the 150 hours covered under your commitment.

Please note that original documents will not be returned to you.

5. DETAILS CONCERNING REQUESTS FOR RECOGNITION OF HOURS FOR THE RENEWAL OF THE QUALIFICATION FOR THE SHARED ACTIVITY "BOOM-TRUCK OPERATOR"

For detailed information concerning this qualification, visit www.ccq.org/boomtruck

To renew your qualification, you must present a letter that explains that you have performed at least 50 hours of work linked to operation of a boom truck with a maximum capacity of 30 tonnes, with a single fixed set of controls, on construction sites covered or not by Act R-20, over the 12 months preceding expiry of this qualification.

The letter must include:

- The employer company's name, address, and telephone number
- Your name and your client number
- The title of the trade or specialty for which the shared activity work was done
- A description of the tasks performed in the shared activity
- The number of hours worked in the shared activity
- The period during which the work was done
- Your signature and your function

Please note that original documents will not be returned to you.

6. 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, "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)

Please return this form with supporting documents, if applicable, to the following address:

Commission de la construction du Québec
Comité d'étude – Dossier employeur
Case postale 2010, succursale Chabanel
Montréal (Québec) H2N 0C3

Or

By email to: qualification@ccq.org

IDENTIFICATION

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CCQ client no. or social insurance no.	Last name	First name
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4. CONTRACTS FOR WHICH THE ABOVE TASKS WERE PERFORMED (CONTINUED)

Dates of contracts (AAAA-MM-DD to AAAA-MM-DD)	Name of company or client	Number of hours claimed	Type of site ² (Institutional and commercial, industrial, civil engineering and roadwork, residential or other. If residential, specify the type of building and nature of the work. If other, specify.)

5. SIGNATURE

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)
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¹ 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).

² 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).