

IMPORTANT

If you do not have a file with the Commission de la construction du Québec (CCQ), please fill out the form [Application for Registration or Modification of Identification File or Choice of Union Association](#).

You are qualified:

- Under the Interprovincial Standards Red Seal Program
- In Canada (except for Québec)
- By the Québec labour department
- Other (specify): _____

Note: To apply for recognition of hours, please use the form *Request for recognition of hours – Training or work experience*

The fields marked with an asterisk (*) must be filled in.

1. IDENTIFICATION

Client no.		Permanent code ^{1*}	
Last Name*		First name*	
Main telephone no.		Secondary telephone no.	
No.	Street	Apartment no.	
P.O. box	City	Province	Postal code

¹ The permanent code (composed of four letters followed by eight numbers) 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.

2. INFORMATION

For which trade or specialty is this recognition intended? _____

From which agency did you obtain your qualification? _____

In which province? _____

In which year did you obtain your qualification? _____

In which city or province did you pass the exam? _____

Comments: _____

- Please attach a photocopy of the valid qualification certificate or any other document to support your application, if necessary.
- Please attach proof that you have passed the course *Santé et sécurité générale sur les chantiers de construction* or the equivalent.

3. APPLICATION CONCERNING THE MINISTÈRE DU TRAVAIL, DE L'EMPLOI ET DE LA SOLIDARITÉ SOCIALE (MTESS)

MTESS qualification certificate (lifting platform mechanics)

Documents to supply:

- A copy of your valid qualification certificate issued by the MTESS in *Mécanique de systèmes de déplacement mécanisé* ou en *mécanique de plateformes élévatrices*
- Proof that you have passed the course *Santé et sécurité générale sur les chantiers de construction*
- The form *Application for registration or Modification of Identification File or Choice of Union Association*, duly filled out

Note : In addition to supplying these documents, you must pay the \$100 fee by cheque or money order.

3. APPLICATION CONCERNING THE MINISTÈRE DU TRAVAIL, DE L'EMPLOI ET DE LA SOLIDARITÉ SOCIALE (MTESS) (CONTINUED)

MTESS qualification certificate (electrician, refrigeration system, plumbing, heating)

Important: You must hold proof of completion of vocational or technical studies recognized by the CCQ.

Documents to supply:

- A copy of your valid qualification certificate issued by the MTESS
- Proof that you have passed the course Santé et sécurité générale sur les chantiers de construction
- The form Application for Registration or Modification of Identification File or Choice of Union Association, duly filled out
- An original transcript of college studies recognized by the CCQ (for candidates who have graduated from a college study program)
- Demonstrate 8,000 hours of work and/or training credits by submitting proof of experience in your trade or specialty, including your apprenticeship hour credits. To have them recognized, you must supply the following:

If you are an employee

To have work experience hours recognized³, you must provide the following documents:

1. One or more **work experience sheets** (see this form, below), signed by the person responsible in the company for which you have performed tasks related to your trade or specialty
2. Photocopies of proof of pay for validating each work experience sheet (pay statements, T4 or Relevé 1 tax slips)²

If you are an employer

To have work experience hours recognized³, you must provide 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
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).

Note : In addition to supplying these documents, you must pay the \$100 fee by cheque or money order.

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

² If you have filled out a form for work outside of Québec as part of a reciprocity agreement (*Request for transfer of contributions – Reciprocity Agreement*), you do not need proof of pay for these hours.

³ 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).

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

4. AUTHORIZATION

I declare that all information given above is accurate. I authorize the Commission de la construction du Québec (CCQ) to verify the authenticity of the documents that I am submitting with the organizations concerned or to validate my academic records with the Ministère de l'Éducation et de l'Enseignement supérieur, for the purpose of analysis for issuance of a competency or exemption certificate, admission to the provincial qualification examination, recognition of apprenticeship hours, recognition of vocational qualification, or admission to a training activity under the Fonds de formation des salariés de l'industrie de la construction.

For this purpose, I consent expressly to allow the organizations concerned to transmit to the CCQ copies of the documents that I have supplied to support my application.

I understand that making a false statement, falsification of a document, or use of any falsified document to obtain a competency certificate or an exemption from holding a competency certificate constitutes an infraction that may result in its cancellation and in criminal prosecution under section 119.1 of Act R-20 (CQLR, ch. 20).

The present authorization or a copy of it will be valid as long as my application is under analysis or until I hold a valid exemption or competency certificate issued or renewed by the CCQ.

5. SIGNATURE

Signature

Date (YYYY-MM-DD)

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 or specialty for which you wish to have 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	
Types of site ¹	
<input type="checkbox"/> Residential	Details 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 ²	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)

¹ 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).

² 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 Relevé1).

