

## WORKER UNDERGOING TRAINING IN AN APPRENTICESHIP SYSTEM OUTSIDE QUEBEC

- I want to be classified in my apprenticeship and verify whether I am eligible for the provincial qualification examination that leads to journeyman status (the applicant 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 for the provincial qualification examination that leads to journeyman status (the applicant is not required to hold an apprentice competency certificate from the CCQ)

Please provide the following information so that we can study your file. All fields must be completed.

1. IDENTIFICATION			
CCQ client no. or social insurance no.			
Last name		First name	
Main phone number		Other phone no.	
No.	Street		Apartment no.
P.O. Box	City	Province	Postal code
Trade or specialty for which you want to have hours recognized			
Personal information (if you do not have a file with the CCQ)			
Gender <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 am enrolled in a recognized apprenticeship program in a province other than Quebec.	Province or territory of the apprenticeship program
	Apprenticeship trade
	Name of the apprenticeship authority (See the list on the next page)
	ID number as a participant in the program, if applicable
<input type="checkbox"/> I have completed the prior learning recognition process and I have a diploma from the <i>Ministère de l'Éducation et de l'Enseignement supérieur du Québec</i> . I am providing my permanent code so that the CCQ can validate my academic record.	Permanent code <sup>1</sup>  You will be granted training credits based on your academic record, if you successfully completed a training program relevant to your trade or specialty. (No supporting documents needed.)
<input type="checkbox"/> I successfully completed one or several CCQ upgrading activities. I would like them to be recognized in my apprenticeship.	

<sup>1</sup> The permanent code (consisting 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.

## 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. RECOGNITION OF WORK EXPERIENCE HOURS

For detailed information about the process of having hours recognized for Canadian apprentices in a recognized apprenticeship system in a province other than Quebec, please visit [ccq.org](http://ccq.org)

Please note that all work hours declared to the CCQ through a monthly report are taken into account to determine your experience in the trade or specialty covered by your request.

The information provided in section 2 of this form allows the CCQ to evaluate the number of relevant training hours you have completed, as well as the number of hours of practical construction site experience you have accumulated to date as part of your apprenticeship.

If you have other types of work experience related to your trade or specialty, here's what you need to provide:

1. One or several work experience sheets (see later in this form), signed by the person responsible in the company for which you performed the tasks related to your trade or specialty.
2. Photocopies of proofs of remuneration to validate each of these work experience sheets (pay statement or tax slip – T-4 or RL-1).

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

## 4. CANDIDATE'S AUTHORIZATION

I declare that all the information given above is accurate. I authorize the CCQ to verify the authenticity of the documents that I have submitted with the organizations concerned, including *Revenu Québec*, the *Ministère de l'Éducation et de l'Enseignement Supérieur* and school boards, and to validate my academic records, for the purpose of issuing a competency certificate, admission to the provincial qualification examination, recognition of apprenticeship hours, admission to an upgrading activity or assistance 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 expressly authorize Revenu Québec to send the CCQ a copy of RL-1, "*Revenus d'emplois et revenus divers*" for the tax returns 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 signed on (YYYY-MM-DD)

## LIST OF PROVINCIAL AND TERRITORIAL APPRENTICESHIP AUTHORITIES

Alberta	Alberta Apprenticeship and Industry Training (AAIT)	Nunavut	Nunavut Apprenticeship, Department of Family Services
British Columbia	Industry Training Authority (ITA)	Ontario	Employment Ontario
Prince Edward Island	Apprenticeship Training and certification, Post-Secondary and Continuing Education, Department of Workforce and Advanced Learning	Saskatchewan	Saskatchewan Apprenticeship and Trade Certification Commission
Manitoba	Apprenticeship Manitoba	Newfoundland and Labrador	Apprenticeship Trades and Certification Division, Department of Advanced Education and Skills
New Brunswick	Department of Apprenticeship and Occupational Certification, Postsecondary Education, Training and Labour	Northwest Territories	Labour Development and Standards, Ministry of Education, Culture and Employment
Nova Scotia	Nova Scotia Apprenticeship Agency	Yukon	Advanced Education Branch, Department of Education

**Please return this form with documentation, if applicable, to the address below.**

Commission de la construction du Québec

Comité d'étude – Dossier salarié

Case postale 2010, succ. Chabanel

Montréal (Québec) H2N 0C3

# WORK EXPERIENCE SHEET

Complete 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 the same elements as this sheet.)

## 1. REQUESTER'S IDENTIFICATION

CCQ client no. or social insurance no.	Trade or specialty for which you want to have hours recognized
Last name	First name

## 2. COMPANY IDENTIFICATION

Company name		CCQ employer no. (if available)	
Main phone no.		Name and title of the person responsible	
No.	Street	Apartment no.	
P.O. Box	City	Province	Postal code

## 3. SUMMARY OF HOURS 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 construction sites <sup>1</sup>	
Specific task <sup>2</sup>	Percentage of hours devoted to this task
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Where appropriate, specify the heavy equipment used to perform these tasks (make and model)	

## 5. SIGNATURES

Signature of the person responsible from the company	Signature of the requester	Date (YYYY-MM-DD)
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<sup>1</sup> The hours recognized must have been performed on a construction site not covered by Act R-20. You must indicate all the types of construction sites related to the hours worked on the sheet. We suggest giving a brief description (for example: housing renovation, building sidewalks for a municipality, repairing the employers' buildings, industrial construction in a province other than Quebec, etc.).

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

**Supporting documents:** for each of the years 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 (T-4 or RL-1).

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