

## RECOGNITION OF WORK HOURS (INTERNATIONAL RECRUITMENT) IN TASKS CORRESPONDING TO AN OCCUPATION

### IMPORTANT

For all questions, please send an email to [reconnaissance@ccq.org](mailto:reconnaissance@ccq.org).

Fields marked with an asterisk (\*) must be filled in.

### 1. APPLICANT IDENTIFICATION

Last name*		First name*		
Primary telephone no.*		Other telephone number		
No.*	Street*			Apt. no.
P.O. box	City*	Province*	Country*	Postal code*
Email address*				
Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of birth (YYYY-MM-DD)*		

### 2. DOCUMENTS REQUIRED FOR RECOGNITION OF WORK EXPERIENCE

#### Employee

1. If applicable in your situation, one or more **work hours sheets** proving, in as detailed a way as possible, at least 35% of the hours required for apprenticeship in the trade (see the *Work hours sheet – employee* at the end of this form), with section 6 signed by the person responsible at the company for which **you performed tasks related to your trade**;
2. Proof of remuneration to validate each work hours sheet (pay stubs, employment records). For each year for which you want to have work hours recognized, you must provide proofs of remuneration that correspond to the number of hours you are submitting;
3. Fill out and sign by the applicant.

#### Self-employed worker

1. If applicable in your situation, one or more **work hours sheets** (see the *Work hours sheet – employee* at the end of this form), with information for each contract;
2. Proof of a tax return for each year claimed
3. Supporting documents demonstrating that the work was executed, for each contract submitted (e.g., invoice, signed contract, letter from work provider);
4. Fill out and sign by the applicant.

**You must provide photocopies. If you provide original documents, they will not be returned to you.**

If your documents are written in a language other than French, please provide those documents and attach a professional translation into French for each. You may send an English-language version only if you are eligible for exemptions provided by the Charte de la langue française. For more information, visit the website of the Office québécois de la langue française, [www.oqlf.gouv.qc.ca](http://www.oqlf.gouv.qc.ca).

**The CCQ reserves the right to request any supplementary document deemed relevant. Note, however, that it is your responsibility to provide sufficiently precise documentation and that it is not up to the CCQ to take steps aimed at completing the information that you provide to it.**

## IDENTIFICATION OF THE APPLICANT

Please write your information again so that we can identify you for the next part of this form.

Last name\*

First name\*

## 3. CONSENT OF THE APPLICANT

I understand that the purpose of the calculation of hours demonstrated in the present form is solely for the application for issuance of an occupation competency certificate. If my application is accepted, this calculation will have no impact on my wage rate when I obtain an apprentice competency certificate.

Applicant's signature\*

Date (YYYY-MM-DD)

## 4. APPLICANT'S DECLARATION AND 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 my declarations and the validity of the documents submitted with the organizations concerned, as well as the validity of my academic records with the Ministère de l'Éducation, for the purpose of analysis for issuance of a competency certificate, an exemption from holding a competency certificate, or a registration certificate; for admission to the qualification examination; for recognition of apprenticeship hours; for recognition of vocational qualification; or for admission to a training activity pursuant to the Fonds de formation des salariés de l'industrie de la construction. For these purposes, I expressly consent that the organizations concerned may transmit to the CCQ copies of the documents that I have supplied in support of my application.

I understand that making a false declaration, falsification of a document, or use of any falsified document to obtain a competency certificate, an exemption from holding a competency certificate, a registration certificate, a measure to benefit diversity of the workforce, for admission to the qualification examination and/or for my apprenticeship classification constitutes an infraction that may lead to its cancellation as well as criminal prosecution under section 119.1 or 122 (4) of *Act respecting labour relations, vocational training and workforce management in the construction industry* (CQLR, chap. 20).

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

Applicant's signature\*

Date (YYYY-MM-DD)

# WORK HOURS SHEET – EMPLOYEE

Fill out as many sheets as needed to show all work hours that you want to have recognized. You may also submit a letter from the employer that attests to the same elements as those in this sheet.

Fields marked with an asterisk (\*) must be filled out.

## 1. IDENTIFICATION OF THE APPLICANT

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

## 2. COMPANY IDENTIFICATION

Company name		CCQ employer no. (if available)	
Primary telephone no.		Name and position of the person responsible at the company	
No.	Street	Suite or unit no.	P.O. Box
City	Province	Country	Postal code

## 3. SUMMARY OF HOURS WORKED PER YEAR NOT DECLARED TO THE CCQ (ON THE MONTHLY REPORT)

For each of the years for which you would like work hours recognized, you must provide proofs of remuneration that correspond to the number of hours you are submitting. The most common proofs are pay stubs, T4 tax slips and Relevés 1.

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. DESCRIPTION OF TYPES OF CONSTRUCTION SITE

The hours recognized must have been worked on a site not subject to Act R-20 (either inside or outside Québec). You must record all types of sites related to hours worked on the sheet. A short description is recommended (e.g., housing renovation, construction of sidewalks for a municipality, repairs to employer's buildings, factory, industrial construction in a province other than Québec).

<input type="checkbox"/> Residential	Specify the type of building and the nature of the work: _____
<input type="checkbox"/> Institutional and commercial	Specify: _____
<input type="checkbox"/> Industrial	Specify: _____
<input type="checkbox"/> Civil engineering and roads	Specify: _____
<input type="checkbox"/> Other	Specify: _____

## 5. DESCRIPTION OF TASKS

Describe the tasks performed on the sites and the percentage of hours dedicated to each task (total of 100%). The detailed tasks for each trade or specialty are defined in Schedule A of the *Regulation respecting vocational training of the workforce in the construction industry*, chap. R-20, r. 8.

Detailed description of the task	Percentage of hours dedicated to this task
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If you used machinery to perform these tasks, please provide the brand, the model, and, if applicable, the lifting capacity of the machinery used:

## IDENTIFICATION OF THE APPLICANT

Please write your information again so that we can identify you for the next part of this form.

CCQ client no. or social insurance no.\*

Last name\*

First name\*

## 6. SIGNATURE AND ATTESTATION OF THE PERSON RESPONSIBLE AT THE COMPANY

I declare that all information given above is accurate.

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

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

## 7. APPLICANT'S SIGNATURE

I declare that all information given above is accurate. I understand that making a false declaration, falsification of a document, or use of any falsified document to obtain a competency certificate, an exemption from holding a competency certificate, a registration certificate, a measure to benefit diversity of the workforce, for admission to the qualification examination and/or for my apprenticeship classification constitutes an infraction that may lead to its cancellation as well as criminal prosecution under section 119.1 or 122 (4) of *Act respecting labour relations, vocational training and workforce management in the construction industry* (CQLR, chap. 20).

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

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

# WORK HOURS SHEET – EMPLOYER

Fill out as many sheets as needed to show all work hours that you want to have recognized.

Fields marked with an asterisk (\*) must be filled out.

## 1. IDENTIFICATION OF THE APPLICANT

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

## 2. COMPANY IDENTIFICATION

Company name		CCQ employer no. (if available)	
Primary telephone no.		Position in the company	
No.	Street	Suite or unit no.	P.O. Box
City	Province	Country	Postal code

## 3. DESCRIPTION OF TYPES OF CONSTRUCTION SITE

The hours recognized must have been worked on a site not subject to Act R-20 (either inside or outside Québec). You must record all types of sites related to hours worked on the sheet. A short description is recommended (e.g., housing renovation, construction of sidewalks for a municipality, repairs to employer's buildings, factory, industrial construction in a province other than Québec).

<input type="checkbox"/> Residential	Specify the type of building and the nature of the work: _____
<input type="checkbox"/> Institutional and commercial	Specify: _____
<input type="checkbox"/> Industrial	Specify: _____
<input type="checkbox"/> Civil engineering and roads	Specify: _____
<input type="checkbox"/> Other	Specify: _____

## 4. DESCRIPTION OF TASKS

Describe the tasks performed on the sites and the percentage of hours dedicated to each task (total of 100%). The detailed tasks for each trade or specialty are defined in Schedule A of the *Regulation respecting vocational training of the workforce in the construction industry*, chap. R-20, r. 8.

Detailed description of the task	Percentage of hours dedicated to this task
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Detailed description of the task	Percentage of hours dedicated to this task

If you used machinery to perform these tasks, please provide the brand, the model, and, if applicable, the lifting capacity of the machinery used:

## IDENTIFICATION OF THE APPLICANT

Please write your information again so that we can identify you for the next part of this form.

CCQ client no. or social insurance no.*	Last name*	First name*
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## 5. CONTRACTS FOR WHICH THE ABOVE TASKS WERE PERFORMED

You must attach a supporting document associated with each contract mentioned on this sheet (e.g., invoice, signed contract, letter from work provider).

[illegible]

## 6. APPLICANT'S SIGNATURE

I declare that all information given above is accurate. I understand that making a false declaration, falsification of a document, or use of any falsified document to obtain a competency certificate, an exemption from holding a competency certificate, a registration certificate, a measure to benefit diversity of the workforce, for admission to the qualification examination and/or for my apprenticeship classification constitutes an infraction that may lead to its cancellation as well as criminal prosecution under section 119.1 or 122 (4) of *Act respecting labour relations, vocational training and workforce management in the construction industry* (CQLR, chap. 20).

Applicant's signature\* \_\_\_\_\_ Date (YYYY-MM-DD) \_\_\_\_\_

The recognition process for international candidates takes place in two general steps:

- The application for preliminary analysis before you arrive in Québec and
- The application for issuance of an ACC once you have arrived in Québec

## HOW TO FIL OUT THE APPLICATION FOR PRELIMINARY ANALYSIS BEFORE YOU ARRIVE IN QUÉBEC

### 1. Required to present the preliminary analysis

- Documents relating to recognition of work hours that prove at least 750 hours of work in tasks corresponding to an occupation outside of the field of application of Act R-20.
- Fill out the form *Application for preliminary analysis – Recognition of work hours (international recruitment) in tasks corresponding to an occupation*:
  - Fill out section 1: Identification of the applicant;
  - Read section 2 carefully;
  - Sign section 3: Applicant's declaration and authorization;
- Fill out the *Work hours sheet – employee or the Work hours sheet – self-employed worker*;
- Provide proofs of remuneration to validate each of the work experience sheets (pay stubs, tax slips).

### 2. Sending your application

Please send all your documents, forms, and supporting documentation by email to [reconnaissance@ccq.org](mailto:reconnaissance@ccq.org).

If your documents are written in a language other than French, please provide those documents and attach professional translations into French. You may send an English-language version only if you are eligible for exemptions provided by the Charte de la langue française. For more information, visit the website of the Office québécois de la langue française, [www.oqlf.gouv.qc.ca](http://www.oqlf.gouv.qc.ca).

### 3. Response time

If your application is properly filled out and we have all the required supporting documents, it will be processed within 20 working days following its receipt. The decision will be sent to you by email.

## HOW TO PREPARE YOUR APPLICATION FOR ISSUANCE OF AN OCCUPATION COMPETENCY CERTIFICATE ONCE YOU ARRIVE IN QUÉBEC

As an immigrant, you may be able to benefit from a measure facilitating access to the construction industry: you may obtain an OCC without having to present a job guarantee.

Required to present your certificate application **WITH THE ACCESS MEASURE** for immigrants

- Obtain a social insurance number issued by Service Canada;
- Supply proof that you have passed the course *Santé et sécurité générale sur les chantiers de construction*.  
Note: If you took the course prior to your arrival in Québec, make sure to provide the last 4 numbers of your social insurance number to ASP Construction when you obtain it;
- Fill out the form *Application for registration or modification of identification file or choice of union association*, available at [ccq.org](http://ccq.org) including section 3.  
Note: In section 1, you do not have to write in a permanent code.  
For more information concerning the union associations, visit [www.ccq.org/labourrelations](http://www.ccq.org/labourrelations);
- Attach the acceptance letter *Analyse préliminaire CCO 750 heures*;
- Provide a photocopy of an official piece of identification; to find out which documents are recognized, visit [www.ccq.org/documentsreconnus](http://www.ccq.org/documentsreconnus);
- Pay the \$100 fee required for issuance of a competency certificate (cheque, money order, credit card, debit card, or cash).

If the document is written in a language other than French, please provide that document and attach a professional translation into French. You may transmit an English-language version only if you are eligible for exemptions provided by the Charte de la langue française. For more information, visit the website of the Office québécois de la langue française, at [www.oqlf.gouv.qc.ca](http://www.oqlf.gouv.qc.ca).

## HOW TO PREPARE YOUR APPLICATION FOR ISSUANCE OF AN OCCUPATION COMPETENCY CERTIFICATE ONCE YOU ARRIVE IN QUÉBEC (CONTINUED)

Required to present your certificate application under the **GENERAL RULE** (if you did not choose to use the access measure for immigrants)

- Obtain a social insurance number issued by Service Canada;
- Supply proof that you have passed the course *Santé et sécurité générale sur les chantiers de construction*.  
Note: If you took the course prior to your arrival in Québec, make sure to provide the last 4 numbers of your social insurance number to ASP Construction when you obtain it;
- Fill out the form *Application for registration or modification of identification file or choice of union association*, available at [ccq.org](http://ccq.org).  
Note: In section 1, you do not have to write in a permanent code.  
For more information concerning the union associations, visit [www.ccq.org/labourrelations](http://www.ccq.org/labourrelations);
- **Attach the document guaranteeing a job of a duration of at least 150 hours over a period of at most 3 consecutive months from an employer in Québec;**
- Attach the acceptance letter *Analyse préliminaire CCO 750 heures*;
- Provide a photocopy of an official piece of identification; to find out which documents are recognized, visit [www.ccq.org/documentsreconnus](http://www.ccq.org/documentsreconnus);
- Pay the \$100 fee required for issuance of a competency certificate (cheque, money order, credit card, debit card, or cash). If the document is written in a language other than French, please provide that document and attach a professional translation into French. You may transmit an English-language version only if you are eligible for exemptions provided by the Charte de la langue française. For more information, visit the website of the Office québécois de la langue française, at [www.oqlf.gouv.qc.ca](http://www.oqlf.gouv.qc.ca).

### 3. Sending your application

Please send photocopies of all your documents, forms, and supporting documents by mail to:

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

### 4. Response time

If your application is properly filled out and we have all the required supporting documents, it will be processed within 3 working days following its receipt. If applicable, your certificate will be mailed to your mailing address in Québec.