

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

IMPORTANT

A payment of \$50 is required when the designated representative is being replaced.

1. INFORMATION ON THE COMPANY*

Commission de la construction (CCQ) employer no.*

Company name*

2. TERMINATING THE DESIGNATION OF THE CURRENT REPRESENTATIVE

If you already have a designated representative, fill out this section. If not, skip to section 3.

Date of termination of current designated representative (YYYY-MM-DD)*

Last name of current designated representative*

First name of current designated representative*

Do you wish to terminate this person's status as company officer (partner, administrator, or shareholder)?* ☐ Yes ☐ No

If yes, starting on what date (YYYY-MM-DD)?

Note: A person who is solely a shareholder will be automatically withdrawn from the company officers. The competency certificate issued as designated representative is automatically cancelled when the designation of the representative is terminated. It must be returned with this form. If you are not able to return the competency certificate, please contact Customer Services for the steps to take.

3. DESIGNATION OF A NEW REPRESENTATIVE

If the request for designation concerns a person who has never obtained a competency certificate from the CCQ, please also fill out section 4. Section 6 must be signed by the new designated representative.

CCQ client no. or social insurance number

Last name of new designated representative*

First name of new designated representative*

Application for issuance of a competency certificate*

☐ No, the new designated representative already holds a valid competency certificate.

☐ Yes, the new designated representative needs a competency certificate (\$100 fee). Specify which one:

☐ Apprentice, trade: _____

☐ Occupation

Under the *Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry*, the designated representative is not considered an employee in the sense of this statute and thus does not have the right to the recourses or working conditions set out in the construction industry collective agreements from which employees benefit.

Last name of an administrator or a partner*

First name of an administrator or a partner*

Signature of an administrator or a partner*

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

4. INFORMATION ON THE NEW DESIGNATED REPRESENTATIVE

Social insurance number*		Permanent code ¹ *		Date of birth (YYYY-MM-DD)*	
Last name of the new designated representative*			First name of the designated representative*		
Main phone no.*			Secondary phone no.		
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					
Height, in metres or feet*		Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female		Language* <input type="checkbox"/> French <input type="checkbox"/> English	
Mailing address (the address where the new designated representative wishes to receive mail)*					
No.	Street			Apartment no.	
P.O. box	City		Province		Postal code
Residential address (main residence of new designated representative) If the residential address is different, please fill in the section below.					
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.

5. DIVERSITY (read the definitions and terms of application in section 9 carefully)

Indigenous ¹ <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, you must specify the Nation, community and the registry or beneficiary number.			
		Nation*	Community*		Registry or beneficiary number*
Immigrant ¹ <input type="checkbox"/> Yes <input type="checkbox"/> No		Visible minority ² <input type="checkbox"/> Yes <input type="checkbox"/> No	Ethnic minority ² <input type="checkbox"/> Yes <input type="checkbox"/> No	With disabilities ² <input type="checkbox"/> Yes <input type="checkbox"/> No	

¹ Documentation to be produced and declaration in section 6 to be signed. ² Declaration in section 6 to be signed.

6. DECLARATION AND SIGNATURE OF THE DESIGNATED REPRESENTATIVE*

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, or a measure to benefit diversity of the workforce 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.

I also declare that I have read the information in this form concerning an appointment of a designated representative.

Employee's signature (obligatory)

Date (YYYY-MM-DD)*

7. PAYMENT OF FEES, IF APPLICABLE (replacement of current designated representative and competency certificate)

If the current designated representative is being replaced, a \$50 fee applies. If you are requesting a competency certificate for a new designated representative, a supplementary \$100 fee applies.

Method ☐ Cheque ☐ Money order ☐ Credit card

Credit card no.

☐ Visa ☐ MasterCard

Expiration date

Name of credit card holder

Signature of credit card holder

8. APPLICANT'S SIGNATURE

Last name of an administrator or a partner*

First name of an administrator or a partner*

Signature of an administrator or a partner*

In witness whereof I have signed on (YYYY-MM-DD)*

The administrator or partner in the company requesting the registration or modification of the designated representative must sign this form.

9. DEFINITIONS AND TERMS OF APPLICATION

A woman who holds a competency certificate or an exemption benefits from all the workforce diversity measures. Similarly, all people registered with the CCQ as representative of diversity benefit from all the associated measures. When a person benefits from diversity measures, his or her employer also benefits from the corresponding applicable advantages.

For more information, visit www.ccq.org/inclusion.

An individual may belong to several groups representative of diversity. However, a person who is a permanent resident or foreign national must at minimum identify himself or herself as an immigrant, and a person who is Indigenous may not identify at the same time as a member of a visible or ethnic minority. Moreover, a person cannot be both a visible minority and an ethnic minority.

In all cases, a person whose status representative of diversity changes must notify the CCQ immediately.

Indigenous	<p>An Indigenous person is a person who belongs to one of these groups: First Nations, Métis of Canada, Inuit with Indian status with the Canadian government, or whose status of Cree, Naskapi, or Inuit beneficiary has been recognized pursuant to the <i>Act respecting Cree, Inuit and Naskapi Native persons</i> (chapter A-33.1).</p> <p>For self-identification, one of the following supporting documents is required: photocopy, two-sided of Indian Status certificate or Nunavik Inuit Beneficiary Card.</p>
Immigrant	<p>The person is a permanent resident or a foreign national.</p> <p>The person who is not a Canadian citizen must identify himself or herself as an immigrant.</p> <p>For self-identification, one of the following supporting documents is required : photocopy of work permit, permanent resident card, or confirmation of permanent residency.</p>
Visible minority	<p>The person belongs to a visible minority because of the colour of his or her skin; he or she is not of the white race or colour. This does not include people who are Indigenous or belong to an ethnic minority.</p> <p>A person who belongs to a visible minority and is an immigrant must also identify himself or herself as an immigrant.</p>
Ethnic minority	<p>The person belongs to an ethnic minority when his or her first language is neither French nor English. This does not include Indigenous people or those belonging to a visible minority.</p> <p>A person who belongs to an ethnic minority and is an immigrant must also identify himself or herself as an immigrant.</p>
With disabilities	<p>The person is considered to have disabilities when he or she has an impairment resulting in a significant and persistent incapacity and is likely to encounter obstacles in performance of everyday activities.</p> <p>A person who is handicapped and an immigrant must also identify himself or herself as an immigrant.</p>

<p>The designated representative The designation of a representative is optional. The first designation is free of charge, and a fee of \$50 is required for all subsequent designations. There can be only one designated representative at a time.</p> <p>For a person to act as a designated representative, the enterprise and the person selected must meet the conditions listed below.</p> <p>The company must:</p> <ul style="list-style-type: none"> • Be a partnership or a legal person (corporation) • Hold an RBQ licence, if required • Be registered with the CCQ • Fill out and sign the required sections of the present form <p>The person who will act as designated representative must:</p> <ul style="list-style-type: none"> • Be an administrator (must appear in the «List of administrators» section declared to the Registraire des entreprises du Québec (REQ)) <p>or</p> <ul style="list-style-type: none"> • Be a partner (must appear in the «Partners» section declared to the REQ) <p>or</p> <ul style="list-style-type: none"> • Be a shareholder holding at least one voting share (the person must present supporting documentation; see the section “Documents and fees required” in the present form) <p>and</p> <ul style="list-style-type: none"> • Hold a competency certificate or present an application for a competency certificate to the CCQ 	<p>Which competency certificate the designated representative must obtain</p> <ul style="list-style-type: none"> • Apprentice: the employer must have in its employ a journeyman for the trade covered by the application • Journeyman: the person must meet the requirements for the trade concerned. For more information, go to the CCQ’s website, ccq.org • Occupation: the person may practise one of the occupations set out in the collective agreements <p>When the designation comes into effect The designation will come into effect when the CCQ receives the duly signed form and the documents and fees required (see below). A file is considered complete when the company and the new designated representative fulfil the conditions mentioned above.</p>
<p>How to obtain a competency certificate To obtain a competency certificate, the person who will act as designated representative must:</p> <ul style="list-style-type: none"> • Have taken and passed the course <i>Santé et sécurité générale sur les chantiers de construction (SSGCC)</i> or be recognized as qualified by the RBQ in safety management on construction sites • Have filled out and signed the required sections of the attached form • Provide a photocopy of an official recognized document (Québec driver’s licence, health insurance card, birth certificate, or passport). The complete list of official documents is available at ccq.org • Pay the \$100 fee required for issuance of a competency certificate 	<p>Documents and fees required You must also attach the required documents, if applicable:</p> <ul style="list-style-type: none"> • Documentation proving that the designated representative of a company is a shareholder holding at least one voting share. You must attach: 1) a) A photocopy of a share certificate, duly filled out, or b) A photocopy of a resolution of the board of directors authorizing the issuance (or the assignment) of the voting share; and 2) A copy of the articles of incorporation accompanied by a description of the share capital. We reserve the right to reject the designation of the representative if the documentation supplied is not satisfactory. We also reserve the option to accept any other documentation judged satisfactory and to require any other document for the purpose of analyzing the application. • If you replace a designated representative who holds a competency certificate for this purpose, note that this person’s certificate will be automatically cancelled once the designation as representative ends. It must be returned with this form. If you are not able to return the competency certificate, please contact Customer Services for the steps to take. • If your new designated representative presents an application for a competency certificate, you must attach a cheque or money order for \$100 made out to the order of the CCQ or make your payment by credit card (write your card number in section 4). This amount will cover the fees related to issuance of the competency certificate. • If you are replacing a designated representative, you must also attach a cheque or money order for \$50 made out to the CCQ or make your payment by credit card (write your card number in section 4).

To reach Customer Services: 1 877 973-5383

Please return this form with the supporting documentation, if applicable, to the regional office in your region.

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