

IMPORTANT

- You must have the employee fill out the form [Application for Registration or Modification of Identification File or Choice of Union Association](#).
- You must then send the above-mentioned form to the Commission de la construction du Québec (CCQ) with your application for an exemption from holding a competency certificate for an employer's child.
- For the trade of crane operator, use the form *Request for Apprentice Crane Operator Competency Certificate – Employer's Child*

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

1. EMPLOYER

| | |
|------------------|----------------|
| Company name* | |
| Employer number* | Telephone no.* |
| Cell phone no. | Fax no. |

2. EMPLOYEE

| | | |
|------------|------------|-------------|
| Client no. | Last name* | First name* |
|------------|------------|-------------|

3. OBLIGATIONS

An employer may apply for up to two exemptions from holding a competency certificate for his or her children in order to ensure the continuity of his or her company.

| | |
|---|---|
| <p>The applicant must meet one of these criteria:</p> <ul style="list-style-type: none"> – Is sole proprietor – Is a partner in a partnership – Is an administrator of a corporation (company) | <p>The child must be:</p> <ul style="list-style-type: none"> – His or hers – The child of a partner in a partnership – The child of an administrator |
| <p>– The CCQ can issue only two exemptions for an employer's child per company. If two children already hold such an exemption in force at the time of your new application, you must confirm the cancellation of one of the current exemptions to be replaced by the person identified in your new application and attach to your application the exemption to be cancelled; otherwise, the new application will be rejected.</p> <p>– If you are applying for an exemption from holding an apprentice competency certificate for an employer's child, the person in question must demonstrate that he or she possesses the academic prerequisites required for the trade covered in the application.</p> <p>– An application in good order leads to the issuance of an exemption from holding a competency certificate valid for:</p> <ul style="list-style-type: none"> • Three months from the date of issuance • Your company • Specific work • The province | |
| <p>When the exemption expires, if at least 150 hours of work have been declared in the employer's monthly reports during the exemption validity period, the holder receives a renewal free of charge. If the hours required have not been completed, a new application must be made and a fee of \$100 must be paid.</p> | |

4. APPLICATION

Trade or occupation applied for*

Please attach to the application the required documents and provide the information requested below:

- Photocopy of the child's birth and civil status certificate on which the parent's name appears* (only for an initial application)
- Proof of having passed the course *Santé et sécurité générale sur les chantiers de construction** (only for an initial application)
- Proof that the person concerned possesses the academic prerequisites for the trade applied for (only in the case of an exemption from holding an apprentice competency certificate)

Parent's employer no.*

Parent's last name*

Parent's first name*

Last name of company person responsible making the application*

First name of person responsible*

Signature of the company person responsible*

5. PAYMENT OF THE \$100 FEE

Paid by ☐ Employer ☐ Employee ☐ Cash on account Method of payment ☐ Cash ☐ Cheque ☐ Money order ☐ Credit card

Credit card no.

☐ Visa ☐ Mastercard

Expiry date

Name of credit card holder

Signature of credit card holder

Please send this form, with the supporting documents, if applicable, to the address below.

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