

**IMPORTANT**

For any questions, please write to: [reconnaissance@ccq.org](mailto:reconnaissance@ccq.org)

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

### 1. IDENTIFICATION OF APPLICANT

Last name*		First name*		
Main telephone number*		Other telephone number		
No.*	Street*		Apt. no.*	
P.O. Box*	City*	Province*	Country*	Postal code*
Email address*		Trade for which you wish your file to be analyzed* (see trades section 3)		
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of birth (YYYY-MM-DD)*		

### 2. IDENTIFICATION OF EMPLOYER

Company name*		Employer no. at the CCQ*		
Main telephone number*		Name and title of the person responsible at the company*		
No.*	Street*		Suite or unit no.*	
P.O. Box*	City*	Province*	Postal code*	

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

- One or more **work experience sheets** proving at least 35% of hours of apprenticeship in the trade (see the **Work Experience Sheet – Employee** attached to this form), signed by the person responsible at the company for which **you performed tasks related to your trade**.
- Proof of remuneration to validate each work experience sheet (pay statements, tax slips).

**For purposes of analysis of your application, you must demonstrate work experience equivalent to at least 35% of the apprenticeship in the trade covered:**

Trade	Minimum hours required (35% of apprenticeship)
Heavy equipment operator, reinforcing steel erector, shovel operator	700 hours
Cement finisher, roofer	1,400 hours
Boilermaker, bricklayer-mason, carpenter-joiner, erector mechanic (glazier), heavy equipment mechanic, insulator, interior systems installer, ironworker, millwright, painter, plasterer, resilient flooring layer, tile setter, tinsmith	2,100 hours
Electrician, fire-protection mechanic, pipe fitter, refrigeration mechanic	2,800 hours
Elevator mechanic	3,500 hours

#### 4. APPLICANT'S AUTHORIZATION AND SIGNATURE

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 and information that I have submitted with the companies and organizations concerned, for the purpose of issuance of a competency certificate, admission to the provincial qualification examination, recognition of apprenticeship hours, or admission to an upgrading or support activity 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. I also authorize the CCQ to send all information relevant for this purpose to the employer that will hire me in Québec.

I understand that the present declaration is truthful and that no document or information has been falsified. Otherwise, my application may be rejected.

This authorization or a copy of it will be valid for the duration of the analysis of my application and until an exemption or a competency certificate is issued.

\_\_\_\_\_  
Signature

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

#### 5. EMPLOYER'S SIGNATURE

\_\_\_\_\_  
Signature

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

# 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 attesting to the same elements as this sheet.

1. APPLICANT IDENTIFICATION	
Trade for which you want hours recognized	
Last name*	First name*

2. COMPANY IDENTIFICATION			
Company name			
Main telephone number		Name and title of the person responsible	
No.	Street	Suite or unit no.	
P.O. Box	City	Province	Country
Postal code	Email		

3. SUMMARY OF HOURS WORKED PER YEAR				
Year	Year	Year	Year	Year
Total hours for this year	Total hours for this year	Total hours for this year	Total hours for this year	Total hours for this year

4. WORK EXPERIENCE DESCRIPTIONS	
Type of construction site <sup>1</sup>	
<input type="checkbox"/> Residential	Details: _____
<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 <sup>2</sup>	Percentage of hours devoted to this task
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As needed, specify the type of heavy equipment used to perform these tasks (make and model).	

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

I attest to the truth of all the information provided in the present document.

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

\_\_\_\_\_  
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)

<sup>1</sup> A short description is recommended (for example: housing renovation, building sidewalks for a municipality, repairs made to the employer's buildings, industrial construction, etc.).

<sup>2</sup> 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* (c. 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.

## HOW TO FILL OUT THE APPLICATION FOR PRELIMINARY ANALYSIS

### 1. Required to present the preliminary analysis

- Have the academic prerequisites (Comparative evaluation of studies outside of Québec)
- Demonstrate work experience equivalent to at least 35% of the apprenticeship in the trade
- Fill out the form *Application for Preliminary Analysis – Recognition of Work Experience for a Trade*
- Fill out the “Work Experience Sheet – Employee”
- Have proof of remuneration to validate each work experience sheet (pay stubs, tax slips)

### 2. How to fill out the form *Application for Preliminary Analysis – Recognition of Work Experience for a Trade*

You must fill out the following sections:

Section 1: To be filled out by the applicant

Section 2: To be filled out by the employer offering work in Québec

Section 4: Applicant’s authorization and signature

Section 5: Signature of the employer offering work in Québec

### 3. How to fill out the *Work Experience Sheet – Employee*

You must fill out the following sections:

Section 1: To be filled out by the applicant

Sections 2, 3, 4, and 5: To be filled out by the company for which you have hours worked

Section 6: To be filled out by the applicant

**You must fill out one work experience sheet per company for which you want to have hours worked recognized.**

### 4. Sending your application

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

If your documents are written in another language, please provide them and attach a professional translation into French or English.

### 5. Response time

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

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

### 1. Required to present your application for a certificate

- 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 have taken the course before 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 letter of acceptance letter from the preliminary analysis ACC 35%
- Provide a photocopy of an official piece of identification in French or English (visit the CCQ’s website to find out which documents are recognized: [www.ccq.org/documentsreconnus](http://www.ccq.org/documentsreconnus)).  
If the document is written in another language, please provide it and attach a professional translation into French or English.
- Pay the \$100 fee required for issuance of a competency certificate (cheque, money order, credit card, debit card, or cash).

### 2. Send your application

Please return 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

### 3. Response time

If your application is properly filled out and we have all the required documentation, the application will be processed within three working days following receipt. If applicable, your certificate will be sent by mail to your mailing address in Québec.