

IMPORTANT

- The employee must fill out the form [Registration or Modification to Identification and/or Union Association Choice](#).
- You must then send this form to the CCQ with your application for exemption.

All fields marked with an asterisk (*) are required.

1. EMPLOYER

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

2. EMPLOYEE

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

3. CARNET RÉFÉRENCE CONSTRUCTION

Under section 14, paragraph 6, of the *Regulation Respecting the Issuance of Competency Certificates*, if an employer demonstrates that no holder of a competency certificate is available to execute the work justified by the demand in the construction industry, the Commission de la construction du Québec may, exceptionally, exempt a person from the obligation to hold a competency certificate.

You must therefore show the steps you took. If you have used the referral service, please:

Provide the number of declaration of workforce need made via the Carnet référence construction:

- Attach the list of candidates referred with the reasons for not hiring them

4. APPLICATION

Trade or occupation covered in the application*:

If you have contracts related to this application, please:

Specify the values/municipalities/period (dates) of the contracts:

Specify the number of hours required to complete this work by the employee:

By week: _____ or by month _____

Describe the project and all of the tasks to be performed by the employee on the site:

4. APPLICATION (CONTINUED)

Define the criteria met by the employee related to the application

Employee's particular experience or qualification:

Products, equipment, or machinery used by the employee:

Specialized techniques to be applied by the employee:

Training or specialized course taken by the employee (attach documentation):

- Please attach proof that you have passed the course "Santé et sécurité générale sur les chantiers de construction"*

- Please attach the original documentation proving that you have passed the academic prerequisites required for the trade covered* (only when your application is for issuance of an exemption from holding an apprentice competency certificate during a shortage).

Name of employer's representative making the application*

Signature of representative*

5. SUPPLEMENTARY REQUIREMENT FOR A REQUEST DURING A SHORTAGE

You hereby guarantee the employee a job lasting at least 150 hours over a period of at most 3 consecutive months.

Name of employer's person responsible

Signature of employer's person responsible

6. PAYMENT OF THE \$100 FEE

Paid by Employer Employee Cash on account

Method 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 documentation, if applicable, to the address below.

Commission de la construction du Québec

C. P. 2010, succ. Chabanel

Montréal (Québec) H2N 0C3