

- I want to be classified in my apprenticeship and to verify whether I am eligible to take the provincial qualification exam that leads to journeyman status (the candidate must hold an apprentice competency certificate from the Commission de la construction du Québec [CCQ])  
OR
- I only want to verify whether I am eligible to take the provincial qualification exam that leads to journeyman status (the candidate is not required to hold an apprentice competency certificate from the CCQ)  
OR
- I want to verify whether I am eligible for the integration exam (pre-qualification) for apprenticeship in the trade of crane operator  
OR
- I want to have my hours recognized for the renewal of qualification for the shared activity of “boom truck operator”

Please provide the following information, so that we can analyze your file. All fields must be filled in.

1. IDENTIFICATION			
CCQ client no. or social insurance no.			
Last name		First name	
Primary telephone number		Other telephone number	
No.	Street	Apartment no.	
P.O. box	City	Province	Postal code
Aboriginal <input type="checkbox"/> Yes <input type="checkbox"/> No		Trade, specialty, or shared activity for which you want to have your file analyzed	
Personal information (if you do not have a file with the CCQ)			
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of birth (YYYY-MM-DD)	
Height in metres or feet	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	

## 2. RECOGNITION OF TRAINING HOURS

<input type="checkbox"/> I have completed a program of studies in a recognized Québec educational institution. I am supplying my permanent code so that the CCQ can validate my academic record.	Permanent code <sup>1</sup>  You will be granted training credits based on your academic record if you have successfully completed a training program related to your trade or specialty. (No supporting documents needed.)
<input type="checkbox"/> I have successfully completed one or more CCQ upgrading activities. I would like them to be recognized in my apprenticeship.	

<sup>1</sup> The permanent code (composed of four letters followed by eight digits) 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.

## 3. DETAILS CONCERNING REQUESTS FOR ELIGIBILITY FOR THE EXAM AND/OR APPRENTICESHIP CLASSIFICATION

For detailed information about the process of having hours recognized, please visit [ccq.org](http://ccq.org).

Please note that all work hours declared to the CCQ through the monthly report are taken into account to determine your experience in the trade or specialty covered by your request<sup>2</sup>.

To have work experience hours<sup>3</sup> recognized, you must provide the following documents:

- Income tax return for every year you worked.

For self-employed persons (sole proprietorships), you must provide the section of your personal income tax return that deals with business income:

- The provincial income tax return, including the statement of business activities appendix
- The federal tax return including the business or professional income and expense appendix

For shareholders or administrators within a company or partners in a partnership, you must provide:

- The corporation tax return, either provincial (C017) or federal (T2)

### 3. DETAILS CONCERNING REQUESTS FOR ELIGIBILITY FOR THE EXAM AND/OR APPRENTICESHIP CLASSIFICATION (CONTINUED)

2. Notice of assessment from Revenu Québec or the Canada Revenue Agency for each year
3. Work experience sheet filled out for each contract.
4. Documentation demonstrating execution of the work, for each contract submitted (e.g., invoice, contract, work provider's letter).

### 4. DETAILS CONCERNING REQUESTS FOR ELIGIBILITY FOR THE EXAM FOR INTEGRATION INTO THE APPRENTICESHIP FOR THE TRADE OF CRANE OPERATOR

For detailed information the process of becoming eligible for the exam for integration into apprenticeship for the trade of crane operator, please visit [ccq.org](http://ccq.org).

To be admitted to this integration exam, you must have your hours worked during your on-the-job training plan (OTP) recognized. You must present photocopies of proofs of pay, such as pay stubs, to demonstrate that you have completed the 150 hours covered under your commitment.

**Please note that original documents will not be returned to you.**

### 5. DETAILS CONCERNING REQUESTS FOR RECOGNITION OF HOURS FOR THE RENEWAL OF THE QUALIFICATION FOR THE SHARED ACTIVITY "BOOM-TRUCK OPERATOR"

For detailed information concerning this qualification, visit [ccq.org](http://ccq.org).

To renew your qualification, you must present a letter that explains that you have performed at least 50 hours of work linked to operation of a boom truck with a maximum capacity of 30 tonnes, with a single fixed set of controls, on construction sites covered or not by *Act R-20*, over the 12 months preceding expiry of this qualification.

The letter must include:

- The employer company's name, address, and telephone number
- Your name and your client number
- The title of the trade or specialty for which the shared activity work was done
- A description of the tasks performed in the shared activity
- The number of hours worked in the shared activity
- The period during which the work was done
- Your signature and your function

**Please note that original documents will not be returned to you.**

### 6. CANDIDATE'S AUTHORIZATION

I declare that all information given above is accurate. I authorize the CCQ to verify the authenticity of the documents that I have submitted with the companies and organizations concerned, including Revenu Québec, the Ministère de l'Éducation et de l'Enseignement supérieur, and school boards, or to validate my academic records 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, and I consent expressly to allow Revenu Québec to transmit to the CCQ a copy of the Relevé 1, "Revenus d'emplois et revenus divers" for each tax return concerned.

This authorization or a copy of it will be valid for the duration of the analysis of my request or for as long as I hold a valid exemption or competency certificate issued or renewed by the CCQ.

\_\_\_\_\_  
Candidate's signature (required)

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

**Please return this form with supporting documents, if applicable, to the following address:**

Commission de la construction du Québec  
Comité d'étude – Dossier employeur  
Case postale 2010, succursale Chabanel  
Montréal (Québec) H2N 0C3

# WORK EXPERIENCE SHEET

Fill out one sheet per contract. For each sheet, you must attach the corresponding documentation (e.g., an invoice, a contract, a work provider's letter).

1. APPLICANT IDENTIFICATION	
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		Employer's CCQ no. (if available)	
Main telephone no.		Position in the company	
No.	Street	Suite or unit no.	
P.O. box	City	Province	Postal code

3. SUMMARY OF HOURS WORKED AND DESCRIPTION OF TASKS		
Attach the documentation (invoice, contract, work provider's letter) to this work experience sheet.		
Date of contract (YYYY-MM-DD)	Number of hours claimed	
Detailed description of the task <sup>1</sup>	Percentage of hours devoted to this task	
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If applicable, specify the heavy machinery used to accomplish these tasks (make and model)		
Type of site <sup>2</sup>		
<input type="checkbox"/> Residential Specify the type of building and nature of the work: _____ <input type="checkbox"/> Institutional and commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Civil engineering and roadwork <input type="checkbox"/> Other (specify): _____		
Value of the contract	What was your percentage of labour for this contract? <sup>3</sup>	Did you supply materials for this contract?
	How many people worked for you on this contract?	

4. SIGNATURES	
I attest that all the information provided in the present document is true. I understand that the response given following the present application for recognition of hours is irreversible and may have an impact on my apprenticeship classification.	
Applicant's signature	Date (YYYY-MM-DD)

<sup>1</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* (chap. R-20, r. 8).

<sup>2</sup> You must provide all types of sites related to the hours worked on the sheet. A brief description is recommended (e.g., apartment renovations, construction of sidewalks for a municipality, repair of employer's buildings, industrial construction in a province other than Québec).

<sup>3</sup> The percentage of labour is calculated as follows:  

$$\% \text{ construction labour} = \frac{\text{Total cost of labour}}{\text{Value of contract (before taxes)}} \times 100$$

\* The total cost of construction labour is the total amount of the remuneration paid, such as wages, indemnities, and social benefits of all employees, as well as related employer contributions (e.g., pension fund, QPP, Employment Insurance, CNESST).