REGULATED VOCATIONAL QUALIFICATIONS
This document was prepared by the Direction des affaires publiques et des communications in collaboration with the Direction de l'intégration professionnelle du ministère de l'Immigration et des Communautés culturelles.

For more information: www.micc.gouv.qc.ca

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Regulated vocational qualifications

Legal and regulatory framework in Québec

Obtain a certificate of qualification

Review of a decision

For more information

Useful links

The legal and regulatory framework in Québec

In order to ensure the safety of workers and the public, certain vocational qualifications are regulated. The law, therefore, stipulates that workers must hold the necessary certificates of qualification in order to perform certain regulated tasks. Employers must ensure that employees hold the certificates as prescribed by regulation. These certificates, issued by Emploi-Québec, attest to the competency of the workers and their knowledge of the techniques and safety standards related to their work.

Emploi-Québec performs several functions. In particular, it administers the Act respecting Workforce Vocational Training and Qualification and it ensures that the workers practicing certain regulated trades are competent. To this end, it oversees the apprenticeship process, assesses the vocational qualifications of candidates, and administers the issuance of certificates of qualification. Through Local Employment Centres, it also provides counseling services and posts available jobs.

List of regulated vocational qualifications

- Blasting
- Drinking water
- Electricity
- Gas
- Halocarbons
- Stationary engines
- Pressure vessels
- Elevator mechanics
- Welding
- Pipe-fitting

Certain regulated vocational qualifications apply outside the construction industry. This non-construction sector comprises mainly large organizations and corporations where the work is mostly maintenance, repair, renovation and modification:

- manufacturing companies
- hospitals, teaching institutions
- commercial, government and parapublic buildings
- municipalities and residential complexes.
Useful information
For information on conditions governing access to construction industry trades and occupations, consult the Regulated trades in the construction industry section of the Web site of the Ministère de l’Immigration et des Communautés culturelles (MICC).

Obtaining a certificate of qualification

Conditions for obtaining a certificate of qualification

To obtain a certificate of qualification, a candidate must successfully complete an apprenticeship program and an examination. The apprenticeship program and examination vary depending on the qualification sought.

It is not necessary to hold a diploma to be eligible for an apprenticeship. Furthermore, it is not necessary to be a permanent resident or Canadian citizen to obtain a certificate of qualification from Emploi-Québec.

The overall process of professional qualification is described in the Guide d’apprentissage for the qualification sought. This guide allows the journeyman and apprentice to learn the requirements of the qualification, to plan and prepare for the process, and to follow-up on the apprenticeships. It gives a detailed description of the qualification and the conditions for obtaining the certificate.

Detailed information on the conditions for obtaining certificates of qualification is given in the section of the Guide de la qualification professionnelle (in French only) corresponding to the desired professional skill.

In general, to obtain a certificate of qualification, a worker must successfully complete the following steps.

1. Master the compulsory qualification elements in the apprenticeship program
   The compulsory qualification elements prescribed during the apprenticeship are specific to each certificate of qualification. They must be mastered before you register for the qualification exam.

2. Successfully complete the theoretical training, if any, required by the program
   Theoretical training may be required for certain qualifications. This training may take several dozen hours. The training must be successfully completed before you register for the qualification exam.

3. Complete the apprenticeship period in the workplace with a journeyman
   An apprenticeship in a company enables the transfer of knowledge between an apprentice and a skilled worker (the journeyman). This apprenticeship period is intended to allow the apprentice to master a regulated vocational qualification.
   
   The duration of the apprenticeship varies depending on which certificate of vocational qualification the candidate wishes to obtain. The minimum prescribed duration represents the minimum time devoted to the apprenticeship, regardless of the level or knowledge of the apprentice.
   
   The apprenticeship period is remunerated. The salary is based on the salary policy of the company.
4. **Passing the qualification exam**

After successfully completing the apprenticeship program, the candidate may register for the qualification exam. Depending on the qualification, the exam can be multiple choice or practical. *Emploi-Québec* provides candidates with all relevant information before the exam is held. A fee is charged.

If you fail the qualification exam, *Emploi-Québec* can inform you about the procedures and fees for taking it again.

**Practical advice:**

- If you plan to work in a trade in Québec for which a certificate of qualification is required, it is in your interest to contact *Emploi-Québec* **before your arrival in Québec**. You can learn the rules for obtaining a certificate of qualification and start your steps towards obtaining it.
- Before your departure, gather all the documents needed for the study of your application for a certificate of qualification. This will save you needless delays after your arrival in Québec.

**Recognition of the experience and training acquired abroad**

Candidates trained abroad may obtain recognition for pertinent work experience and certain educational elements. This could reduce the duration of their apprenticeship and exempt them from taking some courses. In some cases, they could be allowed to take the qualification exam immediately.

**Process for having your training and experience evaluated and for obtaining your apprenticeship card**

1. Read the information in the *Guide de la qualification professionnelle* (in French only) related to the vocational qualification that you want.

2. Gather the following documents:
   - registration form for the apprenticeship program (available on the *Emploi-Québec* Web site)
   - proof that you are age 16 or older;
   - your social insurance number;
   - a recent photo of passport size;
   - payment of fees by cheque or money order;
   - the original of your diplomas and marks transcripts for courses taken, passed, and relevant to the trade;
   - the Évaluation comparative des études effectuées hors du Québec of the MICC (a fee of $105 is charged);
   - proof of pertinent work experience acquired abroad.
3. Send the documents to:
Centre administratif de la qualification professionnelle
Ministère de l’Emploi et de la Solidarité sociale
P.O. Box 100
Victoriaville (Québec) G6P 6S4

These documents must be originals or certified true copies. If the originals are written in a language other than French or English, the applicant must also provide an official translation done by a certified translator who is a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec or verified by the official authorities.

**Useful information**

It is important for applicants to properly document the relevant work experience acquired outside Québec, since it could reduce the duration of the apprenticeship for a qualification and enable them to take the qualification exam immediately.

Your attestations of work experience abroad must clearly indicate:
- your name and the company name, the address and telephone number of the employer
- the name of the trade and specialty, if applicable
- tasks performed and sectors of activity
- employment periods and total hours worked per year.

Attestations must bear the signature of a company officer and indicate his function.

To allow for the validation of employer letters, you must provide one of the following items to prove the number of hours worked for each period indicated in the letters:
- a copy of your income tax return
- one or more pay statements
- any other proof of remuneration
- a photocopy of the apprenticeship log book provided outside of Québec, if applicable.

**Practical advice**

- For more information on the Évaluation comparative des études effectuées hors du Québec, consult the Immigration-Québec Web site.

- Vocational development activities are offered by school boards for certain trades. For information on this subject, contact the Local Employment Centre in your city or region.
Review of a decision

With regard to regulated vocational qualifications, applicants who are not satisfied with a decision by Emploi-Québec, even after a review by the agency, may appeal to the Commission des relations de travail in order to state their case and show their proof. This administrative tribunal falls under the jurisdiction of the Ministère du Travail. It hears all appeals relative to the interpretation of the scope of application of the law, the assessment of competency to exercise a trade or occupation, the issuance of qualification or competency certificates to employees and licences to entrepreneurs. The decisions of this agency are final.

Useful links

Information on conditions for obtaining a certificate of vocational qualification
- **Emploi-Québec**
  emploiquebec.net

  Contact the Centre administratif de la qualification professionnelle
  1-866-383-0067

Information on the immigration and integration process and the Évaluation comparative des études effectuées hors du Québec
- **Ministère de l’Immigration et des Communautés culturelles**
  www.immigration-quebec.gouv.qc.ca

Dissemination of laws and regulations
- **Les Publications du Québec**
  www.publicationsduquebec.gouv.qc.ca

Information on remedies in cases involving vocational qualification
- **La Commission des relations de travail**
  www.crt.gouv.qc.ca

Information on the labour market in Québec
- **Emploi-Québec**
  emploiquebec.net
- **Ministère du Développement économique, de l’Innovation et de l’Exportation**
  www.mdeie.gouv.qc.ca

Information on programs and services of the Québec government
- **Services Québec**
  www.servicesquebec.gouv.qc.ca