

**IMPORTANT**

When you apply for a competency certificate or exemption from holding one, you must provide various documents and information. Consult [www.ccq.org/officialdocuments](http://www.ccq.org/officialdocuments).

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

## 1. IDENTIFICATION

CCQ client no. or social insurance no.*		Permanent code <sup>1</sup>			
Last name*		First name*			
<b>Address*</b> <i>If the mailing address is different from the residential address, please complete section 5</i>					
No.	Street			Apartment no.	
P.O. box	City	Province	Postal code	Main telephone number*	
Secondary telephone number	Date of birth (YYYY-MM-DD)*	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			
Height in metres or feet*	Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female		Language* <input type="checkbox"/> French <input type="checkbox"/> English		

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

## 2. UNION MEMBERSHIP (fill out only if you do not have an effective union allegiance)

**IMPORTANT** For the following section, only one choice will be accepted. If you check the wrong box by mistake, the cancelled choice must be crossed out and initialled.

I hereby declare to have freely chosen the following union association (please indicate your choice with an X or a ✓):

- Centrale des syndicats démocratiques (CSD-CONSTRUCTION)  
 Confédération des syndicats nationaux (CSN-CONSTRUCTION)  
 Conseil provincial du Québec des métiers de la construction (International)  
 Fédération des travailleurs et travailleuses du Québec (FTQ-Construction)  
 Syndicat québécois de la construction (SQC)

Employee's signature (obligatory)

Date (YYYY-MM-DD)\*

## 3. DIVERSITY (read the definitions and terms of application in section 6 carefully)

Indigenous <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must specify the Nation, community and the registry or beneficiary number.		
	Nation*	Community*	Registry or beneficiary number*
Immigrant <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No	Visible minority <sup>2</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No	Ethnic minority <sup>2</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No	With disabilities <sup>2</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> Documentation to be produced and declaration in section 4 to be signed. <sup>2</sup> Declaration in section 4 to be signed.

## 4. DECLARATION AND AUTHORIZATION

I declare that all information given above is accurate. I authorize the Commission de la construction du Québec (CCQ) to verify the authenticity of my declarations and the validity of the documents submitted with the organizations concerned, as well as the validity of my academic records with the Ministère de l'Éducation, for the purpose of analysis for issuance of a competency certificate, an exemption from holding a competency certificate, or a registration certificate; for admission to the qualification examination; for recognition of apprenticeship hours; for recognition of vocational qualification; or for admission to a training activity pursuant to the Fonds de formation des salariés de l'industrie de la construction. For these purposes, I expressly consent that the organizations concerned may transmit to the CCQ copies of the documents that I have supplied in support of my application.

I understand that making a false declaration, falsification of a document, or use of any falsified document to obtain a competency certificate, an exemption from holding a competency certificate, a registration certificate, or a measure to benefit diversity of the workforce constitutes an infraction that may lead to its cancellation as well as criminal prosecution under section 119.1 or 122 (4) of *Act respecting labour relations, vocational training and workforce management in the construction industry* (CQLR, chap. 20). The present authorization or a copy of it will be valid as long as analysis of my application lasts or as long as I hold a valid competency certificate, exemption, or registration certificate issued or renewed by the CCQ.

Employee's signature (obligatory)

Date (YYYY-MM-DD)\*

## IDENTIFICATION

Please record your information again so that we can identify you in the following part of this form.

CCQ client no. or social insurance no.*	Last name*	First name*
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## 5. MAILING ADDRESS (fill out only if the address is different from that indicated in section 1)

No.	Street	Apartment no.	
P.O. box	City	Province	Postal code

## 6. DEFINITIONS AND TERMS OF APPLICATION

A woman who holds a competency certificate or an exemption benefits from all the workforce diversity measures. Similarly, all people registered with the CCQ as representative of diversity benefit from all the associated measures. When a person benefits from diversity measures, his or her employer also benefits from the corresponding applicable advantages.

For more information, visit [www.ccq.org/inclusion](http://www.ccq.org/inclusion).

An individual may belong to several groups representative of diversity. However, a person who is a permanent resident or foreign national must at minimum identify himself or herself as an immigrant, and a person who is Indigenous may not identify at the same time as a member of a visible or ethnic minority. Moreover, a person cannot be both a visible minority and an ethnic minority.

In all cases, a person whose status representative of diversity changes must notify the CCQ immediately.

<b>Indigenous</b>	<p>An Indigenous person is a person who belongs to one of these groups: First Nations, Métis of Canada, Inuit with Indian status with the Canadian government, or whose status of Cree, Naskapi, or Inuit beneficiary has been recognized pursuant to the <i>Act respecting Cree, Inuit and Naskapi Native persons</i> (chapter A-33.1).</p> <p>For self-identification, one of the following supporting documents is required: photocopy, two-sided of Indian Status certificate or Nunavik Inuit Beneficiary Card.</p>
<b>Immigrant</b>	<p>The person is a permanent resident or a foreign national.</p> <p>The person who is not a Canadian citizen must identify himself or herself as an immigrant.</p> <p>For self-identification, one of the following supporting documents is required : photocopy of work permit, permanent resident card, or confirmation of permanent residency.</p>
<b>Visible minority</b>	<p>The person belongs to a visible minority because of the colour of his or her skin; he or she is not of the white race or colour. This does not include people who are Indigenous or belong to an ethnic minority.</p> <p>A person who belongs to a visible minority and is an immigrant must also identify himself or herself as an immigrant.</p>
<b>Ethnic minority</b>	<p>The person belongs to an ethnic minority when his or her first language is neither French nor English. This does not include Indigenous people or those belonging to a visible minority.</p> <p>A person who belongs to an ethnic minority and is an immigrant must also identify himself or herself as an immigrant.</p>
<b>With disabilities</b>	<p>The person is considered to have disabilities when he or she has an impairment resulting in a significant and persistent incapacity and is likely to encounter obstacles in performance of everyday activities.</p> <p>A person who is handicapped and an immigrant must also identify himself or herself as an immigrant.</p>