

RECOGNITION OF ACQUIRED COMPETENCIES (RAC)

OM – Office Management (DEC)

OA – Office Administration (AEC)

REQUIRED DOCUMENTS

EACH APPLICANT MUST SEND A COPY OF THE FOLLOWING DOCUMENTS TO OPEN THEIR FILE.

- ___ Transcripts of grades from high school or equivalent (DES, DEP or other)
- ___ Transcripts of grades from college and/or university (if applicable)
- ___ Évaluation comparative des études effectuées hors du Québec (if available)
- ___ Curriculum Vitae (CV) in English or French
- ___ Letter of Confirmation of Employment (with task description if available)

Any foreign documentation must be officially translated into English or French to be accepted.

AND A COPY of ONE OF THE FOLLOWING DOCUMENT OPTIONS:

- ___ Official Québec Birth Certificate
- OR**
- ___ Canadian Birth Certificate **and** Valid Québec Medicare Card
- OR**
- ___ Canadian Citizenship Card/Certificate (front & back) **and** Valid Québec Medicare Card
- OR**
- ___ Permanent Resident Card (front & back) **and** Certificate of Selection of Québec (CSQ)*

*If you do not have the CSQ document, you must provide your Valid Québec Medicare Card.

APPLICATION FORM

To complete the application process, you will be asked to fill out an online application form and pay a **non-refundable** \$75 fee, paid by VISA or MasterCard to open your file. A **link** will be sent to you by the program advisor.

If you are unable to register online, call your advisor.

****Once the Québec Medicare Card has been verified, you may have to provide additional information and/or documents.***