



 **Become**

A GENERAL/SPECIALIZED CONTRACTOR

Training recognized by the Régie du Bâtiment du Québec

Accord *D*

 **Desjardins**

TRAINING SERVICE

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APECQ

ASSOCIATION PATRONALE DES
ENTREPRISES EN CONSTRUCTION
DU QUÉBEC

ADMINISTRATION > ADM-APECQ (MAI17)

A 90-hour program recognized by the Régie du bâtiment du Québec (RBQ), to become an Administration Guarantor and be exempted from the RBQ exam in this field.

LEGISLATION AND REGULATION

🕒 15 h



Goal

Upon completion of this module, the participant will have basic knowledge of civil and commercial law applying to the activities of a business enterprise as a whole, particularly in the field of construction.



Objectives

- Know the three major corporate law forms;
- Know the Building Act (RLRQ, B-1.1) and its regulations;
- Know one's responsibilities toward the legal framework governing the construction industry, etc.

MANAGEMENT

🕒 25 h



Goal

Upon completion of this module, the participant will be able to develop an overall view of the organization and coordination of the activities of a construction business, and be initiated to various management techniques fostering profitability.



Objectives

- Know the main management principles;
- Situate the business in terms of a changing environment;
- Learn the basics of entrepreneurship and the business plan;
- Organize resources in such a way as to reach company goals, etc.

LABOUR RELATIONS

🕒 15 h



Goal

Upon completion of this module, the participant will have basic knowledge of the application of regulations and structures specific to the construction industry, the form of representation of employers and employees as well as the negotiation processes and collective agreement rules.



Objectives

- Identify the scope of Bill R-20, its regulations, applications, functions and powers;
- Understand one's status as an employer in the construction industry;
- Know one's rights and obligations as a business in the various processes of representation, negotiation, employer and union association activities, etc.

FINANCIAL MANAGEMENT

🕒 35 h



Goal

Upon completion of this module, the participant will be able to develop a structured understanding of the organization and workings of the financial management of a construction business, taxation principles and financial statement analysis.



Objectives

- Know the items appearing on the financial statements of a business;
- Know the notions allowing for accounting information to be logged and budget estimates to be prepared;
- Know and respect one's obligations and reports toward regulatory agencies, etc.

SAFETY MANAGEMENT ON CONSTRUCTION SITES > GSC-APECQ (MAR19)

A 45-hour program (split into 3 modules) recognized by the Régie du bâtiment du Québec (RBQ), to become a Guarantor in the "Safety Management of Construction Sites" and be exempted from the RBQ exam in this field.

Successful completion of this training will allow you to obtain **your ASP certificate** (Santé et sécurité générale sur les chantiers de construction - 30 heures), without having to follow the 30 hour ASP training. The ASP certificate permits you to access construction job sites.

PREVENTION MANAGEMENT

🕒 25 h



Goal

Upon completion of this module, the participant will be able to identify the legislation and tools allowing for sound prevention management on construction sites.



Objectives

- Know the rights and obligations of a worker;
- Know the rights and obligations of an employer;
- Define what a construction site is, etc.

COMPENSATION MANAGEMENT

🕒 13.5 h



Goal

Upon completion of this module, the participant will be able to understand the Act Respecting Industrial Accidents and Occupational Diseases (LATMP), and know the components involved in the management of a workplace accident.



Objectives

- Know the purpose and characteristics of the LATMP;
- Know the medical assistance procedures;
- Know the return-to-work process;
- Know the rules regarding benefit payment, etc.

FEE MANAGEMENT

🕒 6.5 h



Goal

Upon completion of this module, the participant will be able to know the procedure for handling various cases with the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).



Objectives

- Know the wage declaration procedure;
- Know the business classification procedures;
- Understand the fee mechanisms;
- Understand the objectives of prevention mutuals, etc.

PROJECT AND SITE MANAGEMENT > GPC-APECQ (JUI16)

A 151-hour program recognized by the Régie du bâtiment du Québec (RBQ), to become a “Project and Site Management” Guarantor and be exempted from the RBQ exam in this field.

PLAN AND SPECIFICATION READING AND INTERPRETATION

 45 h



Goal

Upon completion of this module, the participant will have developed the aptitudes to search for information, analyze and interpret project plans and specifications.



Objectives

- Read and interpret plans;
- Read and interpret specifications;
- Identify the specificities or difficulties of a construction project;
- Plan the work of a construction project with no plans.

CONSTRUCTION ACTIVITY MANAGEMENT

 42h



Goal

Upon completion of this module, the participant will have acquired the tools, methods and knowledge necessary to be more efficient, effective and better prepared to face daily tasks and problems encountered in planning, organizing, managing and monitoring construction projects.



Objectives

- Know the parameters and tools of construction activity management;
- Understand and interpret a contract;
- Analyze call for tender documents;
- Organize a construction project, etc.

COST ESTIMATING AND TENDERING

 46 h



Goal

Upon completion of this module, the participant will understand the principles and methods linked to the presentation and use of calls for tender, of quotations and of bids in the construction industry.

Prerequisite :

Plan and Specification Reading and Interpretation



Objectives

- Know what calls for tender and tenders are;
- Know the types of contracts;
- Estimate the cost of works;
- Prepare and submit a tender, etc.

LEGISLATIVE, NORMATIVE AND REGULATORY FRAMEWORK

 18 h



Goal

Upon completion of this module, the participant will have an overview of the laws and codes governing Quebec's construction industry. They will better understand the existence, scope and basic provisions of the industry's regulatory documents, the requirements and their responsibilities.



Objectives

- Know the main laws governing Quebec's construction industry;
- Know Quebec and Canada law;
- Know the Building Act and its regulations;
- Know the main construction codes, etc.

EXECUTION OF CONSTRUCTION WORKS > ETC-APECQ (MAR16) - EXTENSION

A 66-hour program recognized by the Régie du bâtiment du Québec (RBQ), to have a general contractor license in the "Execution of Construction Work" for subcategories 1.1.1, 1.1.2, 1.2 and 1.3, and be exempted from the RBQ exam in this field.

LEGISLATIVE, NORMATIVE AND REGULATORY FRAMEWORK

🕒 12 h



Goal

Upon completion of this module, the participant will know the scope and role of the main stakeholders of the Regulation respecting the warranty plan for new residential buildings, as well as the roles and responsibilities of the contractor.



Objectives

- Identify the buildings targeted by the Regulation respecting the warranty plan for new residential buildings;
- Know the procedures inherent to this Regulation, as well as the roles and responsibilities of the main stakeholders of the warranty program for new residential buildings, etc.

FIRE PROTECTION

🕒 27 h



Goal

Upon completion of this module, the participant will know, understand and apply the requirements relative to fire protection, means of escape, occupant protection, and occupant health and accessibility, as described in the Quebec Building Code.



Objectives

- Recognize the fire protection requirements of Section 3 of the Code;
- Classify a building according to its use;
- Determine the building area;
- Define what a flame-spread rating (FSR) is and the fire resistance level, etc.

EXECUTION OF CONSTRUCTION WORKS

🕒 27 h



Goal

Upon completion of this module, the participant will know, understand and apply the requirements regarding building construction, from excavation to interior finishing, mechanics, electricity, to building structure and envelope, while meeting the requirements of the Quebec Building Code.



Objectives

- Recognize the types of soils and their characteristics;
- Understand what a geotechnical analysis is and know when it is required;
- Know the impact of the water table height on the soil bearing capacity;
- Know how to manage excavation works, etc.

> POLICIES AND PROCEDURES OF THE TRAINING SERVICE

REGISTRATION AND CONFIRMATION

To register for training, participants must fill out the registration form. Registration can be completed onsite, online, by fax, by email or by mail. Registration fees include the participant's training materials. Space is limited, and so we recommend registering quickly.

PROGRAM RECOGNITION BY THE RÉGIE DU BÂTIMENT DU QUÉBEC (RBQ)

The following programs are recognized by the RBQ for exemption from exams:

- Administration
- Safety Management on Construction Sites
- Project and Site Management
- Execution of Construction Works, for a general contractor license, subcategories 1.1.1, 1.1.2, 1.2 and 1.3; however, to obtain a license in certain subcategories, additional exams may apply.

PAYMENT, CANCELLATION AND REIMBURSEMENT

Complete payment must be made before the beginning of each training. Cancellation fees may be applicable.

SCHEDULE CHANGES

The APECQ reserves the right to make changes to the schedule and cancel a course if there are not enough participants or for reasons beyond its control. Should the APECQ cancel a course, the registration fees will be reimbursed in full.

ATTENDANCE

An 80% attendance rate is required to be eligible for the exams of each program or module. The time at which the latecomer will join the group will be considered to be his arrival time. Once the participant exceeds an absenteeism rate of more than 20%, he will no longer be eligible for the exam. The only valid reasons that will be accepted to justify an absence are: death of a loved one, accident, court appearance, disease or hospitalization.

EXAM

The exam date must be respected. The passing grade is 60%. No course material is authorized; only a sheet (maximum 8.5 X 11) with handwritten notes is accepted. This sheet must have your name on it and be must handed in with your exam. Any form of plagiarism is strictly forbidden and will result in sanctions up to and including expulsion from the program. The participant cannot consult his exam once it is handed in and corrected. A participant with a failing grade can retake the exam within 30 days of notification. It is the participant's responsibility to contact the Training Service to ask for a retake date within the prescribed timeframe. The participant can only retake an exam once for a program or module. The exam will be retaken at the APECQ offices during business hours.

CERTIFICATION

The certification obtained upon successful completion of a program is the official document recognized by the RBQ to allow for an exemption of knowledge recognition exams normally administered by the RBQ. Candidates wishing to be exempted from the RBQ exams must submit a licence request or amendment. It is the participant's responsibility to respect the expiry date written on the certification. For more information, please visit the Registry of Training Programs Recognized by the RBQ.

EQUAL PAYMENT FINANCING WITH INTEREST (FRE)

The consumer buys now and pays in equal installments with interest.

Legal notice

Subject to the approval of the Fédération des caisses Desjardins du Québec ("Desjardins"). All annual interest rates indicated are subject to change. The "Equal Monthly Payments" offer allows an individual to use a credit card issued by Desjardins to reimburse a purchase in equal and consecutive monthly installments. The annual interest rate determined at the time of purchase, and not exceeding 19.9%, applies to such a purchase. The equal monthly installments are included in the credit card minimum payment. If the minimum payment due is not paid by the due date, an annual interest rate, not exceeding 19.9%, applies to the unpaid equal monthly installment.

The grace period on the card is 21 days without interest, from the date at which the statement is mailed or when it becomes available electronically, to pay the full balance of the statement without having to pay additional credit fees, except for cash advances and cheques. The card's minimum payment consists of 2% or 5% (depending on the card selected) of the total: of the balance indicated on the statement of the previous period, credit fees applicable to the purchases and unpaid monthly installments on the period's due date, everyday purchases, cash advances and cheques from the period targeted by the statement and credit fees on the cash advances and cheques; to which are added: the monthly installment(s) of the period targeted by the statement, the amount of the purchases with deferred payment due on the date of the statement, any outstanding amount and any amount under the credit card contract. Credit card available with no inscription and renewal fees. Details available at the APECQ. Information as at April 19th, 2019.

Example of credit fees

	Annual cost		Cost for a 30-day period	
Annual interest rate	Average daily balance		Average daily balance	
	\$100	\$500	\$100	\$500
19.9 %	\$19.90	\$99.50	\$1.64	\$8.18

The annual interest rate can apply to everyday purchases, purchases paid in equal installments, purchases with deferred payment, purchases with deferred equal installments and multiple purchases paid in equal installments.



> Want to launch your construction business and need a general or specialized contractor license?

Our training will allow you to :

- ✓ Be exempted from the RBQ qualification exams
- ✓ Be a Guarantor in one of the following fields:
 - Administration
 - Safety Management on Construction Sites
 - Project and Site Management
 - Execution of Construction Work
- ✓ High success rate
- ✓ Quality training
- ✓ Skilled and experienced training staff
- ✓ Improve the management of your business

All courses are given in French at the APECQ offices
6550 Côte-de-Liesse Road
Saint-Laurent, Quebec H4T 1E3

Contact us:

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For more information, visit the Registry of Training Programs Recognized by the RBQ

<https://www.rbq.gouv.qc.ca/Qualificationprofessionnelle>

BILL 90 : 1% during training
Quebec Taxation Act, Section 752.0.18.10 a) ii :
individuals are eligible for a tuition
and education tax credit



APECQ : YOUR TRAINING PARTNER !