

DIVISION III FINAL PROVISIONS

11. This regulation shall come into force on the fifteenth day which follows the date on which it is published in the *Gazette officielle du Québec*.

2787

Draft regulation

Professional Code
(R.S.Q., c. C-26)

Chartered Administrators — Terms and conditions for the issuing of permits

Notice is hereby given according to sections 10 and 11 of the Regulations Act (R.S.Q., c. R-18.1), that the Bureau of the Ordre des administrateurs agréés du Québec has adopted the “Regulation respecting the Classes of Permits of the Ordre des administrateurs agréés du Québec”, the text of which appears hereunder.

This regulation will be examined by the Office des professions du Québec in application of section 95 of the Professional Code. Afterwards, it will be submitted, with the Office’s recommendation, to the Government who may approve it, with or without any modifications, at the expiration of a 45 days delay from this publication.

As stated by the Ordre des administrateurs agréés du Québec, this regulation principally aims to require candidates who are seeking to obtain a permit of the Ordre des administrateurs agréés du Québec to pass the professional examination and to complete the vocational training period. As well, it allows a candidate to be exempted from the obligation of the training period and from attending the examination concerning good management if the candidate demonstrates at least five (5) years of relevant experience in administration and successfully completes the examination concerning management skills.

The purpose of this regulation is to guarantee to the public that future holders of a Chartered Administrator permit has acquired knowledge and skills related to the exercise of the profession.

Additional information regarding this regulation may be obtained by communicating with Mr. Pierre Landry, General Director by interim, Ordre des administrateurs agréés du Québec, at the following address: 680, Sherbrooke Ouest, bureau 640, Montréal (Québec) H3A

2M7; telephone number: (514) 499-0880; facsimile number: (514) 499-0892.

Any person who wishes to formulate comments regarding this regulation is asked to do so by transmitting them, before the expiration of the delay mentioned hereabove, to the President of the Office des professions du Québec, 800, place D’Youville, 10^e étage, Québec (Québec) G1R 5Z3. These comments will be communicated by the Office to the Minister responsible of the application of laws governing professionals; they may also be transmitted to the professional order who adopted the regulation, being the Ordre des administrateurs agréés du Québec, and to any interested person, ministry or organization.

JEAN-K. SAMSON,
*Chairman of the Office des
professions du Québec*

Regulation respecting the terms and conditions for the issuing of permits by the Ordre des administrateurs agréés du Québec

Professional Code
(R.S.Q., c. C-26, s. 94, par. i)

DIVISION I ISSUING OF PERMITS

1. The Bureau of the Ordre des administrateurs agréés du Québec shall issue a permit to practise to candidates who meet the following terms and conditions:

1° the candidate holds a diploma which leads to a permit issued by the Order and which is recognized by the government pursuant to the first paragraph of section 184 of the Professional Code (R.S.Q., c. C-26), or a diploma the equivalence of which is recognized by the Bureau or possesses training the equivalence of which is recognized by the Bureau pursuant to paragraph g of the first paragraph of section 86 of the Code;

2° the candidate has completed the vocational training period;

3° the candidate has completed a permit application in the form provided for by the Bureau;

4° the candidate has completed a permit application in the form provided for by the Bureau;

5° the candidate has paid all fees or dues set by the Bureau for the issuing of the permit.

DIVISION II PROFESSIONAL EXAMINATION

2. The professional examination includes:
 - a) an examination concerning good management;
 - b) an examination dealing with the professional system and the Chartered Administrators's Code of Ethics.
3. The professional examination is given at least twice yearly, at the date, time and place the Bureau decides.
4. In order to attend a sitting of a professional examination, candidates shall complete an application in the form provided for by the Bureau and pay the registration fees set by the Bureau.
5. The candidate who completes the examination concerning good management and the examination concerning the professional system and the Chartered Administrators' Code of Ethics will be given a "pass" or "fail" grade for each examination.
6. The candidate who fails the professional examination or one of its components may attend one of the following examination sittings by paying the registration fees set by the Bureau. The candidate may retake an examination a maximum of three times.

DIVISION III THE VOCATIONAL TRAINING PERIOD

7. The training, of a duration of 24 months, takes place under the supervision of a duly authorized member of the Order in the context of a full time employment related to duties whose nature is compatible with the activities specific to the practice of the profession.
8. The training allows the candidate to integrate, in a concrete professional environment, all the acquired knowledge and to develop the necessary skills to its application in a real decision making context.
9. The candidate who wishes to have the training authorized must fill out the authorization application, append all the specified documents and pay the fees required by the Bureau to study the authorization application, in accordance with paragraph *o* of section 86 of the Code.
10. When the training meets the requirements provided in section 8, the Bureau authorizes, on recommendation by the committee formed by the Bureau to study the authorization application, the candidate's training.

The candidate must notify the secretary and the duly authorized member of the Order of all modifications to the training initially authorized by the Bureau. The secretary may submit the modifications to the authorization process provided in the first paragraph.

11. The authorized training is reputed to have started on the date at which the formalities of the authorization have been completed, in accordance with the preceding section.

12. The committee formed by the Bureau for this purpose studies the evaluation questionnaires completed by the candidate and the report of the duly authorized member of the Order. The committee forwards the appropriate recommendations to the Bureau.

In the case whereby the candidate does not meet the requirements, the secretary will inform the candidate of the elements to be completed and the process to follow in order to satisfy the requirements of the training.

DIVISION IV EQUIVALENCE STANDARDS

13. A candidate may be exempted from the training period and from attending the examination concerning good management if the candidate demonstrates at least five (5) years of relevant experience in administration to the satisfaction of the Equivalence Committee created by the Bureau pursuant to paragraph 2 of section 86.01 of the Professional Code and successfully completes the examination concerning management skills.

14. The examination dealing with management skills shall evaluate the knowledge and skills acquired by candidates over the course of their training and is designed to test the ability to analyse and apply knowledge to concrete situations.

The written examination, which shall be approximately three hours long, shall be in the form of a practical exercise and shall evaluate the following aspects:

- a) planning, organization and delegation;
- b) problem analysis, judgment and decision-making;
- c) administrative control;
- d) skill in working with others.

15. In all cases, the Order mails a personalized written report to each candidate dealing with each candidate's ability to apply a management-related concepts to concrete situations and making recommendations which may

help correct the candidate's weaknesses and improve the candidate's ability to practically apply acquired knowledge.

DIVISION V
FINAL PROVISION

16. This regulation shall come into force on the fifteenth day which follows the date of its publication in the *Gazette officielle du Québec*.

2788