

by the Bureau of the Order to examine applications for diploma or training equivalence and to promptly make appropriate recommendations to the administrative committee.

10. At the first meeting following the receipt of the committee's report, the administrative committee shall decide whether it will grant a diploma or training equivalence and shall notify the candidate in writing within 30 days of its decision.

11. If it does not recognize a diploma or training as equivalent, the administrative committee shall notify the person in writing of the programs of study, training periods or examinations which, given his current level of knowledge, must be successfully completed for the equivalence to be granted, within the time limit indicated by the committee.

12. A candidate whose application for equivalence is not granted may apply to the Bureau of the Order for a hearing and review of that decision, provided that the person sends a written application stating reasons to the secretary of the Order within 30 days following the mailing of the administrative committee's decision.

Within 60 days following receipt of the application for a hearing and review, the Bureau of the Order shall hear the candidate and, where expedient, shall review its decision. At least 10 days before the date of the hearing, the secretary shall convene the candidate by registered or certified mail.

13. The decision of the Bureau of the Order on the application for review is final and without appeal and shall be sent to the candidate in writing within 30 days of the date of the hearing.

14. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.

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### Draft Regulation

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

### Chartered appraisers — Terms and conditions for permits to be issued

Notice is hereby given, in accordance with sections 10 and 11 of the Regulations Act (R.S.Q., c. R-18.1), that the Regulation respecting terms and conditions for permits to be issued by the Ordre des évaluateurs agréés du

Québec, made by the Bureau of the Ordre des évaluateurs agréés du Québec, may be submitted to the Government which may approve it, with or without amendment, upon the expiry of 45 days following this publication.

According to the Order, the purpose of the Regulation is to improve the terms and conditions of the training period and of the examination for admission. Among other improvements, there is the extension from 4 to 5 years of the period for passing the training period and the examination and the increase in the accreditation conditions of the tutors to ensure the quality of training of future members with a view to protecting the public. Moreover, the Regulation will allow a candidate who has failed the training period or examination to be heard by the admissions committee and to benefit from a review or a supplemental examination, where applicable, thus favouring more openness in the admission process and greater equity for candidates.

Further information may be obtained by contacting Ms. Céline Viau, Secretary of the Ordre des évaluateurs agréés du Québec, 2075, rue University, bureau 1200, Montréal (Québec) H3A 2L1; tel. (514) 281-9888; fax: (514) 281-0120.

Any interested person having comments to make on the matter is asked to send them in writing, before the expiry of the 45-day period, to the Chairman of the Office des professions du Québec, 800, place D'Youville, 10<sup>e</sup> étage, Québec (Québec) G1R 5Z3. Those comments will be forwarded by the Office to the Minister responsible for the administration of legislation respecting the professions; they may also be forwarded to the professional order that made the Regulation and to the interested persons, departments and agencies.

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

## Regulation respecting terms and conditions for permits to be issued by the Ordre des évaluateurs agréés du Québec

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

### DIVISION I GENERAL

1. To obtain a permit issued by the Ordre des évaluateurs agréés du Québec, a person shall submit an application in writing to the administrative committee and shall

(1) provide an authentic copy of his act of birth or a proof that he was legally admitted to Canada to stay permanently;

(2) provide an attestation to the effect that he holds a diploma giving access to the permit or was deemed equivalent, or that he has training deemed equivalent;

(3) provide proof that he has a working knowledge of the French language in accordance with the standards established for that purpose by Government regulation;

(4) have successfully completed a training period in accordance with Division II of this Regulation;

(5) have passed the examination provided for in Division V;

(6) pay the fees for the issue of a permit.

2. A person shall have 5 years from the date on which he receives the certificate provided for in section 4 to meet the requirements of paragraphs 4 and 5 of section 1.

## **DIVISION II TRAINING PERIOD**

3. A person wishing to carry out a training period shall send to the admissions committee, set up by the Bureau of the Order, an application in writing to that effect together with

(1) the documents required in paragraphs 1 and 2 of section 1 where the latter have not already been sent otherwise;

(2) the name and address of his tutor;

(3) a recent passport-size photograph; and

(4) the fees relating to registration in the register of the trainees.

4. The admissions committee shall issue a certificate to the prospective trainee who meets the requirements of section 3.

5. A training period shall last 12 months on a full-time basis or the equivalent and shall start on the date entered on the certificate.

6. A training period is a period of learning allowing the trainee to take cognizance of all the aspects of appraisal and to put into practice his theoretical knowledge and to develop the abilities inherent to the practice of the profession.

During his training period, the trainee shall be initiated, in particular, to the collection of data, the inspection of buildings, the study of the value of land, and the use of the three methods of appraisal and the correlation.

7. A training period shall be carried out under the supervision of a tutor who shall train and advise the trainee in the performance of all the tasks related to the training period.

8. A trainee who changes tutors shall notify the admissions committee of the change.

## **DIVISION III TUTOR**

9. Only members for whom the practice of the profession of chartered appraiser is the main activity, who have been entered on the roll of the Order for more than 3 years and who are not subject to any of the situations provided for in section 12 may act as tutor.

10. A member wishing to act as tutor shall obtain prior authorization from the admissions committee. That authorization shall confer the right to act as tutor for 3 trainees at a time.

A member who is refused the right to act as tutor by the admissions committee may ask the administrative committee to review that decision.

11. A tutor shall teach trainees to comply with the professional standards generally recognized. He shall ensure that during the training period the candidate assumes responsibilities of increasing importance that will allow him to develop the abilities inherent to the practice of the profession.

12. The administrative committee may revoke the authorization given to a tutor on whom was imposed a refresher training period in accordance with the Regulation respecting refresher training periods for chartered appraisers (R.R.Q., 1981, c. C-26, r. 97), or whose professional practice does not comply with the requirements for the protection of the public, according to a recommendation of the professional inspection committee or a decision of the committee on discipline or the Professions Tribunal.

13. A tutor shall allow his trainee to attend a professional training course given or recognized by the Order.

#### **DIVISION IV** **EVALUATION OF THE TRAINING PERIOD**

**14.** A training period shall be evaluated in relation to the items mentioned under each of the 5 following evaluation criteria:

(1) practical activities: minded for research, presentation of records and ability to solve appraisal problems;

(2) work organization: work planning, and application of methods, techniques, laws, regulations and standards of practice relating to appraisal;

(3) professional characteristics: aptitude for analysis, judgment, sense of responsibility, being on time, presence at work and the observance of professional demeanour;

(4) communications: communication with the client and the drawing up of records and reports;

(5) personal characteristics: adaptability, self-control, capacity for self-appraisal and discretion.

**15.** For each evaluation criterion, the tutor shall mark the trainee in accordance with the following scale:

excellent:	A (85 % to 100 %);
very good:	B (75 % to 84 %);
good:	C (65 % to 74 %);
poor:	D (55 % to 64 %);
insufficient:	E (54 % or less).

**16.** A tutor shall give a written evaluation of the trainee and shall send a copy thereof to the admissions committee within 10 days following the end of the training period.

He shall also, within the same deadline, provide a copy to the trainee.

**17.** The admissions committee is responsible for studying the evaluations of the training periods and attests to the successful completion or failure of the training period carried out.

**18.** A training period is completed successfully where the trainee obtains for his whole training period an average mark equal to or higher than C for the evaluation criteria as a whole; he must maintain a mark at least equal to D for each evaluation criterion individually.

If the trainee fails his training period, he may request to be heard by the admissions committee. The committee may then maintain or review the decision and, where

applicable, recommend training activities intended to allow the trainee to attain the objectives of the training period. The committee may also recommend that the trainee successfully completes another 6-month training period.

#### **DIVISION V** **EXAMINATIONS**

**19.** The Order shall hold written examinations once a year.

**20.** The admissions committee is responsible for the conception, administration and correction of the examinations. He may take on experts whose appointment is submitted to the administrative committee of the Order.

**21.** Only candidates who have completed their training period successfully at least 30 days before the date of the examination and who have paid the registration fees may sit for the examination.

**22.** The examination shall deal with the following subjects: knowledge of the Professional Code and the specific regulations of the Order, the standards of practice and the application of the methods and techniques of appraisal. The examination shall evaluate the capacity of the candidate to apply his knowledge and abilities to solve appraisal problems, in accordance with the laws, regulations and standards governing the practice of the profession.

**23.** The admissions committee shall mark the trainee in accordance with the following scale:

excellent:	A (85 % to 100 %);
very good:	B (75 % to 84 %);
good:	C (65 % to 74 %);
poor:	D (55 % to 64 %);
insufficient:	E (54 % or less).

**24.** A candidate successfully completes the examination where he obtains at least a "C".

**25.** A candidate shall be expelled from the examination if he:

(1) uses or attempts to use books, documents, notes or objects other than those authorized for the examination;

(2) plagiarizes, attempts to plagiarize or assists another in plagiarizing;

(3) prevents the orderly administration of the examination.

26. A candidate may not have access to the room where the examination is held after 30 minutes of the beginning of the examination.

27. The anonymity of the candidates shall be ensured for the correction of the examination.

28. The examination papers shall be destroyed 6 months after the date on which the examination was held. A candidate may consult his answer booklet within that period upon written request made to the admissions committee.

29. Within 60 days following the date of the examination, the admissions committee shall inform each candidate in writing of his success or failure and of the mark obtained. He shall also inform the administrative committee which delivers the permits thereof, if applicable.

30. Upon written request of a candidate within 30 days of the mailing of the results and upon payment of the fee required therefor by the administrative committee, the admissions committee shall review the mark obtained by the candidate. The committee shall review the mark within 45 days of the date of receipt of the application. The mark determined following review is final.

31. A candidate who does not obtain the pass mark may sit for the following examination insofar as the period provided for in section 2 has not expired.

#### **DIVISION VI** TRANSITIONAL

32. Trainees registered with the Order at the time of the coming into force of this Regulation may apply for admission in accordance with the conditions set forth above; an application in writing to that effect shall be addressed to the admissions committee within 60 days following the coming into force of the Regulation.

#### **DIVISION VII** FINAL

33. This Regulation replaces the Regulation respecting terms and conditions for permits to be issued by the Ordre des évaluateurs agréés du Québec made by Order in Council 797-92 dated 27 May 1992 (1992, *G.O.* 2, 2863).

34. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.