

Regulations and other acts

Gouvernement du Québec

O.C. 910-2004, 30 September 2004

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

Conseillers en ressources humaines et en relations industrielles agréés — Standards for equivalence of diplomas or training for the issue of a permit

Regulation respecting the standards for equivalence of diplomas or training for the issue of a permit by the Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec

WHEREAS, under paragraph *c* of section 93 of the Professional Code (R.S.Q., c. C-26), the Bureau of a professional order must, by regulation, prescribe standards for equivalence of diplomas issued by educational establishments situated outside Québec, for the purposes of issuing a permit or specialist's certificate, and standards of equivalence of the training of a person who does not hold a diploma required for such purposes;

WHEREAS the Bureau of the Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec has made the Regulation respecting the standards for equivalence of diplomas or training for the issue of a permit by the Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec;

WHEREAS, under section 95 of the Code and subject to sections 95.1 and 95.2 of the Code, every regulation made by the Bureau of a professional order under the Code or an Act constituting a professional order shall be transmitted to the Office des professions du Québec for examination and submitted, with the recommendation of the Office, to the Government which may approve it with or without amendment;

WHEREAS, in accordance with the Regulations Act (R.S.Q., c. R-18.1), a draft of the Regulation was published in the *Gazette officielle du Québec* of 4 February 2004 with a notice that it could be submitted to the Government for approval on the expiry of 45 days following that publication;

WHEREAS, in accordance with section 95 of the Professional Code, the Office des professions du Québec has examined the Regulation and made its recommendation;

WHEREAS it is expedient to approve the Regulation with amendments;

IT IS ORDERED, therefore, on the recommendation of the Minister responsible for the administration of legislation respecting the professions:

THAT the Regulation respecting the standards for equivalence of diplomas or training for the issue of a permit by the Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec, attached to this Order in Council, be approved.

ANDRÉ DICAIRE,
Clerk of the Conseil exécutif

Regulation respecting the standards for equivalence of diplomas or training for the issue of a permit by the Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec

Professional Code
(R.S.Q., c. C-26, s. 93, par. *c*)

DIVISION I GENERAL PROVISIONS

1. The secretary of the Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec shall forward a copy of this Regulation to a candidate who, for the purpose of obtaining a permit from the order, applies for an equivalence of a diploma issued by an educational establishment situated outside Québec, or requests a training equivalence.

2. In this Regulation, the following terms mean:

1° “diploma giving access to a permit” means a diploma recognized as giving access to the permit issued by the order by regulation of the Government made under the first paragraph of section 184 of the Professional Code (R.S.Q., c. C-26);

2° “diploma equivalence” means the attestation by the Bureau of the order, in accordance with subparagraph g of the first paragraph of section 86 of the Professional Code, that the level of knowledge and skills attained by the holder of a diploma issued by an educational establishment outside Québec is equivalent to the level attained by the holder of a diploma giving access to a permit by the order;

3° “training equivalence” means the attestation by the Bureau of the order, in accordance with subparagraph g of the first paragraph of section 86 of the Professional Code, that a candidate’s training is equivalent to the level of knowledge and skills attained by the holder of a diploma giving access to a permit by the order.

DIVISION II **STANDARDS FOR A DIPLOMA EQUIVALENCE**

3. A candidate holding a diploma issued by an educational establishment outside Québec shall be granted a diploma equivalence if the diploma was issued upon completion of an undergraduate program comprising at least 90 credits. Each credit must correspond to 45 hours of in-class attendance and individual work. At least 84 out of the 90 credits shall be in the subjects described in paragraphs 1 to 6, and 60 of the credits shall be apportioned in accordance with the minimum requirements provided therein:

1° A minimum of 12 credits in labour relations;

2° A minimum of 12 credits in human resources management;

3° A minimum of 9 credits in Québec public policies and labour laws;

4° A minimum of 12 credits in financial and organizational management;

5° A minimum of 9 credits in information systems, scientific and statistical methods, workplace health and safety, industrial, social and organizational psychology, organizational behaviour, and political sociology;

6° A minimum of 6 credits in economics and the workplace, planning and management, marketing, business ownership, business management, ethics, technology and industrial relations, multi-ethnic relations, organizational communications and international industrial relations.

4. Notwithstanding section 3, where the diploma in respect of which an equivalence application has been filed was issued 3 or more years prior to the application, a candidate, to be granted a diploma equivalence, must demonstrate at the time of the application that he has acquired, in the interim since the application, the level of skills and knowledge equivalent to the level acquired upon completion of a diploma giving access to a permit.

DIVISION III **STANDARDS FOR TRAINING EQUIVALENCE**

5. A candidate shall be granted a training equivalence if he demonstrates that the level of knowledge and skills he acquired is equivalent to the level acquired upon completion of a diploma giving access to a permit.

6. To determine whether a candidate has attained the level of training required in section 5, the Bureau shall take all the following factors into account:

1° the fact that the candidate holds one or more diplomas issued in Québec or elsewhere;

2° the courses taken, the number of credits earned and the grades obtained;

3° training periods and other learning activities or refresher courses;

4° the total number of years of education;

5° relevant work experience.

Where the evaluation carried out in accordance with the preceding paragraph does not lead to a decision, the candidate may be interviewed or invited to take an examination prescribed by resolution of the Bureau, or both, in order to complete the evaluation.

7. Notwithstanding section 5, where the training in respect of which an equivalence application has been filed was completed 3 or more years prior to the application, a candidate, to be granted a training equivalence, must demonstrate at the time of the application that he has acquired, in the interim since the application, the level of skills and knowledge equivalent to the level attained by a holder of a diploma giving access to a permit.

DIVISION IV DIPLOMA OR TRAINING EQUIVALENCE RECOGNITION PROCEDURE

8. A candidate applying for a diploma or training equivalence, for the purpose of obtaining a permit from the order, shall provide the secretary of the order with the following documents and information:

1° a written request along with the fees for the examination of the application, prescribed in accordance with paragraph 8 of section 86.0.1 of the Professional Code;

2° an academic record, including a description of courses taken, and the number of credits and the grades obtained;

3° a copy of any diploma obtained;

4° a document describing and attesting to the candidate's relevant work experience, namely in the practice of professional activities as described in paragraph *f* of section 37 of the Professional Code. The candidate's experience must be attested to in writing by an authorized representative of the employer with respect to the length of employment and the positions held;

5° a list of the candidate's publications;

6° a document attesting to the candidate's participation in a training period or in any learning activity or refresher course pertaining to a professional activity described in paragraph *f* of section 37 of the Professional Code.

When the documents forwarded in support of an application for diploma or training equivalence are written in a language other than French or English, they must be accompanied by a French translation attested to by a sworn declaration from the person who did the translation.

9. The secretary of the order shall forward the documents and information prescribed in section 8 to a committee set up by the Bureau of the order, in accordance with paragraph 2 of section 86.0.1 of the Professional Code, to examine equivalence applications and make appropriate recommendations to the Bureau.

10. At its first meeting following receipt of the committee's recommendation, the Bureau shall decide whether to grant the diploma or training equivalence. It shall notify the candidate in writing within 30 days following the date of its decision.

11. If it does not grant the diploma or training equivalence, the Bureau shall inform the candidate thereof in writing and shall indicate to him the study, the training periods or the examinations that must be successfully completed for the equivalence to be granted, and the prescribed time period during which they must be completed.

12. A candidate who is informed of the Bureau's decision not to grant the diploma or training equivalence may apply to the Bureau for a review, provided that the candidate applies there for in writing to the secretary of the order within 30 days following the date on which the decision was mailed.

The Bureau has a period of 60 days from the date it receives the application for review to decide whether to review its decision. Before doing so, however, the Bureau shall allow the candidate to present his observations.

13. The Bureau's decision is final and shall be forwarded to the candidate by registered mail within 30 days.

14. When it has been established that the candidate has successfully completed, within the prescribed time period, the study, the examinations or the training periods prescribed by a decision rendered in accordance with section 11, the Bureau grants the training equivalence. The secretary of the order notifies the candidate in writing within 30 days of the date the application is granted.

DIVISION IV FINAL PROVISION

15. 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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