

## Useful information

### End of a training period and new training employer – Appendix D

- As stipulated under sections 8, 9, 10, and 11 of the *Regulation respecting the terms and conditions for the issue of a permit of the Ordre des comptables agréés du Québec*.
- The present document is not an application to become a Chartered Accountant (CA).  
As soon as you have completed your training period and passed the Uniform Evaluation (UFE), you can submit your *Membership Application* to the *Legal Affairs and Records Vice-Presidency*, to obtain the right to use the CA designation or to hold yourself out as a CA.
- If you served a part-time training period, meaning working between three and five hours a day, and less than five days a week, please complete *Detail of part-time professional training – Appendix E* and supply it to the Ordre at the same time as *Appendix D-1*.

### CONFIRMATION OF A TRAINING PERIOD AND PRACTICAL EXPERIENCE REPORT – APPENDIX D-1

Form to be completed **only** when **definitely** leaving an employer.  
**Does not need to be filled** out when candidate is leaving **temporarily** to return to school;  
these training interruptions will be declared as part of the “number of days you were absent from work”.

1. The candidate must complete and sign the section entitled “Contact Information” of *Appendix D-1* and submit it to the former employer.
2. The employer verifies the information provided by the candidate. The employer then completes and signs the section entitled “Practical Experience Report by training employer” of *Appendix D-1*.
3. The training employer or the candidate will forward the form duly completed and signed to the Ordre.\*

### NEW TRAINING EMPLOYER STATEMENT – APPENDIX D-2

Form to be completed at the start of a training period with a **new employer**.

1. The candidate must complete and sign the sections entitled “Contact Information” and “Information about new employer” of *Appendix D-2* and submit it to the new employer.
2. The new training employer must complete and sign the section entitled “Statement and signature of new employer” of *Appendix D-2*.
3. The new training employer or the candidate will forward the form duly completed and signed to the Ordre.\*

#### \*ORDRE DES COMPTABLES AGRÉÉS DU QUÉBEC

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All forms are available on the Ordre website at the following address:  
[http://ocaq.qc.ca/ang/7\\_devenir/7\\_1\\_devenir.asp](http://ocaq.qc.ca/ang/7_devenir/7_1_devenir.asp)