
SECTION V – DOCUMENTS TO BE PROVIDED

When submitting your exam application, it is important to attach all required documents to the duly completed and signed form, along with the applicable fees. **ONLY COMPLETE APPLICATIONS WILL BE PROCESSED.**

(You must provide the following documents, unless you have already submitted them to the OACIQ.)

1. PROOF OF IDENTITY

a) If you are a Canadian citizen:

- Copy of your act or certificate of birth; or
- Copy of your certificate of Canadian citizenship.

b) If you are not a Canadian citizen:

- Copy of the document issued by Canadian immigration authorities certifying your permanent resident status; or
- Copy of the work licence issued by Canadian immigration authorities.

2. QUALIFICATION AND AUTHORIZATION (YOUR LICENCE OR CERTIFICATE)

A letter from the body of your jurisdiction describing the following:

- Validity of your licence or certificate;
- Type of licence or certificate you hold;
- Type(s) of brokerage to which your licence or certificate entitles you: residential, commercial or agency executive officer;
- History of your licence or certificate;
- Proof that you are qualified to act as an agency executive officer (if applicable).

Note: The OACIQ may ask you for additional documents to show why you are moving to the province of Quebec for work.

IMPORTANT – Your proof of identity must be valid when applying for a licence, otherwise the licence will not be issued.

SECTION VI – CONSENT, DECLARATION AND SIGNATURE

By registering for the exams administered by the OACIQ, I acknowledge that:

- a) the OACIQ's mission is to protect the public;
- b) skills assessment is one of the OACIQ's obligations enabling it to accomplish its mission;
- c) the aim of the OACIQ's exams is to assess the skills required to practise the profession and protect the public;
- d) the assessment of candidates' skills must be done fairly and equitably;
- e) examinations are the property of the OACIQ and it is the sole owner of all copyrights related to these examinations.

Therefore, I understand that the below-mentioned acts infringe the OACIQ's copyright and the fulfilment of its mission and that I must not copy, in whole or in part:

- a) any exam question;
- b) disclose in any way information related to exam questions.

This declaration remains valid after obtaining the licence for which I am applying.

! CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The OACIQ protects the privacy of information it collects in accordance with the applicable legislation and its personal information governance policies. The OACIQ collects your personal information via this form. This information is necessary and it will be used for the following purposes:

- Verification of your identity.
- Processing of your application for the OACIQ certification exam.
- Processing of your application for OACIQ licence issuance to ensure that your application meets the conditions set forth in the regulations.
- Ensuring the integrity of the examination process when the OACIQ uses information technologies to identify you, capture, record, retrieve, analyze and release video images, among other things.
- Where applicable, disclosing personal information to a third-party provider of online examination software, but only to the extent warranted by the contract signed between the OACIQ and this third party.
- Payment of your application fee.

Where applicable, your personal information may be used to oversee your practice by OACIQ staff members whose duties so require.

The payment information collected via this form is destroyed once the processing of your application is completed.

In some cases prescribed by law, your personal information may be used for purposes other than those described above or disclosed to third parties without your consent.

Your personal information may be disclosed to a third-party online examination software provider located outside Québec.

Right of access and correction

Subject to certain reservations, the law authorizes you to access your personal information. You may request corrections to your personal information held by the OACIQ if it is inaccurate, incomplete or equivocal, or if the collection, release or keeping of the information is not authorized by law.

Consequences of refusal

This collection of your personal information is necessary to process your application. In the event that you withdraw your consent to the collection, use or disclosure of your personal information, the OACIQ will not be able to receive or process your application.

Consent

I CONFIRM that I have read and understood the information regarding the collection, use and disclosure of my personal information.
I consent to the collection, use and disclosure of my personal information by the OACIQ or by the OACIQ's third-party provider in the case of an online examination.

SECTION VI – CONSENT, DECLARATION AND SIGNATURE (continued)

I should benefit from recognition of my qualifications and the type of brokerage I practice outside Quebec, in accordance with the principle of labour mobility.

Under the labour mobility principle, workers' professional qualifications must be recognized to facilitate mobility between provinces and territories while practising their profession. However, the labour mobility principle must not be interpreted or applied to avoid the application of the general terms and conditions for the issuance of licences provided for in the *Real Estate Brokerage Act*. The assessment of an application to determine whether an applicant is in a labour mobility situation is based on all the circumstances specific to him or her.

I DECLARE that all the information contained in this form is accurate and I understand that any misrepresentation will result in the closing of my registration file. **I undertake to notify the OACIQ immediately of any change to this information.**

X

SIGNATURE

Date :

DAY	MONTH	YEAR					

**Please sign the form AFTER
completing ALL the sections.**

