

**DOCUMENTS YOU MUST PROVIDE IN ORDER TO REGISTER FOR**

**RECOGNITION OF ACQUIRED COMPETENCIES (RAC)  
ITCS – INFORMATION TECHNOLOGY CLIENT SUPPORT – AEC LEA.1Q**

- 
- \_\_\_\_\_ **Application for Admission Form**  
(completed, dated and signed, including Social Insurance Number (SIN))
  
  - \_\_\_\_\_ **Permanent Code Form**  
(completed, dated and signed)
    - *form applies only to candidates who did not complete high school or college in Quebec*

*These two documents will be provided to you at the information session or when you meet with the RAC Advisor.*

---

**EACH APPLICANT MUST BRING CLEAR COPIES OF THE FOLLOWING DOCUMENTS WITH THEM:**

- \_\_\_\_\_ **Secondary V Diploma or Equivalent, and College/University Transcripts**
  
- \_\_\_\_\_ **Curriculum Vitae (CV)**  
(should include details such as task descriptions)

**AND ONE OF THE FOLLOWING DOCUMENT OPTIONS:**

- \_\_\_\_\_ **Official Québec Birth Certificate**
- OR
- \_\_\_\_\_ **Canadian Birth Certificate and Valid Québec Medicare Card\***
- OR
- \_\_\_\_\_ **Canadian Citizenship Card/Certificate and Valid Québec Medicare Card\***
- OR
- \_\_\_\_\_ **Permanent Resident Card and Certificate of Selection of Québec (CSQ) document**  
**If you do not have the CSQ document, you must provide your Valid Québec Medicare Card\*.**

---

*\*If deemed necessary by Continuing Education, you may have to provide additional information and/or documents (Example: a copy of your Québec "Property Tax Bill" for 2012 or a copy of your Québec "Rental Leases" for 2013-2014 and 2014-2015). Rev.2014/12*