Champlain
COLLEGE SAINT-LAMBERT
CONTINUING EDUCATION · FORMATION CONTINUE

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

REQUIRED DOCUMENTS

EACH APPLICANT MUST SEND A <u>COPY</u> OF THE FOLLOWING DOCUMENTS TO OPEN THEIR FILE.

_____   Transcripts of grades from high school or equivalent (DES, DEP or other)

_____   Transcripts of grades from college and/or university (if applicable)

_____   Évaluation comparative des études effectuées hors du Québec (if available)

_____   Curriculum Vitae (CV) in English or French (should include details such as task descriptions)

Any foreign documentation must be officially translated into <u>English or French</u> to be accepted.

AND A COPY of <u>ONE</u> OF THE FOLLOWING DOCUMENT OPTIONS:

_____   Official Québec Birth Certificate

<div align="center">OR</div>

_____   Canadian Birth Certificate and Valid Québec Medicare Card

<div align="center">OR</div>

_____   Canadian Citizenship Card/Certificate (front & back) and Valid Québec Medicare Card

<div align="center">OR</div>

_____   Permanent Resident Card (front & back) and Certificate of Selection of Québec (CSQ)*

*If you do not have the CSQ document, you must provide your Valid Québec Medicare Card.

APPLICATION FORM

To complete the application process, you will be asked to fill out an online application form and pay a **non-refundable** $75 fee, paid by VISA or MasterCard to open your file. A **link** will be sent to you by the program advisor.

If you are unable to register online, call your advisor.

*****Once the Québec Medicare Card has been verified, you may have to provide additional information and/or documents.**