



**IMPORTANT**

You may apply for administrative reconsideration of your file if you disagree with a decision rendered with respect to:

**Public employment services**

- your individualized plan
- financial assistance associated with employment measures and services
- the Return to Work Supplement
- eligibility for the Contrat d'intégration au travail measure
- eligibility for the Programme de subventions aux entreprises adaptées
- the Workplace Apprenticeship Program

**Vocational qualification**

- a failed grade on an examination for a non-construction trade
- regulated vocational qualification
- trades covered by the International Standards Red Seal Program

You must submit your application in writing within **30 days following receipt of the decision you wish to contest.**

Complete the application form, sign it and send it to your **local employment centre (CLE).**

CLE addresses and telephone numbers are available at [www.emploiquebec.gouv.qc.ca](http://www.emploiquebec.gouv.qc.ca). Once there, click on the "Local employment centre (CLE) locator" tab.

If you need information to fill out your application form, call the **Centre de communication avec la clientèle** at **1-877-767-8773 (toll free)** or contact your **local employment centre (CLE).**

Complete the application form, sign it and send it to:

**Service de réexamen administratif de la qualification professionnelle**

The address and other contact information are indicated in the letter you received informing you of the decision you wish to contest. You can also find the information at [www.emploiquebec.gouv.qc.ca](http://www.emploiquebec.gouv.qc.ca). Click on the "Forms" section and then look under "Regulated qualifications".

You can also obtain information on the Ministère's website at:

[emploiquebec.gouv.qc.ca/guide\\_mesures\\_services/11\\_Reexamen\\_administratif/Politique\\_Reexamen\\_administratif.pdf](http://emploiquebec.gouv.qc.ca/guide_mesures_services/11_Reexamen_administratif/Politique_Reexamen_administratif.pdf)

**PROCESSING STEPS**

**Public employment services**

1. The CLE will reassess its decision.  
At this point, the CLE may amend its decision if it considers that the application is justified.
2. If the CLE upholds its decision, it will forward your application to the sector of the Direction des plaintes et des relations avec la clientèle that deals with administrative reconsideration.
3. You will be notified of the decision in writing, within 30 days following receipt of your application.

**Vocational qualification**

1. The Service de réexamen administratif de la qualification professionnelle will notify you of its decision within 30 days following receipt of your application.

**DECISION**

**A decision will be rendered within 30 days following receipt of your application for administrative reconsideration.**

**Administrative reconsideration decisions are final and may not be appealed.**

**PROTECTION OF PERSONAL INFORMATION**

The Ministère de l'Emploi et de la Solidarité sociale requires the personal information that it gathers in order to carry out its duties and functions. Access to the information is restricted to the persons who are authorized to consult it as part of their employment duties. Failure to provide information could result in the refusal of your application. You are entitled to be informed about the information concerning you held by the Ministère de l'Emploi et de la Solidarité sociale, to receive such information and to request corrections by contacting the person in charge of access to documents and the protection of personal information.

## 1 APPLICANT IDENTIFICATION

Last name		First name	
File number (CP-12)		Social insurance no.: (for vocational qualification only)	
Home address		Apartment	
City		Postal code	
Telephone (even if unlisted)		Other, specify:	

## 2 CONTESTED DECISION

Enter the **date** of the contested decision. Year Month Day  
 To facilitate the processing of your application, please attach a **copy of the document** notifying you of the decision (if possible).

## 3 TYPE OF DECISION

**Check the type of decision that you are contesting:**

<input type="checkbox"/> your individualized plan	<input type="checkbox"/> a failed grade on an examination for a non-construction trade
<input type="checkbox"/> financial assistance associated with employment measures and services	<input type="checkbox"/> regulated vocational qualification
<input type="checkbox"/> the Return to Work Supplement	<input type="checkbox"/> trades covered by the Red Seal Program
<input type="checkbox"/> eligibility for the Contrat d'intégration au travail measure	<input type="checkbox"/> the Workplace Apprenticeship Program
<input type="checkbox"/> eligibility for the Programme de subventions aux entreprises adaptées	
<input type="checkbox"/> other, specify: _____	

## 4 GROUNDS FOR THE APPLICATION

Explain why you are applying for an administrative reconsideration. Please be sure to sign this application.  
**Attach an extra sheet if needed.**

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## 5 SIGNATURE

<i>Date</i>	<i>Signature of applicant</i>