

## Commitment Policy of the Student

In order to create a positive teaching and learning environment, the Conseil provincial has implemented a Commitment Policy of the Student.

The student pledges to:

- Not use their cell phone, laptop or digital tablet during the class.
- Demonstrate good citizenship and respect with their peers and the instructor.

Should the student not respect these rules, they could face **automatic expulsion from the course, without the possibility of retaking it or getting a refund.**

The student pledges to:

- Be on time and arrive before the start of class.

Should the student not respect this rule, they will automatically be barred from the course:

- In cases where the student is late to or absent from the first class, they will not be able to attend the subsequent classes and will have to contact the CPQMCI (I) in order to register in an upcoming session of the course. You will only be allowed one deferral.
- In cases where the student is late to the second, third, or fourth day and that the instructor bars them from the class, they will then have to contact the CPQMCI (I) as soon as possible in order to plan a take-back of the modules that they will have missed in a previous class session. You will only be allowed one deferral.
- We urge you to let us know during your registration if you will need adequate services for your condition.

### **Cancellation/refund policy:**

In cases where the course is cancelled by the student, they will receive a full refund of the fees (\$180) if prior notice is given 12 hours before the start of the session. Should the cancellation take place after, a partial refund of \$130 will be made (\$50 taken for administrative fees). However, the student can still defer their attendance to an upcoming session of the course. They **will only be allowed to defer their attendance once and will not be able to ask for a refund in the case of absence or cancellation.** Otherwise, they will be required to pay the registration fees (\$180) again.

In order to obtain certification for this course, knowledge of health and safety concepts is required. Given that the course is only offered in French, it is essential that your level of oral and reading comprehension be adequate. These skills could be evaluated. Should the requirements not be met, you will not be permitted to complete the course.

### **Consumption of alcohol or illegal substances**

- **IT IS STRICTLY FORBIDDEN TO CONSUME ALCOHOL OR DRUGS ON OUR PREMISES, WHETHER IT BE INSIDE OR OUTSIDE, AT ALL TIMES. MEASURES CAN BE TAKEN TO THAT END.**

## **Final exam**

Since December 1<sup>st</sup>, 2019, following a regulatory change (article 2.4.2 i) in the Safety Code, it has become mandatory to pass an exam in order to receive certification for the SSGCC course henceforth. The learner will only be able to take the exam if they have previously completed the 19 modules.

**\*\*Please ensure that you have in your possession one piece of identification with photo during the exam.**

The passing grade is **60%** and you will have 1 hour and 15 minutes to complete this exam.

Should the learner fail the exam, they will be allowed two retakes. The date of the exam retake will be confirmed to them in the following days. You will have up until one (1) year as of the start date of your course to succeed. Should the learner fail both of their retakes, they will have to retake the full SSGCC course, including the final exam, and repay the registration fees of \$180.

With regard to the learners having special needs, the organization can also allow certain support measures (at the expense of the learner). It may be possible to carry out the final exam under surveillance in an isolated space or allow an additional period of time to the learners who struggle with concentration and reading. **This request must be made immediately after your registration by contacting Lyne Fournier at 514-723-6555.**

## **Full refund of registration and training fees**

After becoming a member of the Conseil provincial du Québec des métiers de la construction – International (CPQMC(I)) and having worked 150 H (registered with the CCQ) in your trade, please be aware that your registration and training fees (\$180) may be refunded to you upon request. You will have up to one year to reclaim them.

**You have accepted this policy during your registration.**