



Conseil Crie de la santé et des services sociaux de la Baie James  
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 Cree Board of Health and Social Services of James Bay

## Do you have everything?

### Payment, (2014-2015) \*

- **149,47\$ - administrative costs – file opening**
- +
- **612,77\$ - subscription**
- (+)
- **137,97\$ - for any re-inscription after an absence as member of over 5 years**
- (+)
- **76,30\$ - if you want more insurance.** As an employee of the Health network (CHB) you can have an exemption, if you do not want the insurance, you need to complete and sign "annexe B" page 7. But you can also decide to take it....

### it is better to send separate cheque:

**2, 3 or 4 if you take the insurance**

\* Always refer to the website for the right amount.  
 Other option may be offer by the Order.

	Signed every forms?
	"Demande d'admission" (Adhesions forms according to your situation)
	Signed the exemption form (Charte, art. 35)
	Payment (2, 3 or 4 cheques)

+

	Original/official record with "degree completed" mention
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	Updated résumé (+ 5 years)
	Certificate of employment (+ 5 years)
	Job description (+ 5 years)
	Complete the form for language requirement (if apply)

## How to prepare your admission

*To l'Ordre des travailleurs sociaux et thérapeutes conjugaux et familiaux du Québec*



**Ordre des travailleurs sociaux et thérapeutes  
 conjugaux et familiaux du Québec**

**[www.otstcfq.org](http://www.otstcfq.org)**

Tel.: 514 731-3925,  
 Toll Free : 1 888 731-9420  
 Fax : 514 731-6785

255, boul. Crémazie Est,  
 bureau 800  
 Montréal (Québec)  
 H2M 1L5

**[info.general@otstcfq.org](mailto:info.general@otstcfq.org)**

**CBHSSJB**

Human Resources

Toll Free: 1-877-562-2733

Or DPSQA-Social

Phone: 819-855-xxxx



# What you need to provide for your admission to the OTSTCFQ...

(for information only. This brochure has no authority over the information from OTSTCFQ)



## **Registration if you graduate in Quebec (less or more than 5 years) :**

- Conditions et procédures d'admission par voie régulière TS, 11 sept 2013
- Formulaire complet TS – 2013-2014
- Guide admission et réinscription 2013-2014
- Déclaration dérogation art. 35

## **Rules of internship (if more than 5 years)**

- Proof of employment: if, at least 800 hrs were worked in the last 5 years = no internship
- Internship: it is a recommendation – can be contested (by phone)
- If did not work, or not enough hours within the 5 years: filling an internship proposal, 10% of working hours

## **Language requirements - French**

- Did her/his secondary in French, after 1986
- Did 3 years in French – secondary, CEGEP, University
- Was successful on Sec IV and V tests in French

## **Judicial decision :**

### **Document of the court**

- Write a letter to explain the circumstances of the offense (2-3 pages) – can be in English
- If link with SW and the professional practice:
  - Nature, gravity, if repeated, recent event or long ago....

## **According to your situation, you will have to provide different document with your admission form:**

### **Re-admission**

Have been a member in the last 5 years

**"Demande d'admission"**  
**"Exemption form"** French language  
**" Payment"**

### **New admission**

Never been member but got your bachelor degree less than 5 years ago

### **All of the above +...**

**Original/official record** with "degree completed" mention (no copy) - this document can be send directly from UQAT to the Order

### **Re-admission or new admission**

Have been a member or not OR got your bachelor degree more than 5 years ago

### **All of the above + ...**

**Updated resume** with experience, and any relevant trainings (formation continue)

### **Certificate of employment & Job description:**

HR can provide you the J.D. and has prepared a specific certificate of employment who answered all requested questions from the Order (OTSTCFQ)...

- Name, hiring date
- Job Title and numbers of worked hours within the last 5 years as Social Worker or in the same field
- Full or Part time
- How many hours worked by week
- Must exclude any extended leave (maternity, educational...)

## **Did you graduate from outside Quebec ?**

### **Are you a member in another province?**

#### **If yes:**

- No equivalence process – easier
- Must take training on laws and regulations of Quebec (French)
- Temporary permit because of language requirements

#### **If not:**

- Equivalency process – longer
- Must take the course on laws and regulations of Quebec (French)
- Temporary permit because of language requirements

## **Registration equivalency for someone trained outside Quebec but not a member of another instance**

- Règlement sur les normes d'équivalence
- Conditions et procédures d'admission par voie d'équivalence
- Questionnaire d'autoévaluation QC ou ailleurs au Canada
- Référentiel activité professionnelle
- Déclaration dérogation art. 35

## **Registration for someone trained outside Quebec AND member of another instance in Canada**

- Formulaire complet TS – 2013-2014
- Guide admission et réinscription 2013-2014
- Déclaration dérogation art.35
- Conditions et procédures d'admission QC-Canada – 21 mars 2013