



EM MODULE – EMPLOYEES

User Guide for Client Corporation



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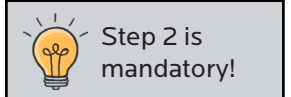
1. OVERVIEW




The **EM** module displays all of a contractor's employees who have authorized the client corporation to view their information.

At least two of these three steps must be completed by the contractor so that the client corporation may see their account information:

1. The contractor must provide a signed copy of the '**Consent form for the processing of personal data**' form. This document must then be validated by Cognibox.
2. The contractor must then check the '**EM**' checkbox that corresponds with the appropriate client corporation in the '**Share Information**' tab in the '**SETTINGS**' section. The client corporation does not have access to this tab.
3. Finally, each of the contractor's employees must provide a signed copy of the '**Consent form for the processing of personal data**' so that the client corporation can access their information.



 **Consent form for the processing of personal data**

Last Name(s)	
First name(s)	
Country of residence	
Language preference	
Date of birth* (YYYY-MM-DD)	
E-mail address	
Current Employer Employer's address	
Responsible for the Cognibox file	

I, [redacted] [first and last names], freely consent to the processing** of my personal data above and below (the "Data") by my employer (current or future) and by any client of such employer, including the communication of such Data by transmission to Service d'intervention sur Mesure Inc. and Cognibox Inc. ("SIM/Cognibox") as well as by SIM/Cognibox, for the following specific purposes: consultation, verification or validation of my training file and my professional qualifications by SIM/Cognibox customers registered and subscribers to the Cognibox SaaS (the "Recipients", the list of which may be provided to me, upon request from my employer, or SIM/Cognibox if there is no employer) and communications with me about such consultation, verification or validation:

- A colour photo portrait;
- My recognized professional qualifications;
- My valid health and safety training;
- Telephone number and email address (optional); and
- Language preferences (optional).

* Date of birth is information not visible to Recipients, used exclusively by SIM/Cognibox employees to uniquely identify employees in the database.

** In this form, the term "processing" refers to any operation or set of operations which is performed on Data or on sets of Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

I acknowledge that this Data is adequate, relevant and limited to what is necessary for the purposes for which it is processed and that its processing is necessary either (i) for the implementation of pre-contractual measures or a contract with a Recipient, (ii) compliance with a legal obligation to which a Recipient for whom I work or am likely to work is subject or (iii) for the legitimate interests that such Recipient pursues, including the transmission of Data for internal administrative purposes within a group of undertakings to which such Recipient is affiliated.

I also acknowledge that SIM/Cognibox generally act as processing intermediaries on behalf of their corporate customers, including my employer, and that my employer is the controller in respect of such Data about me as an employee of such contractor or service provider performing or likely to perform subcontracting for any of these customers. SIM/Cognibox when acting as processing intermediaries and any person acting under the authority of my employer or under that of a processing intermediary, who has access to my Data, may not process such Data, except on instructions from my employer, unless I give my consent or unless authorized or required to do so by law. Exceptionally, Cognibox Inc. acts as controller in respect of my Data for any period during which Data about me is recorded and stored via the Cognibox SaaS while I am not employed by any SIM/Cognibox customer. In such a case, for the same specific purposes as those indicated in the first paragraph of this form, I consent to the processing of my Data by Cognibox Inc. as controller for a period no longer than is necessary for these purposes.

Further information

I understand that:

- the provision of my Data is a requirement necessary for my registration in the Cognibox SaaS register relating to contractors and service providers performing or likely to perform subcontracting, and the possible consequences of not providing this Data are that I could be excluded from the selection operations of workers required to perform work for or on behalf of Recipients;
- there is no automated decision-making involving my Data within the Cognibox SaaS;
- My Data will only be consulted by representatives of Recipients and SIM/Cognibox;
- my Data will be kept for (i) the entire duration of the business relationship between any Recipient and my employer, provided that this employer is also a customer of SIM/Cognibox, and as long as I am in his employment and (ii) any period for which I have not withdrawn my consent that Data about me be recorded and kept by the Cognibox SaaS while I am not employed by any customer of SIM/Cognibox;
- I may, at any time, request from my employer (or, if there is no employer, from SIM/Cognibox at the address provided at the end of this form, on the website www.cognibox.com or directly in the Cognibox SaaS) access to my Data, the correction or erasure thereof, or a limitation of its processing;
- I may withdraw my consent to the processing of such Data at any time, without affecting the lawfulness of processing based on my consent before its withdrawal; and
- certain laws grant me a right (i) to the portability of such Data, (ii) to oppose their processing and (iii) to lodge a complaint with a governmental supervisory authority.

And I have signed in [redacted] (City), on [redacted] (Date).

Employee's signature _____

IMPORTANT NOTICE: This form, once completed and signed, must be returned to SIM/Cognibox at documents@cognibox.com. The creation in the Cognibox SaaS of a file for the employee concerned in Cognibox and the entry in his file of his qualifications and training cannot begin before receipt of this form duly and legibly completed. The employer should also keep a copy for its own employee records.

Consent form for the processing of personal data



2. SEARCH SECTION



	DESCRIPTION
1	EXPORT The EXPORT button allows you to download a list of employees in .xlsx. It is only available if a company has been selected by applying a filter. See an example of an exported employee list in annex I .
2	EMPLOYEE FIRST AND LAST NAME The employees display in alphabetic order by last name, which can be reversed if needed by using the arrow appearing in the top right corner of the column. <div><div>Martin, Paul</div><div>Authorization Form : Validated</div></div> If an authorization form has been uploaded to the file, a note is displayed under the name.
3	EMPLOYEE NUMBER Each employee is assigned a unique Cognibox number which is generated automatically.
4	QUALIFICATION STATUS ICON This icon indicates the contractor's qualification status for the client corporation. The contractor cannot see this information.
5	BUSINESS UNIT This section indicates the business units to which the employee belongs. When it displays that <i>This employee is an E-Learning agent</i> , it means that they have completed at least one of the client corporation's training courses, but that they do not work for a Cognibox contractor.
6	ACTIONS Click on the ellipsis points to see the available actions. For more information about these actions, see section 2.1 .



2.1 ACTIONS

The actions menu allows quick access to different information related to an employee.

Click on the ellipsis points to display the available actions, then click on the appropriate item to display it. The information will display under the employee name.

	Name	Actions
	Paul, Jean 20200210 Democon	<div>TRAINING COURSES</div> <div>PROFESSIONAL QUALIFICATIONS</div>
	Antoine, Marc Democon	

2.1.1 TRAINING COURSES

This option displays all training completed by an employee.

Name

Paul, Jean

20200210

✓ Democon

✕

CLOSE

...

Training Courses

EXPORT

FILTER

Name	Training Firm	Issuance	Expiration	
Brazilian 101 1.5 hours	SIM - seed	June 30, 2018	December 30, 2019	✓
Introduction to Rio de Janeiro 2.5 hours	SIM - seed	April 30, 2018	April 30, 2021	✓

The status, the training organization and the completion date are displayed for each training. The expiry date based on the industry standard also displays, rather than the requirement of the client corporation.

The training courses can be filtered using the **FILTER** button, to verify the validity based on a particular client corporation.

The training courses can be downloaded by clicking on **EXPORT**. See an example in [annex II](#).



2.1.2 PROFESSIONAL QUALIFICATIONS

This option displays an employee's professional qualifications.

Name	Training Firm	Issuance	Expiration
Driver QC class 1	SIM - seed	August 30, 2013	December 30, 2017
Driver QC class 2	SIM - seed	July 30, 2012	December 30, 2016

The training organization, the date of completion and the expiry date are displayed for each qualification.

The professional qualifications can be filtered using the **FILTER** button and can be downloaded by clicking on **EXPORT**. See an example in [annex III](#).

2.2 EMPLOYEE SEARCH

A search may contain an employee name, a company name or a combination of the two.

Name	Actions
------	---------

Enter the words to search in the search bar, then click on the magnifying glass or hit Enter on the keyboard. All corresponding employees will display.



Watch your spelling!

The search functionality displays only results that correspond exactly with the information entered.



2.2.1 SEARCH FILTERS

Employees

Pierre

SEARCH

FILTER


Contractors (1)

Contractors

Training Course

Professional Qualification

S.I.M.

Name	Actions
 Pierre, Paul Authorization Form : Validated 202712008849 S.I.M. > SIM > Shawinigan	...

Filters allow you to find exactly what you want to see.

To use a filter, click on the **FILTER**, button, then select the desired option from the list.

The selected filter will display under the search bar, followed by the different options available.

For example, by writing **S.I.M** and applying the **Contractors** filter, only employees of this contractor will display.

You may use multiple filters simultaneously for more precise search results.

2.2.2 SAVING SEARCH PREFERENCES

Employés

Martin

SEARCH

FILTRE

Sous-traitants (1)

Sous-traitants

SIM - seed

To have the group of filters you are using display by default for future Cognibox sessions, click on the **Pushpin** icon, then on **Set current group as default**.

To remove a filter, click on the **X** to the right.



The pushpin keeps a history of the applied filters, but not of the searches completed using the search tool.

To remove a filter that was previously saved as the default, delete it using the **X** at the right, then click on the **pushpin** icon and on **Set current group as default** to save the new filter group.



3. TRAINING REPORT SECTION



This section allows a client corporation to produce a complete report of employee trainings.

The screenshot shows the 'Employees Training Courses Report' interface. On the left is a sidebar with navigation links: HOME, PRESELECTION, QUALIFICATION, EMPLOYEES (selected), Search, Training Courses Report, Professional Qualifications Report, E-LEARNING, ANALYSIS & TASKS, PERFORMANCE, and SETTINGS. The main area contains the following fields:

- Training Courses (1):** A text input field.
- Status (2):** A dropdown menu with 'VALID AND EXPIRED' selected.
- Status as of (2):** A date input field with '2017-12-01' entered.
- Training course issued between (inclusive) (3):** A section with 'Start Date' and 'End Date' input fields, both marked as 'Optional'.
- Training course expires between (inclusive) (3):** A section with 'Start Date' and 'End Date' input fields, both marked as 'Optional'.
- Contractor (4):** A dropdown menu.
- Recognized by (5):** A dropdown menu with 'ALL CLIENT CORPORATIONS' selected.
- EXPORT (6):** Two buttons at the bottom right: 'PDF EXPORT' and 'EXCEL EXPORT'.

	DESCRIPTION
1	TRAINING COURSES The Training Courses field is optional. It allows for the generation of a report for a specific training. By leaving this field empty, the report will include all trainings.
2	STATUS The Status field allows the option to display only valid or expired trainings, or both. Specify to which date this status must be active by using the Status as of field.
3	TRAINING COURSE ISSUED BETWEEN AND TRAINING COURSE EXPIRES BETWEEN The sections Training course issued between and Training course expires between are optional. They allow to filter the formations according to the dates at which they were attended or according to their expiration date.
4	CONTRACTOR The Contractor field is mandatory. It selects which contractor's employees the training report will be created for.
5	RECOGNIZED BY The field Recognized by offers the option to display training recognized by all client corporations or only those recognized by the client corporation performing the search.
6	EXPORT A training report can be downloaded in PDF or EXCEL format. See examples in annex IV and annex V .



4. PROFESSIONAL QUALIFICATIONS REPORT SECTION



HOME

PRESELECTION

QUALIFICATION

EMPLOYEES

Search

Training Courses Report

Professional Qualifications Report

E-LEARNING

ANALYSIS & TASKS

PERFORMANCE

SETTINGS

Employees

Professional Qualifications Report

Professional Qualifications ¹

Status ²

Status as of ²

Training course issued between (inclusive) ³

Training course expires between (inclusive) ³

Contractor ⁴

PDF EXPORT ⁵ EXCEL EXPORT

	DESCRIPTION
1	PROFESSIONAL QUALIFICATIONS The Professional Qualifications field is optional. It allows for the generation of a report for a specific training. By leaving this field empty, the report will include all professional qualifications.
2	STATUS The Status field allows the option to display only valid or expired professional qualifications, or both. Specify to which date this status must be active by using the Status as of field.
3	TRAINING COURSE ISSUED BETWEEN AND TRAINING COURSE EXPIRES BETWEEN The sections Training course issued between and Training course expires between are optional. They allow to filter the professional qualifications according to the dates at which they were acquired or according to their expiration date.
4	CONTRACTOR The Contractor field is mandatory. It selects which contractor's employees the professional qualifications report will be created for.
5	EXPORT A professional qualification report can be downloaded in PDF or EXCEL format. See examples in annex VI and annex VII .



ANNEX I : EMPLOYEE LIST (.XLSX)

	A	B	C	D
1	Cognibox		Demodo	
2		Employees		
3				
4	Search			
5				
6				
7	First Name	Last Name	Cognibox Code	Business Unit
8	Paul	Doe	201709233974	SIM
9	Paulo	Doe	201709233975	Demodo
10	Alan	Nolan	201709234198	SIM
11	Pfri	Doe	201709234152	Demobase
12	Pfra	Doe	201709234149	Demodo
13	Paula	Doe	201709233973	SIM
14	Sharing	Bu	201709234199	Demonibox
15	Agent	E-Learning	201709234250	
16	Pfru	Doe	201709234150	SIM
17	Pfro	Doe	201709234151	Demodo
18	Pfre	Doe	201709234148	Demonibox
19	Secondi	Last	201709234252	SIM
20				
21				
22				
23				
24				
25				
26				
27				
28				

Employees



ANNEX II : EMPLOYEE TRAINING COURSES (.XLSX)

	A	B	C	D	E
1	Cognibox		SIM - seed		
2					
3		John Paul			
4		Training Courses			
5					
6					
7	Name	Duration	Training Firm	Issuance	Expiration
8	Rio de Janeiro History	3.0 h	SIM - seed	2017-04-14	2020-04-14
9	Introduction to Rio de Janeiro	1.5 h	SIM - seed	2017-08-14	2020-08-14
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Training Courses



ANNEX III : PROFESSIONAL QUALIFICATIONS (.XLSX)

	A	B	C	D
1	Cognibox		Demodo	
2				
3		John Paul		
4		Professional Qualifications		
5				
6				
7	Name	Issuance	Expiration	
8	Driver QC class 2	2013-06-14	2017-05-14	
9	Driver QC class 3	2014-10-14	2016-12-14	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Professional Qualifications



ANNEX IV : TRAINING COURSES REPORT (.PDF)



Training Courses Report

Filters

Status

Valid and Expired

Status as of

February 26, 2018

Recognized by

All Client Corporations having a qualification relationship with your company

Telecommunications Experts (test)

Allen, Dominic (FICTIVE/FICTIF)

BELL ORIENTATION SESSION

Training Firm	Issuance	Recognized	Expiration
BELL	2014-09-25	No	2015-09-25*

CONFINED SPACE + SUPERVISOR REFRESH

Training Firm	Issuance	Recognized	Expiration
SIM	2014-11-19	No	2017-11-19*

CONFINED SPACE BELL MODULE

Training Firm	Issuance	Recognized	Expiration
BELL	2014-10-12	No	2017-10-12*

CONFINED SPACE ENTRY / MONITOR

Training Firm	Issuance	Recognized	Expiration
SIM	2014-11-02	No	2017-11-02*

E-Learning: A World Of Possibilities

Training Firm	Issuance	Recognized	Expiration
Demo Corporation	2016-06-07	No	Permanent*

FALL PROTECTION

Training Firm	Issuance	Recognized	Expiration
SIM	2014-11-06	No	2017-11-06*

FALL PROTECTION INDIVIDUAL DEVICES INSPECTOR

Training Firm	Issuance	Recognized	Expiration
SIM	2013-06-03	No	2016-06-03*

* By default, the expiration date of a non-recognized training is the industry standard.

Generated on February 26, 2018 16:15 (UTC-05:00)

Example of Training Courses Report, page 1

FICTIVE - Arc Flash			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-12-12	No	✗ 2016-12-12*
FICTIVE - Confined Space – Permit Issuer			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-12-13	No	✗ 2016-12-13*
FICTIVE - Elevating Work Platform			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-07-21	No	✗ 2016-07-21*
FICTIVE - FORKLIFT			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-07-20	No	✗ 2016-07-20*
FICTIVE - Fall Protection			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-07-19	No	✗ 2016-07-19*
FICTIVE - Fit Test			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-06-28	No	✗ 2016-06-28*
FICTIVE - Fit Test Full Face			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-12-07	No	✗ 2016-12-07*
FICTIVE - Induction & Orientation			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-07-22	No	✗ 2016-07-22*
FICTIVE - Lockout			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-12-08	No	✗ 2016-12-08*
FICTIVE - OXYGEN CUTTING			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-02-25	No	✗ 2016-02-25*
FICTIVE - Plant Orientation			
Training Firm	Issuance	Recognized	Expiration
SIM INSTITUTE	2015-12-11	No	✗ 2016-12-11*

Example of Training Courses Report, page 2



ANNEX V : TRAINING COURSES REPORT (.XLSX)

	A	B	C	D	E	F
1	Training Courses Report					
2	Demo Donneur d'Ordre					
3	February 26, 2018 16:31					
4						
5	Filters					
6	Status	Valid and Expired				
7	Status as of	February 26, 2018				
8	Recognized by	All Client Corporations having a qualification relationship with your company				
9						
10	Telecommunications Experts (test)					
11	Employees	Name	Training Firm	Issuance	Recognized	Expiration
12	Allen, Dominic (FICTIVE/FICTIF)	BELL ORIENTATION SESSION	BELL	2014-09-25		2015-09-25
13	Allen, Dominic (FICTIVE/FICTIF)	CONFINED SPACE + SUPERVISOR REFRESH	SIM	2014-11-19		2017-11-19
14	Allen, Dominic (FICTIVE/FICTIF)	CONFINED SPACE BELL MODULE	BELL	2014-10-12		2017-10-12
15	Allen, Dominic (FICTIVE/FICTIF)	CONFINED SPACE ENTRY / MONITOR	SIM	2014-11-02		2017-11-02
16	Allen, Dominic (FICTIVE/FICTIF)	E-Learning: A world of possibilities	Demo Corporation	2016-06-07		Permanent
17	Allen, Dominic (FICTIVE/FICTIF)	FALL PROTECTION	SIM	2014-11-06		2017-11-06
18	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Arc Flash	SIM INSTITUTE	2015-12-12		2016-12-12
19	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Confined space – Permit issuer	SIM INSTITUTE	2015-12-13		2016-12-13
20	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Elevating work platform	SIM INSTITUTE	2015-07-21		2016-07-21
21	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - FORKLIFT	SIM INSTITUTE	2015-07-20		2016-07-20
22	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Fall protection	SIM INSTITUTE	2015-07-19		2016-07-19
23	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Fit Test	SIM INSTITUTE	2015-06-28		2016-06-28
24	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Fit Test Full Face	SIM INSTITUTE	2015-12-07		2016-12-07
25	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Induction & Orientation	SIM INSTITUTE	2015-07-22		2016-07-22
26	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Lockout	SIM INSTITUTE	2015-12-08		2016-12-08
27	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - OXYCUTTING	SIM INSTITUTE	2015-02-25		2016-02-25
28	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Plant orientation	SIM INSTITUTE	2015-12-11		2016-12-11
29	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Sky track	SIM INSTITUTE	2015-07-20		2016-07-20
30	Allen, Dominic (FICTIVE/FICTIF)	FICTIVE - Supplied air	SIM INSTITUTE	2015-12-10		2016-12-10
31	Allen, Dominic (FICTIVE/FICTIF)	LOCKOUT	SIM	2011-02-16		2014-02-16
32	Allen, Dominic (FICTIVE/FICTIF)	LOCKOUT AND TAGOUT (36 MONTHS)	NORCAT	2014-12-12		2017-12-12
33	Allen, Dominic (FICTIVE/FICTIF)	OXYCUTTING - SAFE USE	Mines Aurizon	2015-06-01		Permanent
34	Allen, Dominic (FICTIVE/FICTIF)	SIM ORIENTATION	SIM	2015-07-01		2018-07-01
35	Allen, Dominic (FICTIVE/FICTIF)	WHMIS	SIM	2014-12-12	Demo Donneur d'Ordre	2017-12-12
36	Allen, Dominic (FICTIVE/FICTIF)	WORKING AT HEIGHTS BELL MODULE	BELL	2014-10-25		2017-10-25
37	Dion, Simon (FICTIF)	BELL ORIENTATION SESSION	BELL	2013-06-14		2014-06-14
38	Dion, Simon (FICTIF)	CONFINED SPACE + SUPERVISOR REFRESH	SIM	2014-12-12		2017-12-12
39	Dion, Simon (FICTIF)	FALL PROTECTION	SIM	2012-01-14		2015-01-14
40	Dion, Simon (FICTIF)	FICTIVE - Arc Flash	SIM INSTITUTE	2015-02-23		2016-02-23



ANNEX VI : PROFESSIONAL QUALIFICATIONS REPORT (.PDF)



Professional Qualifications Report

Filters

Status
Valid and Expired

Status as of
February 26, 2018

Telecommunications Experts (test)

Allen, Dominic (FICTIVE/FICTIF)

Driver's Licence Class 1 - Heavy Vehicle Combinations (QC)

Training Firm	Issuance	Expiration
Gouvernement du Québec	2012-01-07	✗ 2016-01-07*

Driver's Licence Class D - Trucks (ON)

Training Firm	Issuance	Expiration
Gouvernement de l'Ontario	2005-05-05	✓ Permanent*

Steamfitter (Abitibi-Price Inc.)

Training Firm	Issuance	Expiration
Abitibi-Price Inc	2017-02-01	✓ Permanent*

Dion, Simon (FICTIF)

Driver's Licence Class 1 - Heavy Vehicle Combinations (BC)

Training Firm	Issuance	Expiration
Gouvernement de la Colombie Britannique	1996-01-24	✓ Permanent*

Driver's Licence Class A - Heavy Vehicle Combinations (ON)

Training Firm	Issuance	Expiration
Gouvernement de l'Ontario	2001-10-06	✓ Permanent*

Lines Specialized Labourer

Training Firm	Issuance	Expiration
Commission de la Construction du Québec (CCQ)	2007-02-28	✓ Permanent*

RED SEAL Plumber (BC)

Training Firm	Issuance	Expiration
Gouvernement de la Colombie Britannique	1999-10-30	✓ Permanent*

* By default, the expiration date of a non-recognized training is the industry standard.

Generated on February 26, 2018 16:43 (UTC-05:00)

Example of Professional Qualifications Report, page 1

Lacasse, Marcelin (FICTIF)

725-Fitter A Energy Transport (CSN)

Training Firm	Issuance	Expiration
CSN Confédération des Syndicats Nationaux	2015-06-09	✓ Permanent*

Assistant Assembleur

Training Firm	Issuance	Expiration
Commission de la Construction du Québec (CCQ)	2015-06-08	✓ Permanent*

Driver's Licence Class A - Heavy Vehicle Combinations (ON)

Training Firm	Issuance	Expiration
Gouvernement de l'Ontario	1998-09-05	✓ Permanent*

Pleasure Craft Operator

Training Firm	Issuance	Expiration
École de Sécurité Nautique du Québec	2005-01-24	✓ Permanent*

Martin, Paul (FICTIF)

Mobile Crane Operation

Training Firm	Issuance	Expiration
College of the North Atlantic	1993-08-20	✓ Permanent*

Smith, Michael (FICTIVE/FICTIF)

Driver's Licence Class F - Ambulance Or Bus 24 Passengers Or Less (ON)

Training Firm	Issuance	Expiration
Gouvernement de l'Ontario	1989-01-08	✓ Permanent*

Labourer (Provincial Level)

Training Firm	Issuance	Expiration
Commission de la Construction du Québec (CCQ)	1991-06-29	✓ Permanent*

Yuilbert, Lucie (FICTIF)

APPRENTICE Construction Craft Worker (ON)

Training Firm	Issuance	Expiration
Ministry of Training, Colleges and Universities	2012-11-09	✓ Permanent*

Driver's Licence Class G - Automobiles (ON)

Training Firm	Issuance	Expiration
Gouvernement de l'Ontario	1988-02-17	✓ Permanent*

Example of Professional Qualifications Report, page 2



ANNEX VII : PROFESSIONAL QUALIFICATIONS REPORT (.XLSX)

	A	B	C	D	E
1	Professional Qualifications Report				
2	Demo Donneur d'Ordre				
3	February 26, 2018 16:50				
4					
5	Filters				
6	Status	Valid and Expired			
7	Status as of	February 26, 2018			
8					
9	Telecommunications Experts (test)				
10	Employees	Name	Training Firm	Issuance	Expiration
11	Allen, Dominic (FICTIVE/FICTIF)	Driver's licence Class 1 - Heavy vehicle combinations (QC)	Gouvernement du Québec	2012-01-07	2016-01-07
12	Allen, Dominic (FICTIVE/FICTIF)	Driver's licence Class D - Trucks (ON)	Gouvernement de l'Ontario	2005-05-05	Permanent
13	Allen, Dominic (FICTIVE/FICTIF)	Steamfitter (Abitibi-Price Inc.)	Abitibi-Price Inc	2017-02-01	Permanent
14	Dion, Simon (FICTIF)	Driver's licence Class 1 - Heavy vehicle combinations (BC)	Gouvernement de la Colombie Britannique	1996-01-24	Permanent
15	Dion, Simon (FICTIF)	Driver's licence Class A - Heavy vehicle combinations (ON)	Gouvernement de l'Ontario	2001-10-06	Permanent
16	Dion, Simon (FICTIF)	RED SEAL Plumber (BC)	Gouvernement de la Colombie Britannique	1999-10-30	Permanent
17	Lacasse, Marcelin (FICTIF)	725-Fitter A energy transport (CSN)	CSN Confédération des Syndicats Nationaux	2015-06-09	Permanent
18	Lacasse, Marcelin (FICTIF)	Driver's licence Class A - Heavy vehicle combinations (ON)	Gouvernement de l'Ontario	1998-09-05	Permanent
19	Lacasse, Marcelin (FICTIF)	Pleasure Craft Operator	École de Sécurité Nautique du Québec	2005-01-24	Permanent
20	Martin, Paul (FICTIF)	Mobile Crane Operation	College of the North Atlantic	1993-08-20	Permanent



FOR MORE INFORMATION, PLEASE CONTACT OUR
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