

System of Reference for Attestation of Employment (3 years)

One path to a career as a representative in damage insurance and claims adjustment is the attestation of employment (3 years) based on the system of reference established by the Autorité des marchés financiers (AMF).

To apply for an attestation of employment (3 years), you must have worked full-time for at least three years and hold at least one of the following diplomas:

- A secondary school diploma (SSD) issued in Canada; or
- A diploma of vocational studies (DVS) consisting of at least 60 units, issued in Québec; or
- A Certificate of Equivalence of Secondary Studies (CESS) issued in Québec; or
- An Attestation of Equivalence of Secondary V Studies (AESS) issued in Québec; or
- A comparative evaluation for studies done outside Canada issued by a member of the Alliance of Credential Evaluation Services of Canada attesting to a level of education equivalent to or higher than an SSD.

You must also submit:

- Record(s) of Employment for the full-time employment you held during the past 10 years; and/or
- The Attestation of Guarantor (Appendix 1) of the *Application or Review of Application for Attestation of Employment (3 years)* for the employment you currently hold; and/or
- The Attestation of Entrepreneur (Appendix 2) of the *Application or Review of Application for Attestation of Employment (3 years)* if you are or have been an entrepreneur within the past 10 years.

Note that tax slips (T4, T4A, etc.) and tax returns are not accepted as attestations of employment or proof of cessation of employment because they do not indicate the period worked or the number of hours worked per week.

Since we must have proof in our file that you have worked a minimum of 30 hours per week on average, periods of inactivity such as maternity leave, paternity leave or sick leave, among others, cannot be considered in calculating three years of full-time employment, even if you maintained your employment connection.

Calculation of years of full-time employment

On a Record of Employment, the total number of insurable hours is used to determine if you have worked 30 hours per week on average (interpretation of Record of Employment below). In Appendix 1 and Appendix 2, the period declared and the confirmation that you have worked full-time is used to determine the number of years that will be added to the calculation of full-time employment. The AMF considers 50 weeks of full-time work to be one year of employment. The weeks do not have to be consecutive.

Interpretation of Record of Employment

1. Block 15A: Total insurable hours

The number of hours corresponds to the number of hours worked during the past year.

For example, if a person was employed from 2000-09-24 to 2007-05-20 and the number of insurable hours was 1,360, the person worked 1,360 hours from 2006-02-20 to 2007-05-20. If the person worked less than one year, the number of insurable hours corresponds to the employment period.

2. Block 6: Pay period type

Insurable hours	
Pay period type indicated in Block 6	Number of consecutive pay periods to be used for the total insurable hours (15A) or less, if the pay period is shorter
Weekly	last 53 pay periods *
Biweekly	last 27 pay periods *
Semi-monthly	last 25 pay periods *
Monthly	last 13 pay periods *
13 pay periods a year	last 14 pay periods *

*This number may be less if the employment period is shorter.

The total number of insurable hours must be divided by the number of pay periods.

For example, if the total number of insurable hours of employment from 2010-01-01 to 2010-12-31 is 1,360 and the type of pay period is biweekly, 1,360 must be divided by 27, which gives 50.37 hours per fifteen days. Divided by 2, the result is 25 hours per week.