

System of Reference for Attestation of Full-Time Employment

One way to enter a career as a representative in damage insurance and claims adjustment is to obtain an attestation of full-time employment in accordance with the system of reference established by the AMF.

If you hold one of the following diplomas, you can immediately apply for authorization to register for the examinations:

- a diploma of collegial studies (DCS) issued in Québec
- two university certificates issued in Canada (30 credits each)
- a bachelor's degree issued in Canada
- a specialized graduate diploma
- a master's degree or doctoral degree issued in Canada
- a comparative evaluation for studies done outside Canada, issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration, WES or another member of the Alliance of Credential Evaluation Services of Canada, confirming a level of education equivalent to the diplomas mentioned above

If you do not hold any of the diplomas above, you can still obtain an attestation of full-time employment if:

- you have worked full-time for at least 30 months (minimum of 28 hours per week), and
- you hold one of the following:
 - a secondary school diploma (SSD) issued in Canada
 - a diploma of vocational studies (DVS) consisting of at least 60 units, issued in Québec
 - a Certificate of Equivalence of Secondary Studies (CESS) issued in Québec
 - an Attestation of Equivalence of Secondary V Studies (AESS) issued in Québec
 - a comparative evaluation, issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration, WES or another member of the Alliance of Credential Evaluation Services of Canada, confirming a level of education equivalent to or higher than a secondary school diploma
 - an attestation of collegial studies (ACS) of 27 credits or more

In addition to your diploma, you must submit documents supporting your professional experience:

- records of employment for the full-time job you held
- attestation from a current job (Appendix 1 of the Application or Review of Application for Attestation of Employment)
- Appendix 2 of the Application or Review of Application for Attestation of Full-Time Employment if you were:
 - a self-employed worker
 - a business owner
 - employed in a position more than 6 years ago for which you do not have a record of employment

Additional documents may be required.

Calculating 30 months of full-time employment

Your employment experience is validated if you worked full-time for 30 months, on the basis of at least 28 hours per week. These months of experience do not have to be consecutive.

The following periods are not included in the calculation:

- Periods of inactivity, including:
 - maternity leave, paternity leave or parental leave
 - unemployment
 - short-term or long-term disability

These periods may not be considered when calculating 30 months of full-time employment even if you maintained your employment relationship.

Calculating past employment:

You may provide a record of employment to support your work history. The following elements are considered in the calculation:

- block 15A: total number of hours worked in the past year
- block 10: first day worked
- block 11: last day for which paid

If you worked less than one year, the hours indicated correspond to the period actually worked.

Job held more than 6 years ago: if you no longer have the record of employment, you must submit Appendix 2, signed by your former employer and sworn before a commissioner for oaths.

Example 1 - Calculation of past employment

Person A worked from September 24, 2020, to May 20, 2022. The record of employment indicates 1,360 hours worked over 50 weeks.

The number of hours per week is calculated as follows:

1,360 hours worked divided by 50 weeks of work = 27.20 hours per week

This period cannot be considered in the calculation of 30 months of full-time employment because it is below the threshold of 28 hours per week.

Example 2 - Calculation of past employment

Person B worked from February 18, 2019, to August 31, 2019, or 27.71 weeks. The record of employment indicates 1,003 hours worked.

The number of hours per week is calculated as follows:

1,003 hours worked divided by 27.71 weeks of work = 36.19 hours per week

This period will be considered in the calculation of 30 months of full-time employment because it exceeds 28 hours per week. The 6.40 months worked will be used to calculate the required 30 months.

Calculating current employment:

To support your work history for a job that you currently hold, you must submit Appendix 1. This document must be signed by your employer, its representative or the head of human resources.

The number of months of full-time work is calculated from the date of hire to the date the attestation is signed by the employer.

Example - Calculation of current employment

Person C started working on January 24, 2024. The employer signs the attestation on March 26, 2025, confirming that the person has worked full-time from the date of hire. This person has therefore worked full-time for 14.09 months.

Calculating employment as a self-employed worker or business owner:

To support your work history as a self-employed worker or business owner, you must submit Appendix 2. This document must be signed and sworn before a commissioner for oaths.

The number of months of full-time work is calculated from the declared start date to the date of the declaration or the cessation date registered with the Registraire des entreprises.

Example – Calculation of employment as a self-employed worker or business owner

Person D has owned a business since March 1, 2020. The attestation (Appendix 2) was signed and sworn on October 13, 2023. This person therefore worked full-time for 43.58 months.

False statements

Making a false statement or transmitting a fraudulent document is a criminal offence. Should you make such a statement or transmit such a document, it may result in your application being refused or legal action being taken against you by the AMF. Your career in damage insurance, claims adjustment, or any of the sectors or sector classes regulated by the AMF may also be compromised.

Be vigilant and make sure that all the information in the documents submitted by you is accurate and true.