

AMF E-Services

If you prefer to submit your application via our on-line service,
please go to our website at <http://www.lautorite.qc.ca/en/e-services.html>.

Who is this form intended for?

This form is for anyone wishing to register for the examinations of the *Autorité des marchés financiers* (“AMF”) in the following sectors or sector classes:

- damage insurance; or
- claims adjustment;

and who must obtain a decision from the AMF recognizing education equivalent to a diploma of collegial studies (DCS) in order to apply for authorization to register for AMF examinations .

This application is not required if you hold:

- A collegial studies diploma issued in Québec;
- Two certificates of 30 credits each from a Canadian university;
- A bachelor’s degree;
- A specialized graduate diploma (D.E.S.S.);
- A master’s degree or doctoral degree from a Canadian university ;
- A comparative evaluation for studies done outside Canada issued by one of the members of the Alliance of Credential Evaluation Services of Canada confirming a level of education equivalent to the diplomas mentioned above.

If this applies to you, you may send your application for authorization to register for examinations. **What are the requirements to complete this form?**

- You must hold a secondary school diploma (SSD), an Attestation of Equivalence of Secondary V Studies (AESS), a diploma of vocational studies (DVS) consisting of at least 60 units, a Certificate of Equivalence of Secondary Studies (CESS) or a comparative evaluation for studies done outside Canada issued by one of the members of the Alliance of Credential Evaluation Services of Canada confirming a level of education equivalent to or higher than an SSD.
- You must also submit transcripts confirming other studies for which one or more additional years of education could be added based on the system of reference posted on the AMF website.

If you hold a college diploma or you have successfully passed courses in a program leading to a college diploma in a Canadian province other than Québec, you can submit this form to request recognition of your years of education.

IMPORTANT

- Not providing all the required documents will result in a delay in the processing of your application.
- **Provide all pages of your transcripts or achievement records. Copies of your diplomas are not accepted.**
- You must wait for the AMF’s written decision before applying for authorization to register for examinations.
- The AMF reserves the right to request an original document at any time.
- You do not need to submit an application if you previously held a representative’s certificate under which you were authorized to act for at least one year. If you are in this situation, you must submit an application

APPLICATION OR REVIEW OF APPLICATION FOR RECOGNITION OF EDUCATION EQUIVALENT TO A DIPLOMA OF COLLEGIAL STUDIES (DCS)

for authorization to register for the prescribed AMF examinations in the same sector or sector class as that for which the certificate was issued. In **Part 4, Career Eligibility Requirements**, tick **Certificate in ... issued by the AMF after October 1, 2002 that was held for at least one year**.

- If you refuse or fail to provide us with the requested information and/or documents, we will not be able to process your request.
- Application fees are non-refundable.

How to obtain proof of education

You can request official transcript documents from the following:

Secondary studies	Official transcript before 1974	<i>Ministère de l'Éducation</i> Quebec City: 418 643-7095 Toll-free: 1 866 747-6626 Fax: 418 646-6561
	Official transcript or achievement record (SSD, AESS, CESS or DVS)	<i>Ministère de l'Éducation</i> Quebec City: 418 643-1761 Montreal: 514 788-3325 Fax: 418 644-6909
	Official transcript of secondary studies issued in a Canadian province other than Québec	Contact the department of education of the province where you obtained your secondary school diploma or the secondary school you attended.
College or university studies	Official college or university transcript	Contact the college or university you attended in Canada.
Studies outside Canada	Comparative evaluation for studies done outside Canada	Contact the Alliance of Credential Evaluation Services of Canada Website: www.canalliance.org

**APPLICATION OR REVIEW OF APPLICATION
FOR RECOGNITION OF EDUCATION EQUIVALENT
TO A DIPLOMA OF COLLEGIAL STUDIES (DCS)**

PART 1 – IDENTIFICATION (in block letters)							
CLIENT INFORMATION							
Client No. (10 digits)							
Ms. <input type="checkbox"/>	Mr. <input type="checkbox"/>	First name			Last name		
Date of birth ____ / ____ / ____ day month year				Language of correspondence: French <input type="checkbox"/> English <input type="checkbox"/>			
HOME ADDRESS							
Civic No.		Street				Apt.	
City				Province		Postal code	
Telephone (residence)				Telephone (business)		Ext.	
Cell phone				E-mail			

PART 2 – STATEMENT
Use this section to submit a statement in connection with your Application for Recognition of Education Equivalent to a Diploma of Collegial Studies (DCS).

1. Are you sponsored by an insurance firm registered with the AMF or by an educational institution recognized by the AMF? Yes No

If so, name of organization: _____ AMF client No. (firm): _____

2. Are you completing this form to request a review of your file? Yes No

PART 3 – REQUIRED SUPPORTING DOCUMENTS

Use this section to select and submit a valid proof of identity and a minimum qualification. Ensure that you provide all necessary supporting documents. The AMF reserves the right to request additional documents or an original document.

MINIMUM QUALIFICATIONS

Important

You must provide one of the following proofs of minimum qualifications. Please note that we do not accept photocopies of diplomas.

- Official transcript or achievement record of secondary studies issued by the *Ministère de l'Éducation* indicating that the secondary school diploma (SSD) was obtained;
- Official transcript or achievement record of vocational studies issued by the *Ministère de de l'Éducation* indicating that the diploma of vocational studies (DVS) was obtained;
- Official transcript or achievement record of secondary studies issued by the *Ministère de de l'Éducation* indicating that the Attestation of Equivalence of Secondary V Studies (AESS) was obtained;
- Official transcript or achievement record of secondary studies issued by the *Ministère de de l'Éducation* indicating that the Certificate of Equivalence of Secondary Studies (CESS) was obtained;
- Official transcript of secondary studies issued by the department of education of a Canadian province other than Quebec or by the secondary school attended in a Canadian province other than Quebec indicating that the secondary school diploma was obtained;
- Comparative evaluation for studies done outside Canada issued by one of the members of the Alliance of Credential Evaluation Services of Canada confirming a level of education equivalent to or higher than an SSD.

COMPARATIVE EVALUATION AND OTHER TRANSCRIPTS

Important

You must provide transcripts which show other studies. You can provide up to 7 official proofs of training.

- Official transcript or achievement record of vocational studies issued by the *Ministère de l'Éducation*;
- Official transcript of collegial studies issued by the registrar of the educational institution attended in Canada;
- Official transcript of university studies issued by the registrar of the educational institution attended in Canada;
- Comparative evaluation for studies done outside Canada issued by one of the members of the Alliance of Credential Evaluation Services of Canada;
- Official transcript confirming receipt of the title of Chartered Life Underwriter (C.L.U.);
- Official transcript confirming receipt of the title of Registered Life Underwriter (R.L.U.), if received as of 1996;
- Official transcript confirming receipt of the title of Fellow, Life Management Institute (FLMI) issued by the LOMA Society;
- Official transcript issued by the Insurance Institute of Canada confirming receipt of the title of Chartered Insurance Professional (CIP) or Fellow Chartered Insurance Professional (FCIP);
- Official transcript issued by a training body that offers financial services training courses recognized by the AMF, such as the Canadian Securities Institute (CSI), the Institute of Canadian Bankers (ICB) and the IFSE Institute.

VALID PROOF OF CANADIAN IDENTITY

Important

If you provided proof of identity with a previous application, it is not necessary to do so again.

Not providing one of the identity documents listed below will result in a delay in the processing of your application.

*The AMF may determine that one or more additional proofs of identity are required. **Note that a driver's licence or health insurance card is not considered valid proof of identity.***

Check and attach to this form one of the **valid Canadian identity documents** below:

- Birth certificate issued by the Directeur de l'état civil of Quebec or another provincial or territorial authority
- Citizenship card or certificate
- Confirmation of Permanent Residence (IMM5292 or IMM5688)
- Passport
- Permanent resident card
- Work permit

PART 4 – DISCLOSURE OF DECISION TO THIRD PARTY

Use this section to identify a third party to whom you would like the decision regarding your application to be disclosed, regardless of whether or not the third party is registered with the AMF.

Do you want the decision regarding your application to be disclosed to a third party? Yes No

If so, is this person or firm registered with the AMF?

Yes AMF client No.: _____
 First name: _____
 Last name: _____
 Name of firm: _____

No First name: _____
 Last name: _____
 Name of firm (if applicable): _____
 Language of correspondence: French English

MAILING ADDRESS (THIRD PARTY)

Civic No.		Street		Apt.	
City		Province		Postal code	
Telephone (residence)		Telephone (business)		Ext.	
Cell phone		E-mail			

PART 5 – DECLARATION

I declare that the information provided in this form is accurate and complete. I declare that I use my name as it appears on all my valid Canadian identity documents. I have attached all supporting documents required to process my application.

 Signature Date: ____/____/____
 day month year

Rights of access and correction

You may examine the personal information concerning you, obtain a copy of it or request that it be corrected if it is inaccurate, incomplete or equivocal, or if the collection, release or keeping of the information is not authorized under the *Act respecting Access to documents held by public bodies and the Protection of personal information*, CQLR, c.A-2.1. If you have any questions on this topic, please visit the AMF website at [Information Access / AMF \(lautorite.qc.ca\)](http://www.lautorite.qc.ca).

