

WOTP EMPLOYER'S HANDBOOK



WOTP



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ABOUT

The Work-Oriented Training Path provides students opportunities for personal growth and career exploration. The WOTP offers targeted work skills training through internship experience.

Thanks you for joining our WOTP family. This handbook contains materials that are relevant for you, the employer, as you accompany your *stagiaire* in discovering the world of work.





QUESTIONS? CONTACT US.

www.reallygreatsite.com ● hello@reallygreatsite.com ● 123-456-7890



AGREEMENT ON THE ORGANIZATION OF PRACTICUMS IN THE WORK-ORIENTED TRAINING PATH

- Pework Training
 - Year 2
 - Year 3

OR

- Training for a Semiskilled Trade

Trade: _____

AGREEMENT BETWEEN the school board: _____
(name of school board)

represented by: _____
(name of school board representative)

hereinafter referred to as the SCHOOL BOARD,

AND the company: _____
(name of company)

represented by: _____
(name of company representative)

hereinafter referred to as the COMPANY,

AND the student:

(name of student)

hereinafter referred to as the STUDENT.



In consideration of their respective obligations, the parties agree to the following:

1. The School Board shall:

- 1.1. provide the Student, for the duration of this agreement, with the educational services associated with the program of which the practicum is a part;
- 1.2. appoint a school supervisor, whose contact information appears on page 6 of this agreement (Information Sheet), responsible for monitoring the Student's learning during the practicum. Should the Student be absent from the workplace on a practicum day, the school supervisor shall be notified within a reasonable timeframe;
- 1.3. reach an agreement with the Company on the Student's daily and weekly schedule for the training to take place in the workplace;
- 1.4. register the Student with the Commission de la santé et de la sécurité du travail (CNESST) and provide the Company with proof of civil liability insurance;
- 1.5. intervene as soon as possible in the case of unforeseen circumstances.

2. The Company shall:

- 2.1. take the Student on for the duration of the practicum in order to enable him or her to develop the competencies set out in the Student's Practicum Training Plan;
- 2.2. appoint a workplace supervisor, whose contact information appears on the Information Sheet appended to this agreement, who shall be responsible for the Student in the workplace for the duration of the practicum and assist him or her in acquiring the necessary learning;
- 2.3. allow the school supervisor access to the site of the practicum in order to discuss the practicum and the Student's learning with the Student and the workplace supervisor, with a view to making the necessary adjustments and monitoring the Student's progress;
- 2.4. organize the practicum in such a way that the Student assists regular Company personnel in the safe performance of tasks related to his or her learning;
- 2.5. reach an agreement with the School Board on the Student's daily and weekly



schedule for the training to take place in the workplace.

3. The Student shall:

3.1. participate actively in the practicum and complete the Pework Training or Training for a Semiskilled Trade option in which he or she is enrolled;

3.2. comply with the work schedule as agreed upon by the School Board and the Company;

3.3. notify the workplace and school supervisors of any absence or problem that might arise during the practicum;

3.4. observe the regulations in effect in the Company;

3.5. adopt a respectful attitude toward colleagues, supervisors and any other person encountered during his or her training.

4. Final provisions

4.1. During the practicum in the workplace, the Student shall be covered by the provisions of the Act respecting industrial accidents and occupational diseases.

4.2. In agreement with the School Board, the Company may put an end to the Student's practicum under exceptional circumstances or in the case of injurious behaviour on the part of the Student. The Student shall be informed of the decision by the School Board.

4.3. The School Board, the Company and the Student shall comply with the rules of ethics concerning the confidentiality of information about the Company and the participants in the project.

Source:

Québec. Ministère de l'Éducation, du Loisir et du Sport, Direction de l'adaptation scolaire. [*Guide to Organizing Practicums in the Workplace*](#). Provisional electronic version, reserved Web site for schools and universities, 2007.

TRAINING PLAN – WORKPLACE SUPERVISOR FEEDBACK FORM

Development of specific competencies/skills



SCHOOL INFO AND/OR LOGO

STUDENT NAME:

JOB TITLE OR SEMISKILLED TRADE TITLE:

SCHOOL CONTACT INFORMATION:

EMERGENCY CONTACT INFORMATION:

Evidence about a student’s performance is any observable behaviour that gives evidence of the student fulfilling the requirements of the chosen competency and its associated tasks. This evidence can be recorded using check marks or symbols, or it can be anecdotal. It is suggested that a date be included.

COMPETENCY	TASK	EVIDENCE	COMMENTS

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WORKPLACE SUPERVISOR FEEDBACK FORM

Development of attitudes and behaviours required in the workplace



SCHOOL INFO AND/OR LOGO

Name:

Year:

- PWT: Work Skills
 TST: Preparation for a Semiskilled Trade

**Accurate choice of attitudes
and behaviours**

**Degree of Adaptability to the
Workplace**

Attitude/Behaviour	Evidence	Evidence
Responsibility & Reliability <ul style="list-style-type: none"> • Is punctual • Attends work regularly • Follows verbal instructions • Communicates issues in a timely manner • Is dependable 		
Respect for the Work Environment <ul style="list-style-type: none"> • Maintains work area and equipment • Is actively aware of work environment • Respects health & safety guidelines 		
Self-Discipline <ul style="list-style-type: none"> • Demonstrates good personal hygiene and appearance • Is trustworthy • Does not demonstrate disruptive behaviours • Demonstrates positive attitude, despite external factors 		
Autonomy <ul style="list-style-type: none"> • Manages own schedule within requirements of workplace • Identifies workplace issues and problem-solves • Communicates basic needs • Demonstrates judgement & decision-making skills • Shows independence (completes tasks without supervision) 		
Relationships & Teamwork <ul style="list-style-type: none"> • Has appropriate relationships with co-workers • Has appropriate relationships with supervisors • Has appropriate relationships with clients • Demonstrates concern for others • Offers help (without prompt) 		
Thoroughness <ul style="list-style-type: none"> • Works steadily (time spent in productive work) • Sees a task through to completion • Checks for errors in own work (quality of work) • Is productive (quantity of work) 		
Attentiveness & Open-Mindedness <ul style="list-style-type: none"> • Listens to supervisor and coworkers • Respects others' diversity • Identifies positive role models • Accepts correction • Demonstrates flexibility/responds positively to new situations • Is able to transfer skills to a new task 		
Desire to Learn & Improve <ul style="list-style-type: none"> • Demonstrates motivation and interest in work • Demonstrates willingness and ability to learn • Asks relevant questions • Demonstrates interest in the global work environment (company, trade, or field of work) 		
Initiative <ul style="list-style-type: none"> • Offers help without prompt • Independently identifies and responds appropriately to needs of the workplace 		

- Sets and meets goals outside of basic work expectations
- Suggests a new idea or project

• N O T E S •

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Courtesy Translation

Corporations established in Québec are required to communicate with Revenu Québec in French. For this reason, Revenu Québec does not produce an English version of the forms to be used by corporations. However, Revenu Québec provides translations of the content of the forms for information purposes.

Certificate of Participation in a Qualified Training Period

Form CO-1029.8.33.10 must be completed by any recognized educational institution that is required to attest to the participation of trainees in a qualified training period. Once the certificate has been duly completed, the educational institution must keep one copy for its files and give another copy, within six months after the end of the training period, to the individual, corporation or partnership at whose establishment the trainees completed their training period.

The individual or corporation (or, in the case of a partnership, an individual or corporation that is a member of the partnership) must submit a copy of the certificate to the Minister of Revenue of Québec

- **with the application for the tax credit** for an on-the-job training period in respect of the expenditures incurred by the individual, corporation or partnership for the training period; or
- **upon receipt of the certificate**, if it had not yet been received at the time the application for the tax credit was submitted.

The recognized educational institution can contact the individual, corporation or partnership to obtain the information to be entered in parts 1 to 3. However, the institution must ensure the information is accurate and provide a certification to that effect in Part 5.

1 Identification of the individual, corporation or partnership

Québec enterprise number (NEQ)		Social insurance number (individual)
Identification number (corporation)	File	IC 0001
Identification number (partnership)	SP	
Name of the individual, corporation or partnership, as applicable		
Address		Postal code

Place where the training period was served (if different from the address of the individual, corporation or partnership)
Postal code

2 Trainee information

Complete the table on page 3 of form CO-1029.8.33.10.

3 Supervisor information

Enter the name and social insurance number of each supervisor who participated in the supervision of the trainees, as well as the trainee number (shown in column 1 of the table on page 3 of form CO-1029.8.33.10) of each person supervised. Attach another sheet with the required information if more space is needed.

Name of supervisor	Social insurance number	Trainee number
--------------------	-------------------------	----------------

4 Identification of the recognized educational institution

Name of institution	Code of institution
Address	Postal code

5 Certification

I certify that

- each of the persons identified in the table on page 3 of form CO-1029.8.33.10 is registered as a full-time student in a vocational training program at the secondary level, a technical training program at the college level, a university program at the undergraduate, graduate or postgraduate level, or a program prescribed under section 1029.8.33.2R1 of the *Regulation respecting the Taxation Act*. A diploma, certificate or other official attestation is issued with regard to the program, and the program provides for one or more practical training periods totalling at least 140 hours;
- each of these persons completed a training period in an establishment of the individual, corporation or partnership identified in Part 1;
- the training period constitutes practical training that is part of an education program;
- where the training period was completed by these persons as part of a post-secondary education program that began after March 29, 2001, a formal evaluation of the training period was done by the person responsible for the program at the educational institution;
- where the trainees were college-level or university-level students, they were remunerated under conditions at least equivalent to those determined under the *Act respecting labour standards* (as if the Act were applicable to the trainees);
- the number of hours per week of supervision (individual and group supervision, as applicable) is deemed necessary for the completion of the training period; and
- the information respecting the trainees (Part 2) and the supervisors (Part 3) is accurate.

Name of authorized representative of the educational institution (please print)		Title or position		
Signature of authorized representative of the educational institution	Date	Area code	Telephone	Extension

Trainee information

Trainee information is given in the table on page 3 of form CO-1029.8.33.10. Enter each trainee's number, name and social insurance number, the start date and end date of the training period, the time the trainee devoted to the training period, and the number of hours of supervision. Enter the number assigned to the education program by the educational institution as well as the number of hours of practical training required under the program. Attach another sheet with the required information if more space is needed.

1 Trainee number	2 Name of trainee	3 Social insurance number	Duration of training period	
			4 Start date of training period	5 End date of training period
Time devoted by the trainee to the training period		Supervision of trainees		
		Individual	Group (if applicable)	
6 Number of weeks	7 Number of hours per week	8 Number of hours per week	9 Number of hours per week	10 Number of trainees
Education program				
11 Number	12 Number of hours of practical training required			

Tax Credit for an On-the-Job Training Period

Complete this form if you are an individual who carries on a business in Québec¹ or you are a member of a qualified partnership, and you are claiming a refundable tax credit for expenditures related to an eligible trainee² that were incurred within the framework of a qualified training period.³

If you had more than one trainee, you must complete a copy of the form for **each trainee**.

If you are claiming the tax credit as a member of a partnership, complete Part 2 and Part 3 for each trainee of the partnership as if the partnership were an individual whose taxation year corresponds to the partnership's fiscal period. Also complete Part 4.

If you want to claim the tax credit, you must obtain either of the following documents within six months after the end of the training period:

- a certificate from the Ministère du Travail, de l'Emploi et de la Solidarité sociale or from the Kativik Regional Government, in the case of a trainee described in the text accompanying box 12 below; **or**
- a copy of form CO-1029.8.33.10, *Attestation de participation à un stage de formation admissible*, duly signed by a representative of the recognized educational institution,⁴ in the case of a trainee described in the text accompanying one of boxes 13 through 16 below.

You must file this form with your income tax return. However, if for any reason you are unable to do so, you must send it to us no later than 12 months after the filing deadline for your return for the taxation year in question.

Note: You can use the amount of this tax credit to reduce the amount of any income tax instalments you are required to pay.

Taxation year

--	--	--	--	--	--	--	--	--	--

Social insurance number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1 Identification of the person claiming the tax credit

Last name of the individual

First name

Name of the business

2 Information about the training period

2.1 Information about the trainee

Last name

First name

Social insurance number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Check the appropriate box, if applicable.

9 The trainee is an Aboriginal person,⁵ and the training period began after March 27, 2018.

10 The trainee is a person with a disability.⁶

11 The trainee is an immigrant.⁷

Check the appropriate box to indicate the status of the trainee. (If you check box 12, go directly to section 2.3.)

12 A person enrolled in the Workplace Apprenticeship Program established under the *Act to promote workforce skills development and recognition* (CQLR, c. D-8.3) and administered by the Ministère du Travail, de l'Emploi et de la Solidarité sociale or, if applicable, by the Kativik Regional Government established by the *Act respecting Northern villages and the Kativik Regional Government* (CQLR, c. V-6.1).

13 A student enrolled full time in a secondary education program offered by a recognized educational institution, which provides for one or more training periods totalling at least 140 hours.

14 A student enrolled full time in a college education program or an undergraduate education program offered by a recognized educational institution, which provides for one or more training periods totalling at least 140 hours.

15 A student enrolled full time in a master's or doctoral education program offered by a recognized educational institution, which provides for one or more training periods totalling at least 140 hours.

16 A student not covered by lines 13 through 15 for whom you received a copy of form CO-1029.8.33.10.



2.2 Information about the educational institution

Name of the recognized educational institution _____ Organization code or number of permit issued by the Ministère de l'Éducation or the Ministère de l'Enseignement supérieur _____

Address _____ _____

_____ Postal code _____

Education program _____

Title: _____ Number: _____

2.3 Information about the training location and period

Training location _____

Start date of the training period

Y	Y	Y	Y	M	M	D	D

 End date (actual or projected)

Y	Y	Y	Y	M	M	D	D

Enter the number of weeks of training that ended in the taxation year. If you checked box 14 or 15, the maximum is 32 weeks.⁸
In that case, enter the number of weeks that are included in the first 32 weeks of the training period and that ended in the taxation year. Number of weeks _____

Name of the supervisor(s) (If there is not enough space, enclose another copy of page 2 of the form.) _____ Social insurance number _____

_____ _____

3 Qualified expenditures

If you are entitled to another refundable tax credit for the salary or wages paid to the trainee or supervisor(s), you must calculate a reduction of the tax credit covered by this form. For further information, contact us.

3.1 Expenditures related to the salary or wages of the trainee

Salary or wages, ⁹ calculated on an hourly basis, ¹⁰ that the trainee received for the training period, for each week included in the number entered in section 2.3	25	
Government or non-government assistance ¹¹ received or receivable with respect to the salary or wages (calculated on an hourly basis)	– 26	
Subtract line 26 from line 25 (maximum: \$18 or \$21, if the training period began after March 27, 2018).	= 27	
Total number of hours worked during the training period, for the weeks included in the number entered in section 2.3	× 28	h
Multiply line 27 by line 28.	= 29	
Expenditures related to the salary or wages of the trainee		

3.2 Expenditures related to the salary or wages of the supervisor(s)

Information about two supervisors can be entered below. If the trainee was under the simultaneous supervision of more than two eligible supervisors, enclose another copy of page 2 of the form and enter the required information about the other supervisor(s) on lines 34 through 38.

		Supervisor 1		Supervisor 2
Salary or wages, ¹² calculated on an hourly basis, ¹³ that the supervisor received for the hours spent supervising the trainee, for each week included in the number entered in section 2.3	34			
Government or non-government assistance ¹⁴ received or receivable with respect to the salary or wages (calculated on an hourly basis)	– 35			
Subtract line 35 from line 34 (maximum: \$30 or \$35, if the training period began after March 27, 2018).	= 36			
Total number of hours devoted by the supervisor to the supervision of the trainee, ¹⁵ for the weeks included in the number entered in section 2.3	× 37	h		h
Multiply line 36 by line 37.	= 38			
Expenditures related to the salary or wages of the supervisor(s)				



3.3 Expenditures qualified for the tax credit

Enter the maximum weekly amount of qualified expenditures related to the trainee:

- **\$750** if you checked box 16 (**\$1,050** if you checked boxes 10 and 16) and the training period began before March 28, 2018;
- **\$875** if you checked box 16 (**\$1,225** if you checked boxes 10 and 16) and the training period began after March 27, 2018;
- **\$600** if you checked one of boxes 12 through 15 (**\$750** if you checked box 10 and one of boxes 12 through 15) and the training period began before March 28, 2018;
- **\$700** if you checked one of boxes 12 through 15 (**\$875** if you checked box 10 and one of boxes 12 through 15) and the training period began after March 27, 2018.

Number of weeks entered in section 2.3	×	40		
		41		
Multiply line 40 by line 41.			=	42

Add the amount from line 29 to the amount(s) from line 38.

If you checked box 16, enter (where applicable) the amount of travel expenses. ¹⁶ Otherwise, enter 0.	44			
Government or non-government assistance ¹⁷ received or receivable with respect to the travel expenses	-	45		
Subtract line 45 from line 44.	=			46

Add lines 43 and 46.	+			
			=	47

Enter the amount from line 42 or line 47, whichever is less .				
Expenditures qualified for the tax credit				48

4 Individual who is a member of a partnership

Complete this part only if you are a member of a partnership.

If you are directly a member of the qualified partnership, enter the required information about the partnership on line 57 and carry your percentage interest (column E of line 57) to line 58. Then complete lines 59 and 60.

If you are a member of an interposed partnership that is a member of the qualified partnership, provide the required information about both partnerships on lines 56 and 57, respectively. If there is more than one interposed partnership, you must provide the required information for all of them. If there are more than three interposed partnerships, provide the information for each additional interposed partnership on another copy of page 3 of the form, which must be enclosed with this form. Then complete lines 58, 59 and 60.

	A Name of partnership	B Québec enterprise number (NEQ)	C Identification number	D End date of fiscal period <small>Y Y Y Y M M D D</small>	E Percentage interest
56	1. Interposed partnership				%
	2. Interposed partnership				%
	3. Interposed partnership				%
57	Qualified partnership				%

Multiply the percentages in column E. If you have completed more than one copy of the form, multiply the percentage interests in all the interposed partnerships from each copy completed. Then multiply the result by the percentage interest in the qualified partnership.				
Your percentage interest in the qualified partnership				58
Amount from line 48	×	59		
Multiply line 58 by line 59.			=	60

5 Tax credit for an on-the-job training period

- If the trainee is **your** eligible employee, enter the amount from line 48.
- If the trainee is an eligible employee of the **partnership** of which you are a member, enter the amount from line 60.

Enter the tax credit rate. ¹⁸	×	62		
		65		%
Multiply line 62 by line 65.			=	70
Carry the result to line 462 of your income tax return. ¹⁹				Tax credit for an on-the-job training period



Notes

1. You must be an eligible taxpayer within the meaning of section 1029.8.33.2 of the *Taxation Act*.
2. The term "eligible trainee" is defined in section 1029.8.33.2 of the *Taxation Act*.
3. A qualified training period is a period of practical training served by your (or the qualified partnership's) eligible trainee under your supervision or the supervision of one of your eligible supervisors (or the supervision of one of the qualified partnership's members or eligible supervisors).

In the case of a trainee described in the text accompanying box 16 in section 2.1, job shadowing, introductory training, orientation and professional integration sessions are considered to be periods of practical training.

In the case of a trainee described in the text accompanying box 14 or 15 in section 2.1, the training period is a qualified training period if:
 - it is followed by a formal evaluation by the recognized educational institution; **and**
 - the trainee is remunerated under conditions at least equivalent to those established under the *Act respecting labour standards*.
4. The term "recognized educational institution" is defined in section 1029.8.33.2 of the *Taxation Act*.
5. The term "Aboriginal person" means an Indian who is registered within the meaning of the *Indian Act* or an Inuit beneficiary within the meaning of the *Act respecting Cree, Inuit and Naskapi Native persons*.
6. A person with a disability is a person who is entitled to claim the tax credit for a severe and prolonged impairment in mental or physical functions.
7. An immigrant is a protected person, a permanent resident, or a temporary resident or a holder of a temporary resident permit.
8. Qualified expenditures in respect of a post-secondary trainee do not include expenses related to a week which follows the 32nd week of a training period of more than 32 consecutive weeks with the same eligible taxpayer or the same qualified partnership.
9. The term "salary or wages" refers to the income calculated under Chapters I and II of Title II of Book III of Part I of the *Taxation Act*, but does not include directors' fees, premiums, incentive bonuses, overtime compensation (other than remuneration related to a qualified training period), commissions or benefits referred to in Division II of Chapter II of Title II of Book III of Part I of the Act.

If the conditions of the contract of employment of a trainee or supervisor do not allow the trainee's or supervisor's wages or salary to be calculated on an hourly basis, the amount thereof is deemed to be equal to the amount obtained by dividing the annual wages or salary by 2,080.
10. If the trainee's hourly remuneration changed during the period in question, enter the trainee's average hourly remuneration for the period.
11. The amount of the **Federal Apprenticeship Job Creation Tax Credit** is not considered to be assistance or an inducement received from a government for purposes of calculating the Québec tax credit for an on-the-job training period.
12. See note 9.
13. If the supervisor's hourly remuneration changed during the period in question, enter the supervisor's average hourly remuneration for the hours recognized as devoted by the supervisor to the supervision of the trainee for the period (specifically, the hours on line 37).
14. See note 11.
15. The number of hours that a supervisor devotes to the supervision of a trainee **during a week** is equal to the **least** of:
 - the number of hours that the supervisor devotes to the supervision of the trainee during the week;
 - the number of hours obtained by multiplying the ratio between the number of hours devoted by the supervisor to the supervision of the trainee during the week and the total number of hours devoted to the supervision of the trainee by any eligible supervisor during the week by 10 (20 if the eligible trainee is a person with a disability) or by 20 (40 if the eligible trainee is a person with a disability), as the case may be (the factor 20 — or 40 if the eligible trainee is a person with a disability — applies in the case of a trainee described in the text accompanying box 16 in section 2.1, and the factor 10 — or 20 if the eligible trainee is a person with a disability — applies in all other cases); and
 - the number of hours of supervision of the trainee by a supervisor that are required by the recognized educational institution for the week, if the training period is served within the framework of an education program offered by a recognized educational institution (that number is equal to the ratio between the number of hours the supervisor devotes to the supervision of the trainee during the week and the total number of hours devoted to the supervision of the trainee by any eligible supervisor during the week).

The following rule must be taken into account in determining which of the three aforementioned numbers is the least: if, within the framework of a training period, a supervisor devotes an hour or part of an hour to supervising more than one trainee simultaneously, the time the supervisor devotes to each such trainee during the hour or part of an hour is equal to the ratio between the hour or part of an hour as 1 and the number of trainees.
16. Enter the travel expenses that you (or the partnership) incurred to receive a trainee enrolled in a prescribed program, provided such expenses are paid for a person other than the trainee (your employee, an employee of the partnership or a member of the partnership). Such expenses may be claimed if your establishment (or the partnership's establishment) where the person usually reports for work and the place where the person must go for the training period are at least 40 kilometres apart, and are not located in the same municipality or, if applicable, the same metropolitan region. In determining the amount of travel expenses, take into account the 50% limit applicable to expenses for food and beverages (section 421.1 of the *Taxation Act*) and the rules pertaining to the deduction of amounts paid as an allowance for the use of an automobile (section 133.2.1 of the *Taxation Act*).
17. See note 11.



18. Training period beginning after March 25, 2021, but before May 1, 2022

If you checked box 9, 10 or 11, or if the training period was carried out in an eligible resource region, enter:

- 25% if this is at least the third consecutive taxation year in which you are entitled to the tax credit for an on-the-job training period, and the qualified expenditures total at least \$2,500 and were incurred in respect of a trainee whose status corresponds to one of boxes 13 through 16 for the taxation years concerned or for the fiscal periods ended in those taxation years; or
- 20% in all other cases.

If you did **not** check box 9, 10 or 11, and the training period was **not** carried out in an eligible resource region, enter:

- 20% if this is at least the third consecutive taxation year in which you are entitled to the tax credit for an on-the-job training period, and the qualified expenditures total at least \$2,500 and were incurred in respect of a trainee whose status corresponds to one of boxes 13 through 16 for the taxation years concerned or for the fiscal periods ended in those taxation years; or
- 15% in all other cases.

Training period beginning after March 27, 2018, but before March 26, 2021, or training period beginning after April 30, 2022

If you checked box 9, 10 or 11, or if the training period was carried out in an eligible resource region, enter:

- 25% if this is at least the third consecutive taxation year in which you are entitled to the tax credit for an on-the-job training period, and the qualified expenditures total at least \$2,500 and were incurred in respect of a trainee whose status corresponds to one of boxes 13 through 16 for the taxation years concerned or for the fiscal periods ended in those taxation years; or
- 16% in all other cases.

If you did **not** check box 9, 10 or 11, and the training period was **not** carried out in an eligible resource region, enter:

- 20% if this is at least the third consecutive taxation year in which you are entitled to the tax credit for an on-the-job training period, and the qualified expenditures total at least \$2,500 and were incurred in respect of a trainee whose status corresponds to one of boxes 13 through 16 for the taxation years concerned or for the fiscal periods ended in those taxation years; or
- 12% in all other cases.

Training period beginning after March 26, 2015, but before March 28, 2018

If you checked box 10 or 11, enter:

- 25% if this is at least the third consecutive taxation year in which you are entitled to the tax credit for an on-the-job training period, and the qualified expenditures total at least \$2,500 and were incurred in respect of a trainee whose status corresponds to one of boxes 13 through 16 for the taxation years concerned or for the fiscal periods ended in those taxation years; or
- 16% in all other cases.

If you did **not** check box 10 or box 11, enter:

- 20% if this is at least the third consecutive taxation year in which you are entitled to the tax credit for an on-the-job training period, and the qualified expenditures total at least \$2,500 and were incurred in respect of a trainee whose status corresponds to one of boxes 13 through 16 for the taxation years concerned or for the fiscal periods ended in those taxation years; or
- 12% in all other cases.

The **eligible resource regions** are the following administrative regions, regional county municipalities (RCMs) and municipalities:

- Bas-Saint-Laurent (region 01)
- Saguenay–Lac-Saint-Jean (region 02)
- Abitibi-Témiscamingue (region 08)
- Côte-Nord (region 09)
- Nord-du-Québec (region 10)
- Gaspésie–Îles-de-la-Madeleine (region 11)
- the Antoine-Labelle RCM
- the La Vallée-de-la-Gatineau RCM
- the Mékinac RCM
- the Pontiac RCM
- the municipalities of La Tuque, La Bostonnais and Lac-Édouard

19. If, for the taxation year covered by this form, you use more than one copy of the form to claim the tax credit for an on-the-job training period, add all the amounts on line 70 and carry the total to line 462 of your income tax return.



Student Information Form

Personal Information:

Last Name: _____ First Name: _____

Address: _____

Telephone/Cell: _____

Date of Birth: _____ SIN: _____

Person to notify in case of emergency:

Name: _____ Relationship: _____

Telephone/Cell: _____

Additional Comments/Other Important Information:
