



of town planner

PROFESSION WITH A RESERVED TITLE

1139 MEMBERS

913 TOWN PLANNERS AND 226 TRAINEE TOWN PLANNERS

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RESPONSIBILITIES AND CONDITIONS FOR PRACTISING THE PROFESSION

The practice of the profession of town planner consists in performing any professional activity in order to provide the public with professional services involving the application of the principles and methods of development and use of urban land or land to be urbanized.

Town planners practise a profession with a reserved title. They must hold a permit from the *Ordre des urbanistes du Québec* and be registered on the Order's roll to use the reserved title of "urbanist," "town planner," "city planner" or the abbreviation "urb."

Useful information

- Members of the Order do not have the exclusive right to engage in their professional activities. However, being a member of the concerned Order, which confers on an individual the right to use the professional title, is often a hiring condition.
- In North America, the title "planner" is often used to refer to the profession of "town planner."
- A mutual recognition arrangement (MRA) was concluded between the *Ordre des urbanistes du Québec* and the *Office professionnel de qualification des urbanistes de France*. It seeks to accelerate and simplify the process of equivalence recognition leading to a permit for individuals competent to practise this profession in France and holding one of the training titles provided for under the MRA. For more information on the conditions for obtaining a permit under this MRA, consult the websites of Immigration-Québec and the Order.

Produced in collaboration with:



Ordre des
Urbanistes du
Québec

Les professionnels du
développement des collectivités
et de l'aménagement du territoire

Immigration
et Communautés
culturelles

Québec 

OBTAINING THE PERMIT

CONDITIONS FOR OBTAINING THE PERMIT

To obtain the permit, the candidate must hold a Québec diploma, as provided for by regulation, or have a diploma or training recognized as being equivalent by the Order. The candidate, trained in Québec or elsewhere, must also:

- meet the training period requirements;
- pass the examination prescribed by the Order;
- have appropriate knowledge of the French language to practise the profession.

Permanent residency or Canadian citizenship is not required to obtain the permit.

Practical advice

If you plan to practise the profession of town planner in Québec, you would be well advised to contact the Order prior to your departure to find out about the rules regulating access to the profession and to begin the steps you will have to take to obtain your permit and apply for membership in the Order. Moreover, certain immigration procedures may require that you contact the Order. Should this be the case, you will be notified by your immigration counsellor.

DIPLOMA OR TRAINING EQUIVALENCE

To be recognized as equivalent, a diploma awarded outside Québec must attest that its holder possesses a level of knowledge equivalent to that acquired by the holder of a Québec diploma, as provided for by regulation.

Consequently, equivalence is recognized if the diploma was awarded on completion of at least 90 credits of undergraduate studies or at least 60 credits of graduate studies (one credit corresponding to 45 hours of attendance in class and personal work). The studies must cover the subject areas set out in the Appendix, with no single subject area necessarily being covered in a separate course.

Useful information

To be admitted to university in Québec, candidates are generally required to have completed 13 years of elementary, secondary and collegial education.

If the diploma was obtained five years or more before the application for equivalence and the acquired knowledge no longer corresponds to the current content of programs of study, the candidate will be refused. However, the diploma will be recognized as equivalent if the candidate's work experience and training acquired since bridge that gap.

Candidates whose diploma is not recognized as equivalent may obtain recognition of the equivalence of their training if they are able to demonstrate to the satisfaction of the Order that they:

- have acquired a level of knowledge equivalent to the level acquired by the holder of a Québec diploma, as provided by regulation;
- have at least five years relevant work experience, particularly in the practice of urbanism, town and regional planning or land development.

To assess training equivalence, the Order considers the number of years of schooling, the courses taken, the diplomas obtained, the training periods completed and work experience.

Procedure for obtaining recognition of diploma or training equivalence

- 1 You must complete the application form prescribed by the Order and provide all of the following documents:
 - Academic record, including descriptions of the courses taken and the calendars for the years in which the diploma was obtained
 - Copy of diplomas and course transcripts certified true by the educational institution
 - Attestation of participation in a period of training and a description thereof
 - Attestation and description of relevant work experience
 - List of publications
 - Certificate or act of birth
 - Cheque or postal money order in the amount of \$41.09 for 2010 to cover the application review fee
This fee is non-refundable.

Only applications duly completed and accompanied by all of the required documents can be processed.

All documents must be original or **certified true copies**. For original documents written in a language other than French or English, the candidate must supply a French or English translation by an accredited translator or authenticated by official authorities.

- 2 You will receive the decision of the Order respecting the recognition of the equivalence of your diploma or training in writing. If the Order recognizes partial equivalence, it will require you to take certain courses to complete your training. If your application for equivalence is refused, the Order will notify you of the reasons for its refusal and the programs of study that you must complete to earn a diploma which gives access to a permit issued by the Order.

Useful information

The program of study required by the Order must be completed in a Québec university. These programs sometimes limit the number of students accepted. Furthermore, the candidate must meet the university's admission criteria and make provisions for the related tuition fees.

TRAINING PERIOD

The training period is a period of professional training in town planning. The purpose of the training period is to enable a candidate to develop the professional maturity, independence and practical experience requisite to the practice of the profession of town planner in Québec.

The training period must be sponsored by a town planner who has been a member of the Order for at least three years at the time of agreeing to sponsor the candidate. A similar requirement applies to any training period completed in other Canadian provinces. However, a member for at least three years of the Canadian Institute of Planners can also act as a sponsor.

The training period will last 12 months for holders of a Québec master's degree, as provided by regulation, or a diploma recognized by the Order as being equivalent. Otherwise, the training period will last 24 months. It may be broken down into consecutive periods of not less than two months each. However, it must be completed within five years from the date of the application for the training period.

If, upon completion of the training period, the Order decides that it does not meet its requirements, the Order must inform the candidate and the sponsor of the grounds for its decision and, where applicable, set out the terms and conditions for extending the training period.

REGISTRATION FOR TRAINING PERIOD

To be accepted for a training period, the candidate must submit an application in writing, a sponsoring agreement bearing the signature and seal of the sponsor, and payment of the required fee to the Order.

PROFESSIONAL EXAMINATION

The professional examination covers the professional laws and regulations respecting the profession of town planner in Québec. All candidates are required to pass the examination, irrespective of whether they have obtained their diploma in Québec or elsewhere. The passing mark is 60%. Candidates who fail the examination may sit for it again at the next session.

REGISTERING FOR THE EXAMINATION

To register for the examination, you must have received recognition of the equivalence of your diploma or training and have completed your training period. You must also:

- complete the prescribed registration application;
- provide for the payment of fees of \$ 225.75 (training session included) for 2010.

Useful information

- *The Order offers training sessions to prepare candidates for the examination.*
- *The examination is held once a year in the fall.*

APPROPRIATE KNOWLEDGE OF THE FRENCH LANGUAGE

In accordance with the Charter of the French Language, professional orders can only deliver regular permits to individuals who have a knowledge of the French language appropriate to the practice of their profession. Therefore, candidates must meet this legal requirement and those above mentioned to obtain a permit.

Useful information

Individuals having completed at least three years of full-time secondary or post-secondary education in French are recognized as having sufficient knowledge of the French language.

Candidates whose files do not indicate that they have appropriate knowledge of French must pass the *Office québécois de la langue française* (OQLF) French examination. The Order will forward the examination registration form once the application for recognition of diploma or training equivalence has been received.

Those candidates may, however, obtain a temporary permit for no more than one year if they meet the requirements for practising the profession. This permit will be issued by **the Order**, together with a registration form for the OQLF French exam.

The temporary permit may be renewed up to three times with the authorization of the OQLF. For each renewal, candidates must sit examinations held in compliance with OQLF regulations. Once the temporary permit has expired, the candidate must pass the OQLF examination to obtain a regular permit. This examination is free of charge and is held in Montréal.

How to obtain your permit

If you have met all the conditions for obtaining a permit, you must:

- complete an application for permit as prescribed by the Order;
- provide for the payment of the registration fee of \$141.09 for 2010 by cheque or postal money order.

REVIEW MECHANISMS

A candidate may request a hearing with the Order to review its decision if recognition of a diploma or training equivalence was refused. The candidate may also request the review of the mark awarded for the training period or the Order examination.

Any request for a review must fall within the timeframes prescribed by regulation. The final decision may not be appealed.

REGISTRATION ON THE ROLL OF THE ORDER

To use the reserved title and abbreviation and practise the profession, the permit holder must be registered on the roll of the Order. To register you must:

- submit a request in writing using the prescribed form and sign a declaration on disciplinary and criminal decisions handed down in Québec and elsewhere;
- pay the annual dues;
- take out group professional liability insurance.

Annual dues for 2010-2011 amount to \$545.61, plus \$24.45 for the contribution to the financing of the *Office des professions du Québec*. Average annual professional liability insurance fees are \$1,500 and over, the amount being determined according to sales.

References

- Regulation respecting the terms and conditions for the issue of a permit of the Corporation professionnelle des urbanistes du Québec (c. C-26, r.194.1).
- Regulation respecting standards for recognizing a diploma equivalence of a training equivalence for the issue of a permit by the Corporation professionnelle des urbanistes du Québec (c. C-26, r.196.1).



F O R M O R E I N F O R M A T I O N

Information on the conditions for practising the profession in Québec

- **Ordre des urbanistes du Québec**
85, rue Saint-Paul Ouest, bureau 410
Montréal (Québec) H2Y 3V4
Telephone: 514 849-1177
Fax: 514 849-7176
Internet: www.ouq.qc.ca
E-mail: info@ouq.qc.ca

Information on certification and examinations for evaluating knowledge of the French language

- **Office québécois de la langue française**
www.oqlf.gouv.qc.ca

Information on Québec's professional system and the Professional Code

- **Office des professions du Québec**
www.opq.gouv.qc.ca
- **Conseil interprofessionnel du Québec**
www.professions-quebec.org

Information and assistance with regard to procedures pertaining to a professional order

- **Ministère de l'Immigration et des Communautés culturelles**
www.immigration-quebec.gouv.qc.ca

In the Montréal region:
Contact the team responsible for information on regulated professions and trades at 514 864-9191.

Elsewhere in Québec or abroad:
Contact the [Service Immigration-Québec](#) in your settlement area.

Access to laws and regulations on the Internet and sale of printed documents

- **Les Publications du Québec**
www.publicationsduquebec.gouv.qc.ca

Information on the job market in Québec

- **Emploi-Québec**
emploi.quebec.net
- **Ministère du Développement économique, de l'Innovation et de l'Exportation**
www.mdeie.gouv.qc.ca

You can also obtain the brochure *The practice of a profession governed by a professional order*

On the Internet:
www.immigration-quebec.gouv.qc.ca

In Québec:
at a [Service Immigration-Québec](#)

Abroad:
at the [Bureau d'immigration du Québec](#) serving your territory

Notice

The information in this document was current in June 2010. It was obtained from various sources and in no way replaces current legislation and regulations.

The fees mentioned herein are subject to change. They are in Canadian dollars and include all applicable taxes.

The English translations of organizations' names mentioned in this document are not the organizations' official names.

The *Ordre des urbanistes du Québec* has validated the French version of this document. The English version is in accordance with the French version, but has not been validated by the Order.



DIPLOMA EQUIVALENCE

Subject areas required in the program of study

For recognition of diploma equivalence, the program of study must have covered the following subject areas:

- explanatory theories and methods for analyzing urban and rural space
- planning methods and the problematics of development choices
- the drawing up of development plans, urban zoning plans and plans of action
- the preparation of capital equipment projects and the evaluation of their effects on the surroundings
- methods for applying urban planning decisions and for setting up programs for development projects
- tools and techniques for spatial observation interpretation and representation
- spatial analysis models and economic activity location models
- economic and financial analysis techniques
- statistical and forecasting techniques
- methods for optimizing community choices
- the history of urban planning and urban production
- urban planning law and the laws of local and regional communities
- real-estate practices and public land management
- the organization of public utilities and capital equipment firms
- urban policies of governments and communities
- environmental protection
- urban planning administration
- housing policies
- transportation and traffic