PILOTING PROGRAM

GENERAL INFORMATION AND SELECTION PROCESS

CQFA
CENTRE QUÉBÉCOIS DE FORMATION AÉRONAUTIQUE
CÉGEP DE CHICOUTIMI

Cégep de l'Abitibi-Témiscamingue

ADMISSION FOR A NEW TERM IN JANUARY 2025

cegepat.qc.ca/formation-continue/formations-autochtones/

Subject to change

- Enjoys carrying out complex tasks and has an excellent analytical sense
- likes a dynamic environment and has a sound ability to adapt
- wants to take on great responsibilities and is highly resourceful

SPECIFIC REQUIREMENTS

- To be a Canadian citizen or permanent resident of Canada (official status) and demonstrate one's residence in Quebec with valid documents specified at the moment of admission
- To have obtained (or to be on the verge of obtaining) one's Secondary School Diploma (SSD) or High School Diploma (HSD)
- To have passed the TS or NS Secondary IV Mathematics course
- To have passed the Secondary IV Physics course
- Enriched Secondary V courses (mathematics and physics) are an asset.
- To meet CEGEP, airline and Transport Canada requirements in terms of physical health
- To meet the general hiring conditions of airlines in addition to the preceding statement
- Candidates must authorize the CQFA and its representatives to access all medical and judicial information necessary to the process.

Any person who applies must create an application file on the CQFA selection process management platform. (https://form.jotform.com/240434976260256)

Candidates must **meet program requirements in terms of physical health. Required physical health criteria are based on airline hiring conditions.** These criteria may exceed Transport Canada requirements. **Medical examinations are carried out in the Saguenay region and candidates who are accepted for the third step of the selection process are notified by email of the terms of this step.**

STUDIES DONE OUTSIDE OF QUÉBEC

Any candidate who has done his or her studies outside of Québec must send his or her transcripts as soon as possible so that a process to recognize equivalencies may begin. This step may take many weeks.

PILOTING TASKS

FOR ALL PILOTS

- Study or prepare the flight plan
- Ensure proper conduct of the flight
- Ensure safety all the time
- Be aware of regulations and procedures to use instruments
- Be informed of weather data
- Verify aircraft systems, on-board instruments and controls
- Communicate with the control tower, dispatchers and other aircraft
- Maneuver the aircraft according to conditions and flight data
- Maintain one's competencies updated through training
- Update one's flight documents
- Collaborate with maintenance crew teams to upkeep the aircraft

FOR (SINGLE-ENGINE OR MULTI-ENGINE) AIRLINE TRANSPORT PILOTS

- Work with a crew
- Make important decisions during the flight
- Transport passengers or merchandise
- Proceed with medical evacuation
- Fly at night or with instruments or in difficult weather conditions

FOR SEAPLANE PILOTS

- Transport passengers or material to outfitters
- Transport work crews to environments that are difficult to access
- Carry out sightseeing flights
- Prepare or dismantle labour camps for companies
- Live in labour camps for long periods of time
- Know how to use various work-related tools: chainsaw, small motorboat and rowboat, snowmobile, ATV, etc.

STEP 1
CREATING AN
ADMISSION FILE
AT THE CQFA

STEPS TO CARRY OUT AS SOON AS POSSIBLE

- Collect all the information and documents requested by the CQFA. The list of documents required by the CQFA is presented on the following page under conditions. For certain medical documents, an extension may be granted with an authorization.

- Create an application file on the CQFA platform and deposit the required documents

NOTE: YOU MUST HAVE ALL YOUR DOCUMENTS IN HAND BEFORE YOU CREATE THE CQFA DOCUMENT SINCE A FILE CREATED WITH MISSING SUPPORTING DOCUMENTS (WITHOUT AN AUTHORIZATION) CANNOT BE SUBMITTED. FURTHERMORE, A FILE CREATED TWICE MAY RESULT IN EXCLUSION FROM THE APPLICATION PROCESS.

DOCUMENTS TO PROVIDE TO THE CQFA

THE CQFA HAS A MANAGEMENT POLICY FOR PERSONAL INFORMATION COLLECTED DURING THE PROCESS, IN ADDITION TO DATA ENCRYPTION.

To open an application file: https://form.jotform.com/240434976260256

Identification information to provide

- Permanent code
- Complete coordinates
- Date of birth (yyyy-mm-dd)
- Gender attributed at birth and gender to which the person identifies
- RAMQ number (Quebec Health Insurance)
- RAMQ expiration date

Mandatory documents (scan or good quality photo)

- RAMQ card (scan or good quality photo)
- Most recent secondary-school transcript (If secondary-school studies are ongoing, consult your academic file.)
- Ministry transcript (if secondary-school studies are completed)
- Cover letter
- Recent résumé

Optional documents if applicable (scan or good quality photo)

- Most recent college transcript
- Most recent university transcript
- Pilot's licence (e.g.: glider, private, etc.)
- Medical certification from Transport Canada (category 1,3 or 4)
- Passport
- Report of eye surgery
- Report of major surgery
- Report of concussion
- Medical examination report for ADD, depression, psychological issues, dyslexia, dysorthography, etc.
- Diagnostic report for any other health issue

ALL PERSONS WILL ALSO BE CALLED ON TO FILL OUT AN INITIAL MEDICAL QUESTIONNAIRE WHEN THE FILE IS CREATED, AND THEY MUST DEPOSIT THE REPORTS RELATED TO SITUATIONS IDENTIFIED AS POSITIVE. ANY MISREPRESENTATION LEADS TO AN EXCLUSION.

All candidates that present a **complete and compliant file** will be asked to continue to step 2 of the selection process. The invitations will be sent by email to the address provided upon creating the file. It is important to check the email reception box frequently so as to not miss this message.

STEP 2 – SORTING TESTS

Candidates who have **properly fulfilled their obligations and who have a file that meets prerequisites** are asked to pay fees of $ 110 for this step.

All payments made will allow the candidate to **receive links to submit to a first series of online examinations under partial monitoring.** These candidates will have about one week to take this series of tests at the time that they choose. The specialized platform with artificial intelligence (AI) detects any attempt to cheat.

These tests **measure the abilities necessary to succeed in the program and engage in the practice of the profession**. They aim to determine, among other things, short-term memory, precision and speed of execution. No exception and no accommodations are possible for these tests.

In the end, the candidates will have to **partake in a first online, asynchronous interview to answer a few questions from the selection committee.** The candidates register on the platform to answer the questions.

ADVICE: Examinations are based on prerequisite notions (Secondary IV TS or NS Mathematics and Physics). A revision is recommended. The tests measure competencies acquired by the candidates.

STEP 3
INTERVIEW, MEDICAL EXAMINATIONS & LAST COMPUTERIZED TESTS

After analysis of the academic file and test results from step 2, the **candidates who have qualified themselves are asked by email to come on-site to Saguenay for the last computerized tests and a live interview**.

The candidates also **undergo at this step the series of medical and vision examinations required by the CQFA as well as Transport Canada**. A drug screening test is also done. The candidates must **authorize full access to the medical file** and provide other documents requested in the invitation to step 3. Details are provided at a timely moment. The on-site stay in Saguenay lasts one or two days.

Fees that are due at this step relate to the visual examination (payable directly to the healthcare professional) and $190 in fees charged for medical examinations and the administration of files required by Transport Canada and other official authorities.

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Once every condition is met by all admissible persons at the third step, the specialized aviation resource tallies overall step 3 results of candidates from admission request filing time, weighs it all according to CQFA criteria and proposes the files that meet the requirements of the school and of Transport Canada to management, medical specialists and the selection committee.

First phase of the final compilation: prerequisites and results obtained for the prerequisites

- Secondary School Diploma (since June 2010)
  - Secondary IV Technical & Scientific option or Science option Mathematics
  - Secondary IV Physics

- Secondary School Diploma (before June 2010)
  - Mathematics536
  - Physics 534

- Adult training option for prerequisites
  - TS 5: mat-5160, mat-5161, mat-5163 (two modules completedon March 1st)
  - NS 5: mat-5170, mat-5171, mat-5173 (two modules completedon March 1st)
  - Physics: 5061 and 5062 (onemodule completedon March 1st)

Second phase of the final compilation

- Results of partially monitored tests
- Results of the asynchronously recorded interview

Third phase of the final compilation

- Results of the computerized tests
- Live interview performance

Final elements to consider

- Results of the eye examination
- Results of the medical examination
- Results of the drug screening test

If candidates do not meet the requirements stated on these specification sheets, they will be rejected from the process. For additional questions about the state of health, it is possible to contact the Coordinator of the Student Selection Processor, a medical examiner from Transport Canada to try to get information that will allow to confirm or deny that the candidate's file was submitted.

Unfortunately, the opinion of the family physician or general practitioner cannot be counted as valid with regard to medical standards of civil aviation.

We are here if you have any remaining questions !

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