

**EVERYTHING YOU NEED
TO KNOW ABOUT
AQTIS**

aqtis

alliance québécoise
des techniciens et techniciennes
de l'image et du son

For more information, please don't
hesitate to contact us, or see the
PERMITTEES section of our website at
www.aqtis.qc.ca

CONTENTS

WHAT IS AQTIS? _____	4
WHAT IS A PERMITTEE? _____	5
SEARCHING FOR EMPLOYMENT _____	6
TO BECOME A MEMBER OF AQTIS _____	7
POLICY ON RECOGNIZING EXPERIENCE _____	8
WHAT AQTIS OFFERS ITS MEMBERS _____	9
HOW MUCH ARE MEMBERSHIP FEES? _____	10
PROFESSIONAL TRAINING PROGRAM _____	11
AQTIS 101 TRAINING _____	12
CONTACT US _____	13

WHAT IS AQTIS?

The Alliance québécoise des techniciens et techniciennes de l'image et du son (AQTIS) is the representative of some 6,200 freelance professionals in more than 134 trades associated with the design, planning, set-up or creation of audiovisual productions. It represents, defends and upholds their interests in dealings with various stakeholders, provides them with a social safety net, and negotiates collective agreements that establish the working conditions to which they are entitled.

In the context of its union mandate, AQTIS is recognized under the **Quebec Act Respecting the Professional Status of Artists** as the

exclusive representative for the artistic creation trades in the field of film and television production recording using images and sound. It holds the same status for approximately 50 trades under federal laws.

True to its mission, AQTIS works to examine, defend and promote its members' professional, social and economic interests.

In pursuit of its mandate, AQTIS participates in numerous advocacy activities associated with examining, defending and promoting its members' professional, social and economic interests.

WHAT IS A PERMITTEE?

Before becoming a member, you must obtain permittee status. Once a permittee, you can begin to accumulate the required number of credits for your trade in order to become a member. To become a permittee, you just have to sign your first AQTIS contract and send us a copy by e-mail (info@aqtis.qc.ca) or fax (514-844-3540).

PERMITTEE

- A technician who holds a position covered by an AQTIS collective agreement and who has not yet obtained member status;
- While waiting to become a member, the permittee receives an AQTIS permit in order to work on productions under the association's jurisdiction, and is covered by the collective agreements negotiated by AQTIS.
- Permittees become members once they have met all the membership criteria for their specific trade.

PERMITTEE NUMBER

Each permittee is given a unique number. You will obtain your permittee number once we receive an e-mailed or faxed copy of your first AQTIS contract. This will enable us to open a file for you and assign you a permittee number. You will keep the same number for all productions on which you work.

SEARCHING FOR EMPLOYMENT

To assist you in finding work as a permittee, we advise you to consult:

QUI FAIT QUOI? MAGAZINE

www.qfq.com

On the Qui Fait Quoi? magazine website, you will find articles and information on upcoming and/or current productions.

REFERENCE SITE FOR QUEBEC AUDIOVISUAL PROFESSIONALS

www.ctvm.info

Like the Qui Fait Quoi? magazine, this site will provide you with articles and information on upcoming and/or current productions.

ASSOCIATION QUÉBÉCOISE DES PRODUCTEURS MÉDIATIQUES

<https://www.aqpm.ca/membres>

The section of the AQPM website called “Répertoire des membres” will provide you with the coordinates for production houses, in case you wish to contact a particular production and submit your application.

Once you become a permittee, you are entitled to receive an online list of unionized productions updated in real time. Don't forget to provide us with your e-mail address!

TO BECOME A MEMBER OF AQTIS

YOU MUST:

- Have taken the **AQTIS 101** course. Note that some trades require additional training. For more details, consult www.aqtis.qc.ca, under “Membership”;
- Demonstrate work experience under AQTIS contract for the same trade, on at least two different productions. This is known as **accumulating credits**. To learn about the specific membership criteria for your trade, see the “Membership” section of our website;
- Once you have obtained all your credits and have taken the required training for your trade, you should make an appointment with Member Services. **It is up to you to conserve your time sheets and track the number of days you work;**
- When you have met all the criteria, **you must pay your membership fee to obtain membership status and no longer be required to pay permit fees. There is no reimbursement of permit fees,** so it is very important that you contact AQTIS to pay your membership fee as soon as all the criteria have been met. It is your responsibility to advise AQTIS once the criteria have been completed.

CREDITS

A credit is equal to one day of work as a permittee under an AQTIS employment contract. In television and new media: You obtain a credit after working 5 or more hours in one day. If you work less than 5 hours in a day, you obtain 0.5 credits. In film and advertising: You obtain a credit after working 4 or more hours in one day. If you work less than 4 hours in a day, you obtain 0.5 credits.

POLICY ON RECOGNIZING EXPERIENCE

AQTIS may recognize experience you have accumulated outside its jurisdiction*. Upon receipt of a request to recognize credits via CV, AQTIS will ask the permittee to provide documentation attesting to the experience outside AQTIS, such as:

- Time sheets
- Credit recognition form, [click here](#) to complete the form.
- Pay stubs
- Any other documentation that will enable AQTIS to validate the number of credits (days worked) it can recognize.

Notwithstanding any experience recognized by AQTIS, a technician wishing to become a member of the association must accumulate a minimum number of permittee credits, depending on his or her trade.

To obtain experience recognition, please contact Member Services.

In addition to the abovementioned documents, foreign nationals wishing to have their experience recognized must meet the following requirements:

- Present a work permit, a working holiday permit (IEC) or a valid student visa
- Take the AQTIS 101 course
- Sign a first AQTIS contract with a producer

In all cases, notwithstanding any experience recognized by AQTIS, a technician wishing to become a member of the association must accumulate a minimum number of permittee credits, depending on his or her trade.

To obtain experience recognition, please contact **Member Services at 514 844-2113**.

Please contact the relevant authorities (departments, consulates, etc.) for information regarding work permits.

WHAT AQTIS OFFERS ITS MEMBERS

- Negotiation and application of collective agreements with producers and producer associations in the fields of film, television and advertising, as well as labour relations management;
- A workplace health and safety prevention service, defence of accident victims in their dealings with the CNESST and various administrative tribunals;
- A training and professional development program offering basic and upgrading courses geared toward television and film industry trades, as well as training in health and safety;
- Employment assistance through the “service d’embauche des techniciens” (SET – technician employment service), which is available to producers and members and includes online and up-to-date members and productions directories;
- Defence and promotion of the interests of its members and those of the independent production industry in the fields of film and television;
- Promotion of Quebec as a location for Canadian and foreign productions;
- A social safety net that includes a group insurance plan, a group RSP and a member assistance program.

GROUP RSP

For your information, the AQTIS group registered retirement savings plan is a retirement program that was created to ensure a retirement income for every participant. When you become a permittee, you will be e-mailed a form for the plan, which you must complete and return to AQTIS.

For more information on the plan, please consult our website at www.aqtis.qc.ca

HOW MUCH ARE MEMBERSHIP FEES?

There is no fee to open a permittee file; however, a certain percentage will be deducted from your pay. The following provides details:

PRESCRIBED CONTRIBUTIONS

PERMITTEE	TECHNICIAN		PRODUCER SHARE		
	TV / FILM	ADS / NEW MEDIA	TV / FILM	ADS	NEW MEDIA
Proportional professional dues	3%	3%	-	-	-
Group RSP	5%	5%	5%	5%	5%
Group insurance	2.5%	2.5%	4%	4%	3%
Work permit	5.5%	5.5%	-	-	-

MEMBER	TECHNICIAN		PRODUCER SHARE		
	TV / FILM	ADS / NEW MEDIA	TV / FILM	ADS	NEW MEDIA
Proportional professional dues	3%	3%	-	-	-
Group RSP	5%	5%	5%	5%	5%
Group insurance	2.5%	2.5%	4%	4%	3%
Work permit	\$200/year	\$200/year	-	-	-

PROFESSIONAL TRAINING PROGRAM

The AQTIS professional training program (PPF) offers participants quality teaching and training geared to new film and television technologies.

We invite you to find out about our **basic training courses, which are open to members, permittees and students**, in the on-line training program section of the AQTIS website.

Note that AQTIS 101 is a prerequisite for the training courses specific to the various departments.

To obtain more information on courses (AQTIS 101 or others) or to register, you can contact the professional training program officer at extension 236, or by e-mail at: formations@aqtis.ca

AQTIS 101 TRAINING

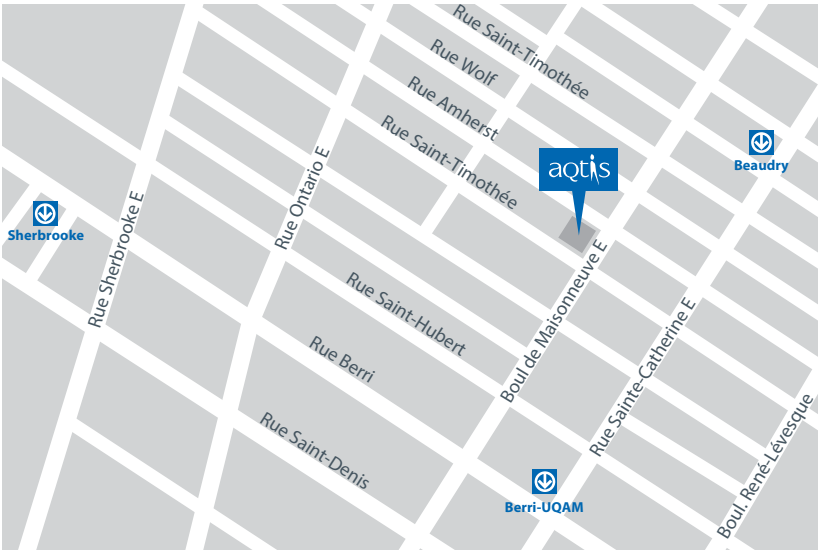
AQTIS 101 TRAINING OPENS THE DOOR TO YOUR CAREER!

The AQTIS 101 is an initiation course to associative life. This training of 7 hours is mandatory for becoming a member of AQTIS. Furthermore, AQTIS 101 represents an ideal opportunity to learn about the association and the realities of the industry.

At the end of this day, the student will have acquired several notions essential to his professional life. More particularly, the student will have been initiated to:

- The variety of services offered at AQTIS;
- The contract, the timesheet and the pay slip;
- Professional ethics on a set;
- The role of the AQTIS technician;
- The importance of health and safety;
- The collective agreements;
- The call sheet, and more.

CONTACT US



Telephone
514 844-2113
1-888-647-0681

1001, De Maisonneuve East Blvd, Suite 900
Montréal (Québec) H2L 4P9

Fax
514 844-3540

info@aqtis.qc.ca
www.aqtis.qc.ca

