



Administration de Pilotage des Laurentides  
Laurentian Pilotage Authority

## NOTICE OF RECRUITMENT OF APPRENTICE PILOTS October 2018

The Laurentian Pilotage Authority is currently recruiting for apprentice pilots for **District No. 1 between Montreal and Trois-Rivières**. Successful applicants will begin their apprenticeship on **October 1, 2018**. They will undergo a specific two-year training program, followed by the requisite examinations, after which time they will be eligible to work as marine pilots on the St. Lawrence River.

The required qualifications for applicants can be found in Section 26 of the *Laurentian Pilotage Authority Regulations*, [http://laws-lois.justice.gc.ca/PDF/C.R.C.,\\_c.\\_1268.pdf](http://laws-lois.justice.gc.ca/PDF/C.R.C.,_c._1268.pdf), and Section 12. (1) b) of the *General Pilotage Regulations*, <http://laws-lois.justice.gc.ca/PDF/SOR-2000-132.pdf>, both of which are available on our website.

**Deadline for applications is August 22, 2018.**

Applicants must:

1. Provide a true copy of a document establishing that they are a Canadian citizen or a permanent resident as prescribed in the *Pilotage Act* (birth certificate or other official document showing the date and place of birth of the applicant).

**Either:**

2. A) Provide a true copy of an attestation establishing that they have successfully completed an approved cadet training program in navigation listed in the document entitled *Approved Training Courses* (TP 10655) published by the Department of Transport, as amended from time to time **or**  
  
B) Provide a true copy of documents establishing that they have served as a master of a ship that is over 70 metres in length or over 2,000 tons gross tonnage for at least 18 months during the 60 months before the day on which the application is made.
3. Provide a true copy of a certificate of competency for Master Mariner or Master, Near Coastal, issued under the *Canada Shipping Act, 2001*.

4. Provide a true copy of documents establishing that they have served on board a ship that is over 70 m in length or over 2 000 tons gross tonnage and have accumulated on board such a ship the sea service required under Section 12 of the General Pilotage Regulations, meaning that they have accumulated the following within the five years before the date of the application:

**Either:**

- A) at least 12 months as master of a ship *or*
  - B) at least 24 months as the person in charge of the deck watch of a ship.
5. Provide a letter of recommendation from their most recent employer, if they have been employed by that employer for more than two years, or from their two most recent employers, if they have been employed by the most recent employer for less than two years, or a testimonial of sea service.
  6. Obtain a mark of at least 70 % on a written test given by the Board of Examiners on general knowledge of near coastal navigation, including knowledge of ship handling, navigational instruments, chartwork, meteorology, ice navigation on the St. Lawrence River and calculation of tides.
  7. Undergo a medical examination performed by a physician designated by the Laurentian Pilotage Authority prior to the issuance of an apprentice pilot permit and meet the health qualifications prescribed in the *General Pilotage Regulations*.
  8. Successfully complete a language test given by the Laurentian Pilotage Authority that demonstrates that the applicant is able to carry out the duties of an apprentice pilot effectively in English and French.

The cost of both tests and the medical examination is to be paid by the applicant.

## **RECRUITING PROCEDURES**

Applicants must take the general knowledge written test required to be an apprentice pilot. For registration details, see “*Notice – General Knowledge Test*” under the “*News*” heading of the Laurentian Pilotage Authority website [https://www.pilotagestlaurent.gc.ca/en/communications.html\\_notice-written-test-general-knowledge-recruitment-2019.html](https://www.pilotagestlaurent.gc.ca/en/communications.html_notice-written-test-general-knowledge-recruitment-2019.html) It is important to return the form, along with the required documentation, by email or regular mail, when making the application.

The Laurentian Pilotage Authority will award points to each applicant as follows:

	<b>Maximum score</b>
Sea service:	350
Master mariner:	130
Diploma from a maritime institution recognized by Transport Canada:	120
<b>Total:</b>	<b>600</b>

Applicants will then be awarded additional points equivalent to the mark received on the general knowledge test, up to a maximum of 100 points.

Sea service points will be awarded on a pro rata basis depending on total navigation time, based on the last 1,095 days of sea service as indicated in the discharge book. The period used in this calculation must not extend beyond five years prior to the date of the application:

<b>Rank on passenger ship</b>	<b>Rank on cargo ship</b>	<b>Score</b>
Captain <i>or</i> master	Master	350.0
Staff captain <i>or</i> safety officer	First officer	262.5
First officer <i>or</i> senior navigating officer	Second officer	175.0
Second officer <i>or</i> navigating officer	Third officer	87.5

Eligible applicants will be placed on a preliminary list once the respective point counts have been tallied (experience, qualifications and general knowledge test results).

Applicants with the highest scores will be contacted for an interview and asked to undergo a psychometric test to evaluate their aptitudes, traits and personal values.

Once these applicants have been evaluated, a list ranking each will be prepared. A specific number of applicants will then be selected to fill the number of available jobs, based on the respective ranking of each on the selection list.

The successful applicants will be required to undergo a medical examination and a language test. The final choice will be conditional upon passing these tests.

All applications must be received by the Laurentian Pilotage Authority by **Tuesday, August 22, 2018** to be applicable for fall 2018 recruitment. Should the Administration receive only one application, the recruitment process will be postponed until January 2019.

To obtain further information or documentation, or to submit your application, please contact:

**Laurentian Pilotage Authority**

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Website:

<http://www.pilotagestlaurent.gc.ca/>

Laws and regulations:

<http://laws-lois.justice.gc.ca/eng/acts/P-14/>

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2000-132/>

[http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.%2C\\_c.\\_1268/](http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.%2C_c._1268/)