



Administration de Pilotage des Laurentides  
Laurentian Pilotage Authority

## NOTICE OF RECRUITMENT OF APPRENTICE PILOTS January 2018

The Laurentian Pilotage Authority is currently recruiting for apprentice pilots for **District No. 1 (between Montreal and Quebec)**. Successful applicants will begin their apprenticeship on **April 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 January 12, 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 not lower than **Master, Near Coastal**, issued under the *Canada Shipping Act, 2001*.

4. Provide a true copy of documents establishing that they meet the sea service requirements of the *Laurentian Pilotage Authority Regulations*, i.e., they have served on board a ship that is over 70 metres in length or over 2,000 tons gross tonnage:

**Either:**

- A) as a master for at least 10 months during the 24 months before the day on which the application is made **or**
- B) while holding the required certificate of competency, as a deck watch officer for at least 20 months during the 48 months before the day on which the application is made.

5. Provide a true copy of documents establishing that they meet the sea service requirements of the *General Pilotage Regulations*, i.e., having 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.

6. 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.
7. 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.
8. 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*.
9. 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. This test will be administered on **January 17, 2018**. For registration details, see “Notice – General Knowledge Test” under the “News” heading of the Laurentian Pilotage Authority website ([http://www.pilotagestlaurent.gc.ca/homePage\\_e.asp](http://www.pilotagestlaurent.gc.ca/homePage_e.asp)). 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 1,095 last 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 or master	Master	350.0
Staff captain or safety officer	First officer	262.5
First officer or senior navigating officer	Second officer	175.0
Second officer or 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 on passing these tests.

All applications must be received by the Laurentian Pilotage Authority by **Friday, February 12, 2018** for the spring 2018 recruitment. Applicants are asked to indicate their preferred pilotage sector, either Montreal/Trois-Rivières, Trois-Rivières/Québec or Québec/Les Escoumins.

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

**Laurentian Pilotage Authority**

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Email:

[operations@apl.gc.ca](mailto:operations@apl.gc.ca)

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%20c.%201268/)