

## PROCESS OF THE RAC-SER PROGRAM

<b>Stage 1 - Registration</b> <ul style="list-style-type: none"> <li>A locksmith agency wishing to participate in the program must register with the Bureau de la sécurité privée by <b>completing the RAC-SER program participation form</b> (Appendix B).</li> <li>The completed form can be mailed to the BSP or emailed to <a href="mailto:RAC-SER@bspquebec.ca">RAC-SER@bspquebec.ca</a>. Upon receipt, the BSP will confirm to the agency its registration for the program.</li> </ul>
<b>Stage 2 - Recruitment and application for a temporary locksmith agent licence</b> <ul style="list-style-type: none"> <li>Locksmith agencies may recruit workers interested in acquiring locksmith competencies as part of the program and within its parameters.</li> <li>The candidates must submit a temporary agent licence application using the specific RAC-SER program form, available on the BSP website (<a href="http://bspquebec.ca/en/RAC-SER">bspquebec.ca/en/RAC-SER</a>).</li> </ul>
<b>Stage 3 - Obtaining a temporary locksmith licence</b> <ul style="list-style-type: none"> <li>The recruited worker (hereinafter referred to as the "<b>participant</b>") must obtain a "<b>RAC-SER</b>" <b>temporary locksmith agent licence</b> issued by the BSP, <u>before carrying on activities subject to the PSA under the supervision of a holder of a valid regular locksmith agent licence</u>.</li> <li>It is <b>MANDATORY</b> to wait for the issuance of the temporary locksmith licence and it is <b>PROHIBITED</b> to engage in any locksmith activity without a valid agent licence, subject to penal sanctions.</li> </ul>
<b>Stage 4 - Days 1 to 120 of the RAC-SER temporary licence validity</b> <ul style="list-style-type: none"> <li>The RAC-SER temporary locksmith agent licence will be issued for a <b>period of 120 days</b>.</li> <li>During this period, the agency must commit to providing the participant with the technical, theoretical, or practical knowledge enabling them to acquire the locksmith competencies.</li> </ul>
<b>Stage 5 - Renewal of the RAC-SER temporary licence</b> <ul style="list-style-type: none"> <li><b>Before the expiry of their temporary licence</b>, and until a DVS is obtained from a school service centre, the participant must complete and submit to the BSP the <b>renewal form</b> specific to the program, available on the BSP website (<a href="http://bspquebec.ca/en/RAC-SER">bspquebec.ca/en/RAC-SER</a>).</li> </ul>
<b>Stage 6 - Recognition of acquired competencies (RAC) process</b> <ul style="list-style-type: none"> <li>When ready to apply for recognition of acquired competencies, the participant must <b>initiate a locksmith RAC process</b> with a school service centre offering this possibility. It is the <b>participant's responsibility</b> to find and make an appointment with a RAC counsellor at the school service centre of their choice offering this service.</li> </ul>
<b>Stage 7 - Obtaining the DVS in locksmithing and applying for conversion into a regular licence</b> <ul style="list-style-type: none"> <li>Upon completion of the locksmith DVS, the participant must apply for a <b>conversion of their temporary licence into a regular locksmith agent licence</b>, with a copy of their diploma of vocational studies in locksmithing.</li> <li>Upon receipt of such an application, provided all applicable issuance criteria of such a licence are met, a <b>regular locksmith agent licence will be issued to the participant</b>.</li> </ul>

We reiterate that the BSP cannot guarantee that the temporary licences issued to participants in the RAC-SER program will lead to their DVS in locksmithing.

For any questions, please contact :

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