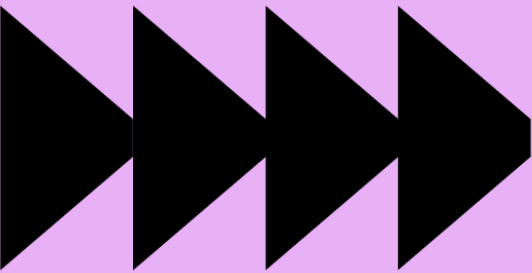


**AQTIS  
514  
IATSE**




# **AQTIS 514 IATSE PERMITTEE'S GUIDE**





## Table of contents

<b>1. Permittee status</b>	<b>3</b>
<b>2. Permittee's responsibilities</b>	<b>3</b>
<b>3. Become a member of AQTIS 514 IATSE</b>	<b>3</b>
How to join the union	5
Sample work permit calculation for a Quebec production	5
<b>4. Membership status comparison</b>	<b>6</b>
<b>5. Recognition of equivalent experience</b>	<b>7</b>
<b>6. Getting your first contract</b>	<b>7</b>
<b>7. Your secure space</b>	<b>8</b>
Your profile	8
Your documents	8
<b>8. Contact us</b>	<b>9</b>
Member Services	9
Professional training program	9
Labour relations	9



The Alliance québécoise des techniciens et des techniciennes de l'image et du son (AQTIS) 514 IATSE represents 8,000 freelance professionals in more than 200 trades related to the design, planning, setup, execution and postproduction of audiovisual productions. It supports the professional success of technicians, helps its members use their talent and passion to best advantage, and promotes the growth of Quebec's film and TV industry, at home and abroad.

Welcome to your union!

## 1. Permittee status

A permittee is a person who is not a member of the union and must pay a fee for a work permit in order to work on an AQTIS 514 IATSE production. The fee is deducted from the permittee's pay.

- For a production under the AQTIS-AQPM agreement, the cost of the permit is 7.5%, over and above the other deductions ([see the table](#)).
- For a U.S. production, a total of 12.5% is deducted. There is no deduction for the group insurance and RSP plans.

## 2. Permittee's responsibilities

If you are a permittee and plan to continue working in the film and television industry, it is more advantageous to become a member, so you don't have to pay for the work permits, which are non-refundable.

As a permittee, it is up to you to contact AQTIS 514 IATSE to find out about your options going forward.

## 3. Become a member of AQTIS 514 IATSE

If you are planning a career in the film and TV industry, we strongly encourage you to become a member. See page 5 for the process for joining the union.



Regular member	
Member awaiting recognition	Recognized member
<ul style="list-style-type: none"> <li>• Is a member in good standing (no amounts outstanding)</li> <li>• Has the right to speak and vote at meetings of the Association and its bodies               <ul style="list-style-type: none"> <li>• Does not pay for work permits</li> </ul> </li> <li>• Contributes to the insurance and pension plans</li> </ul>	
<p>A member awaiting recognition is a regular member who is in the process of becoming a recognized member.</p> <ul style="list-style-type: none"> <li>• Is not eligible for elected office</li> <li>• Name appears on the priority list for work on the second notification</li> <li>• Access to work-related information may be subject to administrative restrictions, as determined by the Executive Committee</li> </ul>	<p>A recognized member is a regular member who meets the professional requirements for a position in their department.</p> <ul style="list-style-type: none"> <li>• Name appears on the priority list for work</li> </ul>

To become a member, the total cost is \$600, broken down as follows:

- \$250 annual dues, payable by all members  
The annual dues cover the period of January 1 to December 31, regardless of when they are paid during the year.
- \$100 one-time fee to open a file with IATSE International
- \$250 one-time fee to open a file with AQTIS 514 IATSE

Note that **work permits are non-refundable**.

**You will stop paying for work permits once you have paid the full membership dues and fees.**





## How to join the union

- You must first complete the "Initiation à la vie associative" training course, which is mandatory to become a member. You can contact the training department to register or for further information, [formations@aqtis514iatse.com](mailto:formations@aqtis514iatse.com).
- You must then complete the [membership forms](#) and send them to [membres@aqtis514iatse.com](mailto:membres@aqtis514iatse.com). Once the application is received and reviewed, you will receive a confirmation e-mail.
- It takes about 15 minutes (on the phone or in person). We will need your personal information and contact information (mailing address, email, phone number, date of birth and SIN).
- For payment over the phone, only credit cards are accepted. For payment in person, the following methods are accepted:
  - Credit card
  - Debit card
  - Check
  - Cash (exact amount)
- We will then give you information about next steps, such as the criteria for recognition in a position and mandatory training ([see the recognition criteria on each department's page](#)).

## Sample work permit calculation for a Quebec production

Basic hourly rate (negotiated at the time of hiring)	\$20 / hour
Guaranteed minimum hours (hours paid at straight time)	10
Daily rate (at straight time)	\$200
<b>Cost of permit per day - 7.5%</b>	<b>\$15</b>

## 4. Membership status comparison

	<b>PERMITTEE</b>	<b>MEMBER AWAITING RECOGNITION</b>
How to obtain status	By signing a contract to work on a production under the AQTIS-AQPM agreement or on a U.S. production	By following the Initiation à la vie associative course, by contacting the AQTIS 514 IATSE Member Services team and paying the fee
Cost	<p>No file opening fee</p> <p>Cost of permit:</p> <ul style="list-style-type: none"> <li>• 7.5% on contracts for a production under the AQTIS-AQPM agreement (see the table)</li> <li>• 12.5% on contracts for a U.S. production</li> </ul>	<p>\$600 including:</p> <ul style="list-style-type: none"> <li>• \$250 annual dues payable by all members (covers January 1 to December 31)</li> <li>• \$100 one-time fee to open a file with IATSE International</li> <li>• \$250 one-time fee to open a file with AQTIS 514 IATSE</li> </ul>
Advantages		<ul style="list-style-type: none"> <li>• No longer need to pay for permits to work on a production</li> <li>• Access to better job opportunities (access to the SET job board - you will receive the 1st notification when a job in a position for which you are recognized is posted and the 2nd notification for jobs in positions listed in your file for which you are not recognized)</li> </ul>



## 5. Recognition of equivalent experience

AQTIS 514 IATSE may recognize work experience obtained outside its jurisdiction.

If you are a member of another IATSE chapter or another union (DGC), you can send us your employment history (activity report) to obtain recognition of equivalent experience, i.e. to have your days worked under the other union's jurisdiction recognized.

If you have worked in Quebec on productions outside the jurisdiction of AQTIS 514 IATSE, or if you come from another country, you can contact us to request recognition of your experience.

## 6. Getting your first contract

Here are some useful sites that can help with your job search:

- **Qui fait Quoi magazine:** [www.qfq.com](http://www.qfq.com)  
On the *Qui fait Quoi* website, you will find articles and information on current and upcoming productions.
- **Reference site for Quebec film and TV professionals:** [www.ctvm.info](http://www.ctvm.info)  
On this website, as on *Qui fait Quoi*, you will find articles and information on current and upcoming productions.
- **Association québécoise des producteurs médiatiques :** [www.aqpm.ca](http://www.aqpm.ca)  
Contact information for production houses is listed in the "Répertoire des membres" section. You can use it to contact a specific production and send them your application.

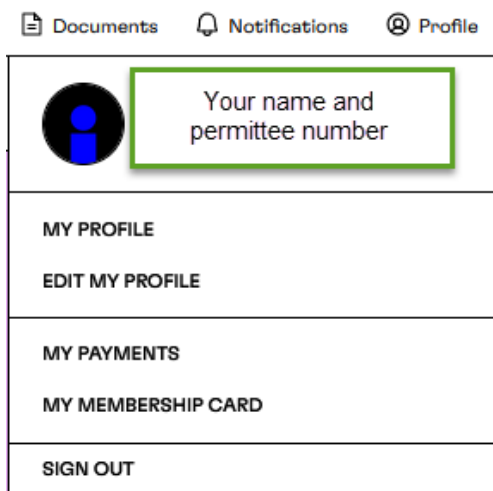
## 7. Your secure space

On the AQTIS 514 IATSE site, click on the button at the top right of the screen to login to your secure page.



### Your profile

Click on the person icon to access the drop-down menu:



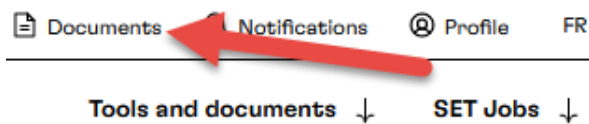
**My profile:** You can find and update your personal information here. This information does not appear in the member directory. Only your phone number and email address are listed in the directory so that other members and authorized producers can contact you.

**My preferences:** You can set your subscriptions to emails and SET job postings here.

**My credits:** You can view your credits summary here (one credit equals one day of work). Note that it takes six to eight weeks for your work days to be posted. You will

find the credits earned on Quebec and U.S. productions here.

### Your documents



This is where AQTIS 514 IATSE deposits your confidential documents: group insurance, activity reports, tax receipts, etc. You can view them at <https://aqtis514iatse.com/en/inbox/>





## 8. Contact us

**One number to reach us: 514-844-2113**

### Member Services

For any questions about AQTIS 514 IATSE, to apply for membership, for reclassification or to have your credits recognized, contact Member Services: [membres@aqtis514iatse.com](mailto:membres@aqtis514iatse.com)

### Professional training program

The AQTIS 514 IATSE professional training program offers participants quality courses on new film and television technologies.

For information on the courses or to register, contact the registration office: [formations@aqtis514iatse.com](mailto:formations@aqtis514iatse.com)

*The [Initiation to Community Life](#) (course is mandatory to become members). It introduces them to the industry, the environment in which they will be working and their rights and obligations on the job. Other topics covered include the role and importance of the union and the services it provides, as well as practical matters that members need to know about to do their jobs, such as how to read a time sheet and understand a contract.*

### Labour relations

The AQTIS 514 IATSE Labour Relations Department is actively involved in negotiating collective agreements and is responsible for applying and interpreting them. It also handles CNESST compensation claims.

A union advisor is now assigned to each production. See the list of assigned advisors at <https://aqtis514iatse.com/en/tools-documents/advisors/>