

# PREPARATION KIT



## AUTO BODYWORK JOURNEYMAN

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VERSION 03-2025

qualifying exam

# QUALIFICATION: WHY IT MATTERS

The professional qualification exam is an assessment tool that aims to certify that your knowledge and skills meet the standards qualifying a journeyman.

The exam is identical throughout Quebec.



## **For the bodyman**

it provides skills recognition and improves working conditions.



## **For the employer**

it certifies that their staff is qualified.



## **For the public**

it is a token of trust and safety.



# SUGGESTED PATHWAY TO QUALIFICATION



## Self evaluation

**Duration:** 1 hour 30 minutes

**Description:** allows to take stock of a candidate's skills. In other words, it portrays the skills acquired and those missing.



## Training



**Link:** [www.cpcpa.ca/qualification-et-formation/formations](http://www.cpcpa.ca/qualification-et-formation/formations)

**Description:** Training is available depending on the skills to be worked on. A training plan adapted to each candidate's needs can be set up with the help of the CPA training advisor in your region.



## Qualifying exam

**Exam:** Auto bodywork end of apprenticeship

**Location:** CPA in your region

**Card:** Journeyman (Class C)

**Description:** The qualification exam consists of two parts. The **theoretical component** must be passed to be eligible to register to the **practical component**.



# EXAM THEORETICAL COMPONENT



CPA in your area



150 minutes

**Number of questions:** 70 from a bank (random)

**Distribution of questions:**

**45 %** knowledge

**35 %** understanding

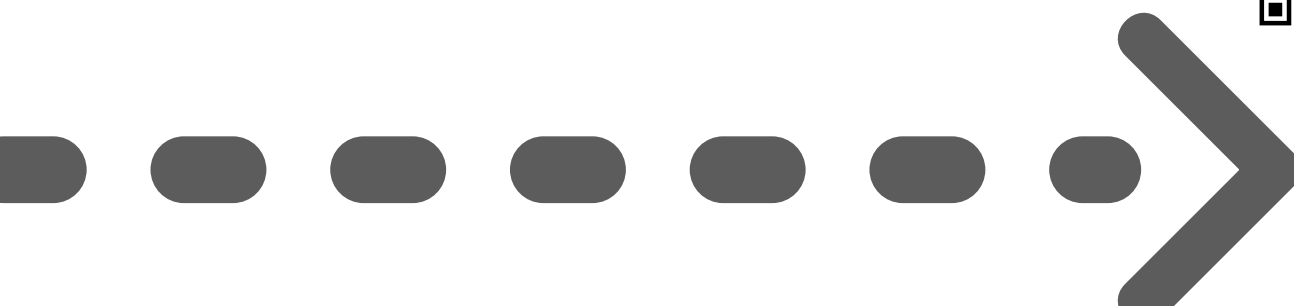
**20 %** diagnosis

**Passing mark:** 60%

**Success:** Access to the practical component

**Right of return:** 3 months

Take a home-based simulation to get an idea of the types of questions asked during the exam: [CLICK HERE](#)



## Process



- ➔ A computer is assigned to each candidate upon arrival.
- ➔ The invigilator will remind you of the exam rules.
- ➔ It is possible to raise your hand and ask questions relating to the use of the software or the computer only.
- ➔ The software allows you to navigate between questions and review them at the end.
- ➔ Cell phones, lighters and other computer devices must be given to the invigilator upon arrival.
- ➔ You have the right to your personal headphones (the software is enabled with automated reading).

# EXAM PRACTICAL COMPONENT



CPA in your area



180 minutes

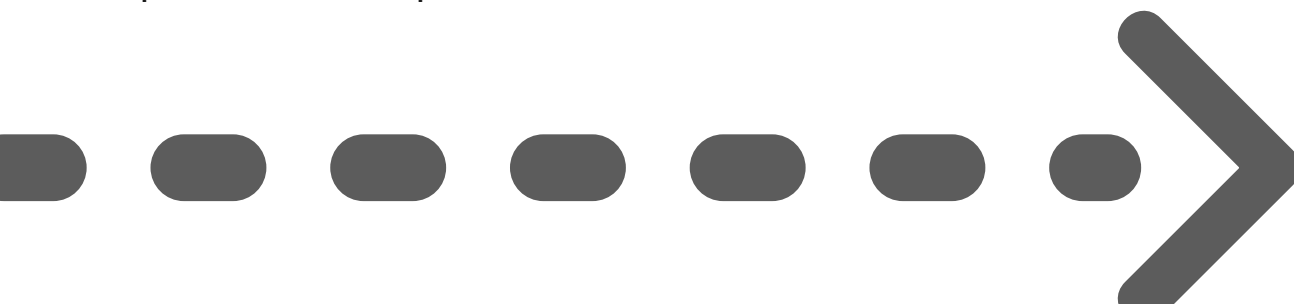
**Number of questions:** 72 (2 modules)

**Passing mark:** 70% overall + double threshold

**Threshold per module:** 60%

**Success:** Obtaining the companion card (class C)

- ✓ 1st condition: Obtain an OVERALL grade of 70% and above
  - If this condition is not met, the entire exam has to be repeated.
  - If this condition is met, the second condition for success must be fulfilled.
- ✓ 2nd condition: Obtain a mark of 60% or more in EACH module
  - If a module is failed, the candidate is subject to a retake exclusively for the failed module (or failed modules).
  - If both modules are passed, the PASS mark is awarded for the practical component.





## Process

- ➔ The invigilator will remind you of the rules for conducting the exam.
- ➔ The examiner will read each question twice, then you can either complete the technical tasks or answer, depending on the question.
- ➔ Make sure you complete each of the steps necessary to carry out the required tasks safely.
- ➔ Safety shoes and safety glasses are required.
- ➔ You may bring your own multimeter (for automotive use).
- ➔ Cell phones, lighters, and electronic devices must be given to the supervisor upon arrival.



# SKILLS



## Frames and structural components

*Know and recognize  
roles and functions*

*Understand how it  
works*

*Diagnose and  
understand problems*

Remove, install, and repair structural and laminated glass



Prepare for repair and replacement of structural components



Repair, remove, and install structural components





# SKILLS



## Non-structural exterior body panels and related components

Remove, repair, and install metal panels and components



Remove, repair, and install plastic and composite panels and components



Removing and installing non-structural glass



*Know and recognize roles and functions*

*Understand how it works*

*Diagnose and understand problems*

# SKILLS



## Mechanical, electrical, and alternative fuel system components

*Know and recognize roles and functions*

*Understand how it works*

*Diagnose and understand problems*

Disable and re-enable alternative fuel systems



Remove and install mechanical components



Remove and install electrical and electronic components



# SKILLS



## Interior components and safety features

*Know and recognize roles and functions*

*Understand how it works*

*Diagnose and understand problems*

Repair and replace interior components



Maintain the Supplemental Restraint System



# SKILLS



## Professional skills

*Know and recognize  
roles and functions*

*Understand how it  
works*

*Diagnose and  
understand problems*

Safety



Use and maintain tools and  
equipment



Use and maintain welding  
equipment



Organize work and use  
documents



Remove and install trim and  
hardware



Apply corrosion protection  
and sound-absorbing  
materials



# TRAINING



**Auto Bodywork**  
Electrical and Mechanical  
Components of the Vehicle  
and Passenger Compartment



## Training duration

In person: **15 hours**

## Electrical and Mechanical Components of the Vehicle and Passenger Compartment



### Description

At the end of this training, the participant will be able to update their knowledge in mastering the operation and understanding of the various systems that operate thanks to electricity, as well as all the mechanical parts that must contact a bodyman.

### Course Objectives

- Know the different parts that make up the braking system and the different parts that make up the ABS systems.
- Master the operation of the main types of suspensions.
- Recognize the many parts that make up the suspension system.
- Know the different types of steering systems and the different wheel geometry angles.
- Recognize the different components of the engine cooling system, air conditioning systems and their refrigerants.
- Become familiar with the repair, replacement and adjustment of passenger compartment components.
- Know the various components of the supplemental restraint system and the operation of the supplemental restraint system, as well as the regulations and procedures.

# TRAINING



## Body Panels, Windows and Trim

### Description

At the end of this training, participants will be able to use the necessary tools properly to carry out repairs and replace bodywork elements in addition to preparing surfaces for finishing. This training will also allow you to acquire the knowledge necessary for removing and installing windows.

### Course Objectives

- Perform your work safely using recommended techniques.
- Select the right products.
- Repair imperfections by filling method.
- Repair tears, dents and cracks and replace damaged elements.
- Repair bumpers.
- Perform sanding, feather edging, masking and preparing surfaces for painting and finishing.
- Proceed with the removal and installation of the windshields, rear window, and door glass.



### Auto Bodywork Body Panels, Windows and Trim



### Training duration

In person: **18 hours**



# TRAINING



**Auto Bodywork**  
Electricity and New Technologies



## Training duration

In person: **18 hours**

## Electricity and New Technologies



### Description

At the end of this training, the participant will be able to understand and master the basic electricity concepts as well as the operation of the different systems that ensure the proper functioning of a motor vehicle.

### Course Objectives

- Know the nature of electricity, the particularities of the components and the different connections that form an electrical circuit
- Master the main functions of your multimeter in order to measure the different electrical properties of a circuit
- Recognize the many symbols and interpret electrical plans
- Know the different types of batteries on the market, their particularities and the methods to validate their condition
- Become familiar with the protective equipment needed when working on high voltage systems
- Know how to identify the different high voltage components on an electric motor vehicle
- Identify the different components of autonomous driving assistance systems (ADAS)



# TRAINING



## Welding of Various Metals

### Description

At the end of this course, the participant will be able to master the welding of steel parts, while applying the recommended safety measures.

### Course Objectives

- Apply welding safety rules.
- Carry out the assembly of a welder properly.
- Identify the various welding processes.
- Perform correct welding technique.

Developed by the CFCPA,  
the CFA and our partners



Auto Bodywork  
Welding Various Metals



### Training duration

In person **18 hours**

# TRAINING

## Straightening of Structural and Non-structural Components

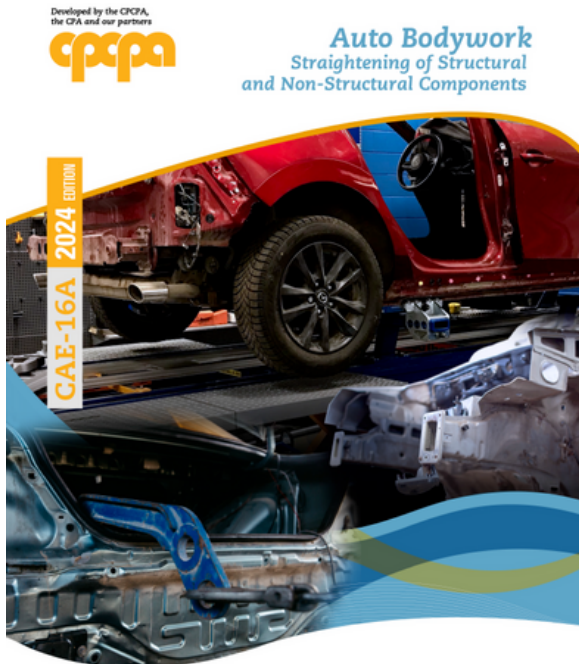


### Description

At the end of this training, the participant will be able to understand the straightening of automobile structures.

### Course Objectives

- Master the steps prior to repairing a vehicle
- Interpret and analyze types of damage
- Know the recovery systems
- Master the installation of a vehicle on a straightening bench
- Know certain measuring equipment and tools
- Master the methods of protecting intact areas
- Know the directions of pulls and pushes



### Training duration

In person **12 hours**

# TRAINING



**Auto Bodywork**  
Measurement and  
Dimensional Inspection



## Training duration

In person: **12 hours**

## Measurement and Dimensional Inspection



### Description

At the end of this training, the participant will be able to understand and master the measurement plans.

### Course Objectives

- Interpret a measurement plan
- Master damage analysis
- Recognize reference points and checkpoints
- Know the different types of measurement used
- Know certain measuring equipment and tools

## AUTO BODYWORK JOURNEYMAN