Centre de formation
du transport routier
Saint-Jérôme
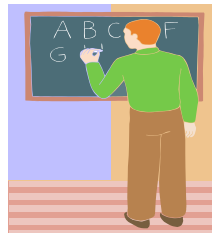
Internship and Employment Integrated Management System
Gestion Intégrée des Stages et Emplois (GISE)

Student

The CFTR provides an internship management service for both the students and the companies. This site allows you to easily manage your information from any platform with a browser (Internet Explorer latest version) and a wireless access.

1- The company create the Internship

2- The Teacher grant access to the student

3- The student must confirm that, the company has created the internship and mustcomplete all the necessary documents to obtain his degree.

IMPORTANT: CFTR insurance will not cover any damage caused by students (or any other road user) who did not have permission to be on probation. You must ensure that the intern's work is done in the presence of the internship supervisor or his representative. This authorization is in effect when the internship approved box is selected in the GISE internship table.

Step 1- Site initial access

1- Click on the following link: https://cftr-gise.csrdn.qc.ca/crmselfservicedemo/
2- Click on *« Votre compte »*
3- Enter your username (same as on Édu-Groupe) and the password (your permanent code with uppercase letters) as supplied by the CFTR.

Step 1A - Download Internet explorer latest version

1-Go to the following site: https://cftr-gise.csrdn.qc.ca/crmselfservicedemo/
2-Click on "Accueil"
3-Click on "click here to download Internet Explorer latest version"
4-Click on "Download to update"

IMPORTANT: If you enter the wrong password three times, your access will be blocked. You must follow the procedure from step 2 of page 4 of this document.

Step 2- Complete the Internship Documents

All four documents **MUST** be completed on GISE for your internship evaluation. **It is mandatory for graduation.** Documents must be completed within 5 days from your internship completion (Last day in company)

Documents :

1- Internship search statement (optionale)

2- Trainee's Booklet (Mandatory)

3- Internship Report (Mandatory)

4- Personal Assessment (Mandatory)

5- Detailed registry (must be completed daily)

6- Internship confirmation

Step 3 - To fill in the Detailed Registry :

1- Click on ⏱ in your screen.

2- Click on « *Add* »

3- Enter your information. (all fields must be completed)

4- Click on Save

Detailed Registry: To log in your hours, **use a comma**, not a dot (e.g. 8,15 and not 8.15). You must enter your hours in minutes (e.g. 30 minutes = 0,30). If you make a mistake, you can clear the line by pressing the "X" at the end of the line.

Step 4 – To complet the Trainee's, Internship Report and Personal Assessment

1- Click on 🔍 to access the documents.

2- Click on « *Afficher* » next to the selected document.

3- Click on « *Change* »

4- Answer the questions, if you do not have an answer for a question; simply write a letter of your choice.

5- Click on « *Save* »

Note: Module 10 evaluation begin on the first Internship theory

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Frequently asked questions

1- How to modify my password?

1- Click on ``change the password``
2- Enter your Username and Password
3- Click on ``modify the password``
4- Enter you new password in the left box, twice to confirm.
5- Click on ``Log in``

> **IMPORTANT:** Your new password must have minimum 8 characters and a capital letter and one number.
> If you enter the wrong password three times, your access will be locked. You must follow the steps here below

2- How to recuperate your username or password?

1- Click on ``My account``
2- Click on ``Lost password/locked``
3- Enter your email (Edu-Groupe Email)
4- Click on ``Send``
              *You will receive an email with your new password

3- How to have a paid internship acknowledged?

The student must follow the same steps as a student who is approved for an unpaid internship. He must ensure that the company is registered in the GISE system and must complete the same documentation within the prescribed period.

4- Which documents must a student submit to the company during the an Internship research?

Students must submit the following documents:

A) Integration Training in the Workplace (document for the employer). You must first complete the section at the bottom of the page.

B) Information needed for the creation of an account in the internship management software (GISE). The student must hand it to the internship supervisor so, that it can be forward to me.

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Important information

* **CFTR insurance** will not cover any damage caused by students (or any other road user) who did not have permission to be on probation. You must ensure that the intern's work is done in the presence of the internship supervisor or his representative.

* This authorization is in effect when the CFTR internship authorized box «*Internship authorized by CFTR*» is selected on the internship screen.

* **Time for an internship:** The internship must be completed before of your group set deadline.

  -If you did not an Internship, you will get a ``Failed``. Thereafter, if you do an Internship within **less than three years after the end of your course,** contact the teacher who cared for your group or contact Madam Katya Dulac to discuss the modalities.

  -If the delay is **more than three years after the end of your course,** you need to refill an application and provide the necessary documents.

* **CFTR diploma:** The diploma will be issued and sent to you by mail upon the reception of your teacher's final evaluation. There is three weeks minimal delay.

* **Paid Internship**: A student paid during his internship is considered an employee of the company. Insurance and CSST certificate does not apply to the student. Hours worked will be acknowledged as an internship.

* **Student follow up:** Follow-up will be made by your teacher thru edu-group email.

All procedures and relevant documents (insurance, CSST letter) are available on the CFTR site: www.formationcftr.com , select « Traineeships & Jobs» and click on « Employers »

Help

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