

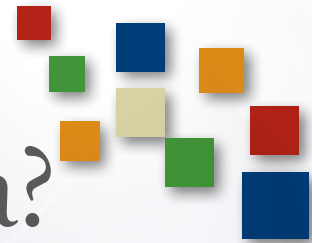


Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

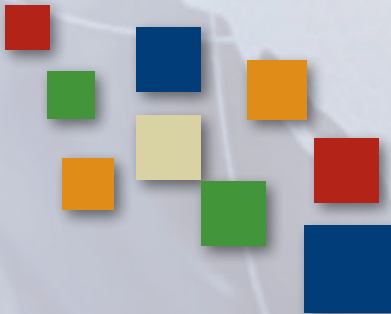


# Planning to work in Canada?



An essential workbook for newcomers

**Citizenship and Immigration Canada**





*Building a stronger Canada: Citizenship and Immigration Canada (CIC) strengthens Canada's economic, social and cultural prosperity, helping ensure Canadian safety and security while managing one of the largest and most generous immigration programs in the world.*

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Cat. No. Ci4-10/2015E  
ISBN 978-0-660-02696-1  
C&I-1336-07-2015

Available in alternative formats upon request.

# Planning to work in Canada?

## An essential workbook for newcomers

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1. Section A: Living in Canada
2. Section B: Improving Your English and French
3. Section C: Finding a Job in Canada
4. Section D: Work-Related Documents
5. Section E: Education and Academic Credentials
6. My Important Links
7. Glossary
8. Notes

This workbook was created for internationally trained individuals who are considering moving to Canada or who have recently arrived. Please note that being accepted to come to Canada does not guarantee you employment in Canada in your preferred job or any other job. This workbook is not tied to any immigration or visa application process for coming to Canada. However, using this workbook will allow you to obtain the greatest benefit from your experience and education.



Use [Job Bank](#) to produce a free report on job opportunities, wages, qualifications and skill requirements tailored to your occupation and a location in Canada.

By researching different occupations and different locations, you can make settlement decisions that are right for you and your family.

You need to refer to your report when filling in Section C of this workbook. After you create your report, save it by emailing it to yourself or by printing it.



## Section A | Living in Canada



### INTRODUCTION

The more you learn about Canada, the faster you will be able to adapt to the Canadian work environment. Taking the time to ask questions, to read and research, to watch videos on the Web or elsewhere, can all greatly help your transition from new immigrant to an established and comfortable member of Canadian society. This section is designed to help you learn more about life in Canada, and to guide you in taking a few essential steps as an immigrant.

You can find detailed information about most aspects of living in Canada in Citizenship and Immigration Canada's [Welcome to Canada](#) guide.

Learn more about immigrating to Canada on the [Citizenship and Immigration](#) website.

# Section A | Living in Canada

## STEP 1: LEARN ABOUT YOUR CITY OR REGION

Learn more about the city or region you want to live in by:

- Reading through the official website of that city or region. Some cities even have websites specifically for newcomers.

If you are in Canada, you may also:

- Find a good map on the Internet or in a shop and then use it to explore.
- Contact a local immigrant-serving organization to find out how they can help you adapt to life in your new community by consulting the Government of Canada's [Immigrant services in your area](#).
- Visit a local public library to see what type of information and services they offer.
- Find out what types of activities and programs are available through a local community centre or join a recreational sports league so that you can start meeting others who share your interests.



### Public Transportation in Canada

The official website of most cities contains information on public transportation. Those sites are a good source of information on how to get from one place to another in your new city or town.

Once you've done this, make notes about factors that are important to you. For example:

- weather
- communities
- public transportation
- population
- community services and organizations
- recreation
- types of schools for children (public, private, English, or French or English immersion)
- housing
- economy
- health care



Notes:





## Section A | Living in Canada



### STEP 2: LEARN ABOUT YOUR PROVINCE OR TERRITORY

Canada is divided into 13 political regions called provinces or territories. There are 10 provinces and three territories. Learn about the province or territory where you want to live and work in Canada by:

- Visiting these provincial and territorial government websites:

[British Columbia](#)

[Alberta](#)

[Saskatchewan](#)

[Manitoba](#)

[Ontario](#)

[Quebec](#)

[New Brunswick](#)

[Nova Scotia](#)

[Prince Edward Island](#)

[Newfoundland and Labrador](#)

[Yukon](#)

[Northwest Territories](#)

[Nunavut](#)

- Searching the Internet for “Government” followed by the name of the province or territory.

#### Help

The 10 provinces and three territories in Canada are:

#### Provinces

British Columbia	New Brunswick
Alberta	Nova Scotia
Saskatchewan	Prince Edward Island
Manitoba	Newfoundland and Labrador
Ontario	
Quebec	

#### Territories

Yukon  
Northwest Territories  
Nunavut

Make notes about factors that are important to you. For example:

- climate
- local economy
- geography
- people
- population
- history
- industry

 **Notes :**



# Section A | Living in Canada

## STEP 3: NEED HELP WHEN YOU GET HERE?

### Finding Immigrant-Serving Organizations

Settling in is much easier if you contact an [immigrant-serving organization](#) as soon as you arrive. The people who work for these organizations can help you find a place to live and can answer your questions about education for your children, transportation, language training, shopping and other important matters.

Immigrant-serving organizations can help you:

- find a place to live;
- get your Social Insurance Number and health-care card;
- enrol your children in school;
- get language training;
- find a family doctor;
- find out about government and community services for newcomers;
- look for a job;
- develop a realistic budget; and
- get emergency food aid, if it is needed.

Note: In Quebec, the Ministère de l'Immigration, de la Diversité et de l'Inclusion is organized into different regions. Each region has a local office, called a Carrefour d'intégration, that works with the immigrant-serving organizations to help newcomers adapt to life in Quebec. Find out more [here](#).

You can find detailed information about most aspects of living in Canada in Citizenship and Immigration Canada's [Welcome to Canada guide](#).

Find newcomer services in your area by visiting Citizenship and Immigration Canada's [Immigrant services in your area](#).

The names and contact information of more immigrant-serving organizations can also be found through an Internet search for "Canadian immigrant-serving organizations."

Name
_____
_____
Contact Information
_____
_____

Name
_____
_____
Contact Information
_____
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# Section A | Living in Canada

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## STEP 3: CONTINUED

Name

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Contact Information

Name

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Contact Information

Name

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Contact Information

Name

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Contact Information

Name

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Contact Information

Name

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Contact Information



# Section A | Living in Canada

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## STEP 3: CONTINUED

List the questions you will ask an immigrant-serving organization about how to adapt to working and living in Canada. For example:

- What government benefits am I entitled to?
- How do I get help with my career plan and finding a job?
- Who do I contact about getting my credentials assessed?
- How do I heat my home? How much does it cost?
- What are the seasons like? What type of clothing will I need?
- What type of taxes do I have to pay in Canada?



Notes:





## Section A | Living in Canada

### STEP 4: FINDING A PLACE TO LIVE




#### Housing: What you should know

What you'll find in this step:

- *Temporary housing*
- *General housing and budget information*
- *Rental laws*
- *Finding a place to live*

#### Temporary Housing

Make sure you arrange for a place to stay before you leave for Canada. If you do not have family or friends you can stay with, search online for hotels, motels or hostels in the city where you will be living. You can often get cheaper rates if you book several weeks before you leave.

 *When I first arrive in Canada, I will be staying at:*

#### General Housing and Budget Information

For information about housing in Canada, visit the [Housing for Newcomers](#) website, produced by the Canada Mortgage and Housing Corporation (CMHC). This website describes the types of housing available in Canada and contains information about all aspects of renting or buying your first home here.

Look at your financial situation to see what type of housing you can afford in Canada.

- Compare the cost of housing with your expected wages.
- Think about whether you will buy a house, rent a house or an apartment, or stay with friends or relatives.
- Then, make an action plan for finding your new home. If you need help, call or visit a local [immigrant-serving organization](#).



Notes:

# Section A | Living in Canada

## Rental Laws

Every province and territory in Canada has rental laws that define the rights and obligations of both landlords and tenants. They also have laws on various aspects of buying and selling a home. Read about these laws on the [CMHC website](#) so that you understand what is expected of you and what you can expect of others when you are renting or buying a home.



*Housing laws I need to know about:*

## Finding a Place to Live

Once you come to Canada, you can identify the neighbourhood you think you would like to live in and can afford to live in by:

- searching the Internet for housing;
- visiting the houses and apartments you have seen advertised;
- comparing your family's needs to the amenities available in a neighbourhood: the location of schools, shopping, buses, recreational and community services, safety;
- asking an immigrant-serving organization for information about housing in your community; and
- searching the [Canadian Real Estate Association's](#) database of property information from realtors across Canada.

Housing Opportunity

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Neighbourhood Details

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Price

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Contact Information

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# Section A | Living in Canada

Housing Opportunity

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Neighbourhood Details

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Price

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Contact Information

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Housing Opportunity

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Neighbourhood Details

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Price

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Contact Information

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Housing Opportunity

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Neighbourhood Details

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Price

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Contact Information

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Housing Opportunity

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Neighbourhood Details

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Price

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Contact Information

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# Section A | Living in Canada

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## STEP 5: FINDING A SCHOOL



### Canada's education system

What you'll find in this step:

- *Elementary and secondary education*
- *Enrolling your child in elementary or secondary school*
- *Post-secondary education*
- *Enrolling in a post-secondary education program*

In Canada, each provincial and territorial government manages its own system of education. Some provinces have separate ministries or departments of education, one for elementary and secondary education and another for post-secondary education.

For information on anything related to education, visit the website of the [Council of Ministers of Education, Canada](#).

### Elementary and Secondary Education

All children and youth in Canada have access to free elementary and secondary education at public schools (although they may have to meet age and residency requirements). In many areas, there are also private elementary and secondary schools that charge tuition fees. Most students in Canada attend public schools.

Elementary education (grades 1 to 6-8) and secondary education (grades 6-8 to grade 12) are the two basic levels of schooling for children and youth in Canada. Students who successfully complete secondary school receive a high school diploma.

By law, children must attend school starting at the age of 5 or 6 until they reach an age between 16 and 18, depending on the province or territory.

Because Canada is a bilingual country, English-language and French-language schools are often both available throughout the country, even in areas where one language is more commonly spoken than the other.

The school year usually begins at the end of August or beginning of September and finishes toward the end of June. Children attend school from Monday to Friday during the school year (except during holidays).



## Section A | Living in Canada

### STEP 5: CONTINUED

#### Enrolling Your Child in Elementary or Secondary School

Provincial and territorial governments give school boards (sometimes called school districts, school divisions or district education councils) responsibility for managing schools in a particular area.

If you are enrolling your children in a Canadian school for the first time, the school or school board will assess them to determine the level they should be placed at and whether they need free additional support (such as English or French language classes).

To enrol your child in elementary or secondary school, contact your local school board. To find contact information for your school board, visit the website of the [Council of Ministers of Education, Canada](#). In the map on the main page, click on the province or territory where you live and then visit the website of the ministry or department of education for that province or territory.

Contact information for local school board

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Contact information for local schools

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Steps to take to register my children in school

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Documents I will need to register my children

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Notes:

# Section A | Living in Canada

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## STEP 5: CONTINUED

### Post-Secondary Education

In Canada, there are different types of post-secondary institutions that offer a variety of programs of study. Some institutions are officially recognized and are partly funded by the government to ensure that certain standards are met. Other institutions are not officially recognized. Listings of post-secondary institutions are available on the website of the [Canadian Information Centre for International Credentials](#).

Although many post-secondary institutions receive some financial support from the government, all students must still pay tuition fees for post-secondary studies. Tuition fees vary depending on the institution and program, but they are usually between \$2,500 and \$8,000 a year. Information on the cost of post-secondary education and financial assistance programs is available on the [CanLearn](#) website.

At most post-secondary institutions, there are two main terms of study every year: September to December and January to April, with a short break between the two terms. From May to August, many students take a break from studying to work. However, most institutions still offer courses during the summer for those who want to continue their studies during this period.

### Types of post-secondary institutions in Canada

Universities offer programs of study that lead to different types of degrees—bachelor’s, master’s and doctoral degrees—in many disciplines.

Colleges offer programs of study that lead to diplomas and certificates that qualify graduates to work in specific professions and trades. An increasing number of colleges also offer degree programs.



Notes:







## Section A | Living in Canada

### STEP 5: CONTINUED

#### Enrolling in a Post-Secondary Education Program

To learn about the programs of study available at post-secondary institutions, you can visit the websites of universities and colleges directly or search the program databases on the [Canadian Information Centre for International Credentials](#) website.

To apply for entry into a program of study, consult the website of the institution you are interested in attending to find out about the application process. Most institutions have firm application deadlines, so you may have to apply as long as six months before the program begins.

Institution:

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Program of Study:

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Documents Required:

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Application Deadline:

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Contact Information:

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Sources of Financial Assistance:

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Institution:

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Program of Study:

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Documents Required:

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Application Deadline:

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Contact Information:

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Sources of Financial Assistance:

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Institution:

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Program of Study:

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Documents Required:

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Application Deadline:

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Contact Information:

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Sources of Financial Assistance:

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Institution:

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Program of Study:

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Documents Required:

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Application Deadline:

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Contact Information:

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Sources of Financial Assistance:

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# Section A | Living in Canada

## STEP 6: IMPORTANT DOCUMENTS

If you are a new permanent resident of Canada, apply for the following essential documents soon after you arrive.

- *Social Insurance Number*
- *Permanent Resident Card*
- *Health card*

### Social Insurance Number

A Social Insurance Number (SIN) is a nine-digit number that you need in order to work in Canada, to apply for government programs and benefits, and to file an income tax return.

Your SIN is confidential and can only be requested by certain federal government departments and programs that are specifically authorized to do so.

For more information and for instructions on how to apply for a SIN, consult the [Service Canada](#) website, or visit a Service Canada Centre. Visit the [Service Canada](#) website to find the address of a centre near you.

#### Protecting your Social Insurance Number

Your SIN is confidential. You only need to give it to certain organizations in certain situations.

To find out more about how to protect your SIN and who can ask for it, visit the Service Canada website.

### Permanent Resident Card

The Permanent Resident Card is the official proof of your status as a permanent resident in Canada. If you leave the country, you must show this card in order to be allowed back in.

You can use your Permanent Resident Card as an identification document in various circumstances (for example, to request other government documents [a health card or a Social Insurance Number], to access government services or to open a bank account).

If you are a new permanent resident, you will receive your card by mail at your home in Canada. You must inform Citizenship and Immigration Canada (CIC) of your Canadian mailing address as soon as you know where you will be living.

For more information on the Permanent Resident Card, and to give CIC your mailing address in Canada, go to the [Citizenship and Immigration Canada](#) website or call CIC at 1-888-242-2100.





## Section A | Living in Canada

### STEP 6: CONTINUED

#### Health Card

To get free health care in Canada you must have a health card issued by the government of the province or territory where you live. You must present your card each time you need medical services. For more information and for instructions on how to apply for a health card, go to the [Service Canada](#) website.

You should apply for a health card as soon as possible after you arrive in Canada. You should also purchase private health insurance to pay for your healthcare needs until your application for a health card is accepted. Permanent residents in some provinces (British Columbia, Ontario, Quebec and New Brunswick) must wait a certain period (up to three months) before they are covered under the government health insurance plan.

#### Canadian Health Care

In Canada, the government pays for many aspects of health care with money collected from taxes. This means that you do not pay for most services when you go to a doctor, clinic or hospital. Each provincial and territorial government is responsible for its own health insurance plan. These plans have many similarities, but there are also some differences. Therefore, you should find out which medical services are covered for free in your province or territory.

Many people in Canada have a family doctor they go to for their basic healthcare needs. People who do not have a family doctor generally go to “walk-in” medical clinics or

community health centres to see a doctor for non-urgent medical attention. You can find listings for family doctors, medical clinics and community health centres in your area by searching the Internet. You can obtain referrals from a local [immigrant-serving organization](#).

If you need emergency medical help, go immediately to the emergency department of the nearest hospital or telephone the national emergency number (911) for an ambulance. All emergency medical services offered in hospitals are free across Canada.

To find out more about Canada’s healthcare system, visit the [Health Canada website](#).

Eligibility:

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Medical Services:

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Contact Information:

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# Section A | Living in Canada

## Supplementary Health Insurance

Many people in Canada have supplementary health insurance to pay for health care that is not fully covered by their free government health insurance plan (such as prescription medications, dental care, physiotherapy and prescription eyeglasses).

If you work, you and your family may receive supplementary health insurance through your employer. You can also purchase supplementary insurance directly from private insurance companies.

Individuals and families with low incomes may be eligible for supplementary health insurance through programs offered by their provincial or territorial government. For details, visit the website of the ministry of health for the province or territory where you live.

Eligibility:

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Medical Services:

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Contact Information:

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## STEP 7: DRIVER'S LICENCE



Provincial and territorial governments are responsible for issuing drivers' licences. You can drive anywhere in Canada with a provincial or territorial licence.

If you have a valid driver's licence from your country of origin, you will probably be able to use this licence to drive in Canada while you go through the process of obtaining a Canadian driver's licence. If you plan to use a foreign driver's licence in Canada, you should get an International Driving Permit (IDP) in your country of origin. An IDP provides a translation of your licence into several languages, including French and English.

To find out more about the procedure and requirements for obtaining a driver's licence, visit the [Service Canada](#) website.



Notes:



## Section A | Living in Canada

### STEP 8: MONEY AND FINANCES



What you'll find in this step:

- **Banking**
  - *Credit history*
- **Taxes**
  - *Income tax*
  - *Property tax*
  - *Sales tax*

### Banking

The Financial Consumer Agency of Canada (FCAC) provides information on many aspects of banking in Canada. Visit the [FCAC website](#) to learn about the following:

- The different types of bank accounts available
- The documents you need to open a bank account
- Savings and investment options
- Credit cards, loans, mortgages and other forms of credit
- Insurance
- Financial planning

After you have learned the basics about banking in Canada, visit different banks to find out about the financial products and services they offer before you decide which bank is best for you. Choose a bank that meets your needs and open an account.



*Name and location of the bank you will go to:*

# Section A | Living in Canada

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## Credit History

In Canada, whenever you take out a loan or use a credit card, a credit reporting agency collects information on whether you make your payments on time and how long it takes you to pay back the money you borrowed. This information becomes your “credit history” and is used to give you a “credit score”.

Your credit history and credit score are important because banks and other financial institutions usually look at that information when deciding whether to give you a loan, credit or mortgage. Also, landlords can check your credit score before they decide whether they will rent to you.

For information on how to build a good credit history in Canada, visit the [FCAC website](#).



Notes:





## Section A | Living in Canada

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### Taxes

#### *Income Tax*

As a resident of Canada, you must pay income tax to the government on money you earn throughout the year. In Canada, you have to pay tax to both the federal and the provincial or territorial government. If you are paid a salary by an employer, your income tax is usually deducted automatically from your pay. If you are self-employed, you may have to pay your taxes in a single payment or in several payments.

Each year, you must submit an Income Tax and Benefit Return to tell the government how much money you earned and how much tax you paid during the year. The deadline for completing the return is April 30 of each year. The information you give will determine whether you get a refund or whether you will have to pay additional taxes.

For information on submitting an Income Tax and Benefit Return, visit the [Canada Revenue Agency](#) website or call 1-800-959-8281.

In Canada, certain government programs can help you build savings by reducing the amount of income tax you pay. For more information, read about, for example, [Tax-Free Savings Accounts](#) and [Registered Retirement Savings Plans](#).



*How much income tax will I have to pay?*

#### *Property Tax*

If you own a home, you will receive a bill for property and school taxes from your municipal government.



*How much property tax will I have to pay?*



# Section A | Living in Canada

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## Sales Tax

Whenever you buy something in Canada, you have to pay sales taxes. The prices listed for products and services generally do not include sales taxes. Sales taxes are added when you actually pay for what you are buying.



*How much sales tax will I have to pay in the province or territory where I'll be living?*

## Consumer Matters

The [Office of Consumer Affairs](#) provides online information from the federal government to help consumers make well-informed decisions about the products and services they purchase.

The [Canadian Consumer Handbook](#) contains reliable information on a number of consumer topics such as online shopping, contracts, housing and home renovations, identity theft and collection agencies.



Notes:



## Section A | Living in Canada

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### STEP 9: GOVERNMENT BENEFITS

Find out about government benefits or allowances you may be entitled to by visiting the [Canada Benefits website](#) and the [Canada Revenue Agency's website](#) or by contacting an immigrant-serving organization.

You might want to find out about:

- [Child and family benefits](#)
- [Tax credit for public transit passes](#)
- [Tax deduction for tools](#)
- [Registered education savings plan \(RESP\)](#)



*Note the benefits to which you or your family members may be entitled below.*

# Section B | Improving Your English and French

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## INTRODUCTION

Canada has two official languages: English and French.

Canada has 18 million Anglophones—people who speak English as a first language—and seven million Francophones—people who speak French as their first language. While most Francophones live in the province of Quebec, one million Francophones live in other provinces and territories. New Brunswick is Canada’s only officially bilingual province.

Strong skills in English or French—or in both—are extremely important for your future in Canada. This section will tell you about the importance of language skills, the language requirements for Canadian jobs, how to assess your language skills, and where you can find language training.

Whether you choose to focus on learning or improving English or French will depend on which of the two languages most people speak in the area where you live.

## STEP 1: UNDERSTANDING THE IMPORTANCE OF LANGUAGE SKILLS

Many people who have immigrated to Canada discover that they need to improve their language skills.

Even if you can speak English or French well, you may have difficulty understanding people and making yourself understood in Canada because of the different accents, the fast rate of speech, expressions used and communication conventions in Canadian workplaces.

Strong English or French skills are important for many reasons, such as:

- Getting a job that matches your skills and experience;
- Obtaining post-secondary education or training;
- Helping your children with their school work;
- Meeting and interacting with people; and
- Meeting the language requirements for citizenship.

Take steps to improve your English or French before or as soon as you arrive in Canada.

If you already speak one of Canada’s two official languages at a high level, consider learning the other one. It takes time, energy and commitment to improve one’s language skills, but in many parts of Canada, being able to speak both English and French is a major asset when looking for a good job or to participate fully in Canadian society.



## Section B | Improving Your English and French

### STEP 2: WHAT LANGUAGE SKILLS DO YOU NEED FOR YOUR JOB?

Find out what language skills you need for the job you hope to have in Canada by creating a [Job Bank Report](#) and then reviewing the Education & Job Requirements section. The Essential Skills section—reading, document use, writing and oral communication—will clearly identify the requirements for your job.

If you do not know the language requirements for the job you hope to have, contact the regulatory body or apprenticeship authority listed in Section C: Step 3 or visit their website.



*Language skills required for the job I hope to have:*

### STEP 3: ASSESSING YOUR LANGUAGE SKILLS

Before you come to Canada, assess your English or French skills by taking an online self-assessment test on the [Centre for Canadian Language Benchmarks'](#) website.



*My language level:*

#### Help

All family members coming to Canada with you should take their own language assessment test.



*What I need to improve:*

# Section B | Improving Your English and French

## STEP 4: OBTAINING PROOF OF YOUR LANGUAGE SKILLS

You may need to provide proof of your level of proficiency in either English or French when you apply for:

- a job;
- a licence with a regulatory body or an apprenticeship authority; or
- entry into a university or college.

Always check to see whether a particular type of proof is required.

Some certificates of language proficiency are widely recognized and can be used in a variety of situations. These certificates are based on standardized language tests offered by independent organizations, not the Government of Canada. You can take these tests at locations across Canada, and in many cases, in other countries.



Notes:

Some of the most widely recognized English language tests and certificates include:

- [International English Language Testing System](#) (IELTS)
- [Canadian English Language Proficiency Index Program](#) (CELP/IP)
- [Test of English as a Foreign Language](#) (TOEFL; often required by universities and colleges)

Some of the most widely recognized French language tests and certificates include:

- [Test d'évaluation de français](#) (TÉF)
- [Diplôme d'études en langue française](#) (DÉLF)

For more information and a list of test centres, use the links provided above. You can also get information on these certificates from some government language assessment centres or from private language schools.

Proof of my language skills is required for these organizations:

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Type of proof required:

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Where I can get tested:

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## Section B | Improving Your English and French

### STEP 5: FINDING LANGUAGE TRAINING

If the results of your language assessment indicate that you or members of your family need to improve your English or French language skills, make a plan to improve those skills.

#### Before you come to Canada

- Register at a local language school or take lessons from a tutor.
- Purchase and use language skills workbooks or software.

#### After you arrive in Canada

You can take free language classes paid for by the government. Federal and provincial government-funded language classes are offered in all provinces and territories.

To find available language training:

- Contact a local immigrant-serving organization by consulting the Government of Canada's [Immigrant services in your area](#) web page
- Consult the Education & Job Requirements section of your [Job Bank Report](#)
- Visit the website of the government for the province or territory where you want to live and work. (see Section A, Step 2)

You can pay for language classes at a private language school in Canada. For a list of private language schools in your city or town, search the Internet or consult the Yellow Pages.



Notes:

## Section B | Improving Your English and French

### Free Government Funded Language Classes

To take language classes funded by the federal government, you must first have your current language skills formally assessed. To get an assessment, find a language assessment centre near you on the Government of Canada's [Services for Newcomers](#) website or by calling Citizenship and Immigration Canada at 1-888-242-2100. After your assessment, staff will help you decide what language class is best for you.

In Canada, most newcomers who are permanent residents are eligible for free government-funded language classes. These language programs have many advantages:

- Classes are taught by qualified instructors.
- They are often available in a classroom with a small group of other adults or through distance education (on the Internet or through printed materials mailed to you at home).
- Classes can be full-time or part-time, during the day, in the evening or on weekends.
- They provide language training and information to help you adapt to life in Canada.
- Some programs may offer funding to cover the cost of child care while you are studying and the cost of transportation to and from your classes. Child-care services are sometimes available on site.

A number of different types of language classes are available:

- General language classes at many levels
- Classes that teach advanced and workplace-specific language skills
- Classes that teach literacy and language (for people who have difficulty reading and writing in any language)
- Classes for people with special needs



Notes:







## Section C | Finding a Job in Canada

### INTRODUCTION

This section will help you understand all you need to do to find work in Canada. It provides you with essential steps to help you learn how to find and get the job you want in Canada. This process will take time, but completing each task below as thoroughly as possible will give you and your family members the best chance to achieve your career plans.

#### **You may need Canadian work experience.**

Canadian employers, who often do not know how to assess education and work experience from other countries, may require or prefer you to have experience working in Canada. Getting that experience is one of the biggest challenges for newcomers.

Meeting people, getting advice, networking and volunteering are good ways to overcome this challenge, but it still may take time to get your first job in Canada.

To complete this section, first create your Job Bank Report.

NOTE: The fact that you have been accepted to come to Canada does not guarantee you employment in Canada in your preferred occupation or any other profession. This workbook is not tied to any immigration or visa application process for coming to Canada. However, using this workbook will allow you to obtain the greatest benefit from your experience and education.

To learn more about employment standards, minimum wage, holidays, health and safety in the workplace, workplace equality, racism-free workplaces and Canada's laws against discrimination, consult the [Workplace Standards](#) web page.

### STEP 1: OCCUPATION

Knowing the proper Canadian name for the job (occupation) you want can help you avoid confusion with employers. To help you, [Job Bank](#) provides job descriptions, other names for jobs, and other titles within your occupational group.

This occupational group contains the following job names that apply to me:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Section C | Finding a Job in Canada

### STEP 2: IS THIS A REGULATED OCCUPATION?

There are two types of occupations in Canada:

- regulated (including trades) and
- non-regulated.

Review the Education & Job Requirements section of your Job Bank Report and choose one of the following:

- A) My job is REGULATED in the province or territory where I plan to live. I need a licence or a certificate before I can start working in Canada.
- B) My job is NON-REGULATED in the province or territory where I plan to live.

NOTE: If you answered B, then skip Steps 3 to 5, and proceed directly to Step 6.

### STEP 3: WHO REGULATES?

Review the Education & Job Requirements section of your Job Bank Report and take note of the name and contact information for the regulatory body or apprenticeship authority for the job and the province or territory you have chosen. This organization has information about the licensing, certification or registration that you need in order to work in that province or territory in that job. Write the name of the organization (or organizations) that regulates your occupation and the contact information for each, including its website address.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

#### Help

If you want to work in a regulated occupation and use a regulated title, you must have a licence or a certificate, or be registered with the regulatory body for your occupation in the province or territory where you plan to work.

About 20 percent of Canadian jobs are in regulated occupations. Each regulated occupation sets its own requirements for obtaining a licence or a certificate, usually through the provincial or territorial regulatory body or professional association. These jobs are regulated to protect public health and safety and to ensure that professionals meet the required standards of practice and competence.

If your occupation is non-regulated, employers will be interested in learning about your competencies, education and work experience to decide if you are suitable for a job. This information can be summarized in a résumé or Curriculum Vitæ (C.V.) Employers may also be interested in the Canadian equivalency of your international educational credentials. A provincial credential assessment agency can assess your credentials for a fee.

#### Help

Regulated occupations are also called professions, skilled trades or apprenticeable trades.

Licensing requirements can differ in each province and territory. To find out if there is an advantage to choosing one destination instead of another, compare the licensing requirements for different provinces and territories.

In some regulated occupations, you can work in that field but you cannot use the regulated title. For example, you can work in accounting or finance but to use a regulated title, you must be a member of one of the organizations that regulates accountants in Canada.

Regulatory bodies are not labour unions or technical societies for members of a particular profession. They are also not employment agencies. They exist primarily to protect the public from the unsafe practice of a profession.





## Section C | Finding a Job in Canada

### STEP 4: WILL YOU NEED TO BE CERTIFIED, LICENSED OR REGISTERED?

Consult the Education & Job Requirements section of your Job Bank Report and review the licensing, certification or registration requirements for your occupation. (If the licensing process is not explained in your report, consult the regulatory body's website).

List the requirements for registration, licensing or certification to work in that job in that province or territory and note whether you are qualified or not qualified, or whether you will need more information.

	I am qualified	I am not qualified	I need more information
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			

NOTE: If you cannot find the steps in the licensing or certification process for your regulated occupation in your Job Bank Report, or on your regulatory body's website, contact the organization directly.

### STEP 5: GETTING CERTIFIED OR LICENSED OR REGISTERED

Compare your qualifications to the requirements for licensing, certification or registration to work in that job in that province or territory.

Find out whether there are [Occupation profiles](#) for your profession. These will tell you what you can do while you are waiting to come to Canada, guide you through the process of foreign credential recognition and outline the general requirements you must meet to work in your profession in Canada.



*Information about examinations that I will have to pass:*

# Section C | Finding a Job in Canada

## STEP 5: CONTINUED

Plan what you need to do to meet the requirements for licensing, certification or registration to work in that job in that province or territory. For each examination you must pass, make a list of the following:

### Help

You may need to go back to school to take more courses in order to be licensed to work in your occupation.



*What you have to have (or do) to be eligible to write the examination:*



*How to prepare for the examination:*

The locations and dates for the examination:

Location	Date

For each requirement that you currently do not meet:



*Steps you need to take to meet the requirement:*



*When and how you will meet the requirement:*





## Section C | Finding a Job in Canada

### STEP 5: CONTINUED

Estimate the cost and how long it will take you to meet each requirement:

	Cost	How long
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Make a schedule that shows the sequence of actions you will take:

	Action	Time Frame
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

### STEP 6: MAIN DUTIES

Review the main duties in your Job Bank Report and list the main duties for that job in the city and province or territory you have chosen.

Main Duties:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

# Section C | Finding a Job in Canada

## STEP 7: JOB AND SKILLS REQUIREMENTS

Review the Education & Job Requirements section of your [Job Bank](#) Report and list the requirements for that job. List the key requirements below and note whether you are qualified or not qualified, or whether you will need more information.

	I am qualified	I am not qualified	I need more information
<b>Employment Requirements</b>			
1. _____		<input type="checkbox"/>	
2. _____		<input type="checkbox"/>	
3. _____		<input type="checkbox"/>	
4. _____		<input type="checkbox"/>	
5. _____		<input type="checkbox"/>	
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Local Employment Requirements</b>			
1. _____	<input type="checkbox"/>		<input type="checkbox"/>
2. _____	<input type="checkbox"/>		<input type="checkbox"/>
3. _____	<input type="checkbox"/>		<input type="checkbox"/>
4. _____	<input type="checkbox"/>		<input type="checkbox"/>
5. _____	<input type="checkbox"/>		<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Skills Requirements</b>			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>		
3. _____	<input type="checkbox"/>		
4. _____	<input type="checkbox"/>		
5. _____	<input type="checkbox"/>		
6. _____	<input type="checkbox"/>		
<b>Additional Information</b>			
1. _____		<input type="checkbox"/>	<input type="checkbox"/>
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			

NOTE: Information on employment requirements for a specific occupation may change or not always be available. Please check [Job Bank](#) regularly for updates.





## Section C | Finding a Job in Canada

### STEP 8: WAGES

Review the Wages section of your Job Bank Report and note the typical hourly wage for that job in the city and province or territory you have chosen.

You may also wish to find out about employment standards and labour laws in Canada by visiting the [Government of Canada Labour](#) website.

City or Region	Hourly Wage
_____	_____
_____	_____
_____	_____
_____	_____

**NOTE:** Information on wages in a specific area may change or not always be available. Please check [Job Bank](#) regularly for updates.

### STEP 9: OUTLOOK AND PROSPECTS

Review the Outlook section of your [Job Bank](#) Report to see what your chances of getting different jobs are in a specific location or across Canada.



Notes:



## Section C | Finding a Job in Canada

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### STEP 10: JOB OPPORTUNITIES

Make a list of potential employers by:

- reviewing the Jobs section of your Job Bank Report where you will see current job opportunities related to the occupation you have chosen and listed in Canada's National Job Bank for the city you chose to live in;
- visiting the Government of Canada [Job Bank](#) website;
- visiting Service Canada's [Finding a Job](#) page to help you find a job in Canada, create a résumé, choose a career and assess your skills and more;
- searching the Help Wanted sections of national or local newspapers;
- searching the Internet for "Jobs" and the name of the city and province or territory you wish to live in;
- social networking; networking is the way to search for jobs in Canada's hidden job market. It is an effective way to tell a lot of people that you are looking for work. Learn how to network at the Service Canada Web page [Access the Hidden Job Market](#);
- learning about Canada's [Top 100 employers](#);

#### Help

---

Bridging programs can help you prepare and succeed in the licensing or certification process and in integrating into the Canadian workplace.

Bridging programs offer different services that could include an assessment of your education and skills, courses, practical or workplace experience, preparing you to take an examination for a licence or a certificate, language training for your profession or trade, individual action and learning plans to help you identify training you may need.

Contact the professional association or regulatory body for your profession, or a local immigrant-serving organization, to find out about programs available in the area where you plan to live.

---

You may also find a potential employer by asking an immigrant-serving organization about a "Job Search" training session or workshop or by asking for information from the Service Canada Centre in your community. Names and contact information for more immigrant-serving organizations can be found through an Internet search for "Canadian immigrant-serving organizations."



## Section C | Finding a Job in Canada

### STEP 10: CONTINUED

NOTE: You will find more job opportunities when you consider broader occupations. Your skills are transferable to other occupations and sectors that you may not have considered. See Step 13 for more information.

Track the job opportunities below.

Potential employer

---



---

Job title

---



---

Salary

---



---

Location

Skill requirements

Languages Required

French  English  Bilingual

Contact Information

---



---

Potential employer

---



---

Job title

---



---

Salary

---



---

Location

Skill requirements

Languages Required

French  English  Bilingual

Contact Information

---



---

# Section C | Finding a Job in Canada

## STEP 10: CONTINUED

Potential employer

---

---

Job title

---

---

Salary

---

Location

---

Skill requirements

---

Languages Required

French  English  Bilingual

Contact Information

---

---

Potential employer

---

---

Job title

---

---

Salary

---

Location

---

Skill requirements

---

Languages Required

French  English  Bilingual

Contact Information

---

---





# Section C | Finding a Job in Canada

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## STEP 11: CONTINUING EDUCATION AND TRAINING INFORMATION

Formal training in the field you are interested in might help you find work. Consider going back to school to obtain a diploma or certificate, upgrade your education or complete a training program. You may also wish to know about opportunities to continue your education in a field other than the one you intend to work in when you arrive in Canada.

There are several ways that you can research the continuing education and training opportunities available to you in Canada to qualify to work in the job you want in the city and province or territory you have chosen.

- Review the Education & Job Requirements section of your Job Bank Report.
- For regulated occupations, the Education & Job Requirements section of your report has information on the required education as well as links to the websites of professional regulatory bodies and apprenticeship agencies, where you may find more information.
- Visit the Government of Canada website [Training and Careers](#).
- Visit the [Red Seal Program](#) website to find out about the 49 skilled trades in Canada (for example: welder, bricklayer, hairstylist, tile setter).

Note the programs that interest you below.

Program Name
Organization
Contact Information
Cost

Program Name
Organization
Contact Information
Cost



## Section C | Finding a Job in Canada

### STEP 11: CONTINUED

Program Name

---

---

Organization

---

---

Contact Information

---

---

---

---

---

Cost

---

---

Program Name

---

---

Organization

---

---

Contact Information

---

---

---

---

---

Cost

---

---

**NOTE:** Information on continuing education, training or study programs in a specific area may change or not always be available. Check [Job Bank](#) regularly for updates.

## Section C | Finding a Job in Canada

### STEP 12: OTHER JOBS

If you plan to work in a regulated occupation, it may take some time to complete all the actions in the plan you outlined in Steps 4-5. In the meantime, you may want to find out about other types of jobs so that you have more options for working in Canada. These alternative jobs may or may not be related to your current job or your skills and education.

Since it takes time to get licensed in your profession, you may need to work in a job related to, but not in, your profession while you wait for your licence. Working in a related job will give you an opportunity to:

- earn money while your credentials are being assessed;
- use your knowledge and skills;
- learn work-related language;
- get Canadian work experience; and
- connect and network with other professionals.

You may decide to stay in an alternative job or, if the alternative job is related to your current job, use this experience to help you get licensed in your original occupation.

#### How?

- Review the information in the Jobs section of your Job Bank Report.
- If you plan to work in a regulated occupation, you may wish to contact the organizations listed in Step 3 and ask their advice.
- List other jobs for which you may be qualified, or which you would like to have. Then complete additional online Job Bank reports to find out if these other jobs are regulated or non-regulated.

- You can also get help at a Service Canada Centre. Find a centre near you in your Job Bank Report or by visiting [Service Canada's](#) website.
- Join work-related associations so that you can meet people who might have good advice for you.



#### *Other job possibilities:*

#### Help

There are many Service Canada Centres across the country. Each centre offers a range of services for federal departments and agencies, other levels of government and community service providers. Examples of services offered include applying for employment insurance, a passport and a Social Insurance Number.





## Section C | Finding a Job in Canada

### STEP 13: OTHER JOBS NOT IN YOUR FIELD

You may want to consider working in a job that is not related to your profession if:

- you are interested in changing careers;
- job opportunities in your profession are not available;
- you need to find any kind of job immediately; or if
- your credentials are not equivalent to Canadian standards or it would take too much time, effort and money for you to meet the standards.

#### How?

- List other jobs **NOT** in your field for which you may be qualified and then complete additional Job Bank reports to find out if these other jobs are regulated or non-regulated
- If you are in Canada, you may also contact a Service Canada Centre in the city or province or territory in which you live to make further inquiries. Find a [Service Canada Centre](#) near you.
- You can find other contact information in your Job Bank Report.



*List other jobs:*

#### Help

If yours is a regulated occupation, it can take a long time to get licensed, registered or certified if you were trained and educated outside of Canada. You might want to work in a non-regulated occupation in your field first. This can be a good way to use your skills and get Canadian work experience.



# Section C | Finding a Job in Canada

## STEP 14: ACTION

Plan what you need to do to meet the requirements to work in that job in the city and province or territory you have chosen.

### How?

- Use the information in Step 7 for each requirement that you do not meet or that you need to improve.

Estimate the cost and how long it will take you to meet each requirement.

Requirement	Cost	How long
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Make a schedule that shows the sequence of actions you will take.

Action	Time Frame
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____



## Section C | Finding a Job in Canada

### STEP 15: PREPARING A RÉSUMÉ AND COVER LETTER

In Canada, a résumé or curriculum vitæ (CV) is an important tool in the job-search process. Along with a cover letter, it tells an employer who you are, what you have done, what your qualifications are and why you want the job.

The style used for résumés in Canada might be different from what you are used to. For example, you should not include personal information such as age, marital status, gender, religion, Social Insurance Number (SIN), political affiliation or immigration status. You can prepare a great résumé while you are still in your home country. To learn more about writing a résumé and preparing a cover letter, visit the [Job Bank](#) website.

#### Help

You may also ask an immigrant-serving organization about a “résumé writing” training session, workshop or service. Names and contact information for more immigrant-serving organizations can be found through an Internet search for “Canadian immigrant-serving organizations.”

NOTE: You will need to create a free account with a user name and password to access the [Résumé Builder](#) section of the Job Bank website.

### STEP 16: PREPARING FOR A JOB INTERVIEW IN CANADA

An interview is a meeting between you and your potential employer, often with set questions and answers. An employer will often interview several qualified applicants for a job.

You can learn more about how to prepare for a job interview by:

- visiting the Government of Canada [Job Bank](#) website; and
- visiting the Government of Canada (Public Service Commission of Canada) [Jobs](#) website.

#### Help

Some interviews may include a multiple choice test. To learn how to prepare for this type of test, search the Internet for “multiple choice test tips”.

## Section C | Finding a Job in Canada

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### STEP 17: VOLUNTEERING

The term “volunteering” means performing a service willingly and without pay. Working as a volunteer can help you:

- get Canadian work experience;
- practise English or French;
- build your network of contacts;
- make friends and meet Canadians;
- find someone who will be a reference for you; and
- show potential employers that you are a hard worker.

Learn more about how volunteering in Canada can help you find a job by:

- searching the Internet for “Volunteer” and the name of the city;
- asking for more information from an [immigrant-serving organization](#). The names and contact information of more immigrant-serving organizations can be found through an Internet search for “Canadian immigrant-serving organizations”; and
- visiting the [Volunteer Canada](#) website for an overview of volunteering.



*List the volunteer opportunities in Canada that are of interest to you:*



## Section C | Finding a Job in Canada

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### STEP 18: STARTING YOUR OWN BUSINESS

If you are thinking of starting your own business in Canada, you will need a detailed business plan. You can learn more about starting a business in Canada by:

- visiting the multilingual website [Invest in Canada](#);
- visiting the Government of Canada [Canada Business Network](#) website that has information about starting a business in Canada;
- searching the Internet for “Small Business” and the name of the city; and
- asking for more information at an [immigrant-serving organization](#). The names and contact information of more immigrant-serving organizations can be found through an Internet search for “Canadian immigrant-serving organizations.”



Notes:

## Section C | Finding a Job in Canada

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### Before you continue:

- Do you want to learn more about other jobs?
- Do you want to learn about jobs in other locations in Canada?

If so, complete another Job Bank Report by changing the occupation, the location, or both, and then fill in another copy of this workbook. You can then use different reports and workbooks to compare options. For example:

- Is there a location where your occupation is not regulated and you do not need a licence before starting to work?
- Is there a city or a region with a greater demand for the types of jobs that match your qualifications?

If not, continue and complete the other sections of the workbook:

**Section D: Work-Related Documents**

**Section E: Education and Academic Credentials**



## Section D | Work-Related Documents

### INTRODUCTION

There are many documents related to your education and your experience that help regulatory bodies, assessment agencies or employers understand your international qualifications. Before you come to Canada, you can identify and gather documents that you may need after you arrive.

Any documents you can produce that prove your educational record, professional training and work experience will help you in your search for a job in Canada. They will help you and potential employers understand your qualifications. When applying for licensing, certification or registration in a regulated occupation, such documents are required.

### STEP 1: YOUR CREDENTIALS

Using the form below, list all the documents related to your education and work experience that might help Canadian organizations (regulatory bodies, assessment agencies, employers or educational institutions) understand your international qualifications. (For regulated occupations, check the document requirements listed in the Licence and Certification section of your Job Bank Report.)

Documents you may require in Canada include:

- Degrees, diplomas or certificates from universities, colleges, secondary schools or trade schools
- program descriptions or syllabi related to your studies; transcripts of grades
- letters from professional and other regulatory bodies
- apprenticeship or professional certificates
- letters from employers, performance reviews
- work descriptions for jobs you have done
- letters of reference from former employers

List which original documents you will bring with you. Check if you have the original of each document in your possession or whether you need to obtain it.

	I have it	I need to get it
1. _____		<input type="checkbox"/>
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		

# Section D | Work-Related Documents

---

## STEP 1: CONTINUED

List the documents that need to be sent directly from an educational institution you attended to an organization in Canada.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_

**Help**

---

Make sure your documents are in the format requested by the organization. You may need originals, or notarized copies. They may require certified translations.



## Section D | Work-Related Documents

### STEP 2: GATHERING YOUR DOCUMENTS

If you do not possess the originals of the documents you need, contact the schools or other organizations where you studied or worked, and ask them to send your documents directly to you. Keep track of this process below.

Note: Do this while still in your home country.

Document	Confirmed Sent	Received
_____	Yes	Yes

Requested from	Yes	Yes
_____		

Document	Confirmed Sent	Received
_____	Yes	Yes

Requested from	Yes	Yes
_____		

Document	Confirmed Sent	Received
_____	Yes	Yes

Requested from	Yes	Yes
_____		



# Section D | Work-Related Documents

## STEP 3: SENDING DOCUMENTS DIRECTLY TO CANADA

Each school, regulatory body and other organizations in Canada sets its own rules for document submission. Some require that the documents be sent directly to them. If so, contact your schools, regulatory bodies and other applicable organizations before you leave for Canada, and ask them to send your documents directly to the organization. Keep track of this process below.

### Help

In some cases, the regulatory body, employer, credential assessment agency or educational institution may require that official documents be sent directly from schools or other organizations to Canada. Before you leave for Canada, check with the appropriate organization to find out what its requirements are.

Document	Confirmed Sent	Received
_____	Yes	Yes
Requested from		
_____	Yes	Yes
Sent to		
_____	Yes	Yes

Document	Confirmed Sent	Received
_____	Yes	Yes
Requested from		
_____	Yes	Yes
Sent to		
_____	Yes	Yes



## Section D | Work-Related Documents

---



*The translation service you will use:*

### STEP 5: MISSING DOCUMENTS

If you cannot get the documents that show your education, skills and experience, contact the organizations in Section C: Step 3, and ask them how you should proceed.



## Section E | Education and Academic Credentials

### INTRODUCTION

Education is an asset when searching for work in Canada, but your education may not automatically be recognized in Canada. Demonstrating your education and academic credentials is, therefore, important. Understanding educational equivalencies between your country of origin and Canada will also help you to understand the kinds of jobs you will be likely to obtain in Canada.

### STEP 1: CANADIAN EQUIVALENTS FOR INTERNATIONAL EDUCATION

If you want to continue your studies in Canada, there are more than 200 accredited post-secondary institutions that assess educational credentials for academic placement at their schools.

If you want to find out how your academic credentials compare to an educational program in Canada, you may have your education assessed through one of the approved [assessment agencies](#) in Canada. They will compare your academic credentials with similar ones in Canada's post-secondary educational system.

#### Help

Assessments done by assessment agencies help employers, post-secondary institutions, and professional bodies understand your academic background. They do not guarantee recognition of your qualifications for employment or certification/licensing purposes in Canada or further study in a Canadian post-secondary institution. These agencies charge a fee for their services.

#### What you can do:

##### For academic purposes:

- Contact the post-secondary institution you want to attend in Canada to find out what kind of assessment they require and accept.
- Contact the assessment agency recommended by the school you want to attend, if required.

##### For work purposes:

- If you want to work in a regulated occupation or trade, contact the appropriate regulatory body to see if you need to have this kind of assessment done and which assessment agency you should use.
- If you do not need to have your credentials assessed as part of the licensing process, consider having an assessment done anyway by an approved [assessment agency](#). This assessment can be useful for employers to help them understand your qualifications.

Contact Information: \_\_\_\_\_

Note the type of assessment required: \_\_\_\_\_

Note the approximate cost of the assessment: \_\_\_\_\_

Note the length of time it takes to receive an assessment: \_\_\_\_\_

# Section E | Education and Academic Credentials

For additional information, go to the [Canadian Information Centre for International Credentials](#). It assists professionals, employers and organizations with foreign credential recognition and the assessment of diplomas and qualifications in Canada.

## STEP 2: YOUR CREDENTIALS ASSESSMENT

If you are having your academic credentials assessed, keep track of the process below.

Document Required \_\_\_\_\_

Sent to \_\_\_\_\_

Confirmed Sent

Received

Yes  No

Yes  No

Received \_\_\_\_\_

Assessment Cost \_\_\_\_\_

Payment Submitted

Yes  No

Document Required \_\_\_\_\_

Sent to \_\_\_\_\_

Confirmed Sent

Received

Yes  No

Yes  No

Received \_\_\_\_\_

Assessment Cost \_\_\_\_\_

Payment Submitted

Yes  No

Document Required \_\_\_\_\_

Sent to \_\_\_\_\_

Confirmed Sent

Received

Yes  No

Yes  No

Received \_\_\_\_\_

Assessment Cost \_\_\_\_\_

Payment Submitted

Yes  No





## Section E | Education and Academic Credentials

Document Required \_\_\_\_\_

Sent to \_\_\_\_\_

Confirmed Sent

Received

Yes  No

Yes  No

Received \_\_\_\_\_

Assessment Cost \_\_\_\_\_

Payment Submitted

Yes  No

Document Required \_\_\_\_\_

Sent to \_\_\_\_\_

Confirmed Sent

Received

Yes  No

Yes  No

Received \_\_\_\_\_

Assessment Cost \_\_\_\_\_

Payment Submitted

Yes  No

### STEP 3: CONTINUING EDUCATION OR TRAINING OPPORTUNITIES IN MY FIELD

Once you have received your assessment, you will be able to determine if you need to upgrade your skills or your education for your intended occupation. If so, you will need to find a course of study at an educational institution near where you plan to live where you can obtain the required training. Review the continuing education and training opportunities you listed in Section C: Step 11.



Notes:

## Section E | Education and Academic Credentials

### STEP 4: OTHER EDUCATIONAL OR TRAINING OPPORTUNITIES

Formal training in the field you are interested in might help you find work. Consider going back to school to get a diploma or certificate, upgrade your education or complete a training program. You may also want to look into opportunities to continue your education in a field other than the one you intend to work in when you arrive in Canada.

Here are some ways you can find out about the continuing education and training opportunities available to you in Canada to help you qualify to work in the job you want.

- Look up your occupation in [Job Bank](#). The Education & Job Requirements section of the report lists the schools you can attend to get the education you need for that occupation and provides links to educational and career planning resources.
- Read Education & Job Requirements section of your report. It contains information about the required education as well as links to the websites of professional regulatory bodies and apprenticeship agencies where you can find more information.
- Visit the Government of Canada [Training and Careers](#) website.
- Visit the [Red Seal Program](#) website to find out about the 49 skilled trades in Canada (for example, welder, bricklayer, hairstylist, tile setter).

You can learn more about universities and colleges in Canada by visiting their website or contacting the following institutions if you are planning to continue your studies in Canada:

- [Association of Canadian Community Colleges](#)
- [Association of Universities and Colleges of Canada](#)
- [Canadian Information Centre for International Credentials](#)

Canadian citizens and permanent residents may be eligible to apply for a [student loan or grant](#). Eligibility depends on the type of course you want to take and the province or territory you are living in.



## Section E | Education and Academic Credentials

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Keep track of the schools and programs you are interested in below.

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost



# My Important Links

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1. Alliance of Credential Evaluation Services of Canada  
[www.canalliance.org](http://www.canalliance.org)
2. Association of Canadian Community Colleges  
[www.collegesinstitutes.ca](http://www.collegesinstitutes.ca)
3. Association of Universities and Colleges of Canada  
[www.univcan.ca](http://www.univcan.ca)
4. Canada Business Network  
[www.canadabusiness.ca](http://www.canadabusiness.ca)
5. Canada Mortgage and Housing Corporation  
[www.cmhc-schl.gc.ca](http://www.cmhc-schl.gc.ca)
6. Canada Revenue Agency  
[www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)
7. Canadian Bankers Association  
[www.cba.ca](http://www.cba.ca)
8. Canada Benefits  
[www.canadabenefits.gc.ca](http://www.canadabenefits.gc.ca)
9. Canadian Information Centre for International Credentials  
[www.cicic.ca](http://www.cicic.ca)
10. Canadian Real Estate Association  
[www.crea.ca](http://www.crea.ca)
11. Careers in the Federal Public Service  
[www.jobs-emplois.gc.ca](http://www.jobs-emplois.gc.ca)
12. Centre for Canadian Language Benchmarks  
[www.language.ca](http://www.language.ca)
13. Citizenship and Immigration Canada  
[www.cic.gc.ca](http://www.cic.gc.ca)
14. Employment and Social Development Canada  
[www.esdc.gc.ca](http://www.esdc.gc.ca)
15. Federation of Canadian Municipalities  
[www.fcm.ca](http://www.fcm.ca)
16. Financial Consumer Agency of Canada  
[www.fcac-acfc.gc.ca](http://www.fcac-acfc.gc.ca)
17. Health Canada  
[www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)
18. Invest in Canada  
[www.international.gc.ca](http://www.international.gc.ca)
19. Job Bank  
[www.jobbank.gc.ca](http://www.jobbank.gc.ca)
20. Labour  
[www.labour.gc.ca](http://www.labour.gc.ca)
21. Red Seal Program  
[www.sceau-rouge.ca](http://www.sceau-rouge.ca)
22. Service Canada  
[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)
23. Social Insurance Number  
[www.servicecanada.gc.ca/eng/sc/sin/](http://www.servicecanada.gc.ca/eng/sc/sin/)
24. Training, Career and Worker Information  
[www.jobsetc.gc.ca](http://www.jobsetc.gc.ca)
25. Volunteer Canada  
[www.volunteer.ca](http://www.volunteer.ca)
26. World English  
[www.world-english.org](http://www.world-english.org)



## Glossary

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**Apprenticeship Authority:** The organization that has information on trades training, and the licensing, certification or registration that you may need before you can work in Canada.

**Certification:** A formal document that recognizes that a person has a certain set of skills, knowledge and abilities. Certification often requires a person to complete his or her education or training.

**Credential Assessment Agencies (“Provincial Credential Assessment Agencies”):** In Canada, provincial and territorial governments are responsible for assessing and recognizing credentials. Provincial credential assessment agencies evaluate foreign educational credentials.

**Educational Institutions (“Post-Secondary Educational Institutions”):** For a newcomer arriving in Canada and looking for a job, post-secondary educational institutions are places where you can go to upgrade your skills. Post-secondary educational institutions such as universities, colleges or vocational training centres complete foreign credential assessment and recognition when a newcomer applies for admission.

**Employer:** A person, partnership or company that is directly or indirectly responsible for hiring an employee. In non-regulated occupations, employers assess and recognize foreign credentials. Tip: It is a good idea to have your foreign credentials assessed by a credential assessment agency. This will help potential employers understand your qualifications better.

**Health Card:** The provinces and territories, rather than the federal government, are primarily responsible for the administration and delivery of healthcare services. The health card is issued by the provincial or territorial government and allows access to insured healthcare services.

**Hidden Job Market:** Many job openings are not advertised anywhere, creating what seems like a “hidden” job market. Information on available work is often circulated through managers, employees and business associates, as well as through family, friends and acquaintances.

**Immigrant-Serving Organization:** There are hundreds of organizations that serve immigrants in Canada. Many of these organizations are supported financially by Citizenship and Immigration Canada. They hire staff who were once newcomers to Canada and who understand the challenges that immigrants may face. They may have people available who speak your language and who can accompany you as interpreters, and they are located in major cities.

**Intended Occupation:** In Canada, similar jobs or occupations often have different titles. You will need to read the first page of your Job Bank Report and confirm that the job title you have chosen correctly describes the work you plan to do in Canada.

**Job Bank Report:** This report will help you identify the name of your occupation in Canada and provide you with a detailed labour market information report (containing job duties, skill requirements, wage rates, etc.) for a chosen location in Canada.

**Newcomers:** This term refers to people who have recently landed as immigrants in Canada.

**Non-Regulated Occupation:** A non-regulated occupation is a profession or a trade for which you don’t need a licence, certificate or registration to work in. Most occupations in Canada are non-regulated. If you are applying for a non-regulated occupation, you must show your potential employer that you have the education and experience to do the job. Even if an occupation is not regulated, an employer can still ask that an applicant be registered, licensed or certified with a professional association.

# Glossary

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**Red Seal Trades (Skilled Trades):** The Interprovincial Standards Red Seal Program was established to provide greater mobility for skilled workers across Canada. The Red Seal program allows qualified trades people to practise their trade anywhere in Canada where the trade is designated without having to write further examinations. To date, 49 trades are included in the national Red Seal Program, accounting for over 88% of all apprentices and more than 80% of the total trades work force in Canada. To learn more about Red Seal trades available in your province or territory, contact your provincial or territorial apprenticeship authority.

**References:** A list of people who are in a position to recommend you or to vouch for your ability to do a job.

**Regulated Occupation:** Many professions set their own standards of practice. These are called regulated occupations. In Canada, about 20 percent of jobs are regulated by the government to protect public health and safety. For example, nurses, doctors, engineers, teachers and electricians all work in regulated occupations. If you want to work in a regulated occupation and use a regulated title, you must have a licence or a certificate or be registered with the regulatory body for your occupation. Some occupations are regulated in some provinces or territories but not regulated in others.

**Regulatory Body:** A regulatory body is an organization that sets the standards and practices of a profession. For example, the College of Nurses of Ontario makes sure that its members are qualified to do a nurse's job. It also makes sure that members keep up their qualifications.

**Résumé:** Résumés, also known as CVs (for curriculum vitæ), are a summary of an individual candidate's skills and experience. They should also be viewed as marketing materials. The crucial consideration is to match the résumé with the target audience, ideally a hiring manager.

**Service Canada Centre:** Service Canada centres provide in-person services for individuals seeking information about where to go to get their credentials assessed in Canada. Service Canada agents help individuals identify more quickly their occupation's appropriate regulatory and assessment body as well as provide important job-related information about specific occupations. To find the nearest Service Canada Centre offering in-person information, path-finding and referral services, call 1-888-854-1805 or TTY 1-800-926-9105 (in Canada only).

**Social Insurance Number:** The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.

**Volunteer:** A person who performs a service willingly and without pay.



Notes:

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