

Resource Guide

For internationally educated teachers



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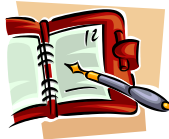
Written and compiled by Manitoba Labour & Immigration

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Information in this document was up-to-date as of summer, 2007. While every effort has been made to verify the information and keep it up to date, no warranty or guarantee as to the accuracy of the information is given, and the author and publisher accept no responsibility for any unforeseen consequences of use of or reliance on the information. The information is general and is presented in brief summary form. It does not include all details and/or exceptions. All readers are encouraged to contact the agencies and organizations described in this Resource Guide directly to receive and verify full details on

any given program or service. Please note that website addresses and e-mail addresses are subject to change without notice.

Introduction



This **Resource Guide** is written for immigrants to Manitoba who have international teaching qualifications, such as an education degree and teaching work experience from outside of Canada. This resource guide has been developed to:

- Improve immigrant professionals' understanding of the teacher certification process in Manitoba;
- Provide complete and clear information on the teaching profession and the teacher certification process in Manitoba, information on other teaching-related career options, and information on the support services available to internationally educated teachers;
- Encourage immigrant professionals to use this information to set personal goals and create personal career plans for teaching or a related career in Manitoba; and
- Enable immigrant professionals to use this information to find the appropriate services that support professional integration, such as English language training and employment support.

Take Note!



Unless otherwise noted, the information in this document is directed to Canadian Citizens and Permanent Residents/Landed Immigrants. Available services and fees may be different for refugee claimants or visa holders. For up-to-date information, please contact the agencies and organizations described in this Resource Guide.

The information in this document is relevant to the teaching profession in Manitoba only. The teaching profession is regulated by individual Canadian provinces or territories. Therefore, the process for internationally educated teachers to obtain a Professional Certificate will vary from province to province.

Since immigration statistics indicate that the large majority of immigrant professionals settle in Winnipeg, the references to support services in this document are not intended to be comprehensive for Manitoba, but are limited to the area in and around Winnipeg only.

The Internet is an excellent tool to find more detailed information on many of the programs and organizations discussed in this document. You can use **computers with Internet access** for no cost at these places:

- City of Winnipeg Public Libraries throughout the city (20 locations in Winnipeg)

- Province of Manitoba Employment Centres (1122 Henderson Hwy, 3338 Portage Ave., 1031 Autumnwood Drive, 391 York Ave.)
- University of Manitoba libraries (Fort Garry Campus, Winnipeg)
- University of Winnipeg library (University of Winnipeg Campus: 515 Portage Avenue, Winnipeg).
- Success Skills Centre (440-500 Portage Ave.), Employment Projects of Winnipeg (990-167 Lombard Ave.), and International Centre of Winnipeg (406 Edmonton St.).

Unless otherwise noted, all **telephone numbers** in this document are in Manitoba, with area code 204 for long distance calling.



Basic Settlement Services: A good starting point to learn about services and programs for immigrants to Manitoba is the **Entry Program**. This program is strongly recommended for all newcomers and there is no charge to attend.

You will learn about...

Employment – working in Canada, where to get help to look for work, workplace regulations, workplace culture, income tax

Daily Life – services for immigrants, English language training, Newcomer Map, bus schedules, money, banking, shopping, library membership

Laws – family law, driving and alcohol laws, safety tips, police and legal services

Health – finding a family doctor, accessing health services, emergency and non-emergency services, staying healthy, cultural adjustment

English language training - you can receive an appointment for the Canadian Language Benchmarks (CLB) Assessment.

Register in person Monday to Thursday between 9 a.m. and 7 p.m. at:

Room 400 - 259 Portage Avenue

* Please take your immigration papers and medical card with you.

For more information call (204) 944-0133.

These non-profit organizations also give information and assist with basic settlement:

<p>Welcome Place Manitoba Interfaith Immigration Council 397 Carleton Street, Winnipeg, MB R3B 2K9 Phone: 977-1000 Fax: 956-7548 Website: www.miic.ca</p>	<p>Offers services for refugees.</p>
<p>International Centre 2nd Level, 406 Edmonton Street, Winnipeg, MB R3B 2M2 Phone: 943-9158 Fax: 949-0734 Website: www.international-centre.ca</p>	<p>Offers services for newcomers, including translation.</p>
<p>L'Accueil francophone 614, Rue Des Meurons, Winnipeg, MB R2H 2P9 Phone: 945-6220 Website: www.franco-manitobain.org/accueil</p>	<p>Offers services for French speaking newcomers.</p>
<p>Jewish Child & Family Service C200-123 Doncaster Street, Winnipeg, MB R3N 2B2 Phone: 477-7430 Fax: 477-7450 Website: www.jewishwinnipeg.org</p>	<p>Offers services for Jewish and other newcomers.</p>

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1.0 PRELIMINARY STEPS

Teacher Certification in Manitoba

A Resource for Internationally Educated Teachers

Teachers in the public school system work with students helping them to develop various skills for learning in different kinds of settings. These include classrooms, laboratories, and workshops. Teachers prepare lessons, learning activities, tests, and reports describing student progress. They instruct students, correct assignments and tests, provide feedback to students, supervise school activities, and communicate with parents.

1.1 Can I work as a Teacher in Manitoba?

In order to work as a teacher in the Manitoba public school system (kindergarten to grade 12) you must have either a Permanent Professional Certificate or a Provisional Professional Certificate. These certificates are explained in detail on pages 3 and 4. These certificates entitle you to teach any subject at any grade level in the Manitoba public school system. All Canadian provinces and territories regulate the profession of teaching, and each jurisdiction has its own certification requirements. If you are planning to teach in another Canadian jurisdiction, you must consult the appropriate regulatory authority.

(Appendix B on page 42 and/or <http://www.edu.gov.mb.ca/k12/profcert/province.html>).

Certificates are issued by the Professional Certification Unit, which is located in Russell, Manitoba.

Take Note!



It is possible to work in Manitoba as a teacher without a professional certificate, with appropriate levels of education, at post-secondary institutions (colleges and universities) and in English as an Additional Language (EAL) programs. Most private and religious schools in Manitoba require teachers to hold a professional certificate. This Resource Guide has been developed for individuals wishing to work as teachers in Manitoba's public school system. Information about these other careers is available in the *Related Careers* section (see page 28).

1.2 How do I become certified in Manitoba?

To become certified in Manitoba, you must apply to the Professional Certification Unit of Manitoba Education, Citizenship and Youth. The Professional Certification Unit evaluates all applications for professional certification. Application packages can be found on-line at: www.edu.gov.mb.ca/ks4/profcert/pdf_docs/kit_eng.pdf

You can also phone the Professional Certification Unit and ask for an application package to be mailed to you.

Phone: 1-800-667-2378 (Toll Free in Manitoba only) or
(204) 773-2998

The Professional Certification Unit determines if an applicant qualifies for a Permanent Certificate or a Provisional Certificate.

Permanent Certification

A permanent certificate is valid for life, and it allows you to work as a teacher in the Manitoba school system.

A Permanent Certificate is granted if you meet both of these criteria:

1. you are a Canadian citizen or a landed immigrant (permanent resident); **AND**
2. you meet the minimum academic requirements for permanent certification in Manitoba.

Minimum Academic Requirements

Your education must be equivalent to:

- the completion of a three-year undergraduate university degree after graduation with Manitoba Grade 12 standing **plus** the completion of a two-year Bachelor of Education; **OR**
- the completion of a five-year Integrated Bachelor of Arts/Science and Bachelor of Education degree.

NOTE: This means that you have 12 years of elementary and high school education before beginning university studies. The five years of university study after graduation from Grade 12 must include two years of course work that is specific to the field of education, as well as 24 weeks of a **student teaching practicum** (observing and teaching a class under the supervision of the regular classroom teacher). In order to be certified to teach in Manitoba, individuals need to have chosen two **teachable subjects** (see page 10 for the list of teachable subjects): a **major one** and a **minor one**.

Provisional Certification

A provisional certificate is valid for three years, and it allows you to work as a teacher in the Manitoba school system.

A Provisional Certificate is granted if you meet both of these criteria:

1. you are a Canadian citizen, or landed immigrant (permanent resident), or you hold a valid work visa; **AND**
2. you meet the minimum academic requirements for provisional certification in Manitoba.

Minimum Academic Requirements

Your education must be equivalent to:

- the completion of a four-year undergraduate university degree after graduation from Manitoba Grade 12. (This could be a three-year Bachelor of Arts or Science plus one year of education course work.)

NOTE: This means that you have 12 years of elementary and high school education plus a three-year Bachelor's degree, as well as one year of teacher education.

Your studies must include:

- 30 **credit hours** of Education course work as well as the required credit hours in a major and minor teachable area. (See page 5 for a detailed description of these requirements).

Take Note!



If you are granted a provisional certificate, you will have three years in which to complete the minimum academic requirements for permanent certification. These requirements will be outlined for you by the Professional Certification Unit. Applications for an extension to a provisional certificate may be made at the end of the three-year period. Only one three-year extension can be granted, and this is done at the discretion of the Minister of Education, Citizenship and Youth.

If you are granted a provisional certificate and are planning to work in Canada on a **work visa**, your certificate will be valid only until your work visa expires. To apply for an extension of your provisional certificate, you must submit a new valid work visa.

Overseas Applicants

If you are not yet a Canadian citizen or a landed immigrant/permanent resident, but you meet the minimum academic requirements for certification, you will be issued a *Letter of Eligibility*. A *Letter of Eligibility* confirms your eligibility for certification once you become a landed immigrant/permanent resident. When you submit proof of landed immigrant or permanent resident status to the Professional Certification Unit, you will be issued a

certificate. You cannot work as a teacher in the Manitoba school system (Kindergarten to Grade 12) without a certificate.

Take Note!



In Manitoba, university courses are measured in “credit hours”. Depending on duration, a course will be either 3 credit hours or 6 credit hours. For example, a course that starts in September and ends in April (26 weeks) and includes three hours of classroom time per week is considered a 6 credit hour course. A course that starts in September and ends in December (13 weeks) and includes three hours of classroom time per week is considered a 3 credit hour course.

Requirements for Elementary Stream (sometimes called Early and Middle Years): Kindergarten to Grade 8

To be eligible for certification within this stream, you must have completed all of the following:

- 18 credit hours of course work in a major teachable area;
- 12 credit hours of course work in a minor teachable area; **AND**
- 60 credit hours of education course work that includes 24 weeks of student teaching/a **teaching practicum** (see the note at the bottom of page 14 for the explanation of a practicum).

You must also have completed a minimum of:

- 9 credit hours consisting of 3 credit hours in math, 3 credit hours in a physical science (for example, biology, chemistry), and 3 additional credit hours in math or physical science;
- 6 credit hours in history or geography, or a combination of history and geography; **AND**
- 6 credit hours in English or French literature.

Requirements for Secondary Stream (sometimes called Senior Years): Grade 9 to Grade 12

To be eligible for certification within this stream, you must have completed:

- 30 credit hours of course work in a major teachable area;
- 18 credit hours of course work in a minor teachable area; **AND**
- 60 credit hours of education course work that includes 24 weeks of student teaching/a teaching practicum.

2.0 THE PROCESS OF BECOMING A CERTIFIED TEACHER IN MANITOBA

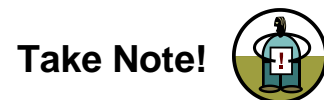
2.1 How do I apply?

All of the forms that you need to make an application are included in the application package. When you are ready to send your application, use the **check-list** provided to ensure your application is complete. If you have any questions you feel must be answered before you can send your application, please contact the Professional Certification Unit directly. The staff at the Unit will be happy to assist you.

The Professional Certification Unit

E-mail: certification@gov.mb.ca

Phone: 1-800-667-2378 (Toll Free in Manitoba only) or
(204) 773-2998



If your documents are not written in French or English, **notarized** (see page 33 for a definition) translations are required. Translation services are available for permanent residents through the Language Bank at the International Centre of Winnipeg, 406 Edmonton Street, Winnipeg, MB. Phone: 204-943-9158 (see Appendix C on page 33).

★ **An evaluation of your application will not take place until all of your documents have been received.**

To apply for Manitoba Teaching Certification you must submit:

1. Completed Teacher Certification Application Form
2. Completed Teaching Experience Checklist
3. A Criminal Records Search Certificate
*(This is completed by you local Law Enforcement Agency. If you are applying from within Canada, the Records Search Certificate must include the **Vulnerable Sector Screening**, which is a check for sexual offences required for anyone working with children up to the age of 18. If you are applying from overseas, this document might be called a Police Clearance Certificate. In either case, you must submit an original, current document.)*
4. Proof of Canadian Citizenship or Landed Immigrant Status
(This can be a photocopy of either a Canadian passport or a permanent resident card.)
5. Photocopy of Birth Certificate
6. Photocopy of Work Visa (if applicable)

7. Photocopy of the official document showing you have changed your name (if applicable)
(For example, this may be a copy of a marriage certificate.)
8. \$80.00 (Canadian) Evaluation and Certification Fee
Payment can be made in one of two ways:
 - *by cheque or money order payable to the Minister of Finance **OR***
 - *by credit card : fill out the Credit Card Service request form included in this Kit.*

You must also ensure that the following documents are sent directly to the Professional Certification Unit from the individuals or institutions they are required of:

9. Official Transcripts of all degrees (also known as a “mark statement”)
*(These transcripts are sent from the university or universities where you completed your studies, including your teacher education/training. Your transcripts must show that you have graduated with a degree. Student copies or unofficial transcripts are **not** acceptable. These documents must not be laminated (ie-they cannot be coated with a clear plastic film).*
NOTE: *You can send these documents yourself only if the official seal on the envelope in which they have been sent to you by your university has not been broken.) You must provide an official translation of these documents if they are in a language other than French or English. An official translation must be signed by a notary. You may be eligible to use the services of the International Centre (see Appendix C on page 43). If not, most lawyers are notaries, and a fee of \$30.00 to \$40.00 is generally charged for a notary to sign and stamp/seal your document. Look in the Yellow Pages of the telephone directory to find a list of Notaries Public.*

★ *Please note: The Professional Certification Unit is unable to return original documents by registered mail to an address outside of North America. Please provide a Canadian address if you want original documents to be returned to you.*

10. **A Verification of Teaching Experience Form**
(This form must be completed and returned by your employer(s) if you have teaching experience and would like your years of experience to be considered for the purposes of salary classification).
11. **A Statement of Standing**
(This is a copy of the teaching credential or the card issued in the country in which a teaching certificate was held. This statement may be issued by either a Ministry of Education or a Civil Service Commission, and must confirm that you are eligible to teach in the public school system in the jurisdiction where you received your teacher training/education. It must also verify that your certificate has not been revoked (taken away from you) or cancelled.

2.2 Where can I get a Criminal Record Search Certificate?

In Winnipeg, Criminal Record Search Certificates, which include the Vulnerable Sectors Screening at no extra cost, are obtained through the Winnipeg Police Service. You can apply in person at

The Public Safety Building
151 Princess St. at William Avenue
Winnipeg, Manitoba R3B 1L1
Monday to Friday 8:00 AM to 4:00 PM.

The cost is \$30.00 (GST included) for the first certificate and \$5.00 for each duplicate copy requested.

You can also apply by mail. To learn more about how to obtain these certificates, you can visit the following link: <http://winnipeg.ca/police/abouttheservice/faqs.stm#1-1>.

2.3 Where do I send my application?

Applications for professional certification in Manitoba must be sent to:

The Professional Certification Unit
Manitoba Education, Citizenship and Youth
402 Main Street, P.O. Box 700
Russell, Manitoba R0J 1W0

The application package for professional certification contains a check-list to help you ensure that you have enclosed all required documents, information, fees etc. Your application cannot be processed until everything has been received. Therefore, it is important to review this list carefully before you send your application to Russell.

2.4 How will my application be evaluated?

First, a review will be completed to determine if you have met the minimum degree requirements as outlined above. Then, your university courses will be reviewed to determine if you meet the minimum teachable subject requirements. The number of courses that you have completed in acceptable subjects will help the staff determine if you will be evaluated under the **Elementary** stream or the **Secondary** stream. The Professional Certification Unit will be looking for completion of a minimum number of credit hours in **Major and Minor Teachable (subject) Areas** (see page 5), as well as a minimum number of **Education courses**.

2.5 What are the teachable subject areas?

Teachable Areas

Major Teachable Areas:

Art	Biology	Business Education
Chemistry	Computer Science	Geography
French	English	Human Ecology
A Heritage or a World Language		History
Mathematics	Music	Native Studies
Physics	Physical Education (Health)	Theatre
Industrial Arts	Vocational Industrial	General Science

Heritage languages are Aboriginal (Native) languages; all other foreign languages are referred to as **world languages**.

Minor Teachable Areas:

Art	Biology	Business Education
Chemistry	Computer Science	Geography
French	English	Human Ecology
A Heritage (Aboriginal) or World Language		History
Mathematics	Music	Native Studies
Physics	Physical Education (Health)	Theatre
Industrial Arts	Vocational Industrial	Psychology
Anthropology	Classics	Dance
Economics	Developmental Studies	Law
Earth Science	Environmental Studies	Philosophy
Sociology	Political Science	General Science

★ Your major teachable subject must be different from your minor teachable subject. When your credentials are reviewed, you will be notified if you meet the criteria for teaching in these subject areas.

2.6 Are there English language requirements for certification?

There are no English or French language requirements for teacher certification in Manitoba. However, to find work and to teach in the Manitoba school system, you must be fluent in either English or French. If you are planning to teach in a French community in rural Manitoba, it may be acceptable to be fluent in French only. However, if you are planning to apply for teaching positions in either French schools or French immersion schools in Winnipeg, fluency in English may also be important.

If English is not your first language, it is recommended that you take an English language test before you make decisions about a teaching career in Canada. The results of your language test can help you make an informed decision about which career path to pursue, and whether you need to take additional English language training to meet your goals.
COST: There is no fee for this test.

Language testing is available for all immigrants, at no cost, through funding from the Government of Manitoba. It is called the Canadian Language Benchmarks Placement Test (CLBPT). It is provided by the Winnipeg English Language Assessment and Referral Centre.

Who is eligible: Permanent residents or Canadian citizens born outside Canada and refugee claimants are eligible for an English language assessment. It does not matter how long you have lived in Canada.

Timeline: Once you contact the Winnipeg English Language Assessment and Referral Centre (WELARC), it may take up to six weeks to schedule an appointment. The language assessment takes up to three hours to complete, depending on your level of English.

Contact: Winnipeg English Language Assessment and Referral Centre
400-275 Portage Avenue
Winnipeg, MB R3B 2B3

Call 943-5387 for an appointment. You can receive information about how long the assessment will take. You should bring the following documents with you:

- Manitoba Medical Card; **AND**
- Permanent Resident Card **or** landing documents **or** Canadian Citizenship Card.

The CLBPT (Canadian Language Benchmark Proficiency Test) is administered **free of charge** in order to assess English language abilities in four areas: reading, writing, listening, and speaking. A person's abilities in any of the four areas are ranked on a scale of 1-12, but the CLBPT test can only measure up to level 8. Advanced level classroom instructors may be qualified to designate your level above 8. Benchmark levels are grouped into the following three categories:

Basic Proficiency = Canadian Language Benchmarks 1 to 4

- A person at Benchmark 1 has little or no English.
- At Benchmark 4, a person is able to communicate in common and predictable situations, in everyday activities, and on familiar topics.

Intermediate Proficiency = Canadian Language Benchmarks 5 to 8

- In this range, a person develops the abilities to function independently in most familiar situations (social, educational, and work-related experiences), and in some less predictable situations.
- College or University Studies: In general, a person at Benchmark 8 is considered ready to begin college or university studies.

Advanced Proficiency = Canadian Language Benchmarks 9 to 12

- In this range, a person develops the abilities to communicate accurately and fluently in most situations (predictable and unfamiliar), and on general and specific topics. An average native English speaker would have English language abilities at about Benchmark 10. Levels 11 and 12 would indicate a native English speaker with very advanced language skills.

NOTE: Various courses and institutions require specific CLBPT scores in the four skill areas for admission. Check to see if a certain CLBPT score is required for the course you wish to take, or by the institution where you plan to study.

Working in a Profession: Several professions in Manitoba have been studied to see what levels of English language are required in order for their employees to function well. The results indicate that Benchmark 8 and above are generally required for professional occupations.

Recommendation: If your benchmark levels are three or more levels below benchmark 8, you should enroll in a basic EAL (English as an Additional Language) before attempting to find your first teaching job (see top of page 18).

Recommendation: If your benchmark levels are one to two levels below benchmark 8, you should enroll in an ESP (English for Specific Purposes) training program before attempting to find our first teaching job (see pages 18 and 19).

After the language assessment, the staff at the Winnipeg English Language Assessment and Referral Centre can refer you to both English classes that are available to you and settlement service providers. Information on English classes designed especially for internationally educated teachers is also included in this document (see the top of page 19).

2.7 Will my teaching experience from outside of Canada be recognized?

The decision to grant a permanent or a provisional certificate is based on a review of **academic qualifications only**. The number of years of teaching experience that you have is **not** used to determine whether you are eligible for a teaching certificate; however, it does help to determine your salary level once you have been certified.

Salary classification (i.e. the level of salary you are eligible to earn) is based on your number of years of post-secondary education in degree programs. Your pay level within your classification is determined by the number of years of teaching experience you have. The teaching experience that you obtained outside of Canada will count towards your salary classification as long as it can be confirmed by your employer, and as long as it meets Manitoba's criteria.

There are seven (7) levels of classification. The most common are:

- Class 4** Secondary education plus **four** years of study in a degree program, including at least one year of professional course work. An undergraduate Bachelor's Degree or equivalent is required.
- Class 5** Secondary education plus **five** years of study in a degree program, including at least one year of professional course work. An undergraduate Bachelor's Degree or equivalent is required.
- Class 6** Secondary education plus **six** years of study in a degree program, including at least one year of professional course work. An undergraduate Bachelor's Degree or equivalent is required.
- Class 7** Secondary education plus **seven** years of study in a degree program, including at least one year of professional course work. A Masters Degree or equivalent is required.

2.8 How much is the application fee?

A fee of \$80.00 (Canadian funds) is charged to process and evaluate your application. **Your application will not be assessed until the fee is received.** Payment can be made in one of two ways:

- by credit card: fill out the credit card authorization form included in the application package, **OR**
- by cheque or money order made payable to the Minister of Finance.

2.9 How long will it take the Professional Certification Unit to evaluate my application & what will their response look like?

Once your completed application has been received, including all required forms, documents and the application and evaluation fee, it generally takes several weeks to receive a response. It may take longer, depending on the number of applications being processed at the time you apply.

The Professional Certification Unit will send a letter outlining its decision either to grant or not to grant a Professional Certificate.

If it is determined that you are eligible for a Permanent Professional Certificate, you will receive your certificate, along with a response letter. There will be a five-digit number on the certificate. This is your Professional School Personnel (PSP) Number. A PSP number is used by employers to verify that you have been certified to teach in the Manitoba Kindergarten to Grade 12 school system. A *Statement of Qualification* will indicate your classification level.

If it is determined that you are eligible for a Provisional Professional Certificate, you will receive a list of academic requirements to be completed by a specified completion date, along with your provisional certificate. There will be a five-digit number on the certificate. This is your Professional School Personnel (PSP) Number. A PSP number is used by employers to verify that you have been certified to teach in the Manitoba Kindergarten to Grade 12 school system. A *Statement of Qualification* will indicate your classification level.

If it is determined that you are not eligible for either of these certificates, you will be advised about the course work that you are required to complete in order to become eligible for certification. **You might also be required to complete a supervised practicum.** Once you have completed this course work, you can send your updated academic information to the Professional Certification Unit for review.

Overseas Applicants

If you are not yet a Canadian citizen or a landed immigrant/permanent resident, but you meet the minimum academic requirements for certification, you will be issued a *Letter of Eligibility*. A *Letter of Eligibility* indicates your eligibility for certification once you become a landed immigrant/permanent resident. When you submit proof of your landed immigrant or permanent resident status to the Professional Certification Unit, you will be issued a certificate. You **cannot** work as a teacher in the Manitoba Kindergarten to Grade 12 school system without this certificate.

2.10 What can I do if I disagree with the decision of the Professional Certification Unit?

If you are confused by, or disagree with, the decision made by the Professional Certification Unit, you can call or write to the Program Director to request clarification or reconsideration. It will help if you can provide additional supporting information that can be used to re-evaluate your application. If you are still unhappy with the result after your application has been re-evaluated, you can inquire about the Department's formal appeal process.

3.0 SUPPORT SERVICES

3.1 Where can I get help to improve my English language skills?

Whichever decision you make regarding your professional future in Canada, and whichever path you choose toward your career goals, you may find that you need to upgrade your English language skills in order to be successful at courses or in job interviews. Numerous employers of immigrants with international teaching qualifications indicate that an important factor in determining an immigrant professional's readiness for employment is his or her ability to communicate in English. In fact, employers have identified English language proficiency as the single most important skill area for immigrant professionals to address.

As a newcomer to Canada, you have a number of options available for English language training. Options are available on either a part-time basis or a full-time basis, for several weeks or months at a time. You can take an English language course as a full-time activity, or you can take an English course at the same time as you are working on other steps in your career plan.

1. The first step is to assess your current English language abilities. A free English language assessment is available to you. The details of this assessment can be found on page 11.
2. Once you have completed the language assessment, the Winnipeg English Language Assessment and Referral Centre can refer you to appropriate English classes. These classes include both Basic English as an Additional Language (Basic EAL), as well as Advanced English as an Additional Language (Advanced EAL). Advanced EAL is sometimes called English for Specific Purposes (ESP).

The table that follows is a summary of Basic EAL and Advanced EAL / ESP options in Winnipeg. These programs are free for immigrants. The details may change over time, and if you are a first-time user of these services, you are encouraged to contact the Winnipeg English Language Assessment and Referral Centre for an appropriate referral.

In addition to these free programs, there are a number of courses that you must pay for. Various organizations and educational institutions in Winnipeg offer such courses, and information about them is **not** included in this document.

Cost: There is no cost for the EAL programs funded by the Province of Manitoba, Department of Labour & Immigration.

Timeline: The times and lengths of these free programs vary. Some information is included below. You are advised to contact the service provider for up-to-date information.

Contact Information: Winnipeg English Language Assessment and Referral Centre
400-275 Portage Avenue
Winnipeg, MB R3B 2B3
Telephone: 943-5387

Summary of no-cost or low-cost EAL programs for immigrants

NAME / SERVICE	SERVICE PROVIDER	COMMENTS
Basic and Intermediate EAL:		
Benchmarks 1-8, EAL/EAL Literacy	Various service providers: <ul style="list-style-type: none"> • Winnipeg School Division Adult EAL Day Program • Winnipeg School Division Adult EAL Evening Program • St. Boniface College • St. Vital Adult EAL Program • Louis Riel Division Adult EAL Evening Program • Red River College Language Training Centre • Winnipeg Technical College Adult EAL day program 	<u>Continuous Intake</u> options; Day options & evening options; Some programs offer childcare for pre-school aged children; Classes offered at various locations in Winnipeg. Before you register in a program, you will need a CLB assessment. If you contact programs directly, they will refer you first to the Winnipeg English Language Assessment and Referral Centre for an assessment.
Community-Based Language Training	Telephone 945-0507	Community classes for women and seniors, with supports such as childcare and/or transportation.
English for Specific Purposes (These courses generally require High Intermediate to Advanced level Benchmarks (from 7 to 9), depending on the course)		
Intensive EAL	Red River College Full-time programs 5 months long from September to January or from February to June	Language and information for settlement and employment in Canada; computer orientation; work experience placement.
English for Business Purposes		Language and cultural orientation for business in Canada; computer orientation; work experience placement.
English for Professional Purposes		Language for university and college training and employment; computer orientation.
English for Technical Purposes		Language and information on post-secondary training, employment, and technologies in Manitoba; computer orientation.
Academic English Preparation for University & College Entrance (AEPUCE)	Red River College Full time 12 weeks long Three starting dates per year (September, January, and April)	Language and study skills for university and college programs in Manitoba; Students who successfully complete this program obtain the equivalent of the CanTEST or TOEFL requirement for admission to colleges and universities.

English for Specific Purposes – continued		
English Communication for Internationally Educated Teachers	University of Winnipeg 3 hrs/week (evenings in three-month terms) Web-based program available Pre-requisite: Canadian Language Benchmark level 7 A \$35 registration fee applies to these classes.	Emphasis on cultural aspects of communication and the Manitoba education system; functional language skills for employment or for further study.
Pronunciation & Accent Development	English Skills Program Pre-requisites: Canadian Language Benchmark levels 5-8; business, professional, or managerial background. A \$35 registration fee applies to these classes. Contact the English Skills Program for course dates and times.	Learn techniques to improve oral communication and overall pronunciation skills.
Strategies for Listening and Understanding		Learn strategies and develop confidence in effective listening.
Professional and Technical Reading Skills Centre		Learn skills to improve reading speed, comprehension, test-taking, and study skills.
Writing Skills Centre		Learn techniques and language structures to improve business and professional correspondence.
Classes for specific language/employment needs (for example, plain language writing, using documents, etc.).	Some workplaces offer free EAL classes at the workplace for their employees. If you are employed, you can ask your employer whether this service is offered in your workplace.	

Contact Information:

Red River College Language Training Centre
 3rd Floor, 123 Main St.
 Winnipeg, MB R3C 1A3
 Phone: 945-6151 Fax: 948-3214
 Website: www.rrc.mb.ca/ltc/

University of Winnipeg
 English Communication for Internationally Educated Teachers
 294 William Avenue
 Winnipeg, MB R3B 0R1
 Phone: 982-1171 Fax: 982-1707

English Skills Program
 275 Portage Avenue
 Winnipeg, MB R3B 2B3
 Phone: 927-4375 Fax: 942-0362
 Website: www.englishskills.ca



Take note!

Before you register in any EAL program, you will need a CLB assessment (see pages 11 & 12). If you contact programs directly, they will refer you first to the Winnipeg English Language Assessment and Referral Centre.

3.2 Is it important to learn about what is expected of teachers in Canada?

The way things are done in Canadian schools often differs considerably from the way things are done in schools in other countries. The more you are able to learn about the culture of teaching in Canada (ie: what is expected of teachers, what teachers do, and how they do it), the better your chances of success, both with finding your first teaching job and with your first teaching experience.

3.3 Where can I learn about the culture of teaching in Canada?

Volunteering (working without pay) in a school is an excellent way to gain exposure to the profession. Many schools welcome volunteers who would like to help teachers and students, and they often have a process in place to integrate volunteers. Contact the principal at a school where you are thinking about volunteering so that you can learn more. Volunteering is also a very useful way to establish contacts with people in the field of education. These contacts may be helpful to you later on, when you are seeking employment, as these people may allow you to use their names as references if you apply for a teaching position.

NOTE: It is standard policy to ask that volunteers have both a **Criminal Record Search Certificate** (see page 9) and a **Child Abuse Registry**.

The Child Abuse Registry costs \$10.00, and you can receive the registry form in one of these ways:

- call 945-6967 to have the form mailed to you **OR**
- download the form by going to www.gov.mb.ca and entering *child abuse registry* on the search line **OR**
- go in person to room 102, 114 Garry Street in Winnipeg.

The ESP (English for Specific Purposes) course called *Canadian Communication for Internationally Educated Teachers* (see top of page 19) is also a good way to learn of about what is expected of teachers in Canada. This course will help you develop language specific to the profession, and it will do so in the context of teaching in Manitoba.

The universities in Manitoba offer courses through their Faculties of Education that provide a context for teaching in Canada. You can contact the universities directly for a course calendar that describes the education courses they offer. You can also speak directly to an academic advisor about your desire to learn more about your specific situation, as well as about teaching in Canada.

The Academic and Professional Bridging Program for Internationally Educated Teachers (*also known as IET Pilot Program*), which is offered by the Faculty of Education at the University of Manitoba, is another support for qualifying teachers who want to achieve permanent professional certification in order to work as teachers in the public school

system in Manitoba. To learn more about this program and its eligibility requirements, contact the Faculty of Education at 474-9004.

3.4 Useful Links

Labour Market Information

The links below take you to federal and regional government information on employment, education, salary ranges, and long-range prospects for this career.

Each occupation has an official name and unique number called the 'National Occupation Classification' code or 'NOC'. The NOC is 4142 for elementary and kindergarten teachers and 4141 for secondary teachers. This number can be used to search for information on teachers.

Manitoba Job Futures

Elementary School and Kindergarten Teachers

<http://mb.jobfutures.org/profiles/profile.cfm?noc=4142&lang=en&site=graphic>

Secondary School Teachers

<http://mb.jobfutures.org/profiles/profile.cfm?noc=4141&lang=en&site=graphic>

Human Resources and Social Development

Elementary School and Kindergarten Teachers

<http://www23.hrdc-drhc.gc.ca/2001/e/groups/4142.shtml>

Secondary School Teachers

<http://www23.hrdc-drhc.gc.ca/2001/e/groups/4141.shtml>

3.5 Where can I find Professional Resources?

Manitoba Teacher's Society

<http://www.mbteach.org/>

An organization representing 14,000 Manitoba educators

Winnipeg Jewish Schools Teachers' Association (No website)

An organization supporting Jewish teachers

Phone: (204) 477-7480

Winnipeg Teacher's Association (website not active)

Phone: (204) 831-7104

Manitoba Education Resource Network

<http://www.mern.ca/>

An organization that supports educational research in Manitoba

Manitoba Education Research & Learning Information Network (MERLIN)

<http://www.merlin.mb.ca/>

Coordinates the delivery of technology throughout Manitoba's schools

Teaching in Canada

<http://www.ctf-fce.ca/en/teaching/teaching.htm>

Information from the Canadian Teachers' Federation

Teaching English as an Additional Language in Canada

<http://www.tesl.ca/>

TESL Canadian Certification

http://www.tesl.ca/national_standards.html

Teaching English as a Second Language in Manitoba

<http://www.teslmanitoba.ca/>

3.6 Where can I go if I have to take additional courses to qualify for Professional Certification?

In Manitoba, you can fulfill requirements for professional certification at the University of Manitoba, the University of Winnipeg, Brandon University (Brandon, MB) and St. Boniface College (French).

Weekend College (Middle Years) is also available at the University of Manitoba. Call 474-9004 for more details, or check the website at www.umanitoba.ca/education (**Information for perspective students, Bachelor of Education, Weekend College**).

If you are considering going back to school, it is important to make an appointment with an advisor from the Faculty of Education at the university you are planning to attend.

To be prepared for an appointment it is a good idea to bring:

- a copy of the letter you received from the Professional Certification Unit;
- your academic documents from the university you studied at;
- your resume; **AND**
- any other relevant information (e.g., Canadian Language Benchmark levels, certificates from training sessions etc.).

In addition to taking the courses you need for certification, it is a good idea to consider other courses that will provide you with knowledge of Manitoba curriculum, how Manitoba schools are organized, the culture of teaching in Manitoba, and an opportunity to observe and/or volunteer in a classroom. These kinds of courses will help make your transition into the Canadian school system easier.

You should also think about what you want to achieve by going back to university. Do you simply want to fill in gaps in your education in order to receive professional certification, or

is your goal to achieve a Canadian university degree? If you decide you want a Canadian university degree, do you want a Bachelor of Education, a general Arts or Sciences, or even a Post-Graduate Degree (Masters Degree or higher)? The university's application and selection process will differ according to which option you decide to pursue. These are options that you can explore with an academic advisor.

Contacts at the Post-Secondary Institutions in Manitoba

Student Services Coordinator
Undergraduate Programs
Faculty of Education
230 Education Building
University of Manitoba
Winnipeg, MB

Phone: 474-9004

IET Pilot Program Co-ordinator
Academic and Professional Bridging Program for
Internationally Educated Teachers (IET Pilot Program)
Faculty of Education
University of Manitoba
Winnipeg, MB

Phone: 474-9004

Associate Director of Admissions
University of Winnipeg
515 Portage Avenue
Winnipeg, MB

Phone: 786-9741

Orientation, Counselling and International Relations
St. Boniface College
200 avenue de la Cathedrale
Winnipeg, MB

Phone: 233-0210
ext. 469

Students Services Advisor for Pre-Education Program
Room 104-5 McKenzie Building
Brandon University
Brandon, Manitoba

Phone: (204) 727-7370

Vocational Industrial Teacher Education Program
Red River College
2055 Notre Dame Avenue
Teacher Education Office
Room 312, Building C

Phone: 632-2300

3.7 What other courses are useful?

There are several courses related to teaching that may prove useful in helping you find employment as a teacher. Two of them are listed here, with contact information.

1. You may want to upgrade your **computer skills**, as many of the teacher's tasks involve working with a computer. Free classes are offered at
Employment Projects of Winnipeg
990-167 Lombard Avenue
Phone: 949-5300
www.international-centre.ca
2. Having training in **CPR** (cardiopulmonary resuscitation) can also be an asset. If you wish to take an 8-hour CPR course for \$55.00, or if you want information on their first-aid courses, contact
St. John Ambulance
535 Doreen Street
Phone: 784-7000
www.sja.ca/mb

3.8 Where can I get financial support to go back to school?

You may be eligible for Government of Manitoba **Student Loans**. These loans are repayable to the Government of Manitoba, with interest charges, when you have completed your studies. You can obtain an on-the-spot assessment of the amount you may be eligible to receive at the Student Aid web site at

http://www.gov.mb.ca/educate/sfa/pages/sfaFrontDoor_en.html

You may also be eligible for financial support through **Employment Manitoba**. To learn more, and to find out if you are eligible, call 945-8341 or visit an Employment Centre in Winnipeg.

Offices are located at:

- 391 York Avenue
- 1122 Henderson Highway
- 3338 Portage Avenue
- 2031 Autumnwood Drive
- 510 Selkirk Avenue

3.9 Where can I find help getting my first teaching job?

There is no central employment agency in Manitoba for teachers. You must contact the school division or district, private school, or other employing authority directly. A list of employing authorities (http://www.edu.gov.mb.ca/k12/profcert/pdf_docs/employ_auth.pdf), as well as maps of their locations within the province, is available on-line at <http://www3.edu.gov.mb.ca/school>, or by calling the Professional Certification Unit.

You can also access employment assistance services from **Success Skills Centre**. The services provided by this agency are free to any landed immigrant/permanent resident who has been educated past the secondary level outside of Canada. Call or visit their office to register for an orientation session.

Success Skills Centre
440-500 Portage Avenue
Winnipeg, MB R3C 3X1
Phone: 975-5111

The Manitoba Government offers free services to help people prepare for, find, and keep employment. You can access these employment assistance services at 16 **Employment Manitoba Centres** throughout Manitoba. For more information, call 1-866-332- 5077, or visit the Internet link to ETS information and office locations at www.edu.gov.mb.ca/aet/ets2/.

Education Canada provides information on job opportunities for teachers in Manitoba and in other Canadian provinces <http://educationcanada.com/browse.phtml?sid=mb&lang=eng>

Mentorship Programs

Mentors are teachers or former teachers who are willing to share their knowledge and experience with you so that you can learn more about the education system in Manitoba and/or how to go about getting hired as a teacher. There are two places that offer mentors.

- 1) If you have a Permanent Professional Certificate **or** a Provisional Professional Certificate, and you wish to have a mentor, contact
The University of Manitoba, Faculty of Education
IET Mentor Pilot Project Program Assistant
Phone: 474-6411

- 2) If you do not have the credentials mentioned above, but you are an internationally educated teacher and you want to pursue a career in teaching, contact
The International Centre
Phone: 943-9158 (extension 228)

Note: There is no charge for this service.

Resume Writing

If you want help working on your **resume**, to make an appointment, you can contact

The Osborne Village Resource Centre
107 ½ Osborne Street (2nd floor)
Phone: 989-6503

Note: There is no charge for this service, but you **must** have a **social insurance number** to register for the service.

4.0 OTHER OPTIONS

4.1 Am I eligible to substitute?

An excellent way of learning about the curriculum at various grade levels and having the opportunity to teach is to become a **substitute teacher**. A substitute is a qualified teacher who is paid to take over when the regular classroom teacher cannot teach the class. The substitute teaches the class according to the instructions left by the regular teacher. Substituting is a very useful way to establish contacts with people in the field of education. These contacts may be helpful to you later on, when you are seeking employment, as they may allow you to use their names as references if you apply for a teaching position.

NOTE: Substitutes must possess a valid permanent or provisional teaching certificate.

Application packages for those who wish to substitute are available at school division offices throughout the city, and you can apply to substitute in more than one school division if you wish. For more information, you can call the school division offices directly. You can find these phone numbers listed in the Yellow Pages telephone directory under *Schools*.

4.2 Where can I find information on related careers?

After finding out what you are required to do in order to resume your teaching career in Canada, you may want to assess your situation and explore your options. There are other employment options available to you that are closely related to the teaching field. To obtain more information regarding these related careers, visit the following websites:

Early Childhood Educators and Assistants

<http://www23.hrdc-drhc.gc.ca/2001/e/groups/4214.shtml>

Elementary and Secondary School Teacher Assistants

<http://www23.hrdc-drhc.gc.ca/2001/e/groups/6472.shtml>

School Principals and Administrators of Elementary and Secondary Education

<http://www23.hrdc-drhc.gc.ca/2001/e/groups/0313.shtml>

Instructors and Teachers of Persons with Disabilities

<http://www23.hrdc-drhc.gc.ca/2001/e/groups/4215.shtml>

Language Instructor

<http://mb.jobfutures.org/profiles/profile.cfm?noc=4131&lang=en&site=graphic>

General Information on Becoming/Working as an English as an Additional Language (EAL) Teacher

<http://www.gov.mb.ca/labour/immigrate/learningenglish/2.html>

Job Search Manual for EAL Teachers

http://www.gov.mb.ca/labour/immigrate/learningenglish/2_1.html#teaching

University Professor

<http://www23.hrdc-drhc.gc.ca/2001/e/groups/4121.shtml>

APPENDICES

Appendix A: Glossary of Terminology from the Field of Education

Like all professions, the field of education uses many terms that are familiar to those who work in the profession. If you would like to become familiar with the terminology (or jargon) used by North American educators, or if you find a term that you want to know the meaning of, you can visit one of the following websites:

<http://www.schoolwisepress.com/smart/dict/dict.html>

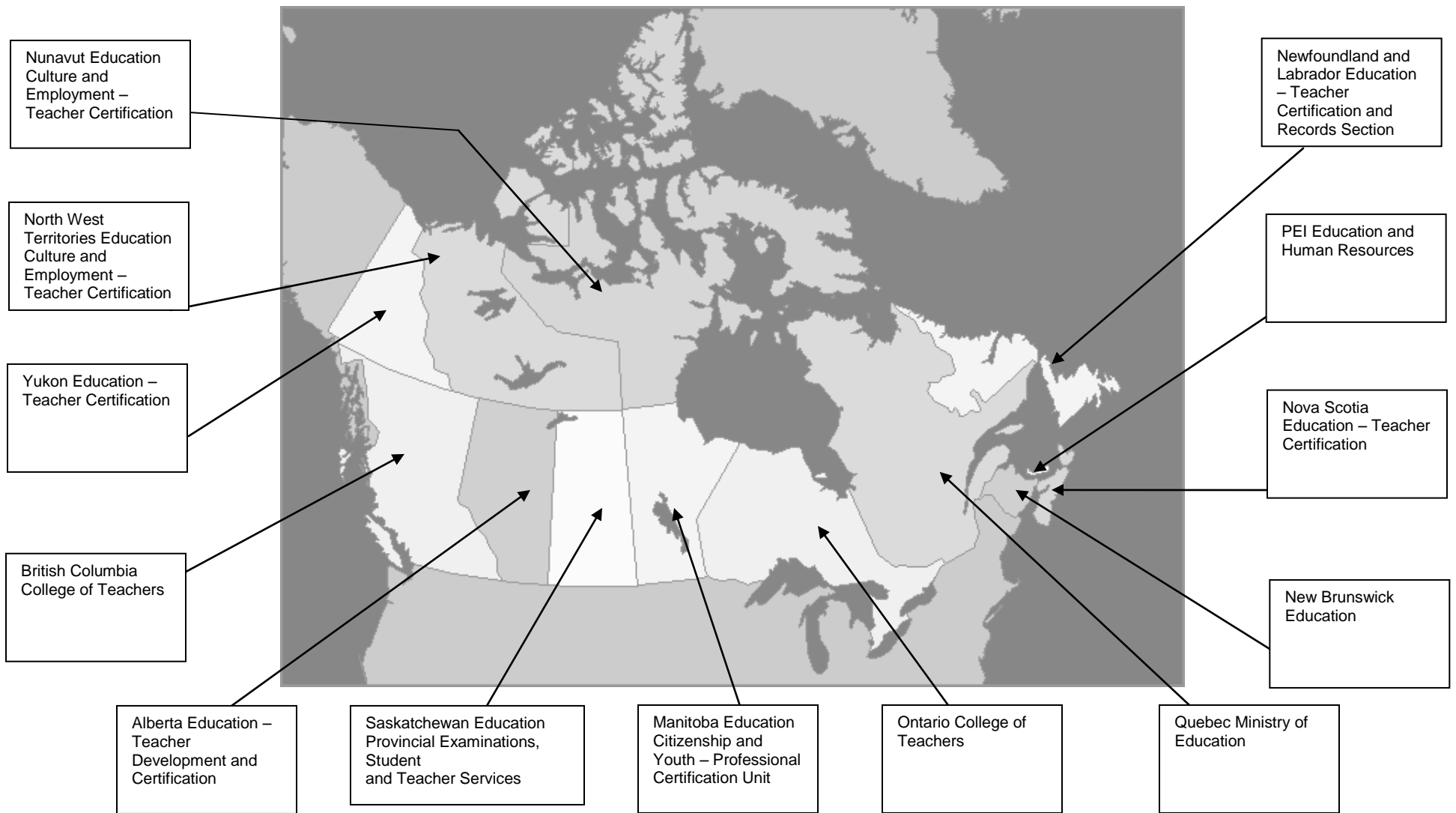
<http://www.ncrel.org/sdrs/areas/misc/glossary.htm>

<http://www.ascd.org/portal/site/ascd/menuitem>

(click on publications, lexicon of learning)

Note: These are American websites; as a result, some of the terminology that is defined is used only in the United States. However, the majority of the terms are used throughout North America.

Appendix B: Provincial and Territorial Teaching Regulatory Authorities



Appendix C: Translation Services

The *Assessment of Academic Credentials* by the Professional Certification Unit requires all information to be presented in either English or French. If your original degree or diploma, transcripts, etc. are not in either of these languages, you need to provide a notarized English translation.

Notarized: *certification of documents with the signature and seal or stamp of a qualified person.*

Verification and notarization services are available through the Language Bank at the **International Centre of Winnipeg**
406 Edmonton Street
Winnipeg, MB R3B 2M2
Phone 943-9158 Fax 949-0734
Website: www.international-centre.ca

For short documents, including degrees/diplomas and transcripts of marks:

1. Translate the document yourself, to the best of your ability. You can also ask a friend or family member to help you.
2. Bring the original copy of the non-English document (not a fax, photocopy, or e-mail) plus the English translation to the International Centre.
3. Volunteers at the International Centre will verify the translation. Volunteers can also fill in words that you may be unsure of, and make minor corrections.
4. A Notary Public at the International Centre will notarize (certify) the translation.
5. Costs: This service is free for landed immigrants/permanent residents who have been in Canada up to three years. Otherwise, the cost is \$5 per page of translation verification plus a \$30 administration fee, for visa holders and/or those who have been in Canada three years or longer.

For longer documents:

1. Translate the document yourself, to the best of your ability. You can also ask a friend or family member to help you.
2. The International Centre will help you complete a Statutory Declaration, declaring your name, your address, the name of your document(s), and that you have translated them to the best of your ability. You will be asked to sign your Statutory Declaration.
3. A Notary Public at the International Centre will notarize (certify) the Statutory Declaration.
4. Costs: This service is free for landed immigrants/permanent residents who have been in Canada less than three years. Otherwise, the cost is \$20 per Statutory Declaration for visa holders and/or those who have been in Canada three years or longer.

If you feel that you absolutely cannot translate documents yourself and none of your family or friends can help you with translation, the International Centre can also refer you

to the Translation Services section of the Yellow Pages phone book for professional translators. However, this service is expensive and can cost as much as \$0.25 per translated word.



Manitoba Labour and Immigration
Settlement and Labour Market Services Branch
5th floor – 213 Notre Dame Avenue
Winnipeg, Manitoba, Canada R3B 1N3

Telephone: 204-945-6300

Fax: 204-948-2148

E-mail: immigratemanitoba@gov.mb.ca

Website: www.immigratemanitoba.com