

**HANDBOOK
for
EXCHANGE TEACHERS
COMING TO
BRITISH COLUMBIA,
NEW BRUNSWICK,
NOVA SCOTIA,
ONTARIO,
PRINCE EDWARD ISLAND,
and
SASKATCHEWAN**



**CANADIAN EDUCATION
EXCHANGE FOUNDATION**

**FONDATION CANADIENNE
DES ECHANGES EDUCATIFS**

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FOREWORD

The Canadian Education Exchange Foundation (CEEF), the Canadian League for Educational Exchange (CLEE), the British Columbia Exchange Teachers' Association (BCETA), and the New Brunswick Exchange Teachers' Organization (NB ETO), the teachers' unions of Nova Scotia and Prince Edward Island would like to take this opportunity to congratulate you on becoming an exchange teacher.

This general information handbook is intended to help you in your initial planning for your exchange year abroad. In addition you will be receiving information about your teaching assignment, accommodation, neighborhood, and community from your exchange partner and your host school jurisdiction. Frequent communication and meticulous planning on the part of both you and your exchangee will help pave the way to a successful exchange.

The information in this handbook has been verified wherever possible. It is as accurate as we can make it at the time of printing. However, it cannot be guaranteed to be accurate in all respects because situations change. In the event that you find inconsistencies or inaccuracies in the procedures or information that we have obtained from various sources (e.g. Revenue Canada, Immigration, Ministries of Health, foreign Consulates, etc.) please let us know. Sometimes the information we obtain from one "official" source differs from what we get from another. Where we mention commercial services by name, we do so only as a convenience for you to consider in your investigation of service providers that may be best for you. Generally, many past exchangees have found the services of those mentioned reliable, very competitive and you are likely to encounter personnel who are familiar with the exchange process and the requirements of exchange teachers. However, we disclaim any liability for arrangements you may choose to make with these organizations.

Please read this booklet carefully and keep it for reference as you make your preparations for your year away.

It is our sincere hope that you will find the exchange year a personally and professionally rewarding experience. Enjoy!



CAROL WILKINS
Teacher Exchange Coordinator

THE TIMING AGREEMENT

IMPORTANT

MAKE 3 COPIES, AND FORWARD TO:

1. YOUR EXCHANGE PARTNER
2. THE C.E.E.F. OFFICE
3. YOUR PRINCIPAL

It is essential that the following information be conveyed to your exchange partner as soon as possible, before your partner begins any travel arrangements. **Please fill this in and send it NOW.** Your exchange partner has been given a similar form to fill out for you. Ask for it before you begin travel arrangements. Make sure you both agree and understand accommodation and school dates. Exchanges starting in July or August are pretty straight forward. For January starts, please see below.

N.B. Secondary teachers in semestered schools - The exact dates are extremely important. The Canadian semestered system is often not clearly understood by foreign teachers. Ask your partner to explain it to you and understand that you must be here until close to the end of Semester One in January. This will require consultation with the Canadian principal. The time between the end of Semester One here and the beginning of the Australian school year is a matter of days, at best. The Canadian principal has been warned of this and asked to arrange exam schedules to be able to release a departing teacher in time to make the beginning of the Australian school year. **There must be no gap in teacher coverage. Your partner begins the day after you leave and the same process applies on the back end of the exchange.** **Elementary/primary schools in Ontario** are in a similar position due to the reporting laws. It may be necessary for those exchanges to start and finish later in January also. Please check with your partner.

SCHOOL DATES

Name of School: _____

The school year begins here for your partner on: _____ (DAY) _____ (MONTH) _____ (YEAR)

The school year ends here for your partner on: _____

Signature of teacher: _____

ACCOMMODATION DATES

My home at: _____ (ADDRESS)

_____, _____ (CITY) _____ (COUNTRY)

will be available for my exchange partner, _____ (NAME)

from _____, 20____ to _____, 20____

(DATE OF SIGNATURE)

(SIGNATURE)

WHO ARE WE?

The Canadian Education Exchange Foundation (CEEF) is a not-for-profit registered foundation with the primary purpose of providing international and interprovincial exchange opportunities for educators and students.

CEEF facilitates teacher exchanges under international understandings with official exchange authorities in the following countries: Australia (all states), Germany, Switzerland, Denmark, The United Kingdom, France, some US states, and the central organization for ECIS International Schools which operate in many countries. In addition the organization works with the authorities in the other provinces of Canada.

The CEEF office can be contacted at:

250 Bayview Drive, Barrie, Ontario L4N 4Y8
Telephone: (705) 739-7596 Fax: (705) 739-7764
E-mail: info@ceef.ca
Internet: www.ceef.ca

The Canadian League for Educational Exchange (CLEE), the British Columbia Exchange Teachers' Association (BCETA) and the New Brunswick Exchange Teachers' Organization (NB ETO) consist of groups of dedicated volunteers, teachers who have been on exchange. CLEE, NB ETO and BCETA may provide orientation sessions for incoming and outgoing educators and organize school visits, social events, weekend trips and other activities for educators and their families on exchange in New Brunswick, Ontario and British Columbia, as well as regular provincial members. Similar organizations exist in most of our partner countries to offer assistance and plan events for Canadian exchange teachers. You may join CLEE by contacting Alison Williams at aawilliams1991@gmail.com. You may join BCETA by contacting Kulwant Toor at ktoor@shaw.ca. In New Brunswick you may contact Elva Lacey at elacen622@rogers.com. Nova Scotia and Prince Edward Island at this time do not have active clubs but exchangees there can easily participate in the activities in New Brunswick.

BCETA, CLEE, NB ETO and CEEF work closely together to see that you and your exchange partner have an enjoyable and fruitful year. If possible, it is important that you attend the orientation/welcome where offered. In Ontario, there is one for Northern Hemisphere exchangees in September and one for Southern Hemisphere exchangees in January. In British Columbia, there may be a welcome in late January. In New Brunswick, Prince Edward Island and Nova Scotia, you will be notified of the welcome activities directly.

When you come to Toronto or the Vancouver area to attend BCETA and CLEE functions, the Hospitality Secretaries of each will attempt to find accommodation for you and your family in members' homes. Both CLEE and BCETA also produce an accommodation list for billeting in all parts of their respective provinces. Many Canadian teachers who have been on exchange love to have visiting teachers stay with them and are, in fact, disappointed when no one asks. The House Spouse Luncheon Secretary organizes "pot-luck" luncheons about once a month for spouses of exchangees in the Metro Toronto area.

The Activities and Program Conveners also arrange numerous excursions to sports events, theatres, and historical sites, including cruises, skiing and white-water rafting. These events are usually publicized on the **CLEE, website** at <http://cleecanada.ca/> and the **BCETA** is currently changing its site and you will be notified on how to access events. NBETO contacts each candidate personally to advise of events.

CLEE'S, NB ETO's and BCETA's objectives are to minimize your problems and maximize the enjoyment of your exchange year in Canada. These people are all volunteers and work hard to make your year here enjoyable and worthwhile. You can help by always replying promptly to registration for events, because buses, accommodation, catering, etc; must be arranged in advance. Some registration for events that will take place shortly after your arrival will be sent to you by CLEE and BCETA before you leave home. Please reply at once. NOTE: in Australia there is the practice of writing void or non-negotiable cheques. **DO NOT DO THIS IN CANADA**, Canadian banks will not accept or process cheques marked in this way.

The members of NB ETO, BCETA and CLEE hope that you will make permanent friendships with them, and other exchangees.

PROFESSIONAL DEVELOPMENT SEMINARS

In addition to the professional development activities planned by your host school board, NBETO, BCETA and CLEE may invite you to attend several sessions. In most cases, your host school board has agreed to **one to three** days away from your duties for these functions, but you must notify your principal well in advance of the date. It is hoped that the number of days will continue, however, it is important that you work with your principal and be willing to be flexible. They are a gift to you not a right. More and more of these events must be scheduled on Saturdays due to constraints within the boards. Exchangees in Nova Scotia and Prince Edward Island may be offered such days by their host jurisdiction or may wish to participate in some of those offered by CLEE. Please contact the CEEF office if this is so and we will try to make this happen for you.

NOTE: Any days granted for CLEE or BCETA events must be used **ONLY** for those events and exchange teachers are expected to stay for the full duration of the event. Problems arise when these rules are not followed.

THE EXCHANGE EXPERIENCE

The scope of the exchange experience is broader than most teachers may originally think – it involves not only the exchange of jobs but also an exchange of lifestyles. Consequently, the success of the exchange program depends on the responsible behavior of the exchange partners in both the professional and personal spheres.

Forthrightness and honesty are critical to the exchange partners' relationship. When dealing with your partner, do not hesitate to ask or write about "delicate" issues such as financial responsibility. Unless each feels free to ask questions, tension may develop and a straightforward problem with a simple solution could develop into an "unresolvable issue" where neither side feels able to concede. Use information and frank discussion to stay on track.

An educator exchange is a challenge. You may be welcomed by your exchange partner's neighbours, friends, or relatives, or you may be left on your own. The same may happen at your school. There could be some low points during the year, such as your first entrance into an unfamiliar staff room, your children's first day of school, the absence of family at Christmas time, the day the washer breaks down. To keep events in their proper perspective, you might treat the whole experience as an interesting, temporary adventure.

Think of problems as opportunities to learn about another culture and its responses to the challenges of everyday life. You can avoid many potential difficulties by "wearing your 3-D glasses" throughout the exchange year. The three D's are: Discretion, Discussion, Diplomacy.

Personal preparation is an important ingredient to a positive exchange experience. When you leave home, mentally prepare yourself to:

- answer the same friendly questions over and over again
- not know what to expect in many situations
- let life go on without you at home
- have your expectations altered
- be flexible
- above all, keep a sense of humour!

CULTURE SHOCK

“Culture shock” is the cumulative effect on your mental well-being of leaving home, all things familiar and encountering many new and confusing situations which naturally create stress. The differences may include climate, religion, food, education, accommodation, customs, absence of family and close friends. It is not a sudden event as the word ‘shock’ would imply but rather culture shock manifests itself in many small ways over a period of time.

It is important to understand the symptoms of culture shock so that it does not threaten the success of the exchange. Some culture shock symptoms include: hostility toward the host country, undue anxiety over daily tasks, paranoia, excessive nostalgia about the home country, a feeling of isolation, and lack of sleep due to worry, sleeping too much or tiring easily.

One of the most common symptoms is the tendency to see a minor problem as far more significant than it really is. Some examples of minor problems that have threatened to derail an exchange in the first months include:

- unrealistic expectations
- lack of wardrobe space and clothes hangers
- disparity in quality of furnishings
- size of the appliances
- negative attitude to everyday events
- interference by the absent exchange partner’s close relatives
- different standards of cleanliness
- locked storage rooms
- pets
- aggravation of minor health problems
- negative comparisons of the host country or schools

If you find yourself experiencing problems similar to these, stop and ask yourself:

- Is the problem as serious as I think it is?
- Do I have a positive attitude about the problem?
- In terms of the exchange as a whole, just how important is this?
- Is this really the problem, or am I lonely?
- Are there other things I could be doing to solve it?

Regardless of how aware they are of the symptoms, most exchange teachers experience culture shock over some portion of their stay. These reactions are normal. You are not ill. It is a temporary situation for people who are adjusting to life in a new environment!

REQUIREMENTS FOR ENTRY INTO CANADA

A new regulation came into effect in November of 2015. Prior to being able to apply for your work permit, you must receive an Offer of Employment number from the Canadian deemed ‘employer’. This requires that the Canadian school and/or board first register through an immigration Employer Portal. Once approval and an ID number is received they may then complete an Offer of Employment for you and pay a fee of \$230. When they receive the receipt and number, it will be forwarded to the CEEF office and sent on to you. You must have the number to complete your work permit application. You can start without it but you cannot submit without it. You will be expected to reimburse the school/board the \$230 upon your arrival.

Immediately upon receiving confirmation of exchange, you will need to provide CEEF with your date of birth, country of birth, country of residence, citizenship and passport number. Despite the fact that much of this is on your application, please put it all on a separate sheet and get it to CEEF so that they may immediately start the process for you.

It is essential that you obtain the appropriate employment authorization (IMM1295) before entering Canada. Appropriate authorization for a spouse who wishes to work and school authorization for the children should be dealt with at the same time as you apply for your employment authorization. If you wait until you are here to obtain the appropriate papers for your child to attend school, there are likely to be delays and higher fees. Please note: Children at elementary and secondary levels no longer need to obtain admission to a **particular** school to obtain a Student Authorization, but they **must have a**

student authorization. It can be helpful (but technically not necessary) for you to have a letter from the Canadian school board accepting your children into the school district, verifying that they will be allowed to enrol for the exchange year. Your partner can help with this.

The necessary papers for all the above can take months; you are advised to contact the nearest Canadian Embassy, High Commission or Consulate **immediately**. Your authorization will be valid for twelve months only and, if your stay exceeds this limit, it will be necessary for you to report to a Canada Immigration Centre for an extension of your visa before the expiry date. Any such extension costs \$75 per person. Make sure that your employment authorization is valid for a full twelve months as this affects a number of your entitlements such as health insurance. See excerpt from Citizenship and Immigration Foreign Workers Manual. It may be helpful to have this excerpt with you as some officials may not be familiar with it.

It is critical that you factor in your actual teaching dates in Canada regardless of holiday periods so that your tickets will cover the entire teaching period.

Your exchange coordinator will be the most knowledgeable person in this area.

Citizenship and Foreign Workers Manual

Section 5.34 (IEC) R 205(b) C22

Teachers, elementary and secondary

Persons who are engaged by educational institutions as elementary and secondary teachers coming to Canada under Reciprocal Exchange Agreements arranged between foreign educational authorities and Canadian provincial governments or school boards require an employment authorization but are exempt from validation.

Criteria

Require employment authorization but validation exempt under R20(5)(e)(iii) - VEC E40.

Dependents, Australia and Great Britain

Dependents of Australian and British teachers coming to Canada under the terms of a Reciprocal Exchange Agreement are exempt from validation pursuant to E99.

Criteria

Employment authorization required but validation exempt under R20(5)(e)(iii) VEC E99. Open authorizations may be issued.

We cannot emphasize too strongly the need to start very early to obtain your Canadian visas, etc. Medicals for this must be performed by only certain specified doctors in each country. In addition, the medicals are often processed outside your country, causing long delays.

You may be required to submit a copy of your Marriage Certificate to the Canadian Embassy, High Commission or Consulate, along with your visa application. As the procedure is a little different for de facto / common-law relationships, it is wise to contact the nearest Canadian Embassy, High Commission or Consulate well ahead of departure date in order to obtain the appropriate entry visa.

All educational jurisdictions are requiring that teachers coming in on exchange have a **Criminal Records Check** (Vulnerable sector) from the country in which the applicant has resided for the previous twelve months.

You may hear directly from the host board around this matter or you may want your partner to find out for you. It is very difficult to acquire once you are in Canada and very easy to get before you leave. Requirements vary between, within the last three months, to within the last five months. Ask your partner to find out.

DO IT NOW! Despite the check done for your visa, this will be required in addition. You may be asked to submit this before you can begin teaching.

As well you may need a Letter of Good Standing from the teachers, regulatory body of your jurisdiction.

Keep copies in your personal records.

If you are planning to visit the United States while on exchange in Canada, you should check the website www.amcits.com. There is a list of countries whose citizens may visit the United States on their way to Canada or from Canada once there but do **not** require Visitor's Visa prior to coming. For citizens of those countries, as long as they have *machine readable passports*, you can get the visa stamped in your passport at your port of entry. Make sure you get stamped upon exit as well so that the computer does not read you as not having left, which could affect your ability to enter on another visit during the year. If your country is not among those listed you must go through the process in advance of leaving your home country.

WORK FOR SPOUSES AND DEPENDENT CHILDREN

The problem of employment for spouses seems to create many difficulties and questions for CEEF.

As the spouse of a "skilled worker", **no matter from which country you come**, you are entitled to apply for a work permit prior to entering Canada **without needing a job offer**. Fill out the paperwork **before** you come and it should be issued to you - put in your passport when you reach your port of entry to Canada. (This information is available in the Foreign Worker manual R205(c) (ii), CEC C41). Other family members (children) of exchange teachers coming from countries without reciprocal agreements with Canada do require a job offer and confirmation from Human Resources Development Canada.

Spouses and Dependents from the United Kingdom and Australia

Agreements are in place between Canada and the United Kingdom and Australia to allow not only spouses of exchange teachers work in each other's countries but also dependent children. Note: Children of exchange teachers from other countries do not have this right. Regulation 20(5) (e) (iii) and Code E40. The work permits for dependents of exchange teachers are now issued at your point of entry into Canada and they do not require an offer of employment to get it. Don't forget as it can be time consuming to get once here for a while.

To spouses who do not apply for work authorization in Canada prior to coming:

If you do not get a work permit before leaving home, spouses and dependent children are allowed entry into Canada as **visitors**. Should they wish to change their status to that of student or temporary worker, they must apply for a student or work permit. Canadian immigration legislation allows the spouse and dependent children to apply for a temporary work permit in Canada but you may need an offer of employment at that time. Dependent children from countries without the reciprocal agreements will need to do this.

NOTE: All work permits submitted from within Canada are issued through an office in Alberta. You may pick up the application kit at a local Canada Immigration Centre or phone to have one mailed. The complete application must be mailed to Alberta with the appropriate fee. At this time it is reported that the processing time is 30 calendar days from the time they receive it.

Medicals: Almost all spouses (and dependents) will require medicals before coming to Canada. **Make sure you have these recorded and validated by the Canadian authorities when getting your visas.** If your spouse is hoping to teach, make sure his/her medical includes an X-ray for tuberculosis. If you wait and get a medical certificate here for work purposes, you will have to go to specifically authorized doctors and pay a fee before coverage is obtained. In Ontario, British Columbia, New Brunswick, Nova Scotia and Prince Edward Island, both the teacher and family are covered but you need to apply as soon as you arrive as there may be a three month wait period. You need copies of all your immigration documents, work permit / visa and exchange certificate with you when you apply.

Teaching Positions for Spouses of Exchange Teachers

No Canadian provinces have central placement process for teachers. All teachers are employed by local school boards or private schools. Your exchange partner may be able to suggest who to contact for teaching positions in the area in which you will be living. The principal of your spouse's school may also be a source of information. There is great variance in the amount of work available. It is entirely dependent upon the district, the particular year and current student enrollment. At present, in most provinces, casual/supply work is hard to obtain.

Teachers in Ontario in provincial publicly-funded elementary or secondary schools are required to be members of the appropriate provincial College of Teachers. To apply for membership, write to Membership Services, Ontario College of Teachers, 121 Bloor Street East, 6th Floor, Toronto, ON. M4W 3M5 or call (416) 961-8800, ext. 330 or toll-free in Ontario 1-888-534-2222. Spouses who wish to teach in British Columbia must obtain a teaching license from the BC Ministry of Education. Please visit the Teacher Regulation Branch (TRB) website at www.bcteacherregulation.ca. Once you're on this website, please proceed to the "Becoming a Teacher" tab. Under this tab you will find relevant information about how to apply and what documentation is required and more detailed country-specific information. Any additional questions you may have, please call the TRB at 604-660-6060 (Metro Vancouver) or 1-800-555-3684 (within Canada and the United States.) You can also email them at trb.certification@gov.bc.ca. Obtaining certification in BC is a lengthy process and it is much easier to obtain the necessary documentation while you are still in your home country. For this reason TRB recommends that you start the application process before you arrive in Canada. In New Brunswick you would need to contact Joseph Arsenault, the Teacher Certification Registrar at 506 453 3697. In Nova Scotia and Prince Edward Island you need to contact the appropriate registrar. In Nova Scotia it is Paul Cantelo 902 424 6620 and in PEI it is Nancy Desrosiers 902 438 4827. They or their staff will guide you through the process and may issue you a local permit or a letter of standing which will allow you casual teaching work. Or you can check out the relevant website. In New Brunswick you would need to contact Joseph Arsenault, the Teacher Certification Registrar at (506) 453-3697. In Nova Scotia and Prince Edward Island you need to contact the appropriate registrar. In Nova Scotia it is Paul Cantelo (902) 424-6620 and in PEI it is Nancy Desrosiers (902) 438-4827. They or their staff will guide you through the process and may issue you a local permit or a letter of standing which will allow you casual teaching work. Or you can check out the relevant website.

Teachers will need to provide the Registrar with the following documents:

1. registration form completed in full;
2. teaching certificate (photocopy)
3. document that provides proof of date and place of birth (for example, photocopy of birth certificate or passport);
4. official medical certificate - not older than one year - stating that you are free from active tuberculosis; (Not necessary in New Brunswick)
5. document providing proof of official name change, if applicable
6. In Ontario the Teachers Applicant's Declaration must be completed in full, signed and witnessed.
7. Criminal Records check

In addition, you may be asked to arrange for the Registrar to receive the following documents directly from the granting institution and/or licensing body.

Photocopies, facsimiles and issued-to-student documents are not acceptable.

- official academic degree transcript(s) **bearing the seal and signature of the Registrar**,
- teacher education transcript(s) **bearing the seal and signature of the Registrar**,
- statement of Professional Standing - not older than one year - from each jurisdiction in which you are authorized/certified to teach to verify that your teaching certificate has never been suspended or cancelled.

In most provinces, an evaluation fee is applicable to spouses of exchange teachers for evaluation, registration and membership. It must accompany your application and is non-refundable. If you satisfy the requirements, the College will issue a **Credential Evaluation Letter**. Then with your work permit (obtained when you got your visa hopefully) you apply for a Social Insurance Number. Submit to the college a photocopy of your work permit and your SIN card and the College issues you an **Interim Certificate of Qualification** which is valid for the period you are authorized to work in Canada.

The **Interim Certificate of Qualification** is your license to teach in the province's publicly-funded schools. It will have a validity period congruent with the period of your work permit issued by Employment and Immigration Canada.

It is a lengthy and sometimes frustrating process. START NOW! A general rule of thumb is four years education at university level which must include a teacher training component.

Spouses who do not qualify for a Letter of Eligibility may ask the local school board to apply for a **Letter of Permission** through a Ministry of Education and Training District Office. A Letter of Permission is not a teaching certificate but enables a school board to employ an unqualified "temporary" teacher. If you are a Canadian citizen, you may teach a total of ten days in each school year without holding either an Interim Certificate or a Letter of Permission. In British Columbia, a Letter of Permission can only be issued when no other qualified teacher is available to fill a teaching position.

Bring this booklet with you to Canada. Often particular officials you will encounter have never before dealt with a teacher exchange program and the exceptions to standard rules. You may need to quote appropriate documents to them to facilitate obtaining the papers you want.

TO UNITED STATES TEACHERS COMING TO CANADA

In the past few years, some teachers from the U.S.A. have had difficulties getting work visas in time for their planned arrival in Canada, especially if the match was confirmed late in the spring. It is important to follow the proper procedures and to act as soon as you have confirmation of your exchange.

1. Please deal only with the closest Canadian visa office (www.cic.gc.ca/english/offices/applywhere.html)
2. You can request from the above office or download the "Working in Canada, Applying for a Work Permit outside Canada" application.
3. Complete and submit the application with fee. The Canadian Consulate office will then send you a medical form with directions. Please complete the forms as quickly as possible. Processing can take up to 9 weeks.
4. There will be a list of approved doctors with the medical forms. It is essential that you use these doctors. If this is going to cause severe hardship, contact the Canadian Embassy in Washington at once.

STRIKES

In the event that a strike occurs in your host jurisdiction, please note the following:

You, as an exchange teacher, have a unique relationship with the district employer and the provincial union or federation. Provincial unions/federations grant you honorary membership during your exchange year. It is important that you act in a manner not prejudicial to job actions. This would include honouring picket lines and job action that does not include total withdrawal of services.

However, you are a guest for a year and employed elsewhere. The issues are not yours. Should you find yourself in this position it is very important that you be in regular contact with your principal, area supervisory officer and union representative for guidance and possibly reassignment during this period. If still uncertain, please contact the CEEF office.

CHILDREN

Children generally enter Canada as the exchange teacher's dependents. Be sure to have available the child's birth certificate. The nearest Canadian Embassy, High Commission or Consulate should be contacted well in advance of your departure date if any accompanying children are **not** your own natural offspring. In that case, additional paperwork may be required.

School Attendance

In Canada all students in educational institutions who are not citizens or landed immigrants must possess a student authorization. You will be charged a fee (about \$100), but actual schooling will be free. Below are the appropriate steps to follow if your children need to attend an elementary or secondary school in New Brunswick, British Columbia, Ontario, Nova Scotia or Prince Edward Island.

Ask your exchange partner to recommend a local school (or schools) and to provide the school address and the name of the principal. (See also Municipal School Taxes following.)

In the event that the student authorization is not obtained on time, you may apply for one upon arrival through a local Canada Immigration office (found in the blue pages of your local telephone directory). Note that, by law, a principal is not allowed to enrol a student until the student authorization is presented. Note also, that the process of obtaining an authorization after arriving may be lengthy. Be sure to bring the child's birth certificate and immunization record.

Immunization

The Ministries of Health require that all children up to and including eighteen years of age have up-to-date inoculations against Diphtheria, Tetanus, Polio, Measles, Mumps and Rubella before being admitted to school. Parents should carry all immunization records with them. Inoculations may be received after arrival at a local doctor's office, if necessary. In addition, children will require a TB test, but most will have to be done after arrival, since usually American or Canadian tests are required.

In cases where you have opted not to have your children immunized, you will be required to sign a statement of Conscience of Religious Belief to that effect.

Age Requirements

Exchangees with young children should note the following:

In Ontario and British Columbia a child must be six (6) years of age by December 31, in order to enroll in Grade 1 (full day) in September or January.

A child must be five (4) years or five (5) years of age by Dec. 31, in order to enroll in Junior Kindergarten (where it is offered) or Kindergarten respectively, half day or alternate days or full day every day, in September or January. The delivery model varies between jurisdictions.

It is mandatory that all children between the ages of 6-16 receive schooling.

In New Brunswick and Nova Scotia it is mandatory for children to attend school beginning in the year in which they turn 5 years old before December 31st of that year. This would be the kindergarten year as junior kindergarten is rare. School attendance is required until secondary graduation or the age of 18 whichever happens first.

In Prince Edward Island, children are eligible for kindergarten in the year in which they turn 5 years old prior to August 31st.

University Students

Students wishing to attend a Canadian university must apply directly to their institution of choice by the stipulated deadline. Non-Canadian citizens are classified as foreign students and therefore foreign student fees apply. Tuition fees can be high. Calendars of Canadian universities can usually be found at your local university library. The pamphlets **Studying in Canada** from Citizenship and Immigration and **Entering Canada to Study or Work** available from Revenue Canada may contain useful information on this subject.

Municipal School Taxes

Education is funded through a combination of provincial and local municipal taxes. In Ontario residents choose whether they wish to have their local education taxes go to support either a public or a separate (usually Roman Catholic) school board. Find out from your exchange partner which of the two systems he or she supports and ensure that your children are enrolled in that system. Otherwise, you may encounter significant problems, including student levies, in order to enroll your child in the other system. The problems may not be insurmountable but they could be time consuming.

SCHOOL YEAR AND HOLIDAYS

School boards have some discretion with respect to organization of the school calendar. Be very clear before you start travel arrangements, about the exact beginning and the end of your assignment in Canada. Late starts and early departures are **NOT** acceptable. Check the exact dates with your exchange partner.

Normally the Canadian school year begins on the Tuesday after Labour Day (first Monday in September); however, some school boards now schedule Professional Activity days prior to the first day of classes. Such days are offset by days later in the school year. School ends at the end of June.

Most secondary schools are now semestered. Semester One ends approximately the end of January. **The time between the end of Semester One in Canada and the beginning of the school year in Australia is very “tight”. Canadian principals are aware of this and will do their best to be accommodating, but this must be negotiated early, before booking flights. Discuss this with your exchange partner. It is important that the changeover dates remain professionally responsible in terms of the well being of the students in these situations. And there can be no gap in coverage. The day one teacher leaves, the partner begins on the next teaching day.**

Elementary/Primary schools in Ontario now follow a two report system. There is an interim report issued in November but the first formal provincial report is issued at the end of January with a second one at the end of June. Therefore, if you are in a January start and December finish, at the start, all marks, and learning attitudes, comments etc. should have been left for you. When you leave you must leave a complete record from September to December. This is very important. Your partner will also be getting this advice. Some school districts will not permit the Christmas break switch. Rather, the Canadian teacher must stay into January and complete report cards prior to leaving. It will not be later than Jan. 20th. The exchange teacher must stay until the closest teaching day to one year and must submit reports and all related documentation before leaving on the back end of the exchange.

Thanksgiving - the second Monday in October

Christmas - in most jurisdictions this is a two week block but how those weeks fall differs from region to region

March Break - the week in which the 15th of March falls in Ontario. In some cases, the break may last two weeks. In British Columbia this break is often a week later. Similarly, the same break exists in New Brunswick, Nova Scotia and Prince Edward Island but the exact dates may vary.

Easter - a four-day weekend, Friday and Monday are holidays.

Victoria Day - the 24th of May or preceding Monday, if the 24th is not a Monday.

TEACHER ORGANIZATIONS

British Columbia is divided into 60 school districts within the province (their numerical designations do not reflect this total). Each district has its own administrative body that manages its own affairs. The administrative body is the School Board and is made up of elected and hired members. Boards are accountable to the public / community for allocating funds according to local conditions and priorities.

All B.C. teachers are members of a large union called the British Columbia Teachers Federation. You are automatically granted status for your year here. There will be a school representative and a local chapter in your area to help you with questions or concerns that you may have. To teach in the BC school system, an educator must hold a valid BC Ministry of Education teaching certificate. Please visit the Teacher Regulation Branch's website at www.bcteacherregulation.ca and the "About Us" tab for additional information.

Ontario has four teacher federations and an umbrella Ontario Teachers' Federation. You will be granted associate membership and privileges in the one appropriate to the teaching position you assume. There will be someone on your staff who is the representative of the federation to which you will relate. This person will be able to give you professional advice on how to handle any difficulties you are having with your teaching position. The four affiliated bodies are the Association des enseignantes et des enseignants franco ontariens, Elementary Teachers' Federation of Ontario, Ontario English Catholic Teachers' Association and Ontario Secondary School Teachers' Federation. Sick leave/sick days can be problematic. There is reciprocity with your jurisdiction but depending upon when you arrive, you may have however many days the Ontario teacher has not used to last you until June. Should you exceed these days, your partner's pay will be docked or your home jurisdiction will be billed. You will get a fresh allotment in September but we warn the Ontario teachers, use as few as possible. Check with your partner as to how many are available when you start.

New Brunswick, our only officially bilingual province, has four Anglophone school districts and three Francophone districts. The umbrella teachers' organization is the New Brunswick Teachers' Federation / La Fédération Des Enseignants Du Nouveau-Brunswick which encompasses all N.B. teachers. Under this umbrella are two distinct associations, the New Brunswick Teachers' Association (NBTA) and the Association Des Enseignants Francophone du Nouveau- Brunswick (AEFNB).

Nova Scotia Teachers' Union represents all teachers in that province as does the Prince Edward Island Teachers' Federation in PEI.

As an exchange teacher you are usually given honorary membership in the appropriate union/federation. This includes all activities and professional development opportunities but does not include voting privileges.

Unless you are in a private school, in the event of a school strike, you should not only report to the principal of your school but also consult with your federation representative. You may be expected to report for duty as usual since you are not a permanent member of the federation on strike; however, your federation representative will in all likelihood instruct you to undertake only your own duties and not those of any other teacher.

THE SYSTEMS OF EDUCATION

The following is a brief overview of the provincial systems of education. Specific details about your exchange school and local school board will be provided by your exchange partner. Your Canadian principal has been asked to send you a letter enclosing your tentative teaching timetable and other pertinent information. It is understandable that you will not be as well prepared as you would like to be in your initial stages of work; however, you will be bringing unique experience and personal talents to the students you teach. Rest assured that it is normal for exchange teachers to learn a good deal by trial and error as the year progresses.

School Organization

Elementary schooling in Ontario usually comprises Jr. Kindergarten to Grade 8 (ages 4-13). Many boards operate their elementary schools as JK to 8. Other boards further subdivide these into JK to Grades 5 or 6. These boards may then place students in a middle school for Grades 6, 7 and 8 or Grades 7 and 8 for program reasons. A small number of boards combine grades 7, 8 and 9 into Junior High Schools. Most secondary schools offer Grades 9 to 12 (ages 14-18).

Similarly British Columbia has models that vary district to district. For the most part kindergarten to grade seven are elementary (5-13 year olds). Grades eight, nine and ten are in junior secondary schools and grades 11 and 12 are in senior secondary schools. However this is not necessarily standard as some schools are set simply on the numbers and spaces available.

New Brunswick elementary schools are fairly equally divided between kindergarten to grade five schools and kindergarten to grade eight schools. There are a few kindergarten to grade twelve schools and a few grade six to eight schools. The bulk of secondary schools are grade nine to grade twelve or grade six to grade twelve.

Nova Scotia has eight school districts. Seven of these are organized geographically and the eighth encompasses all French schools and teachers in the province. The majority of elementary schools are organized kindergarten to grade six. Then middle school for grades seven, eight and nine and high school for grades ten, eleven and twelve. However, you may also find some kindergarten to grade nine schools, kindergarten to grade twelve, kindergarten to grade five, then grades six to nine, some grade seven to twelve and some grades nine to twelve.

Prince Edward Island has two school districts, the English Language School Board and the French Language School Board (La Commission scolaire de langue française). School is mandatory from Kindergarten (children who will be five years old by December 31st of the year enrolled). Primary grades are kindergarten to grade three, junior grades four to six, intermediate grades are grades seven to nine and high school is grades ten to twelve. Generally elementary school is considered to be grades k-6, while intermediate school/junior high is grades 7-9 and high school grades 10-12. Depending on population and facility availability, schools can be configured or housed in a variety of ways. Therefore, there may be some k-6 schools or k-9 or even k-12 etc.

HEALTH INSURANCE

The Ontario Health Insurance Plan (OHIP)

For current information you are advised to contact a Ministry of Health office after your arrival.

You are advised to be absolutely sure of having adequate medical insurance during your stay in Canada. Current Ontario rates for basic hospital **ward** care can run in excess of C\$850 per day. The cost of an ordinary visit to a doctor's office can range from \$25 to \$100 or more.

Currently all persons who hold a Work Permit and their families are considered resident upon arrival and become eligible for OHIP coverage. **FOR SPECIFIC INFORMATION CALL 1-800-268-1154.**

Additional Information

OHIP coverage does not become effective for three months after the arrival of the person with Employment Authorization. This means that you should ensure that coverage by your current provider is valid for at least the first three months after your entry into Canada. This provision does not apply to exchangees from other provinces or territories. An interprovincial agreement allows you to continue the coverage from your home province until you are eligible for Ontario coverage. Exchangees should apply immediately, as the three months waiting period will commence the date of arrival. If you delay more than thirty days, the waiting period will begin as of the date of application. If you have proof of date of entry to Canada, OHIP may backdate your application to that date.

The Ministry of Health maintains a network of offices across Ontario which can provide you with information about registration for health benefits (obtain a Health Card) and about payment of claims. You can find the address and telephone number of your nearest Ministry office under “H” in the blue Government of Ontario) pages of the telephone book. **YOU SHOULD REGISTER IMMEDIATELY UPON ARRIVAL. Occasionally they will ask for a verification of residency letter from CEEF. Should that happen, contact the office and we will provide.**

People without Health Cards or private insurance, who are in financial difficulty, will not be denied emergency or urgent care in public hospitals or community health centres. Community health centres are located in a number of locations across the province.

There are a number of ways to ensure coverage. We suggest you use the following procedure.

1. Verify whether the insurance plan provided by your home jurisdiction is valid for your entire stay in Ontario. If so, obtain in writing the details of what will be covered and what will not.
2. Consider the advisability of taking out additional coverage to make up and deficit.
3. Some jurisdictions may consider applying for a group policy to cover all outbound exchange teachers. This possibility would normally be communicated to you by your home exchange organizers at their outbound teachers’ orientation.

Incoming exchange teachers and families to Ontario who are eligible may join the Ontario Health Insurance Plan (OHIP) at no cost. Anyone who is not a Canadian Citizen or Landed Immigrant must obtain an “Employment Authorization” from Employment and Immigration Canada in order to work in Canada. You obtain the ‘authorization’ as part of your arrangements to come on exchange. You are thereby considered a “Foreign Worker” by the Ontario Ministry of Health and eligible for OHIP. In order to obtain coverage you must present one of the following documents issued by Employment and Immigration Canada with your application. The documents that you provide to confirm your legal entitlement to remain in Canada must be **ORIGINAL** documents. Photocopies are not accepted.

Work Permit (MM 1295) or Work Permit (MM 1442)

To verify that you are an Ontario resident, an **ORIGINAL** of a least one document showing your **name and Ontario residential address**, and one document with your name and signature must be presented. Since documentation of your address may be a problem, we suggest that you obtain a letter from your Ontario principal, including your Ontario address and take a copy of your exchange certificate or a copy of correspondence from your exchange partner with his/her address. Another appropriate document would be a bank statement when you open an account here. Any OHIP representative should be able to help you. Call the CEEF office and ask for a letter, if you are having a problem.

OHIP offers substantial coverage but you must take into account limits of coverage which might apply. For specific coverages please go to:
<http://www.health.gov.on.ca/english/public/program/ohip/ohip-mn.html>

Eligibility Dates

A person becomes eligible for coverage three months after arrival or the date that the “Employment Authorization” was issued if the applicant was already residing in Ontario and was otherwise ineligible.

Termination of Eligibility

The eligibility terminates on the earliest of the expiry dates of the “Employment authorization”, or the date of departure from Ontario.

BRITISH COLUMBIA MEDICAL SERVICES PLAN (MSP)

Eligibility

All residents of British Columbia are required to enroll themselves and their dependents with the Medical Services Plan and to pay any premiums that may be due. There is a formal 'opt out' alternative the details of which you may access from the Ministry of Health. You are considered eligible as you and your family will hold employment authorizations and/or student authorizations. There is a three month wait for benefits to take effect so **APPLY AS SOON AS YOU ARRIVE!** It is critical that you have coverage to bridge the wait period. Children are eligible until they turn 19 years of age, are employed full time or marry. Coverage can continue for dependents who are full-time students until the last day of the month in which they turn 25. **If you and your family have what you deem to be sufficient coverage and you wish to opt out of this, please contact our office for advice (705 739 7596).**

Termination of coverage

When you are planning to depart B.C. you must notify MSP before leaving to ensure that billing does not continue.

Cost

At the time of writing coverage under the Medical Services Plan costs \$72.00/ month for a single, \$130.50/ month for a family of two and \$144.00/ month for a family of three or more. You will be issued a 'CareCard' which gives you and your dependents access to most routine medical and hospital care. You must still pay a dispensing fee for prescription drugs.

Again, you may need to provide an original of at least one document showing your name and BC address. A copy of your exchange certificate is helpful as well. See the information under OHIP.

For lists of specific coverage go to <http://www.health.gov.bc.ca/msp/> or search Medical Services Plan, BC. Information is also available at Health Insurance BC at www.hibc.gov.bc.ca .

NEW BRUNSWICK MEDICARE

Incoming teachers and their families are eligible for the provincial medical plan. **You should apply immediately upon arrival as there is a wait period.** You will become eligible in the third month after your arrival / application. You will need all your Canadian immigration / visa / work permit papers, and your certificate of exchange. Applications are available at www.snb.ca or by calling 506 453-2536 or visiting a Services New Brunswick office in your area. There is no cost.

Medical practitioners have the right to practice within or outside the health plan.

Medicare pays for most medically required services provided by medical practitioners. Please see <http://www.gnb.ca/0051/0394/index-e.asp> for specific costs/coverages.

Again, when registering, make sure you have with you your work permit / passport, exchange certificate and documentation as outlined under registering with OHIP.

NOVA SCOTIA MEDICAL SERVICE INSURANCE

Incoming teachers and families are eligible from the date of entry into Nova Scotia. There is no cost. Apply immediately upon arrival. You must remain in Nova Scotia (excepting holidays) for one full year and sign a declaration. Your work permit is good for documentation of this. Make sure that all family members are listed on your work permit/visa form etc. For specifics of coverage go to <http://www.gov.ns.ca/health/msi/moving-travel.asp> or call 902 496-7008.

Be certain you have your work permit and exchange certificate with you when you register as well as birth certificates/passports for the children and spouse if applicable.

PRINCE EDWARD ISLAND

In PEI you and your family are also eligible. The requirement there is a proof of six months residency. You will need your work permit, exchange certificate and your accompanying family should be listed on your visa / work permit as well. There is no cost. Specific information can be found at <http://www.gov.pe.ca/infopei/index.php3?number=76250> or simply search for Hospital and Medical Services Insurance on Prince Edward Island.

Out-of-country Payment Policy

Health costs outside Canada (particularly in the United States) are usually much higher than here. The Ministry of Health urge all Canadian residents (you are so classified if you have Employment Authorization to travel outside Canada for any reason or for any period of time), to purchase supplementary health insurance to cover the difference in costs. Knowledgeable Canadians do not travel in the USA without additional travel insurance. The Ministries of Health have fixed schedules of repayment for out-of-country medical insurance and can vary greatly from carrier to carrier. Similarly, the coverage can vary greatly. You should check carefully and consult with a knowledgeable Canadian colleague to ensure you select the appropriate coverage. **It is cheaper to purchase prior to leaving your home country.** Your provincial health plan will only cover what the same service covers here. The difference in costs would be your responsibility and can be significant.

We trust that the foregoing information will help you with your planning. If necessary, you may wish to purchase health insurance coverage from a Canadian based company. It may be difficult to arrange from abroad so the help of your exchange partner can be enlisted. You can obtain information on all private carriers by calling the Canadian Life and Health Insurance Bureau at 416-777-2221.

Having checked around, you may wish to compare rates through Travel Insurance Professional Services. We have found that their Visitors to Canada policy and their rates have been favourable for our teachers.

Travel Insurance Professional Services, contact Anne Winter, aurora@verstraete.com Fax: 905 727-8113

Dental Health Care

It is recommended that you get all possible dental work done at home before you leave. Depending on where you are, dental insurance may not be available.

DO NOT FAIL TO GET MEDICAL INSURANCE

CANADIAN TAX PROVISIONS

PLEASE NOTE: Tax regulations are subject to change, but the following are fairly standard from year to year. **Taxation guidelines do not apply to exchange teachers still paying tax in their home jurisdiction. But it will apply to all spouses who obtain work in Canada.**

Income Tax

The following is for your advice and action as applicable. Note that exchangees from Australia normally reside in Canada for the complete Canadian income tax year (January 1 to December 31).

Income Tax Conventions

All teachers who continue to pay income tax in their home jurisdiction are exempt from Canadian taxation. There are treaties which prohibit double taxation.

However, all spouses and dependents who work while in Canada are required to file if they are resident in Canada for a period exceeding 183 days during any taxation year.

Requirement to File

The Canadian Income Tax Act requires that an income tax return be filed by a resident on his/her world income for each taxation year for which tax is payable on or before April 30 in the following year. All working dependents who are resident in Canada for a period exceeding 183 days during any taxation year are subject to tax in Canada. Any time spent outside the country may be deducted from the 183 day total and exchangees should ensure that each departure and return is documented. This is only helpful for those who spend less than 183 days in a specific calendar year in Canada. It usually applies to Swiss and UK dependents. Note for Australian working dependents, that for the year in which you will be a resident in Canada, you will not be filing a return on April 30 since you will not likely have had any income in Canada during the calendar year previous. The requirement for filing by April 30 applies to the year after you have returned to your home country. There will be no double taxation. If your dependents pay here, they will be given credit for that in your home jurisdiction.

You can best understand current tax regulations by contacting Revenue Canada and ordering the *Tax Guide for International Teachers and Professors Employed in Canada* (T4058CE). Or call toll free when here, 1 800 267-5177, the International Tax Services Office.

Penalties for Late Filing

Any person who has failed to file a return as and when required is liable to a penalty for late filing. It is Canada Customs and Revenue Agency's view that all taxpayers, whether resident or no-resident have an obligation to meet this deadline. The fact that an individual must wait for a refund from the home government prior to filing a return is not adequate reason for late filing. By filing by April 30 of the following year, the taxpayer can avoid the late filing penalty even if the money is not on hand. In addition to the late filing penalty, the Act states that where the amount paid on account before the filing date stated above is less than the amount of tax payable for the year, the taxpayer shall pay interest at a prescribed rate (per Regulations) per annum on the difference between the two amounts from April 30 to the day of payment.

Obtaining an Income Tax Return

Dependents who work while in Canada should contact the Canadian High Commission in their home jurisdiction and request Canadian Income Tax Returns for the province in which they resided during their year in Canada. For Australians such requests should be made early in January of the year they return to Australia. Requests should be for a T1 General Return for Non Residents and Deemed Residents of Canada. When you peruse the form, note that there may be a number of exemptions, allowances and credits for which you may be eligible as a resident of Canada during the taxation year. Some of these are identified on the next page.

Where to Send Completed Forms

The International Tax Services Office
2204 Walkley Road
Ottawa, ON K1A 1A8

Completing the Return

Teachers are required to report their world income, which should include all income earned either in Canada or abroad. Only those types of income which are subject to taxation in Canada need to be reported. Check the T1 General Tax Guide for the types of income to be reported. .

If teachers, spouses or dependents are employed (i.e., other than the regular teaching assignment of the exchange) while in Canada, they may be liable for contributions to the Canada Pension Plan and Employment Insurance Premiums. The amounts are allowable deductions from income.

Pension Plan Contributions

Contributions to a Registered Pension Plan are deductible in Canada. Contributions to a pension plan in another country are not deductible against Canadian income since they are not registered in Canada.

The Canadian Income Tax Act permits a deduction, within specified limits, for contributions made to an individual Registered Retirement Savings Plan. Only Canadian RRSPs can be registered and become eligible for deductions because RRSPs are based on the premise that the money will ultimately be taxed on withdrawal in Canada as income. Contributions to foreign plans are therefore not allowable deductions.

Annual Union Dues and Professional Fees

Only payments to a Canadian association maybe deducted.

Tuition Fees

Tuition fees in excess of \$100 paid to a recognized institution qualify for a deduction. If you undertake courses, obtain receipts.

Child Care Expenses

Amounts are allowable when paid for childcare services up to a specified limit (the service must be provided in Canada) to enable an individual or supporting person (usually the spouse) to earn income from employment. Payments made when either the teacher or the supporting person is unemployed do not qualify as child care expenses.

If an individual is employed for childcare, obtain the name, Social Insurance Number and address of the person to whom payments are made. Payments made to a relative under 18 years of age do not qualify.

Moving Expenses

Revenue Canada has completed a review of the policy in respect of moving expenses for the move by non-residents to Canada on a temporary basis. As a result, moving expenses incurred by the deemed residents of Canada, including all foreign exchange teachers, will not be deductible because they are considered temporary residents.

Other Items

Other deductions, including payments for alimony, separation payments, interest paid on money borrowed for investment purposes and other such items, are described in the T1 General Tax Guide.

Most personal exemptions may be claimed. The amount allowable for dependents must be adjusted to reflect the dependents's world income.

Medical expenses may be claimed for the exchangee and dependents only for the amounts in excess of 3% of 'Net Income'.

Canada has an income deduction for pension income if it applies to you.

Charitable and other donations may be claimed if they were made to a registered charitable organization in Canada. Claims must be supported by receipts.

Disability deductions (for blind persons and those confined to bed or wheelchair or markedly restricted in daily living activities) may be claimed for a spouse or dependent but only if the spouse or dependent is a resident of Canada.

An education deduction may be allowable if the student was a resident of Canada in the year of the claim or in the previous year. The student should check with the institution providing the program to see whether the deduction applies.

Some deductions (e.g. charitable donations) may be transferable from the spouse of the exchangee. Check the T1 General Tax Guide for details.

The information provided above has been simplified for convenience and brevity. If, while in Canada, you have a specific question relating to taxation you are encouraged to contact the International Tax Office. Their number (toll free) is 1-800-267-5177. We have been told the tax department will accept calls from overseas at 613-951-3741. Finally, no teacher should be paying tax twice on their income. If you think that you will be in that position contact the CEEF office.

THE EXCHANGE OF ACCOMMODATION

ARRANGEMENTS FOR ACCOMMODATION ARE ENTIRELY A PERSONAL AGREEMENT BETWEEN YOU AND YOUR EXCHANGE PARTNER - PLEASE MAKE SURE YOU UNDERSTAND TO WHAT YOU HAVE AGREED.

CEEF and our partner jurisdictions cannot inspect personal property and cannot be involved in disputes regarding the adequacy or comparability of accommodation. One of the purposes of requiring photos of the premises to be exchanged is to be assured that the accommodations are appropriate. Arrangements with respect to the use of personal property and financial arrangements between exchangees are **personal matters. Your exchange partner is receiving the same advice as is printed below which is based on the experience of a great many who have been through the experience of exchange.**

Breakdown of communication concerning accommodation is a private matter. CEEF will not enter into negotiation when problems of this nature arise.

1. The more arrangements agreed to in writing beforehand, the less cause for dispute later. We **strongly recommend** that you have a formal housing agreement drawn up. See resource samples. Use your own wording to suit your circumstances.
2. Make sure you set exact dates for which the accommodations on both sides will be available and when they must be vacated. (See page 4) * **TIMING AGREEMENT**
3. Normally, taxes, mortgages, insurance and/or rent are paid by the owner of the accommodation.
4. Utilities e.g., electricity, gas, phone, cable, etc. are usually paid for by the person living in the accommodation.
5. Articles that are irreplaceable or very expensive should be stored in a safe place. This is preferably at another site. A locked room in your home is not a welcoming, inviting sight for the incoming educator. Removal advice involves only heirlooms etc. **ALL LINENS, CUTLERY, GLASSWARE, DISHES, COOKWARE, ENTERTAINMENT MEDIA FURNITURE INDOOR AND OUT, THAT YOU USE SHOULD BE LEFT FOR YOUR PARTNER.** Remove as little as possible, if anything from your home.

6. Leave instructional manuals or, at least, written instructions for all appliances. Also leave names and addresses of local repair people. If you know an appliance is on its “last legs”, choose a replacement model number and leave it with the person who has your power of attorney. You cannot leave your exchange partner without a major appliance. (STOVE, FRIDGE, WASHER, DRYER, TELEVISION). USE THE PLANNING GUIDE AVAILABLE ON OUR WEB SITE. (www.ceef.ca)
7. Having your exchange partner take care of your pets can be an imposition. **Seriously consider making alternative pet care arrangements.** Be sure you and your exchange partner make your expectations regarding pets absolutely clear. Most exchange teachers will use weekends and holidays for travel.
8. Some exchangees may have little experience with winter. If this applies to you read carefully the instructions about outside hoses, the need for heat in all rooms at all times (to avoid frozen pipes), fuse box locations, furnace filters, cutting grass, shoveling walks, etc. To help you, your exchange partner can use the Planning Guide to fill in with all this information and leave it with you. Similarly, teachers coming from Canada may have little or no knowledge of maintenance and preventative practices in your area. Please leave detailed instructions.
9. Accept that there will be some wear and tear on your home and that something will probably get broken. This would also happen if you lived in your home for a year. Remember you will be doing the same to your exchangee’s home. Take precautions but recognize minor damage as part of the cost of exchange.
10. **MAKE sure you leave your home (when you are leaving) and your exchangee’s home (when you leave it) CLEAN.** Even when you have the best intentions, time becomes very short when you are organizing to leave or return home. You might consider hiring a cleaning service.
11. **Be fair and be honest.** In cases of serious dispute, only members of the legal profession can help you and usually the costs of litigation will far outweigh any satisfaction you receive. Moreover, before the year is over you and your exchangee will know many of the same people in both countries. If you are less than fair, honest, and reasonable, your reputation will suffer.
12. The best advice is to leave everything in your home in good repair. Make your home as warm and welcoming as possible. Be able to be proud of the state in which you have left everything.

CAR EXCHANGE

CEEF discourages the exchange of vehicles. The reasons are many. Because of the amount of travelling done in an exchange year, mileage can mount very quickly. Cars need regular care and maintenance and some persons are more diligent than others. It is difficult to fairly apportion the costs of major repairs should the need occur. Insurance can be a problem if an accident occurs. Moreover, cars exchanged rarely turn out to be comparable. The problems from car exchanges can sour the whole exchange.

TRY to help your exchange partner by investigating the costs of leasing or purchasing a good used vehicle for the exchange period or by identifying local dealers who can be trusted to deal fairly. Arranging with a friend to take your exchange partner car shopping is invaluable. Sometimes current exchangees will post their cars for sale to incoming exchangees.

DRIVER’S LICENSE

Most foreign licenses are accepted in Canada. Your present license is valid for 60 days in Ontario and 90 days in British Columbia.. (See special B.C. conditions below.) and Nova Scotia, 120 days in Prince Edward Island. An International Licence is valid for a visitor for one year in Ontario and New Brunswick and six months in B.C., 90 days in Nova Scotia. In Ontario, you are deemed a resident, not a visitor, if you will be there for more than six months. Those coming in from Australia, Germany, the USA, France, the UK and Switzerland can go to any Drive Test Centre or Driver’s Licensing Centre and exchange their license for an Ontario or British Columbia license. You will need to bring with you an official driving record. There is no need to change your license in N.B. as long as you have an international license and your home country license. However, you may not be able to purchase vehicle insurance. You can directly exchange your license in NB if you have a valid, UK, Swiss, German, French or Australian license. In New Brunswick, while most police will accept the International license for the complete year, failure to

obtain a provincial license can create difficulties particularly in case of an insurance claim. In Prince Edward Island, you may directly exchange your license if it originates in the UK, Germany, Switzerland, Australia, France or the US. Those from other countries will have to take a vision test, a written test and a road test. It is always wise to exchange your license where possible as it greatly aids the acquisition of car insurance.

Recently when exchanging licenses, teachers have been asked not only for their home license but also an official driving record from their Department of Transportation or Licensing. Bring yours.

In British Columbia, you are determined not to be a resident after six months because you are there for a defined term. As long as you leave the **province** and can produce proof of it at least every six months, you will not be required to acquire a B.C. license. So... if you go into Alberta or the US keep food and hotel receipts or a passport stamp. Although not legally necessary, it is advised that you leave the province once every three months and retain some proof. Or, you can just choose to get your B.C. license within the first 90 days. It is wiser to get your BC license as the six month rule is subject to the discretion of the police officer if stopped.

Advice

1. **Get an International License.** Also bring your license from your home jurisdiction. These are normally available through your local automobile club at a nominal charge. They are only valid for one year from the time of issue, so wait until close to departure time to get one.
2. **Apply for a Canadian provincial license after arrival.** If you plan to risk using the International Licence all year, make sure you know how this will affect the insurance policy on the car, particularly if you are driving your exchange partner's car.
3. **Bring a copy of your record for the past eight years from your present insurance company.** This will help getting insurance here. If you plan to use an International Licence all year, get it in writing that this is okay with your insurance company. Also, if possible bring a copy of your driving record for the last four years. **In Ontario, if you experience difficulty obtaining insurance contact the CEEF office (705) 739-7596. We can and will help you with that.**
4. **Also bring a copy of your driving record from your Department of Transportation or Licensing.**
And if you intend to drive children for the school or volunteer to do so, you will likely need a provincial license of the province in which you are living.

CAR INSURANCE

Car insurance is very expensive throughout Canada and rules are different. In British Columbia, all car insurance goes through ICBC and all cars must have the basic Autoplan coverage. You acquire this through a local broker in your area. There are apparently sites which can give you a general quote on what it may be. The ICBC site can help you find a broker or your partner can do so. In order to acquire the most efficient coverage, you will need to bring with you an original (not copied or from the internet) driving record and/or record of experience from your home licensing agency. It must include the name, address and phone number of your driver's licensing authority in your home country; your name and birth date; your driver's license number; class of license held; years of driving experience. It is also helpful to have a record from your home insuring agency going back at least 8 years.

In all other provinces, auto insurance is private. Talk to your partner about it. But again, to get the best prices, make sure that you have an original driver's abstract as described above plus the letter of insurance coverage.

BANKING

Check to see if your local bank at home has associations with any Canadian banks. If so, and there is a branch of the relevant Canadian bank near your exchange destination, it would greatly simplify things to use that bank to set up a Canadian account if you wish to do that. In order to set up an account you will need to take with you your passport, your exchange certificate and you may be asked for proof of where you are residing. If you need that proof, call the CEEF office and we will provide it. There are certainly ways of continuing to pay your bills online from away if this is your practice.

GENERAL ENROLLING ADVICE

Whether it be enrolling your children in school, applying for a license, acquiring insurance, setting up a bank account, your passport, past records, health/immunization records (children and schools), your exchange certificate and in some instances a letter from CEEF to verify your residential address is all you need. Some people may tell you that you need a SIN (Social Insurance Number) but it is NOT so. It will not hurt at all to get one and working children and spouses will need one but it is not necessary for the exchange teacher him/herself.

ARRIVAL AT YOUR DESTINATION

Your partner will be asked to designate someone to meet you upon arrival at the airport. He/she will also be asked to name a community and school/staff sponsor. Your partner should send you the names of these people. Reciprocally, we ask you to do the same for your exchange partner. The people chosen as sponsors are crucial to a successful exchange. Choose wisely.

Please complete the Database Update Sheet at the back of this booklet, and forward the original to CEEF at 250 Bayview Drive, Barrie, ON L4N 4Y8. ***These are needed in the CEEF office by June 10th for September exchanges and November 10th for January exchanges.*** PLEASE send them on time. We need to know where to reach you and your exchangee at all times. **If you make a midstream change in residence or school, please let us and your host jurisdiction know. If you change your email address, please let us know.**

FINAL ADVICE

Attend any orientations offered by BCETA, NB ETO and CLEE or your Canadian school district or union. You will meet former Canadian exchange teachers and your fellow exchangees. There will be people there to answer most of your questions about life in Canada and to give advice on any problems you may be having. The orientation day is sometimes linked to other events for exchangees and families that weekend. Secondary teachers from the Southern Hemisphere should arrange their arrival in Canada so they can attend orientation. (Check date for this with your exchange partner before booking tickets.)

REMEMBER!

A successful exchange is based, in part, on careful and thorough preparation. Once you have taken care of the practical aspects of your stay such as finances, accommodation, and teaching assignment, take some time to mentally prepare for the year ahead. The following collection of former exchange teachers' observations may help you with your personal preparations:

- Not only is there an exchange of jobs, but there is an exchange of lifestyles as well.
- Always be prepared to have your expectations altered. Keep an open mind.
- Be frank in all correspondence with your exchange partner. Honesty is essential. Represent all components of the exchange clearly and honestly.
- Approach the year as an exchange, not an even trade on all accounts; some things will be better, some will be worse. Some are just different.
- Be flexible, and the year will become a marvellous experience. Realize that there are subtle as well as obvious differences in food, climate, and culture - try not to prejudge the experience.
- Be humble, and not a "know-it-all." Showing an eagerness to learn about things will encourage those around you to offer help.
- Take half the clothes you think you'll need and twice the money.
- Keep your passport and visa with you at all times.
- Seize this unique opportunity and see and do as much as you can.
- Be respectful. You are a guest.
- Be excited! Be rested and in good health. And bring your sense of humour!
- Recognize your year as a privilege and thank everyone involved.

This is a guide / resource only. Each teacher must develop an individual agreement worded to their needs.

Sample #1 HOUSE AND CONTENTS EXCHANGE AGREEMENT

We the undersigned, agree to the following conditions with respect to the exchange of accommodation:

- The exchange of accommodation will be from _____ to _____
DAY /MONTH /YEAR DAY /MONTH /YEAR
- The **Owner** will pay all insurance fees (house and contents) in his/ her own country.
- The **Owner** will pay all property taxes, mortgage payments, cable/satellite fees in his/her own country.
- All utility fees incurred by the **Owner** before the exchange will be paid by the **Owner**.
- The house, its fittings and appliances should be left in a maintenance free condition and in good working order at the commencement of the exchange by the **Owner**.
- The **Owner** is responsible for any costs incurred for the house, its fittings, appliances and contents that can be attributed to normal wear and tear. The **User** is to contact the **Owner** or the **Owner's Agent** who will authorise the carrying out of repairs. The **User** will forward accounts for such costs to the **Owner** or the **Owner's Agent** for payment.
- The **User** will permit the **Owner** or the **Owner's Agent** after 24 hours notice or without notice in the event of an emergency to enter the premises for the purpose of examining the condition of the premises, furniture and effects.
- The **User** is responsible for any costs to the house, its fittings, appliances and contents that can be attributed to neglect or misuse. All items used by the **User** and persons admitted to the home should be left in a state of good repair at the conclusion of the exchange. Broken articles should be replaced by articles of equal value / quality.
- The **User** is responsible for maintaining the lawns, gardens and pool.
- The **User** is responsible for minor costs such as lightbulbs etc.
- Neither home is to be sublet or rented out during the period of the exchange. Approval for long term visitors to stay in the house should be obtained from the **Owner**.
- Both premises are to be securely locked at all times when unoccupied. This is necessary to comply with conditions of insurance.
- Smoking is not permitted in the accommodation.
- At the conclusion of the exchange any unpaid accounts for which the **User** is responsible, are to be forwarded to the **User's** home address.
- Any mail delivered for the **Owner** is to be forwarded to the **Owner's Agent** at regular intervals which should not exceed one month.
- In the event that one party returns home prior to the completion date of the exchange, that party agrees to the following accommodation arrangements and payments: decide where the parties will live, how the returning party will be responsible for the continued payment of utilities / services in the vacated premises eg. phone rental, electricity, heating, lawn maintenance etc., and the continued provision of appropriate housing for the remaining party.

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- In the event of shared accommodation, the following accommodation arrangements and payments have been agreed to should the shared arrangements prove unsuccessful.
-
-

NAME: _____ SIGNATURE: _____ DATE: _____

NAME: _____ SIGNATURE: _____ DATE: _____

NB: This is intended to be a guide/resource only; each teacher must develop an individual Agreement worded to suit their particular circumstances.

DATABASE UPDATE SHEET FOR EDUCATORS LEAVING THE COUNTRY

Complete and forward to the Canadian Education Exchange Foundation by June 1 (Sept. exchanges), Nov. 1 (Jan. exchanges). Mail to CEEF, 250 Bayview Drive, Barrie, Ontario, Canada L4N 4Y8.

Your full name _____ Exchange Partner _____

Family members accompanying you (state names, ages, and relationship to you)

(1) _____ (2) _____

(3) _____ (4) _____

Your **home address** and postal code

Will your exchangee live here?

If no, where will the exchangee live?

Phone # _____ Phone # _____

Your **home school / institution**, name, address and postal code

Will exchangee teach here?

If no, give name and address of new school

Phone# _____ Phone# _____

Name and address of **person meeting exchangee**
upon arrival at airport

Name and address of **school/professional sponsor**
for Exchangee

Phone#Home _____ Office _____ Phone#Home _____ Office _____

Name and address of your
Power of Attorney

Name and address of your **community sponsor**
for your exchangee

Phone#Home _____ Office _____ Phone#Home _____ Office _____

Has your exchange partner been informed in writing of the dates they are expected to teach here?

YES_____ NO _____

Have you and your exchange partner established definite dates for the accommodation to be available here and in the other country?

YES__ ___ NO _____

Principal Update:

1.If you have a new principal at your school since you submitted your application for exchange, please supply the name.

Principal's Name _____

2.If your exchange partner will not be teaching at the school where you were teaching when you applied, please give the name of the principal where your exchange partner will be teaching.

Principal's Name _____