

HANDBOOK
for
CANADIAN TEACHERS
GOING ON EXCHANGE



CANADIAN EDUCATION
EXCHANGE FOUNDATION
FONDATION CANADIENNE
DES ECHANGES EDUCATIFS

TABLE OF CONTENTS

FOREWORD	3
TIMING AGREEMENT.....	4
WHO ARE WE? BCETA,CEE, CLEE, NB ETO, CIEA	5
THE EXCHANGE COMMITMENT.....	5 - 6
THE EXCHANGE EXPERIENCE	6
STRIKES	7
REQUIREMENTS FOR ENTRY TO EXCHANGE COUNTRY	7 - 11
EMPLOYMENT OF SPOUSES	12
CHILDREN	12
CONSULATES, HIGH COMMISSIONS, AND EMBASSIES.....	13
COMMUNICATIONS.....	14
TRAVEL ARRANGEMENTS.....	14
EXCHANGE TEACHING.....	14 - 15
SCHOOL YEAR AND SCHOOL HOLIDAY	15 - 16
HEALTH INSURANCE.....	17 - 19
DENTAL PLANS AND PRESCRIPTION MEDICATION	19
INSURANCE (HOME, TRAVEL).....	20 - 22
DRIVER'S LICENCE.....	22 - 23
CUSTOMS DUTIES	23
BANKING	23
INCOME TAX.....	24
EXCHANGE OF ACCOMMODATION	24 - 25
CAR EXCHANGE AND INSURANCE.....	26
ARRIVAL AT YOUR DESTINATION	26
FINAL ADVICE	26 - 27
EXCHANGE AUTHORITIES	27 - 29
SPONSORS	30
SAMPLE AGREEMENT	31 - 32
DATABASE UPDATE SHEET.....	33 - 34
TO DO LIST.....	35 - 38

FOREWORD

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

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, neighbourhood, 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; 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, Ministry 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 and competitive and were likely to encounter personnel 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. See below for January start dates. Those on our school year are pretty straight forward.

N.B. Secondary teachers in semestred schools—the exact dates are extremely important. Our semestred system is often not clearly understood by foreign teachers. Please explain it for them and indicate that they must be here until close to the end of Semester One in January. This will probably require consultation with your 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. Your 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.

N.B. Elementary teachers in Ontario—Due to changes in the reporting system, you may not be able to switch during Christmas break. All reports, evaluations etc. must be submitted to your principal prior to departing. Principals have been asked to release you by Jan. 20th. For any teachers in any province who are in a system which will accommodate a Christmas break turnaround, the final date for your partner should be the “last teaching day in December.”

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 exclusively 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, Germany, Denmark, The United Kingdom, France, Switzerland, Colorado and the central organization for ECIS International Schools which operate in many countries. In addition, CEEF works with the authorities in the other provinces of Canada.

The CEEF office can be contacted at:

250 Bayview Drive, Unit #4

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 consist of groups of dedicated volunteers, mostly teachers who have at one time been on exchange. BCETA and CLEE and NB ETO 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 British Columbia, New Brunswick and Ontario, as well as regular provincial members. Formal equivalent organizations are not currently active in Nova Scotia and Prince Edward Island. However, exchange teachers coming to those provinces are invited to tie into the NB ETO events. Similar organizations exist in most of our partner countries to offer assistance and plan events for exchange teachers. You may join CLEE by contacting Alison Williams at (905) 836-2745, aawilliams1991@gmail.com and check out the website at www.cleecanada.ca. You may join BCETA by contacting Kulwant Toor at ktoor@shaw.ca and the NB ETO by contacting Elva Lacey at elacen622@rogers.com.

CLEE, BCETA, NB ETO and CEEF work closely together to see that you and your exchange partner have an enjoyable and fruitful year.

THE EXCHANGE COMMITMENT

Your acceptance of an exchange is considered by CEEF and the partner exchange jurisdiction to be a **binding agreement**. This entails a commitment to a **complete year of employment** in the host jurisdiction. Only very unusual circumstances can lead to the early termination of an exchange. You and your exchange partner will be expected to fulfill the same time and workload requirements as you would if you had remained in your home jurisdiction. If these requirements differ from those of your host jurisdiction, you must meet the requirements of the host jurisdiction.

In the event that you should consider terminating your exchange at some time prior to the end of the agreed exchange period, you should be aware that **the consequences can be serious** for you both personally and professionally.

1. You must give written notice to the exchange offices and local school authorities in both your home and host jurisdictions. For a termination to take place, both exchangees and both employing jurisdictions must agree.
2. In the event that there is no mutual agreement to terminate, your exchange partner is entitled to remain in your teaching position. As returning teacher you would be without a position until the end of the agreed term of exchange. Further, the employing board is entitled to consider the returning exchangee to be in breach of contract. Disciplinary action may also be undertaken by your federation. Similarly the exchange teacher is entitled to remain in the accommodations according to the agreement you have negotiated with him or her.

3. If you leave the teaching position in your host jurisdiction prematurely, **someone becomes responsible for the cost of a competent replacement. You are the logical source for the compensation.** Otherwise, additional costs are placed on the host jurisdiction or your employing board.
4. Different standards of living, quality of accommodation, housing disputes, cars, cost of living, personal travel plans and other similar factors are **NOT** acceptable reasons for an early departure from your assignment. This is a good reason to ensure that you negotiate a fair agreement to cover the non work-related arrangements of the exchange with your exchange partner.
5. Exchanges can be terminated early on compassionate grounds with the agreement of all involved, both teachers, both exchange authorities, both employing jurisdictions.
6. Termination of one side of an exchange can occur if the level of professional competence does not meet the requirements of the host jurisdiction. In such a case, the teacher terminated is not entitled to return to their job until the natural end of the exchange, nor are they entitled to their home until that time. They may also not receive financial compensation as their district will be paying a supply teacher to cover their foreign position. This is very rare but can happen.

CEEF makes exchange arrangements on the premise that all the participants are acting in good faith. Generally, this has proven to be the case and most exchangees look back on their exchange year as a highlight in their professional careers and personal lives. This puts a responsibility on every exchangee to ensure by their actions that such opportunities will not be lost for those who follow them.

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.

A teacher 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!

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 appropriate union or federation. Most federations and unions grant you status for your exchange year. Therefore it is important that you act in a manner not prejudicial to job actions. This means honouring picket lines. However, these are not your issues and you are employed elsewhere. If there are students in your school, you should be prepared to perform your duties but not assume additional.
- You should be in regular contact with your host principal, area supervisory officer and union representative for guidance and possible reassignment during this period.

IMPORTANT CANADIAN REQUIREMENT FOR YOUR PARTNER

Canadian Immigration has put into effect a new regulation which requires an Officer of Employment for anyone applying for a Canadian work permit. Your partner cannot acquire a work permit without this having been done and your partner having received a receipt number. This form can only be completed by your School/Board of Education. A separate document has been sent to you (for your knowledge) and also to your principal for action. It requires that the school or board register through an Employer Portal as an employer. Once approved, they then have to complete an offer of employment for your partner and pay a fee of \$230. Your partner will be responsible for reimbursing that fee upon arrival. It is time consuming and must be one of the first tasks done.

REQUIREMENTS FOR ENTRY INTO AN EXCHANGE COUNTRY

A word of warning. Every year we have cases of very nervous people about to leave on exchange who are still waiting for appropriate documentation. Government bureaucracies move at their own speed. To avoid problems **START NOW** to acquire what is necessary and fill out everything accurately. It is also wise to check that your exchange partner is actively pursuing his/her paperwork early. There are few difficulties that cannot be overcome with sufficient time.

1. Acquire a passport **immediately**. If you already have a passport, make sure it will not expire before your exchange year is over. Children over the age of three also now require their own passports.
2. For Australia and the UK see the information that follows this section. For all other countries, contact the appropriate Consulate, High Commission or Embassy **NOW** to inquire about what documentation you will need and follow their instructions. (Addresses and phone numbers are on pages 9-10.)
3. Documents you will be asked to produce by your host country will vary but generally it is wise to begin assembling for yourself and your family several passport pictures, birth certificates (the long form showing parents names will likely be required) and marriage certificates. Immigration in several countries also require proof of health coverage, proof of financial stability. The list varies. Find out and start acquiring.
4. Persons in common-law marriages will likely be asked to produce proof that theirs is a long-standing relationship. This proof may consist of documents showing joint commitments, such as bank statements, investments, rent agreements or mortgages, letters linking you to the same address and official records of address such as your driver's license.
5. A single parent must have a notarized letter from the other parent stating that permission is granted for the child to leave Canada. Remember that separate passports will be required for children. If the former spouse is no longer living, a Death Certificate must be provided.
6. Medicals are requested by many countries. Do this as soon as you have the appropriate forms and/or information from them. Even the **slightest irregularity** can cause delays. Remind your exchange partner to do their medicals early. Canada insists that only certain doctors in foreign countries can do medicals for Canadian work visas.
7. **All** educational jurisdictions now require that teachers coming on exchange have a Criminal Records Check from the country in which the applicant has resided for the previous twelve months. For specific information for your intended school district, have your partner check. It is very difficult to acquire once you are in the foreign destination and very easy to get before you leave. Your confirmation of exchange may be contingent upon this being received prior to commencement of your teaching duties. The one from your school district will not suffice.

It is a simple process. Go to your local police station and ask for a Criminal Record Check, Vulnerable sector. You will be charged a fee, asked to fill in an application and produce photo proof of identity. The document is mailed to you (in some areas they will now mail it only to either us or the host board) when complete (2-3 weeks in most areas). You must apply in person and generally cheques are not accepted as payment. You must also go to the police department of the jurisdiction in which you reside. **Do not** say that you need it for your exchange destination. Say you need it for CEEF. It is forbidden for them to do it for a foreign jurisdiction. Some police departments require a written request from CEEF. If you run into this, contact the CEEF office and we will facilitate the request.

If your birthdate and gender happen to match someone on the Pardoned Offenders list, you will be required to acquire a full fingerprint check. This is a much longer process, up to 120 days. Therefore, it is now suggested that you start the process for your record check immediately after confirmation of match just in case you fall into this category which you will not know in advance.

If you find yourself needing to do the above but are running on a timeline for which the above might threaten getting your visa, there is a list of accredited fingerprinting companies for electronic vulnerable sector checks on the RCMP criminal record check website. These are more costly but also very quick (a week to ten days).

Keep a copy in your personal records.

Also, many jurisdictions are now requiring, for teacher registration purposes, a second criminal records check performed in the receiving country. Most Australian states are requiring this. And the process and cost is a little different for each one. For some, there is no cost and they do it for you based on your registration documents.

In some areas it is a separate requirement that goes with certification but by another department and there is a cost. Some will ask for many of the same documents that you have already submitted for other purposes so when you are first getting copies of documents certified do a number of them.

8. Keep photocopies of any documentation you submit. If you encounter a delay, follow up with the Consulate/Embassy to ensure that your file is in order. **In the past, some exchangees have found that the Consulate/Embassy notified them many weeks or even months after their application that their files were incomplete.** Avoid a situation where you are scheduled to depart in a matter of days and your passports can't be located. No one else will take responsibility to ensure that all your papers are in order.
9. If you plan to leave your host country during the exchange year for any reason, check whether you need a multiple-entry visa or if this can be easily obtained in your host country.
10. CEEF obviously has no control over charges by foreign governments for visas, etc. These may amount to several hundred dollars depending on the size of family or be no cost. Budget accordingly.
11. If you wish to extend your Visa beyond a year, apply before departing or early into your exchange.
12. Same sex relationships are recognized in most jurisdictions. You would be wise to check with the appropriate consulate or high commission. Where not recognized, partners can accompany you for six months as a visitor but would then have to leave and re-enter as a visitor for another six months.

Additional advice on documentation:

It is difficult to acquire documentation you may need once you are outside Canada. Therefore, plan to take anything you may require. **Also, check expiry dates on everything from drivers' licences to credit cards to insurance policies and renew them before you depart.**

You are likely going to need multiple copies of documents such as birth certificates (long form), passport picture page, passport pictures, resumé, marriage certificate, exchange certificate, divorce decree etc. Have several copies certified at the same time.

At the present time in Canada certification can be provided for identity documents (according to Service Canada) by a dentist, principal, judge, lawyer, mayor, medical doctor, minister, optometrist, pharmacist, police officer, postmaster, accountant, engineer, social worker, veterinarian. A commissioner of oaths, often available at our provincial service centre can also do it. Your MP or MPP's office can and often even your bank manager. Certification usually involves a written or stamped statement; "I certify this to be a true copy" signature and title of the person certifying (e.g. principal, physician etc.)

Australia:

You need to go to the Australian High Commission website (www.canada.embassy.gov.au/) then to the Visas/Migration and Citizenship link then to Working in Australia. You need the Temporary Work and Specialist Entry visa (subclass 401) visa, Exchange Stream. The actual visa application form is #1401 Application for a Temporary Work (Long Stay Activity) visa.

You use the one application for everyone accompanying you. Family members are listed as your dependants. This includes your children, your partner/spouse, their dependent children who live with you, other dependent relatives who live with you.

BEFORE YOU APPLY FOR THIS VISA you must be sponsored by the approved exchange authority in the receiving Australian State. You will have filled out the chart/request for information CEEF has sent you and returned it to that authority as specified on the bottom (or top) of the chart together with all required documents including those that need to be certified. Once you receive notification of having been approved and given a sponsorship number, you may submit your visa application.

Whichever jurisdiction in which you have been matched in Australia, must submit in Australia an 18 page sponsorship nomination for you and **they** pay another very significant fee for each teacher. To enable them to complete this application as your sponsor, they will need you to scan or fax to them a copy of your resumé, a letter from your board (on letterhead) outlining the salary you are paid for the year, that you will continue to be employed by them during the exchange year, the certificate of exchange we send you, certified copies of each person's passport information page. A chart/request outlining these requirements will be sent to you. Be careful when filling out the intended dates of arrival and departure from Australia on the Sponsorship chart. Keep the dates within 365 days. 364 is fine but if you put anything beyond that, when the sponsorship goes to the visa department with your visa application, more will be required of you (e.g. medicals, full fingerprint criminal records checks). When filling out

your visa application, use the same dates. The visa department will usually give you a little extra time so if you are, in reality flying earlier or later, it should be fine. Or you may apply for a visitor's visa for the extra time.

Once the Australian hosting authority has submitted a sponsorship application on your behalf to the Department of Immigration and Citizenship in Australia, the sponsoring body will forward to you an acknowledgement letter saying that the application on your behalf has been received and is being assessed. Next you will receive a letter, usually by email indicating that you and your family's sponsorship has been approved. On that approval letter you will find the official name of your sponsor, and your approval number. You need this information in order to complete question #5 on the visa application. Only then you can submit your **visa** application with all attendant paperwork.

Fill out as much of the application as you can but **DO NOT SUBMIT IT AT THIS POINT**. With this application you are going to need to again provide certified copies of the picture page of the passport for each member of your family; certified copy of your marriage certificate if applicable; evidence to prove a common-law relationship if applicable; if anyone in the application has been divorced or changed their name you will need a certified copy of the name change; certified copies of birth certificates showing the names of both parents (usually the long form); proof of adequate out of country health insurance (in most but not all cases, a detailed booklet from your extended health care provider through work will suffice, where it does not, additional insurance will be required); and you may need a full fingerprint criminal records check. Do not submit your visa application until two to three months prior to your departure or you may find yourself having to provide extra material and documents as it can become a different kind of visa if processed too early. The Australian High Commission requests that they not be sent until October for a January start.

For the questions in the application around family register and identity card, please put n/a as they do not apply in Canada.

You will also need the certificate CEEF sends you and it is suggested that you submit a copy of the letter regarding salary that you will need in the sponsorship part of this procedure.

There is now a charge for each family member on your application. For you and each accompanying adult the charge is currently \$360. For each dependent child under 18 the charge is \$90.

Special Notes: The head of Australian Immigration in Ottawa has confirmed the following as true in Ottawa for this type of visa but not necessarily true in other Australian Immigration offices.

- Although the website requests certified copies of documents {section O), the Ottawa office will accept copies that are not certified if they are clear, legible and in colour.
- They ask that you not submit your visa application until the beginning of October. The only exception is if you have a criminal history in which case it will take longer.
- For the proof of health coverage, they do not want the booklet. But they do insist upon a letter on letterhead from the insurance provider affirming that you and each named member of your family will have comprehensive coverage and the dates of that coverage. If it is through your board, you can use a letter from them saying the same things.
- Make sure you include your certificate from CEEF plus your letter from whichever foreign jurisdiction you are going to AND the sponsorship approval that names all members of your family.

Submit your visa application with all attendant paperwork to:

**Australian High Commission
Visa Services
50 O'Connor St.
Suite 710
Ottawa, Ontario
K1P 6L2**

DO NOT SEND YOUR VISA APPLICATION TO AUSTRALIA. IT CANNOT BE PROCESSED THERE.

You can also call (613) 228 1040 for information. This is an outsourced information line and the people answering the phone are not visa officers.

United Kingdom:

There is a cost per member of the family. Last year it was 225 British pounds each each. There is no forgiveness for errors so do follow their directions rigidly or you have to start again and pay again.

You can only apply online. You need to access a Tier 5 (Temporary workers-Government Authorized Exchange) visa application. The correct form is VAF9 - PBS Migrant. Please go to www.gov.uk/visas-immigration and follow the link Apply for Visa. You will be asked type of visa/answer = work, purpose of visa/answer = Tier 5 Temporary

Workers, type of application = Tier 5 TW (Govt. Authorised Exchange) Migrant.

UNDER NO CIRCUMSTANCES SUBMIT THE VISA APPLICATION UNTIL YOU HAVE RECEIVED A SPONSORSHIP NUMBER FROM CTEP IN THE UK.

Once you have a confirmed match, CEEF will send you a certificate and CTEP will request passport information for you and accompanying family members in order to submit to London, England a sponsorship request for you. When they receive approval of this request, a letter will be issued to you which gives the sponsorship number which you need **prior** to submitting your visa application.

Each member of the family is required to show proof of financial savings such that they can support themselves. For you, the required is waived, but for each dependent it will be currently 630 pounds. You must provide proof that you have the money and have had it for at least 90 days before applying.

When you have filled out the online application and submitted both that and the payment, you will be prompted to make an appointment with one of the four biometric centres in Canada. When you attend the appointment bring a printout of the online application form, proof of online payment, your passport, any supporting documents you need to include in your application, (certificate from CEEF, sponsorship approval letter and number from CETP, a passport sized photo, bank statements showing the appropriate savings for the past 90 days). Take the original plus a photocopy of every document you provide.

Each person accompanying you over the age of 5 years must fill out a visa application and attend in person the Biometric Centre closest to you. This is despite the fact that they are listed as your dependents on your application. When your appointment is complete you are responsible for mailing your completed application and documents to the British High Commission for processing. Some of the Biometric Centres will courier them to Ottawa for you for a small additional charge. They must reach the High Commission in Ottawa within 2 weeks of your appointment at the Centre. It is recommended that you submit all the family members' applications at one time with a single lump payment. It reinforces that your family members are your dependents. For your spouse and children, you choose the same visa application that you used, the Tier 5-temporary worker. When you go to Apply for Visa in this application, as you move through, under the title Your Visa Requirements there are again a series of questions. The answers to the first four will be the same as on yours BUT the last one, Type of Application, at the very bottom of the drop down box, there are choices, Partner and below that Child. These are what you choose for spouse and children. In the very last section of the application there should be a box for additional information. This is where you put your COS (sponsorship) number.

Receipt of the visas is pretty quick after that.

Persons who have either a parent or grandparent born in the UK may qualify for a Certificate of Entitlement or UK Ancestry Clearance. And of course, those born in the UK or holding a UK passport may also qualify for alternative entrances which would allow you to live and work in the UK without going through the above Entry Clearance process. If you think you may qualify, it is worth your while to inquire to the Immigration Section of the British High Commission in Ottawa.

It appears from our research that there is also a new healthcare surcharge per person that you may be required to pay.

United States:

The requirements for exchange to the U.S. have changed. There is now a four page medical form that must be filled out. You will need to apply for a J1 Exchange visa and your spouse and children under 21 years old apply for a J2. When contacting the American Consulate in Toronto for visas, phone 416-595-1700, Extension 220. Requirements continue to change. When matched call us.

Switzerland:

There are multiple steps to acquiring your Swiss work permit/visa. The first step will be a form that CEEF sends to the Swiss school to be completed by administration. Your partner will be asking for information from you for this form which will include passport numbers etc. When the administration finishes with this form, they submit it to the Canton. The Canton then approves it and sends both a residence permit and work permit to the Swiss Department of Immigration and Citizenship. At the same time, you apply through the Swiss embassy closest to your residence. When the Swiss DIAC sends its approval and documents to the

Embassy here, then your application is approved and the appropriate documents issued. You will need detailed proof of health coverage. In our experience because there are multiple departments, the process can take a very long time. So please start as soon as you have confirmation of exchange.

France:

The process for acquiring a long stay visa for France is without a doubt the lengthiest. It is not difficult but takes a very long time to pass through all the stages. Once you are matched and it is confirmed by the schools and districts and candidates, in most academies it will also require federal approval. Often, that approval does not happen until very late. Therefore it is important to get as much prepared as possible for immigration so that as soon as the federal approval is given, you can acquire your visa. It is very common to be awaiting for your visa in July.

The visa application and rules around it can be found on the website of the consulate closest to you. That will likely be Vancouver, Toronto or Montreal. To access, for example, go to <http://www.consulfrance-vancouver.org/Teaching-Assistants-Lecturers> which is the correct information for Exchange teachers. The international department of the académie in which you will be teaching will need information from you to make their nomination/sponsorship for you to the Federal office. When both the regional immigration and federal have approved you, they send documents to the French consulate in Canada authorizing it from their side. In the meantime, you should begin amassing all the documents you need and fill out the long stay visa application, submit it to the appropriate consulate in Canada and arrange for the required personal appointment. Then when the final approvals come from France, issuance of your visa will be very quick.

Denmark, Germany, Finland:

Contact the CEEF office for specific directions.

Other Countries:

Contact the appropriate Consulate, Embassy or High Commission. It is always wise to start as soon as possible. If you are encountering difficulties please contact the CEEF office.

EMPLOYMENT OF SPOUSES

Reciprocal agreements are in place between Canada-Australia, Canada-United Kingdom. Spouses and dependent children are entitled to work in Australia and the United Kingdom.

Although agreements are in place, obtaining employment can prove difficult. If your spouse plans to apply for a job, he or she should take copies of documentation (degrees, certificates, letters of reference, etc.) for use. A copy of a recent medical examination is a good idea, especially if a spouse wants to teach they must go through the full registration process with the teacher registration body of that state. Start early. Also, if your spouse may be employed in health care or with children, a police check may be required.

If your spouse or child is intending to work while in Australia, make sure their visa is stamped upon entry to the country. Do not wait until after because it will be very difficult.

Note: Canada does not have agreements with other exchange countries which enable family members to work. It may be possible for family members to find work in other host countries but this is often dependent on whether any permanent resident can fill the position being sought.

CHILDREN

Yours and Your Exchange Partners

If you have school-age children, ask your exchange partner to recommend a local school. Also verify with your partner details of immunization. Parents should carry all immunization records with them. Check to see if a Student Authorization is needed; apply for this at the same time you apply for entry visa.

Your exchange partner does not need to have permission from a **particular** Canadian elementary or secondary school to obtain Student Authorizations for their children. **But Student Authorizations must be obtained.** This information is provided in case your exchange partner asks. Often confusion arises

because people get advice from teachers who were previously on exchange. Students may attend school without payment of fees; see note following.

Australia: **Note:** The Australian Department of Employment and Immigration requires, by law, that all foreign students pay school fees. These are approximately \$350 (Australian Dollars) per student. Attempts to have this fee waived for exchangees have been unsuccessful. However, many jurisdictions seem to be less than diligent in asking for payment. **DO NOT BE THE ONE TO OFFER!**

That is the federal fee requirement which is seldom requested. In addition, public state schools have individual fees which vary school to school and state to state. In most cases there is a base fee at the elementary level which can range from \$50 - \$100 per child. It is more at the secondary level and there will also be individual course fees which vary dependant on the specific course. You need to talk to your partner about the specific schools your child/children will be attending.

Keep in mind that school uniforms are standard but most schools have systems of recycling rather like our skate and ski exchanges. You should not have to buy new unless you choose to do so.

Some Australian states now ask you to register your children in advance of arriving. Those states that do so will send you the forms directly.

CONSULATES, HIGH COMMISSIONS, EMBASSIES

Australian High Commission
50 O'Connor Street
Suite 710
Ottawa, ON K1P 6L2
www.ahc-ottawa.org
613 236-0841
FAX 613 236-0026
Visa outsource line:
613 216-7603

Embassy of the Federal Republic of Germany
1 Waverley Street
Ottawa, ON K2P 0T8
613 232-1101

Consulate General of the United States of America
85 Albert Street
Ottawa, ON K1P 6A4
613 238-5335

British Council General - Bay St. Toronto
416 593-1267
British High Commission
80 Elgin Street
Ottawa, ON K1P 5K7
613 237-2008
FAX 613 232 2533
www.britainincanada.org

Royal Danish Embassy
47 Clarence St. Suite 450
Ottawa, ON K1N 9K1
Tel: 613 562 1811
Fax: 613 562 1812
e-mail: danemb@cyberus.ca
web site <http://www.denmarkemborg/visa.htm>

Embassy of Finland
Suite 850
55 Metcalf St.
Ottawa, ON
613 288-2233

Embassy of Switzerland
5 Marlborough Ave.
Ottawa, ON K1N 8E6
613 235-1837

Embassy of France
42 Sussex Drive
Ottawa, ON
K1M 2C9
613 789-1795

All of the above now have comprehensive websites as well that contain considerable valuable information. Several also have consulates in other cities whose contact details are on their websites.

COMMUNICATIONS

Frequent, detailed, thorough and honest communication with your exchange partner is the key to a successful exchange. Phone calls can be expensive. Email and Skype (or another equivalent) are effective and inexpensive. The most important part is that you DO communicate often.

Exchanging school information booklets, maps, tourist pamphlets, newspapers, advertisement pages and anything else that would help prepare your partner has been found to be very effective.

TRAVEL ARRANGEMENTS

IMPORTANT - Make sure you and your exchange partner share information early **about the exact dates of the beginning and end of the school year, before anyone starts booking flights.** Before booking flights, check to see whether there is an orientation on the other end which you are expected/required to attend. This may precede the beginning of school depending upon the destination. Travel arrangements and choice of travel agent are your responsibility.

Book your flight early! You must be in your host country for the beginning of their school year (term and peak travel times can vary in different parts of the world. Visa departments will tell you not to book ahead in case your visa is refused. However, it may then be too late to get what you want. Check with your travel agent to find out what the policies are around cancellation. It is the airline not the agent that makes these policies. Do know before you pay.

EXCHANGE TEACHING

Now that you have arranged the exchange and are completing personal and professional plans prior to departure, you may have a little time to consider the implications of teaching in another country for the first time.

Even as a very competent, experienced educator, you may still experience some anxiety / stress when faced with new and perhaps unusual teaching situations. This feeling is natural for all teachers on exchange. Do not panic, time will usually cure the problem.

Former exchangees have suggested the following:

- Be careful not to overstate your abilities and qualifications.
- Obtain as much specific information as possible on the school / institution and curriculum to be taught.
- Request a detailed description of the teaching assignment, including a timetable and if possible, an outline of the courses to be taught, course content, daily routines (attendance etc.)
- Try to determine as much as possible what your host school administrator expects.
- Don't be disappointed if you are not invited by other teachers to share your ideas or experiences.
- Avoid criticism. Any criticism may be counter-productive.
- Be prepared initially to be treated as a first year teacher or supply teacher by your students.
- Be more formal and strict at the beginning of the year than you might be at home.
- Bring books, maps, photos, slides of your home, school and community.
- Bring resource materials for any special units you enjoy teaching.

Prepare units of work with resources for the first four weeks for your partner and request the same of your partner.

Teach well. People will initially judge you by your teaching and work around the school. The school and community more readily accept conscientious and enthusiastic exchange educators. Write to the principal as soon as possible and provide additional information about your teaching experience, your interests / areas of expertise.

Ontario Elementary please note: If you are in a January start exchange, with the reporting expectations, it is critical that you leave complete notes, marks, comments, grades or levels for all your students prior to your departure. Your partner has been warned that it is critical that he/she do the same before leaving. Due to this same change in the Education Act around reporting, you may or may not be able to switch during the Christmas break. It may be necessary to have the exchange start later in January. Ontario teachers who have a mid-year start also need to be very diligent about using as few sick days as possible prior to leaving. Foreign exchange teachers starting in January will have only the days that you have not used until June and they often need them. They are warned similarly about the back end of the exchange.

Important information: All Australian states now require you to go through some process of teacher registration. They will send you the forms. The cost varies. Also, you can usually download the forms faster than they will send them to you. Each jurisdiction has different forms but they should advise you. In the past, exchange teachers have been exempt from this process and all jurisdictions are protesting but it is in effect now. Usually notarization costs can be avoided by going to your local Health office or government office where there are Commissioners of Oath with the required signatures and stamps who will do this for free (courthouse, local MP's office, Service Canada office, Driver Licensing office, your local bank etc. See list on page 9 of this document.)

B.C. Teachers please note: Prior to leaving, please advise the B.C. College of teachers of your exchange plans to ensure your College fees are paid and that you continue to receive College updates. You can log-on to their website www.bcct.ca , Certificate Holders Area, to update your contact information or call Membership Services at 604 731 8170, ext. 11.

SCHOOL YEAR AND SCHOOL HOLIDAYS

The exchange year usually encompasses the full school year of the host country. Confirm with your exchange partner the dates of your first and last day of teaching, as well as the time periods of school holidays.

Northern Hemisphere Exchanges:

Exchanges to the UK and Europe and those Australian exchanges on the Canadian school year basically follow our school year calendar. Many schools in the UK and Switzerland start in August and some continue into July at the end of their school year. But this evens out with additional holiday periods throughout the school year. For exchanges to Australia on our school year, the Canadian teacher will start in Australia immediately following the Australian July holiday and finish at the beginning of the holiday in the following year. You get holidays that balance. The Australian teacher will teach here September to June as per our school calendar.

Australia

A Southern Hemisphere country's school year generally begins in late January or early February. Their longest vacation period (approximately six weeks) begins at the Christmas recess. Depending upon whether their school year is divided into three or four terms, there are two or three shorter recesses of one or two weeks duration during the year. This will affect the timing of your (and their) vacation periods and travel arrangements.

If you teach in an elementary school other than in Ontario, your exchange partner is expected to begin work immediately after the Christmas holidays; that is, the first school day in January. **If you teach in a non-semestered secondary school**, your exchange partner is expected to begin right after the Christmas holidays. If your school holds examinations in January, it may be more sensible to start the exchange at the end of the examination period. This is at the discretion of the Canadian principal and should be negotiated to the satisfaction of both parties. **However, if you have to stay longer into January this year, your exchange partner will do the same next year, so that your holiday periods are equal.**

If you teach in a semestered secondary school or an Ontario elementary school, note that the calendar year exchange with Australia generally takes place at the following times:

The Canadian teacher teaches until close to the end of the first semester (that is, close to the end of January) and will be expected to start teaching in Australia in late January or early February. Sometimes this does not allow much time to reach your host jurisdiction. You may have to negotiate with your principal to schedule your examinations among the first in your school to meet all deadlines. It has been our experience that principals are normally co-operative and understanding in this situation. CEEF advises them that this situation may arise.

For Ontario elementary teachers, you may be asked to not start your exchange until a date in January (by the 20th) to allow for responsible reporting. Your Australian partner will follow the same schedule on the back end of the exchange.

The holiday period for the Canadian teacher will be delayed until the end of the teaching year and will extend from Christmas until towards the end of January. Australian states usually have three or four school terms separated by one or two weeks recess. This enables exchange teachers to travel at intervals during the year and from mid-December to the commencement of the second semester in their home jurisdiction.

The Australian teacher will have his or her holiday period from Christmas to the end of January or early February, the normal summer recess in Canada, and **then teach until towards the end of January of the following year.**

TIMING AGREEMENT: THIS IS A MOST CRITICAL DOCUMENT TO HAVE SIGNED AND SENT TO CEEF BEFORE LEAVING. THE LEGAL ASPECTS OF YOUR EXCHANGE ARE NOT CONSIDERED COMPLETE UNTIL THIS IS RECEIVED. YOU MUST TEACH ONE FULL TEACHING YEAR TO THE CLOSEST SCHOOL DAY AS MUST YOUR PARTNER.

HEALTH INSURANCE

MAKE SURE YOU ARE FULLY COVERED

ONTARIO

1. Notify O.H.I.P. that you will be working outside the province for a full year. Each member of your family **must register**. Only then will you be covered for 12 months. Ontario residents who do not register and who spend more than 212 days outside Canada will have a **three month** waiting period on their return. If you will be out of Canada longer than 12 months get travel insurance as well.

When you go to the O.H.I.P. office to register, take with you the certificate confirming your exchange, proof of citizenship, proof of residence (two items with your address on it), a piece of I.D. with your signature and your health card. It is very frustrating, especially in larger cities, where line-ups can be long, to find that you don't have sufficient documentation. **While there, pick up a brochure that explains just what is covered outside the province.**

For interprovincial exchanges, O.H.I.P. normally covers you for three (3) months and then you should become enrolled in the medical plan of the province to which you are exchanging. Again check directly with O.H.I.P. for current regulations and limits and notify them you will be outside the province for a year. Also, check your board's extended health care as it relates to treatment outside the province.

2. O.H.I.P. coverage outside the country is **NOT** adequate. Check your board's extended health policy for additional coverage. Particularly check time limits outside the province.

BRITISH COLUMBIA

1. Notify MSP that you will be working outside the province for a full year. Each member of your family **must register**. Only then will you be covered for 12 months. If you will be outside British Columbia for longer than 12 months you will have a three month wait period upon your return. Your coverage is good to the last day of the month in which you left one year ago. Therefore, you could leave on the 1st of January and be covered until the 31st of January the following year. You must also notify the MSP office upon your return.
2. Depending upon the country to which you are going, MSP coverage alone may not be enough. For example, MSP covers hospital care at a given rate per day in B.C. and that is what they will pay for a hospital stay abroad. If the country that you are in charges more than that figure, it will need to come from your pocket or your additional coverage. Check with your extended health plan carefully as it relates to treatment outside the province for **this length of time**. Many extended plans only cover for three months. It may not be enough.
3. For interprovincial exchanges MSP normally covers you for your entire exchange period. Check though for the particular province to which you are travelling. Again, also check your extended health plan as it relates to this situation.

NOTE: THE BRITISH COLUMBIA WORKERS' COMPENSATION BOARD DOES NOT EXTEND YOUR COVERAGE FOR THE PERIOD OF YOUR EXCHANGE. NOR ARE YOU COVERED BY THE FOREIGN JURISDICTION DURING THAT TIME. YOU SHOULD RESEARCH YOUR EXTENDED HEALTH PLAN, MSP OR ANY ADDITIONAL MEDICAL COVERAGE THAT YOU CARRY TO BE ASSURED THAT SHOULD YOU HAVE A WORKPLACE ACCIDENT OF ANY KIND DURING YOUR EXCHANGE, YOU WILL BE ADEQUATELY INSURED. APPARENTLY BCAA HAS A REASONABLE PLAN AVAILABLE.

NEW BRUNSWICK

1. In order to retain full NB Medicare coverage for you and your family for the year you must submit a letter requesting the Director's Approval for the extended coverage. The letter needs to be sent to the head office and must include a copy of your exchange certificate, exact details of your location and the dates you will be absent.

2. Depending on the country to which you are going, NB Medicare coverage alone may not be enough. Check with your extended health plan carefully as it relates to treatment outside the province for this length of time. With assistance from your partner as to specific costs (e.g. visit to the doctor's office) assess whether your Medicare coverage with your Extended Health plan will be sufficient.

NOVA SCOTIA

1. You can continue your MSI coverage for the year of exchange. You need to call Nova Scotia MSI Registration and notify them of your departure date and return date. A letter is issued to your file and you are advised to ask for a copy of this letter to have with you to avoid any issues.
2. While away, coverage will be at Nova Scotia rates. As above, find out through your partner what specific costs would commonly be and then assess whether your MSI coverage will be enough.

PRINCE EDWARD ISLAND

1. The Hospital and Medical Services Plan will cover you out of country for up to one year, once in a lifetime. Contact the Department of Health and Social Services to ascertain procedures to both make them aware and as how to submit foreign claims.

BRITISH COLUMBIA, NEW BRUNSWICK, NOVA SCOTIA, ONTARIO AND PRINCE EDWARD ISLAND

1. **Britain** allows exchange teachers to go on their national health plans. Check with your exchange partner as to the adequacy of these plans if you plan to rely on them, i.e., what is and what is not covered. **Register for the health plan in the United Kingdom as soon as possible after your arrival.**
2. **Australia** no longer allow exchange teachers to enroll in their Medical Plans.
3. **Switzerland** - Take with you proof of adequate medical insurance; otherwise you will be charged for insurance whether you wish it or not.
4. **Denmark, Germany, France, Finland** - Since you may not be eligible for medical coverage in the country of your exchange, please check with the appropriate consulate office.
5. It is your responsibility to see that you are adequately covered at all times. If all of the above are not adequate, get private insurance **BEFORE** you go. Getting additional coverage after your arrival at your destination is almost impossible.
6. The Ministry of Health for Ontario publishes fact sheets providing descriptions of various features of O.H.I.P. health coverage. The Medical Services Plan of British Columbia also publishes a pamphlet titled **Leaving B.C.** Similarly, New Brunswick Medicare can advise you of exactly what the coverage will be as do Nova Scotia and Prince Edward Island. CEEF strongly recommends that you obtain copies of this information when you are reviewing your health insurance needs for your exchange period.
7. **Private insurance** - You can obtain information on all private carriers by calling the Canadian Life and Health Insurance Bureau at 416-777-2221 or 1-800-268-8099.

Sometimes your travel agent can provide the most economical additional medical coverage. And CEEF has also been advised by BC exchangees that BCAA has given them good coverage and prices.

8. To avoid delays, do not hold your bills and receipts until you return to Canada. Mail them to your provincial insurance carrier, as you receive them. Prior to leaving, make sure you know where to send bills. When submitting bills for payment, both provincial plans require the original plus identifying information such as date of birth. Keep a photocopy.
9. **Doctors:**
If there are no doctors in your home town or city who are taking new patients, ask your family doctor if "in lieu" of the service you would require, would they consider taking your exchange partner (and family).

DENTAL PLANS AND PRESCRIPTION MEDICATION

All the foregoing advice about medical insurance also applies to dental insurance. Be covered. Check carefully what is and is not covered by your board's dental plan and that of the host country.

It is wise to have a dental check-up before you leave Canada.

If medication is needed on a regular basis by any member of your family, you may wish to acquire a year's supply of prescription medication. A letter from the doctor explaining this need would facilitate the crossing of international borders. Such a letter will also help if it proves necessary to refill a prescription.

Supplemental health coverage for Travel Emergency Excess Hospital Medical Insurance

The following is a sample plan and in the past this company has offered competitive rates. Check with the travel agent that you are using. Sometimes you can get excellent deals. If interested in this particular plan, please call Ann Winter at Verstraete Travel at 1-800-565-9267 or email Ann at aurora@verstraete.com

Emergency Medical Insurance Summary

If you haven't already done so, consider purchasing TIPS Emergency Medical travel insurance. It offers travellers financial protection against a variety of expensive healthcare costs that their existing means of coverage may not be able to cover. Don't take the risk. Travel smart with TIPS. The following is a brief summary of coverage. Please refer to a Policy Brochure for complete details.



Plan Information and Eligibility

- Worldwide coverage provided
- Must be purchased prior to departure date and for the full duration of the trip
- Insured must call the Emergency Assistance Provider immediately prior to seeking medical treatment
- For clients up to the age of 59 years
- Family rate includes parents/grandparents up to age 59 and dependent children under age 21 or under 26 if a full-time student or any age if your child is mentally or physically handicapped.
- Must have a valid Canadian Government Health Insurance Plan (GHIP).
- If travelling outside your home province for more than 183 days you must contact GHIP to have their Government Health Insurance Plan extended.

Summary of Coverage and Benefits

Benefits	Benefit Amount
Emergency Medical Hospital Accommodation Physician's Services Preapproved diagnostic procedures In-Hospital duty nurse Professional ambulance service Emergency evacuation Medical Equipment Prescription medication	Unlimited!
Emergency Paramedical Practitioners	\$300 per profession
Prescription Drugs (lost, stolen or damaged)	Up to \$50
Emergency Dental Vehicle Return Visit to Bedside Accommodation and Meals Medical Evacuation or Return Home	Unlimited Reasonable costs Return airfare (plus up to \$500 for commercial accommodation & meals) Up to \$1,750 (\$350 per day) Coverage Includes: One way return airfare or air ambulance, stretcher on a commercial airline plus the reasonable cost of meals, accommodation and airfare expenses for a qualified medical attendant to accompany you if necessary
Return of Travelling Companion	One way return airfare
Return & Escort of Children	One way economy airfare plus escort for young children
Child Care Cost	Up to \$500 (\$50 per day)
Return to Destination	One way economy airfare
Hospital Stay Allowance	\$50 for each 24 hours of continuous stay up to \$500 (begins after the initial 48 hours of continuous stay has concluded)
Return of Baggage and Personal Effects	Up to \$500
Repatriation of Remains Identification of Remains Cremation/Burial at Destination	Unlimited Up to \$500 Up to \$3,000
Worldwide Assistance Services	24 hours a day/7 days a week



Pre-existing Condition Exclusion

This insurance does not cover and no benefits will be payable for;

- Any pre-existing conditions or related medical conditions which were not stable and controlled during the 60 day period before your covered trip departure date or which in the opinion of your Physician, would be expected to require treatment in the foreseeable future.

Stable and Controlled means the medical condition is not worsening and there has been no alteration in any medication for the condition or its usage or dosage, nor any treatment, prescribed or recommended by a Physician or received within the time period specified above, prior to your departure date or policy effective date.

24 Hour After Departure Assistance Services

- Our Assistance Provider, Europ Assistance, has a local presence in 208 countries and territories and 38 assistance centres around the clock that are available to help anytime, anywhere
- Travellers have at their disposal an experienced staff of multilingual assistance professionals to help with all kinds of surprises that may happen along the way

Important Note: You must contact the Emergency Assistance Provider at the telephone numbers provided in the policy before admission to Hospital or within 24 hours after a life or organ-threatening Emergency, unless you are unconscious or physically unable. As an alternative, someone else, such as a family member, Travelling Companion, Hospital or medical staff, must call on your behalf.

If you do not contact the Emergency Assistance Provider within the time specified, you will be responsible for paying 30% of eligible expenses incurred.

Services Include:

- Emergency Medical Assistance
- Referral wherever possible, to a hospital and/or physician close to your location.
- Arrange Medical evacuation and/or repatriation
- Arrange Repatriation of remains
- Monitoring of care by our team of medical professionals
- Contact with personal physician, immediate family, travel service provider(s)
- Approve and arrange the return of a travel companion, children and escort
- Provide multilingual interpreters to communicate with physicians and hospitals in foreign countries
- Legal Assistance, Travel & Document Assistance and Concierge Services
- And More! See policy brochure for complete list of services.

**FOR INFORMATION AND DETAILS ON OUR COMPETITIVE RATES
CONTACT ANNE WINTER, VERSTRAETE TRAVEL**

1-800-565-9267

HOME INSURANCE

Notify your insurance company that someone else will be living in your house. Make it clear that they are **visitors or house sitters NOT renters**. There may be long periods when both you and your exchangee will not be on site in your home. Most companies insist that a dwelling be checked on a regular basis. Keep in mind that your exchangee may not be familiar with the consequences of neglect of heating or water pipes during the Canadian winter. Ask your insurance company if they have any regulations about the house being checked periodically when everyone is away. **Written confirmation** should be obtained from the insurance company stating that the insurance policy remains in effect during your absence.

It is likely that your home insurance will require renewal at some time during your absence. Make arrangements with your agent to ensure there is no lapse in coverage.

Make sure that your insurance policy will cover any damage that might occur. Usually your policy remains in effect and covers your home, your belongings and those things that you take with you on exchange. It does not cover items brought in by your exchangee, however their policy should cover that.

Check how long your Homeowner's Policy will cover items you take with you. Check on liability coverage that could be considered yours / your partner's fault (e.g., bike in the hall that someone falls over and breaks a leg).

CAR INSURANCE

Take a letter of experience for each driver who will drive while in the host country. Letters should include names, policy number and insurance record for the last six years. You may also want to take an official driver's transcript from the Ministry of Transportation although that is more important for your incoming partner usually than you.

If you are going to cancel your insurance here for the year you are away, **make sure your company will not classify you as a new driver when you return**. If there is any question in your mind, get a family member or friend to list you on their insurance as an occasional driver for the exchange year. That way, you can demonstrate a continuous insurance coverage history.

Warning: Licence of your exchange partner: Your partner is deemed to be a resident of Ontario and his/her foreign licence is good here for 60 days. After that he/she should acquire an Ontario licence. Incoming teachers from the UK, Australia, France, Germany and Switzerland can directly exchange their licenses in most provinces. In British Columbia the incoming exchangee may drive on the licence of their home jurisdiction or an international licence for **6 months** and then must acquire a B.C. licence. This can be circumvented by their leaving the province and restarting the 6 months upon their return. In New Brunswick the exchange teacher may drive for the year on an international license plus their own home license. Also in NB, a teacher with a valid driver's license from the UK, Switzerland, Germany, France or Australia may directly exchange their license for a provincial one. In Nova Scotia their home license and international licenses are valid for 90 days before they must acquire a provincial license. In Prince Edward Island their home license and international license are valid for 120 days. If your exchange partner is from the UK, Germany, France, Australia or Switzerland, they may directly exchange in PEI. While many coming to Canada choose to just use an international licence all year, make sure if they are driving your car on your insurance you know the implications (if any) of their failing to get a provincial licence. Get any statement from your insurance company in writing. The problem with an exchangee driving on an international licence is getting insurance. Our understanding from the Insurance Corporation of British Columbia is that after 6 months, they cannot obtain their own insurance without a B.C. licence. However, if they leave B.C. for any period and return for another 6 months, they can be insured and continue to drive on their international license. Some Ontario and New Brunswick insurance companies may be able to provide them insurance on the basis of their international license but it is more common for them to be asked to get a provincial license.

DRIVER'S LICENCE

For most destinations your Canadian driver's licence will suffice. **Check that it is not up for renewal while you are away**. Renewal from abroad can be complicated. Try to renew while you are here. Check that your licence or an international one is valid for your full stay in the foreign country, especially when this affects insurance coverage. One teacher tried to renew his license before leaving as it was going to expire about 8 months into his exchange. He was told that they will only renew 6 months prior to expiry. He was given a method to call back from Australia and obtain two 90 day permits and then told he would have to get a new license upon his return. Whether this is the case everywhere is not known.

In the UK you may drive on the basis of a full Canadian driving license for 12 months from the last date of entry if there as a visitor or 12 months from the date of residency if there as a resident. In order to drive after 12 months, if deemed a resident, you can exchange your license for a Great Britain license. Be aware that if you exchange your license, unless you can prove that you took your driving test on a manual transmission vehicle you can only be granted a license based on driving an automatic unless you take another driving test.

International Driver's Licences are available inexpensively through the Canadian Automobile Association. If you choose not to acquire one, consider all the places you plan to travel and make sure your provincial licence is sufficient. An international licence is normally valid for only one year. It can be renewed but only by someone acting on your behalf in Canada. We suggest that you wait until close to time of departure before acquiring one. These do not require a driver's test.

For your information, breathalyser units and radar are very prevalent in Australia. There is a law against using a cellular phone while driving.

CUSTOM DUTIES

Check before buying your air ticket. Get a brochure on Canada Customs' regulations before leaving. Rules on what you can bring back vary according to the length of your absence. If you will be outside the country over 365 days, you can bring back a tremendous amount duty free, provided it has been in your possession for six months. However, there is often a problem getting a 13 month ticket.

Sometimes it can be arranged that you leave the country early on a particular date one year and return later on the same day a year later. Thus, you can get maximum use of duty exemptions and still fall within the one-year limit on airline tickets. Or purchase a one-way ticket and purchase your return ticket while on exchange.

If you plan to import wine, cars, etc. check for rules and restrictions before you leave Canada.

BANKING

Before leaving home, inform your bank and consult your bank manager in order to prepare the most convenient and cost-effective transfer method. Find out if your bank has an affiliated bank branch near your destination. It may be possible to open an account in your host country before you leave. This is not always easy. Consider arranging for a power of attorney with a trustworthy friend or relative. Take a letter of reference from your bank to facilitate opening an account in your host country. Ask about international banking. Your regular bank debit card will work for withdrawing funds in most parts of the world.

You can usually arrange to have sums transferred by wire to your new account in the host country. If you have been a good bank client the fee for this can be negotiated down to a reasonable amount. The fee is for the transaction, not the amount so transferring larger amounts less frequently is the most economical. To ensure immediate access to these funds we are told that you can pre-arrange an email security release once you have established a foreign account.

If you are setting up an account in your exchange destination, you may have to take your exchange certificate and passport with visa in it to present to the bank. Apparently in Australia, both the Commonwealth bank and Westpac Banks can set up accounts for you prior to arrival.

You may choose to use your bank debit card to access funds and then deposit to your new account. It is also possible to have your regular bank card changed for the duration of your exchange to a 'cash card' which allows much higher daily and weekly cash withdrawal limits than the regular card.

Using a cash or bank debit card to access funds usually saves over wire transfer funds and is immediate. Generally, you get a better conversion rate as well.

Exchangees have also had great success with internet banking to take care of continuing expenses at home such as credit cards. Otherwise, making payments on bills that are sent to you is difficult to accomplish on time unless you arrange for someone at home to pay accounts when due.

Check your credit cards to see if they will come up for renewal while you are away. Consult your credit card company to avoid problems.

Starting Capital

It is essential that you have sufficient capital to cover all expenses until you receive your first salary payment. The amount you need will vary depending upon the local cost of living, your housing arrangements, and the number of your dependents. Each exchange partner can help estimate these initial living expenses.

INCOME TAX

As an exchange teacher, you are considered to be a continuing resident of Canada and as such you are required to file a Canadian income tax return for your year away whether it falls into one tax year or two. Filing deadline is the 30th of April immediately following the end of the taxation year. If tax is owing after April 30th and you file your return after that date, you are liable to pay a penalty for late filing together with interest on the unpaid amount.

Income Tax forms can be obtained from the nearest Canadian Consulate, High Commission or Embassy in your exchange country.

If you are entitled to a refund of tax and you wish it to be sent to an address other than your permanent address, indicate the new address on your return. Enclose a note with your return explaining the reason for the change and that it is temporary. Otherwise, you may not receive the various tax credits to which you are entitled.

If you leave your tax affairs in the hands of a relative or friend, leave a letter authorizing them to act on your behalf. In the absence of a letter, Revenue Canada will not discuss your affairs.

Declare your world income for the year. If you earn income in the other country on which you have been required to pay tax, declare the income earned and claim a Foreign Tax Credit. You will be required to file a **T1 General** return. If you only have a **T1 Special**, make sure you obtain the **T1 General**.

If your spouse works while you are in the other country, he or she is expected to remit the estimated Canadian tax payable to Canada on a quarterly basis. Failure to do so may result in interest being charged on the late amounts. You may claim most of the deductions from income for tax purposes that are available to any Canadian resident.

Moving Expenses - that is, the cost of your move to another country. Many exchange teachers have been successful in claiming this expense. According to our liaison, using Interpretation Bulletin IT-178R3 (Consolidated) as reference exchange teachers may legitimately claim this. However, be aware that should you claim this expense it is highly probable that you will be audited.

Child care expenses - The expense must have been incurred for the purpose of providing child care expense **in Canada**.

Any questions or concerns should be addressed to:

The International Taxation Office
Revenue Canada
875 Heron Road
Ottawa, ON K1A 1A8

Phone: Toll-free 1-800-267-5177
We have been told Revenue Canada will
accept collect calls from overseas at
613-952-3741

THE EXCHANGE OF ACCOMMODATION

YOU ARE REQUIRED TO PROVIDE APPROPRIATE ACCOMMODATION FOR YOUR EXCHANGE PARTNER AND FAMILY.

THE DETAILS OF THE ARRANGEMENTS FOR ACCOMMODATION ARE ENTIRELY A PERSONAL AGREEMENT BETWEEN YOU AND YOUR EXCHANGE PARTNER.

Neither CEEF nor your host jurisdictions can inspect personal property. Nor can either 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 accommodations are appropriate; however, arrangements with respect to the use of personal property or financial arrangements between exchangees are **personal matters**.

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

The following advice is based on the experience of a great many who have been through the process of exchange. Your exchange partner is also receiving this advice.

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 sample. 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 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, if possible. This is preferably at another site. **A locked room in your home is not a welcoming or inviting sight for the incoming educator.** Removal advice involves **only** heirlooms or items of great sentimental value. **ALL LINENS, CUTLERY, GLASSWARE, DISHES, COOKWARE, ENTERTAINMENT MEDIA DEVICES, FURNITURE BOTH INDOOR AND OUT, THAT YOU USE, SHOULD BE LEFT FOR YOUR PARTNER.** Ask your partner if there are things on your list that they would prefer removed.
6. Leave instructional manuals or, at least, written instructions for all appliances. Also leave names and addresses of local repair people. The enclosed Planning Guide will assist with this task. 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).
7. **Pets** - Having your exchange partner take care of your pets can be an imposition. It is **strongly recommended** that you make 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. Exchangees from the Southern Hemisphere often have no experience with winter. Leave clear 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, shovelling walks, etc. Again the planning booklet will help you organize this information.
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 Canada) 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 things.

NOTE: Renters: You should be aware of the applicability of the Landlord/Tenant Act to your accommodation arrangements. Notify your landlord about someone else using your accommodations and investigate any effect that will have on your lease.

CAR EXCHANGE AND INSURANCE

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. It may be a consideration to buy each other's vehicles for the year. Arranging with a friend to take your exchange partner car shopping is invaluable. Returning exchange teachers will often sell their vehicles to incoming exchangees also.

ARRIVAL AT YOUR DESTINATION

Your partner will be asked to designate someone to meet you upon arrival, if possible, 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. THE SPONSORS WILL LIKELY BE THE FIRST PEOPLE YOU/YOUR PARTNER MEET. THEY WILL FORM THE INITIAL SUPPORT SYSTEM FOR BOTH YOU AND YOUR PARTNER. THEY NEED TO BE WARM, WELCOMING, HELPFUL PEOPLE WHO ARE WILLING, ESPECIALLY AT THE BEGINNING TO GIVE GENEROUSLY OF THEIR TIME.**

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 5th for September exchanges and November 5th 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 before or after leaving, please notify the CEEF office.**

Your exchange has been made possible through the partnership and cooperation of the offices listed on the following pages. Any concerns that might arise while you are on exchange which cannot be answered locally, can be addressed to these officials.

FINAL ADVICE

Attend the orientation offered in your host country. Also attend prior to leaving any orientation sessions that may be sponsored by Exchange organizations in your province, usually, late spring. You will meet former Canadian exchange teachers, teachers here on exchange from the area to which you will be going, and other teachers going on exchange. These are the ones who can answer all your questions.

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. It is meant to be a 'different' experience.
- 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.

EXCHANGE AUTHORITIES

The following are the exchange agencies in the area or country to which you are exchanging. You should take the appropriate address with you. These are the people to be contacted if you have a serious problem.

EUROPE

Helen Jones
Commonwealth Youth Exchange Council
7 Lion Yard
Tremadoc Road
London, SW4 7NQ

E-mail: helen@cyec.org.uk
Fax: 011 44 20 7622 4365
Telephone: 011 44 20 7498 6151

Helle Ronne
The Danish Cultural Institute
Vartov
Farvergade 27 L, 2nd floor
1463 Copenhagen K
Denmark

E-mail: hr@dankultur.dk
Telephone: 011 45 33 13 54 48
Fax: 011 45 33 15 10 91

Nina Rekola
CIMO
Finland

Email: nina.rekola@cimo.fi

Sabine Kissel, Eva Klün-Erns
Servicestelle Internationale Begegnungen
Beim Staatlichen Schulamt für den
Landkreis Goss-Gerau und den Main-Taunus-Kreis
Walter-Flex-Str. 60/62
65428 Rüsselsheim
Germany

Email: sabine.kissel@kultus.hessen.de
Tel: 496142550301

France will be the DARIEC head in your academie.

AUSTRALIA

Tracy Davies, Janice Cherubini
Manager, Teacher Exchange,
N.S.W. Department of Education,
Block D, Level 2, N.S.W. Government Offices
84 Crown Street
Locked Bag 3
Woolongong East, New South Wales,
Australia.2520

Email: tracy.davies@det.nsw.edu.au
Fax: 011 61 4224 9392
Telephone: 011 61 4224 9085

Helen Gregory
Teacher Exchange Coordinator
NSW/ACT Independent Education Union
485-501 Wattle Street, G.P.O. 116
The Briscoe Building
Australia, 2001
Ultimo NSW 2007

Email: helen@ieu.asn.au
Fax: 011 61 2 9211 1455
Telephone: 011 61 8202 8900

Alicia
Exchange Co-Ordinator,
Northern Territory Department of Education,
International Services Branch,
Ludmilla School Campus,
Box 4821, G.P.O.
Darwin, Northern Territory,
Australia. 0800

Email: jan.Johnston@nt.gov.au
Fax: 011 61 889 993 245
Telephone: 011 61 889 993 246

Kay Holloway
Queensland Independent Education Union,
P.O. BOX 418,
Fortitude Valley, Queensland.
Australia. 5000

E-mail: kholloway@qieu.asn.au
Fax: 011 61 73 839 7021
Telephone: 011 61 73 839 7020

Rebecca Fuss
Manager, International Exchange Programs,
Education Department of South Australia,
31 Flanders St., 8th Floor,
Adelaide, South Australia,
Australia. 5000

E-mail: rebecca.fuss@sa.gov.au
Fax: 011 61 8 8226 3655
Telephone: 011 61 8 8226 3491

Marg Orme
International Agreements Unit,
International Education and Marketing Branch,
Department of Education,
GPO Box 4367 - 2
East Melbourne, Victoria
Australia 3001 Telephone: 011 61 3 9628 3872

E-mail: orme.margaret.a@edumail.vic.gov.au
Fax: 011 61 3 9628 3989
Telephone: 011 61 3 9628 3872

Zoe Davis, Patricia Wilson
Human Resources
Ministry of Education,
Parliament Place, 151 Royal Street,
East Perth, Western Australia,
Australia. 6000

Email: Teacher.Exchange@det.wa.edu.au
Fax: 011 61 89 264 4571
Telephone: 011 61 89 264 4111

INTERNATIONAL SCHOOLS

Mavis Wilcox,
Coordinator Teacher Exchange,
ITESP
ECIS Australasia Office, "Cumburn" IEC,
P.O. Box 367,
Kilmore 3764
Victoria, Australia.

Email: cumburri@bigpond.com
Fax: 011 61 3 5781 1151
Telephone: 011 61 3 5781 1351

CANADA

Carolyn Freed
Educator Exchange Liaison
International Education Exchange Programs
The Alberta Teachers' Association
11010 142 Street NW
Edmonton, AB T5N 2R1

Email: Carolyn.Freed@ieep.ca
Telephone: 780-392-6901

Roberta Michalchuk,
Officer in Charge of Teacher Exchange,
Professional Certification Branch,
Manitoba Education and Training,
P.O. Box 700,
Russell, Manitoba. R0J 1W0

Email: Rmichalchu@gov.mb.ca
Fax: 204-773-2411
Telephone: 204-773-2998
800-667-2378

Carol Wilkins
Teacher Exchange Coordinator
Canadian Education Exchange Foundation
250 Bayview Drive,
Barrie, On
L4N 4Y8

Email: cwilk@ceef.ca
Telephone: 705-739-7596
Fax: 705-739-7764

(British Columbia, New Brunswick, Nova Scotia, Ontario, Prince Edward Island, Saskatchewan)

Brian Miller,
Director of School Services,
Department of Education,
P.O. Box 8700, Confederation Building,
St. John's, Newfoundland
A1B 4J6

Fax: 709-729-5896
Telephone: 709-729-2997

Mr. D. W. Courtice,
Assistant Deputy Minister,
Department of Education,
Public Schools Branch,
P.O. Box 2703
Whitehorse, Yukon Territory
Y1A 2C6

Joyce McLean,
Registrar, Teacher Certification
Department of Culture and Employment
Government of the Northwest Territories
P.O. Box 1320 Yellowknife, Northwest Territories
X1A 2L9

Email: joyce_mclean@gov.nt.ca
Fax: 867 873 0338
Tel: 867 873 7392

SPONSORS

It would be difficult to over emphasize the importance of the sponsors. What they can contribute to the comfort and smoothness of the transition and adjustment is enormous.

Each exchangee should give careful consideration to the selection of their sponsors. Pick someone who can give some of their time and is a good listener. Talk to, or provide a list to your sponsors of what you expect them to do while you are away. A good rule of thumb is “thinking what you might like done for you at the other end.” Taking the time to ensure that each sponsor is aware of their expected role enables small problems to be solved quickly without turning into major ones. Appointing both a community and work sponsor is wise. Both obviously play different roles.

The role of a **community sponsor** is an important one in ensuring the success of the Teacher Exchange Program. Sponsors ensure a smooth transition into the local community. Community sponsors can assist in the following ways:

- meet the visiting exchange teacher at the airport where possible and/or prepare a meal for their arrival
- introduce the visiting exchange teacher to your family and friends
- provide social support during the early stages of the exchange and be available for advice throughout the year
- provide everyday information such as location of shops, banks, doctors, dentists, travel agents, service stations, etc.
- provide details regarding community facilities, garbage collection and operation of household appliances
- act as liaison and negotiate with both exchange partners if issues or concerns should arise in relation to accommodations or vehicles during the exchange year

The role of a **school/professional sponsor** is also an important one in ensuring the success of the Teacher Exchange Program. School sponsors can assist in the following ways:

- arrange for the exchange teacher to visit the school prior to commencement of teaching duties
- meet the visiting exchange teacher prior to school commencing. If this is not possible, introduce themselves on the first day of term
- introduce the exchange teacher to the Dean/Principal/Head, Teacher/Dept. Head and staff
- familiarize the exchange educator with school procedures, facilities and resources
- ensure that curriculum documents are available for the exchange teacher
- provide support during their stay at the school especially during that first critical report period

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

HOUSE AND CONTENTS EXCHANGE AGREEMENT (Sample #1)

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 and mortgage payments 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 light bulbs, fuses, batteries, ink cartridges 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**. Users must be present in the home when guests are present.
- Premises are to be securely locked at all times when unoccupied. This is necessary to comply with conditions of insurance. If the premises are to be unoccupied for a period of longer than 48 hours, the Users must appoint an agent at their own effort and expense to supervise the property. This will include but is not limited to, collecting mail, checking inside and outside the property for any problems.
- Smoking is not permitted in the accommodation.
- The Users will pay the first bills after _____ (date). At the conclusion of the exchange, the Owners will pay the first bill upon returning to their respective homes. If necessary a reconciliation will be done by _____ (date).
- 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.

HOUSE AND CONTENTS EXCHANGE AGREEMENT (Sample #1 continued)

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

- Curriculum materials: an outline of what each party will leave for classroom planning and resources for the first month.

Bill payments:

Each exchangee agrees to pay the following bills at their home property:

- Mortgage/rent
- Property taxes/water rates if applicable
- Property and contents insurance

Each exchangee agrees to pay the following at their exchange property:

- Hydro
- Natural gas
- Water usage
- Land line telephone including all charges
- Cable/satellite television service
- Internet service

NAME: _____ SIGNATURE: _____ DATE: _____
Canadian

NAME: _____ SIGNATURE: _____ DATE: _____
Exchange partner

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 CANADA - ONTARIO

Complete and forward to the Canadian Education Exchange Foundation by June 1 (Sept. exchanges), Nov. 1 (Jan. exchanges). Mail to CEEF, 250 Bayview Drive, Unit #4, 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/professionall 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 _____

TEACHING EXCHANGE TO DO LIST
(not necessarily complete but a starting point for you)

Task	Explanation	Timeline	More	Completed
Timing Agreement The exchange cannot legally start until this is received in the CEEF office.	Establish the timeline for arrivals and departures for school and home.	ASAP	Start talking to your principal and exchange partner about arrivals and departures and get committed dates.	
Certificates and certified copies	Needed for sponsorship/visas/teacher registration.	ASAP	Get certified copies made of long birth certificates, marriage license, passport picture page, health insurance, police checks, teaching degrees etc. See notes in booklet on where can certify.	
Criminal Record check	Needed for teacher registration/all jurisdictions.	Within five months of departure.	Start as soon as your match is confirmed as it can take some time. Vulnerable sector check. And for spouses if planning to volunteer or work with children.	
Sponsorship	Need for visa purposes in Switzerland, France, UK and Australia prior to applying for visa.	Immediately	Acquire the documents required depending upon jurisdiction and send where needed. For sure, passport page, salary, copies of certificates, exchange certificate, resumé, etc. May need to be certified.	
Health Insurance	Proof of out of country coverage for the full year beyond provincial plan for visas in most countries.	ASAP	Check with board for extended benefits and get copy in writing if it is good for the year. If not, explore additional insurance.	
Work permits/visas	Necessary to work abroad.	For NH destinations, as soon as sponsorship confirmed. For SH complete application but do not submit until sponsorship received and no sooner than three months before going.	Download visa application from appropriate Embassy site and start to complete. Will need certified copies of all previous certificates and documents mentioned. Do not submit application until sponsorship approved. Follow timelines outlined in booklet. For Switzerland can apply but will not be issued until sponsorships in from Geneva. *Make copies of everything you submit.	
Travel arrangements	Flights as needed	ASAP	Start the search for best deals from different carriers. Get several quotes if possible.	

TEACHING EXCHANGE TO DO LIST

Task	Explanation	Timeline	More	Completed
Banking / Cheques/Line of credit	How to handle while away	ASAP	Check with your bank to see if they have an affiliation with any bank in your destination. Get letter of reference from own bank. Explore feasibility of setting up account in destination. Explore best ways of transferring funds/ debit/wire etc. Set up for online bill payment.	
Credit cards	Convenience when travelling	ASAP	Explore travel rewards card to capitalize on travel. Contact credit card companies to inform you are out of the country for an extended period. Make sure of expiry dates.	
Home insurance	Security and assurance	2 months or more prior	Check renewal dates and ensure that it is in effect during your absence. Advise provider of house sitters for your absence. Good standing letter may be required for your exchangees home insurance policy.	
Car	Insurance/buying/swapping	3 months or more prior	Decide how/if you are getting a car. Use a car contract if swapping. Bring 'good standing' letter from car insurance provider and driver's abstract if purchasing a car and insuring it. Bring current driver's license and check whether need International license. Make sure if cancelling your car insurance for the year that you will not be re-classified as a new driver upon your return.	
Wills and Power of Attorney	Peace of mind	At least 1 month prior	If power of attorney has signing authority at banks make sure bank has copy.	
Sponsors	Community and School – vital	ASAP	The right people are critical. Choose people you would like to sponsor you. Designate someone to pick up partner and family at airport, provide first meal, be a community buddy until they are secure. It is nice if they can communicate with your partner prior to coming also.	

TEACHING EXCHANGE TO DO LIST

Task	Explanation	Timeline	More	Completed
Health Related	Medicals Prescriptions Immunizations Documentation Provincial and Extended coverage	2-3 months prior to leaving.	Wise to have everyone in the family have a medical and dental check up. Get dental work done prior to going. Renew all prescriptions and bring as much medication as allowed as well as doctor's letter stating reasons for taking meds . Bring copies of immunization and health records for travel, working/ volunteering and children's schooling. Register for out of country provincial coverage. Re-register upon return.	
Housing Agreement	Good basis for understanding and lack of misunderstanding during exchange as well as starting knowledge of a home.	2-3 months prior to departure.	Planning Guide of information detailing housing instructions (inside and outside). Locations of items, how things work, seasonal tasks. Housing contract, see samples and adapt to own use.	
School Document	Necessary for smooth and confident start.	Prior to departure but earlier may be better for partner.	Prepare detailed plans for a minimum of one complete unit not shorter than three weeks worth. Include lesson plans, resources, goals, objectives, outcomes, criteria etc. Also knowledgeable contacts within the school for help with this /these units .Also long range plans.	
Pets	Security of pet and ease for partner.	Before departure.	STRONGLY RECOMMENDED THAT YOU NOT LEAVE PETS WITH EXCHANGEE. Make other arrangements for them to be fostered out for the year.	
Post office	Efficient mail service.	1 month before departure.	Notify local post office that there will be house sitters at your home and their names. For your own mail, arrange re-routing to your house sponsor for the year or have your sponsor pick it up at least once a month.	

TEACHING EXCHANGE TO DO LIST

Task	Explanation	Timeline	More	Completed
Preparing house	Comfort leaving and returning.	As needed prior to departure.	Clean everything, everywhere. Empty all dressers and closets. Leave non-perishable food in cupboards and basics in the fridge and freezer. Leave cleaning supplies, toilet paper, laundry supplies to them started. Set up rooms and beds to match incoming needs.	
Income Tax	Staying legal	Before departure	Instruct sponsor or Power of Attorney to collect all income tax related documentation and leave them instructions as to proceeding.	
Children (where applicable)	Safety /security/happiness	Before departure	Contact principal of your school or appropriate neighbourhood school about enrolment of your partner's children. Bring immunization and health records. Try to pre-enroll your children in your destination schools. Find out about bussing for your children. Check car seat regulations in destination. Often best to have partner purchase/borrow car seats for the year for you. If you have a child of kindergarten age, be certain to apply for a space for him/her early as not all jurisdictions have it as a right for all.	
Other	Nice touches	Before departure	Update resumé and bring copies. Business cards with home and exchange address for the year. Canadian paraphernalia for gifting (provincial and federal pins, pencils, stickers) as well as traditional Canadiana for new friends. Perhaps a Canada coffee table book to leave for the school or children's Canadian book. Consider starting a blog that people can follow during your adventure.	