



**TEACHER EXCHANGE PROGRAM**  
**INTERNATIONAL AND INTERPROVINCIAL EXCHANGES**  
**APPLICATION PACKAGE**

**Please ensure that you have read the Teacher/Educator Exchange 'Information Package: Before You Apply' before inquiring or submitting an application.**

The **Canadian Education Exchange Foundation (CEEF)** is a not-for-profit Canadian organization, and the sole body mandated by the Ministries/Departments of Education and Training to facilitate reciprocal, professional exchanges for Canadian teachers from Ontario, British Columbia, Saskatchewan, Nova Scotia, New Brunswick and PEI. CEEF's Teacher/Educator Exchange Program upholds more than a century-long tradition of international teacher exchanges between Canadian teachers - together with their families - and their foreign exchange counterparts. The program offers elementary and secondary level (occasionally tertiary) educators the professional development opportunity to exchange teaching positions and housing with an educator in a partner country or province for the period of one year. Participants continue to be employed and paid by their home school board/district while on exchange - with no additional cost to the employer. Such exchange promotes cross-cultural perspectives, fosters understanding of diversity, and contributes to the development of our globalizing education systems.

**Before you apply**

- Read the Teacher/Educator Exchange 'Information Package: Before you Apply';
- Ask your school administration if they will support your application for international/inter-provincial exchange;
- Talk with your partner, family or friends about undertaking an exchange;
- The application may take a couple weeks to complete, requiring the endorsement of School and District authorities and references. Remember that your application will be considered by potential exchange partners and schools.

**Application Submission**

- Applicant discusses the exchange opportunity, timing and application process with their Principal;
- Applicant completes this Application Package, and adds all attachments, professional reference forms, and school authority signatures
- Submit Application Fee to CEEF (See 'Information Package': 'Exchange Cost - Administration Fees')

**The completed Application Package should be scanned & submitted in a single colour document with all forms and attachments to: [Kimberly Sturge at teachers@ceef.ca](mailto:Kimberly.Sturge@ceef.ca)**

(Or 1 colour copy mailed to the Canadian Education Exchange Foundation  
Address: 250 Bayview Drive, Unit 4, Barrie, Ontario, L4N 4Y8)

**What to Expect after Applying**

1. Application package is processed and reviewed and acknowledged.
2. CEEF liaises with partnering international exchange authorities to identify suitable exchange placements. Potential exchange partners will be offered to the applicant and their school Principal.
3. After an exchange match has been officially proposed by CEEF, the exchange placement is considered confirmed when both participants, Canadian and foreign school authorities have signed their acceptance.
4. CEEF and the foreign exchange authority issue documents of Confirmation of Exchange between participants to all stakeholders. The Canadian teacher's Confirmation Fee is due.
5. CEEF guides the Canadian school board/district in applying for 'Offer of Employment' for the incoming teacher, as required by Immigration, Refugees and Citizenship Canada (IRCC) of all school authorities hosting a foreign exchange teacher. The IRCC Employer Portal requires a \$230 fee, to be reimbursed by the incoming educator.
6. Exchange participants acquire appropriate international work visa and teaching authorization in keeping with host destination and CEEF requirements, along with other administrative and travel preparations.

## EXCHANGE PREFERENCES

### LOCATION

Please indicate your exchange *location preferences* by ranking all destinations you would consider in priority order (starting with one).

Ranking	Location
	<p><b>AUSTRALIA</b></p> <p style="text-align: center;">New South Wales                      Victoria                      South Australia</p> <p>Private and Independent schools only:</p> <p style="text-align: center;">West Australia                      Northern Territory                      Queensland</p>
	<p><b>CANADA</b></p> <p style="text-align: center;">British Columbia                      Alberta                      Saskatchewan                      Manitoba</p> <p style="text-align: center;">Ontario                      Quebec                      New Brunswick                      PEI</p>
	<p><b>UNITED STATES</b> *Placements are probable in Colorado but are open to applicant leads.</p>
	<p><b>GERMANY</b></p>
	<p><b>FRANCE</b></p>
	<p><b>SWITZERLAND</b></p>
	<p><b>INTERNATIONAL SCHOOLS</b></p> <p>(* CEEF is developing placement opportunities for Canadian Schools and will welcome new applicant leads )</p>

**EXCHANGE PARTNER:** IF YOU ALREADY HAVE LOCATED A POTENTIAL EXCHANGE PARTNER OR SCHOOL, PLEASE PROVIDE DETAILS:

<b>Educator's name:</b>	<b>School name:</b>
<b>Email:</b>	<b>State &amp; Country:</b>

### COMMENCEMENT DATE

Please indicate the exchange cycle/ date(s) you and your school would consider in a given cycle.

	<p><b>July - September (Europe &amp; North America)</b></p> <p><small>* Occasionally exchanges with Australia can be negotiated with a July start date.</small></p>
	<p><b>January - January (Australia)</b></p>
<p>Other: (Please specify)</p>	

**If a spouse of partner is also a teacher applying for an exchange:**

- Both must be matched** (opportunities are limited)
- Either may be matched but preferably:**

# TEACHER/EDUCATOR EXCHANGE PROGRAM: APPLICATION

## SECTION 1: PERSONAL INFORMATION

Attach a colour headshot photo here:

<b>Full name:</b> <small>(as on passport)</small>		Attach a colour headshot photo here:
<b>Commonly used Name:</b>		
<b>Home Address:</b>		
<b>Province &amp; Postal Code:</b>	<b>Phone Numbers:</b> Home: Cell:	
<b>Mailing Address</b> (if different from above)		
<b>Date of Birth:</b> (dd/mm/year)	<b>Email(s):</b> Work Personal	
<b>Citizenship(s):</b>	<b>Religion (optional):</b>	
<b>Teachers Federation:</b>		

**Please list all accompanying family members/partner details:**

Full Name <small>(as on passport)</small>	Relationship	Country of Citizenship	Date of Birth <small>dd/mm/yyyy</small>

**School & Board Information:**

<b>School:</b>	
<b>Full Address:</b>	
<b>Principal:</b>	<b>email:</b>
<b>School Phone:</b>	
<b>School Board/ District/ System:</b>	
<b>Phone Number:</b>	
<b>Director or Designate for Exchange Approval:</b> <small>(eg-Superintendent of Human Resources)</small>	
<b>Human Resources Officer/Admin:</b>	
<b>Email:</b>	<b>phone:</b>

### SECTION 3: PROFESSIONAL INFORMATION

<b>Teaching Certificates held:</b>	Primary (4-8yrs)    Junior (9-11 yrs)    Intermediate (12-15 yrs)  Senior (16+ yrs)    Post- Secondary
<b>Current Teaching Position:</b> (level/grade & subjects)	
<b>Qualified to teach:</b> (level/grade & subjects)	
<b>Willing to teach:</b> (level/grade & subjects)	
<b>Special Qualifications:</b> Eg. ESL, FSL, Library, Computers	

**Current Assignment:** \*\*Please attach a copy of your present school/instructional timetable (weekly)\*\*

<b>Assignment for the Incoming Exchange Educator:</b>				
<b>Other assignments or options available:</b>				
<b>Other assignment information and duties for the Incoming Educator:</b> (curricular & extra-curricular)				
<b>Approximate school year start and end dates:</b>	Term 1 or semester	Term 2 or semester	Term 3 or semester	Term 4 or semester

**Academic or Professional Qualifications:** (please list teaching certificates/diplomas & relevant courses)

**\*\*Please attach a copy of your teaching certificate OR certificate of good standing from your teacher registration authority\*\***

Qualification/Degree/Course	Major Subjects	Institution	Dates Attended

**Language:** Rate your language skills from 0 (none) to 5 (completely fluent)

<b>First Language(s):</b>					
Language	Understanding	Speaking	Reading	Writing	Overall
English					
French					
German					
Spanish					
Other					

**Educational Employment Record:** (Please list your teaching and administration experience, from most recent)

Position/ Title	Employing Board/District	Teaching assignment/subject(s)	Level(s) Grade(s) Taught	Dates
Total Years teaching experience:		Relevant experiences or extended absences:		

**School/Place of Teaching Profile:** Please include type of school, location, facilities, philosophy, organizational structure and general community profile.  
(attach another page if required)

**\*\*Please attach a few colour photographs of your school/place of teaching (which could include your classroom(s), the staff room, school grounds etc)\*\***

**Additional Personal Information:**

**Professional Profile:** Provide details on your professional life for the interest of the potential host and Principal/Dean. Include a brief overview of your career, leadership responsibilities, relevant extra-curricular involvement, participation in professional associations and special interests.

**Personal and Family Profile:** Provide details on yourself and participating family members including community/ cultural/ recreational interests.

**Medical requirements:** Are there any treatments or (dis)abilities for yourself or accompanying family members important for the understanding of potential exchange partners or teaching placements? (Note that your signature to this form attests that these issues are not - to the best of your knowledge - likely to affect required visa applications nor the successful completion of an exchange).

## SECTION 4: ACCOMMODATION DETAILS

Exchange participants must either exchange their own current accommodation or make suitable and appropriate fully-furnished and equipped housing arrangements for their exchange counterpart and accompanying persons.

**Sole occupancy is preferred.** Please contact the Teacher Exchange office should any circumstances change.

Appropriate accommodation exchange arrangements must be made privately between exchange counterparts, and are not the responsibility of coordinating or employing bodies. Additional information will be available upon exchange proposal.

- I will negotiate the exchange of my current accommodation with my exchange counterpart.
- 
- Rather than exchange my current accommodation, I will secure alternative accommodation for my counterpart eg: Rental
- 

My Requirements	Ideal	Minimum
While on exchange, the number of <b>bedrooms</b> which would best suit my needs:		
While on exchange, the number of <b>beds</b> which would best suit my needs:		

### Accommodation offered for Exchange Educator and their accompanying persons:

Type of accommodation offered for exchange:		
If any part of the accommodation is shared, please indicate:		
Number of Bedrooms:	Number of beds:	Number of bathrooms:
Will insurance policies remain valid while occupied by the visiting exchange participant?		
Insurance provider name:		Policy Type:

### Description of rooms & appliances

<b>Other rooms:</b>	Living Room	Kitchen	Laundry	Study	Other:
<b>Available appliances:</b>	<input type="checkbox"/> Stove	<input type="checkbox"/> Washing Machine	<input type="checkbox"/> Fridge / Freezer	<input type="checkbox"/> Clothes Dryer	<input type="checkbox"/> TV
	<input type="checkbox"/> Stereo	<input type="checkbox"/> Computer			
	Other:				

**Special conditions / additional information:** Please indicate if there are conditions on the use of your accommodation (eg, smoking not allowed inside, not suitable for young children) or any additional information specific to your accommodation that potential exchange counterparts should be aware of.

**Shared Accommodation:** (If any part of the accommodation is shared - provide details of the arrangement and a brief description of the occupant)

**Exchange of alternative accommodation:**

Please complete this section only if you intend on renting or securing alternative accommodation for your exchange partner (if you are not exchanging current accommodation). Remember that all accommodation provided must be fully furnished and ideally secured three months prior to exchange. Please only give details of what you can financially commit to for the year.

Type of accommodation offered for exchange: Detached House / Apartment/ Condo / Town House / Other:

Number of bedrooms:		Number of beds:		Number of bathrooms:	
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Please give details of the area/s that the accommodation is likely to be located in or any other relevant information (eg - within a certain distance from school, certain suburbs, the amount you are willing to spend on rent per week etc)

**HOME LOCATION:**

Address of the accommodation your exchangee will be residing at:

Describe the home location in relation to your work place (distance and travel time and possible alternative methods):

Describe the home location in relation to schools likely to be attended by the exchange counterpart's family:

Provide details of the exchange locality, including population, distances from urban centres, shopping, airports, transport, places of worship, educational facilities & cultural facilities. You may attach additional information if desired.



# I. LOCATION MAP

Please indicate your location with an arrow:



Floor Plan of accommodation (need not be to scale):

**\*\*Also please attach a few colour photographs of the exterior view and interior view of all of the rooms/living areas. Use an additional sheet if needed.\*\***



**CANADIAN EDUCATION EXCHANGE FOUNDATION**  
**FONDATION CANADIENNE DES ECHANGES EDUCATIFS**

**SECTION 5: EVIDENCE OF GOOD HEALTH**

Re: Participation in the Canadian Education Exchange Program's Educator Program.

**To be completed by a registered medical physician and stamped by the medical office:**  
(This information is maintained for administrative purposes only for the Educator Exchange coordination and will be destroyed.)

I certify that, \_\_\_\_\_,

whom I have known professionally for \_\_\_\_\_ years, has been examined by me within the past 6 months and is in good health, free of any medical condition which could impede their travel and teaching duties in a foreign country while on exchange for a period of one year.

**Additional Comments:**

Family Doctor: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Emergency Contact Information (during exchange year):**

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

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_



**CANADIAN EDUCATION EXCHANGE FOUNDATION**  
**FONDATION CANADIENNE DES ECHANGES EDUCATIFS**

**STATEMENT OF POLICY ON NON-CATHOLIC TEACHERS**  
**(Catholic School Boards/ Districts only)**

The following Canadian Teacher/Educator \_\_\_\_\_,

employed with the Catholic School Board/ District \_\_\_\_\_  
 is making an application to the Canadian Education Exchange Foundation for the participation in an Educator exchange.

The Canadian Education Exchange Foundation (CEEF) makes every effort to arrange exchanges for Canadian teachers to their preferred destinations. For Catholic applicants, we first endeavour to place them in a Roman Catholic school. Our success rate is affected by the fact that some of our partner jurisdictions do not have exclusively Roman Catholic school systems. This limits the range of opportunities available to Roman Catholic teachers.

With the agreement of a Catholic school District or Board, CEEF is willing to arrange placements for Roman Catholic teachers in non-Catholic school systems or private schools. However, since a great deal of time and effort goes into the arrangements to finalize each exchange, CEEF requires a statement of School District or Board policy regarding the acceptability of non-Catholic teachers as exchange partners for the Canadians applicants before a placement is proposed. In order to avoid misunderstanding and disappointment for everyone involved, please indicate in the spaces provided below, your jurisdiction's policy with respect to the acceptability of a non-Catholic teacher as an exchange partner for this applicant. Please Note: The exchange authorities in the USA and France are not permitted to ask religion, although occasionally the religion of the applicant is volunteered.

This statement does not oblige the Board/ District to accept any proposed Exchange Teacher/Educator who does not in all other respects meet the requirements of the applicant's teaching assignment.

The Catholic School Board/ District \_\_\_\_\_  
 WILL      WILL NOT      accept a non-Catholic teacher to fill the teaching assignments of  
 \_\_\_\_\_ for the duration of the Educator Exchange.

<b>Director/ Superintendent or Designate</b>	<b>Telephone number</b>
<b>Signature</b>	<b>Date</b>

**OR**

The Catholic School Board/ District \_\_\_\_\_  
 WILL      WILL NOT      accept a non-Catholic teacher to fill the teaching assignments of  
 \_\_\_\_\_ for the duration of the Educator Exchange provided that the  
 incoming Exchange Teacher submits a letter of commitment and pledge to uphold the Catholicity ethos and  
 teaching of the school.

<b>Director/ Superintendent or Designate</b>	<b>Telephone number</b>
<b>Signature</b>	<b>Date</b>



**CANADIAN EDUCATION EXCHANGE FOUNDATION**  
**FONDATION CANADIENNE DES ECHANGES EDUCATIFS**

**SECTION 6: PROFESSIONAL REFERENCE FOR APPLICANT  
 TO THE EDUCATOR EXCHANGE PROGRAM**

**(To be filled out by Principal)**

The success of the exchange program depends on the professional and personal qualities of the educators representing their employing Boards/ Districts, their province and profession while on exchange. The Canadian Education Exchange Foundation depends on those providing recommendations, for an accurate representation of a candidate's suitability for exchange. Reference considerations are both professional and personal. If you are not familiar with the applicant's history, please consult with colleagues (eg. previous principal, supervisor or department head) for appraisal.

Applicant Teacher/Educator: \_\_\_\_\_

School/ Institution: \_\_\_\_\_

**Please check the appropriate boxes re: applicant's professional qualifications / personal traits for each criterion and return to this completed reference form to the Educator for inclusion with their completed application.**

Professional Qualifications	Superior	Above Average	Average	Below Average	Unable to comment
Knowledge of subject(s) taught					
Effectiveness with students with diverse needs and levels					
Ability to work with colleagues and communicates well					
Adherence to established administrative policies and procedures					
Ability to plan, assess and report for effective learning					
Able to create and maintain a safe environment through classroom management skills					
Continues to improve their professional knowledge, best practices and goals					
<b>Personal Traits</b>					
Adaptability to change in living and working conditions					
Resourcefulness					
Self-reliance					
Initiative					
Diplomacy skills					

**Additional comments on the applicant's professional competence, experience, accomplishments, personal qualities and possible limitations. Please indicate how long you have known the applicant.**

Reference's name and title

Telephone number

Signature

Date



**CANADIAN EDUCATION EXCHANGE FOUNDATION**  
**FONDATION CANADIENNE DES ECHANGES EDUCATIFS**

**SECTION 6: PROFESSIONAL REFERENCE FOR APPLICANT  
 TO THE EDUCATOR EXCHANGE PROGRAM**

*(To be filled out a Professional Colleague/ e.g. Department Head)*

The success of the exchange program depends on the professional and personal qualities of the educators representing their employing Boards/ Districts, their province and profession while on exchange. The Canadian Education Exchange Foundation depends on those providing recommendations, for an accurate representation of a candidate's suitability for exchange. Reference considerations are both professional and personal. If you are not familiar with the applicant's history, please consult with colleagues (eg. previous principal, supervisor or department head) for appraisal.

Applicant Teacher/Educator: \_\_\_\_\_

School/ Institution: \_\_\_\_\_

**Please check the appropriate boxes re: applicant's professional qualifications / personal traits for each criterion and return to this completed reference form to the Educator for inclusion with their completed application.**

Professional Qualifications	Superior	Above Average	Average	Below Average	Unable to comment
Knowledge of subject(s) taught					
Effectiveness with students with diverse needs and levels					
Ability to work with colleagues and communicates well					
Adherence to established administrative policies and procedures					
Ability to plan, assess and report for effective learning					
Able to create and maintain a safe environment through classroom management skills					
Continues to improve their professional knowledge, best practices and goals					
<b>Personal Traits</b>					
Adaptability to change in living and working conditions					
Resourcefulness					
Self-reliance					
Initiative					
Diplomacy skills					

**Additional comments on the applicant's professional competence, experience, accomplishments, personal qualities and possible limitations. Please indicate how long you have known the applicant.**

Reference's name and title

Telephone number

Signature

Date



**SECTION 7: APPLICANT DECLARATION**

In applying for exchange I, \_\_\_\_\_  
 declare that the information supplied is complete and correct and I will undertake to inform  
 CEEF of any further changes in my situation immediately.

To the best of my knowledge, there are no health or other considerations which affect myself  
 or anyone accompanying me, which are likely to impact upon obtaining an appropriate visa (which  
 may include medical or criminal record checks) or affect the successful completion of an  
 exchange.

Having understood the commitments of participating in a Teacher Exchange, I:

- Agree to teach in the exchange position for the full school year or the exchange period of the hosting school authority.
- Agree to return to my current position or to a comparable position at the end of the exchange period unless alternative arrangements have been approved by the officials of my employing School Board/District/ Employer
- Agree to abide by the conditions of employment, the requirements of my host school/authority, as well as CEEF policies, all exchange agreements and international Obligations of Parties.
- Agree to provide suitable, furnished and appropriate housing by means of exchanging accommodations OR providing suitable housing for my exchange partner and their accompanying persons.
- Agree to acquire an appropriate international work visa and teaching authorization in keeping with the policies of the destination Country/State and guidance of CEEF and foreign exchange authorities.
- Agree to provide a Canadian Criminal Record Check, Vulnerable Sector Search and Fingerprinting results and other official documentation requested by the foreign exchange authorities.
- Agree to pay exchange administration fees to CEEF, including an application fee of \$400.00 + HST = \$452.00 (non-refundable - due upon submission of this application) and a confirmation fee of \$400.00 + HST = \$452.00 (non-refundable - due upon approval of exchange)
- Have read and comply with CEEF's accompanying "Teacher Exchange Information Package: Before You Apply" on [www.ceef.ca](http://www.ceef.ca)
- Accept that information provided in this application will be sent to foreign exchange authorities and if matched, to the foreign school jurisdiction, school and prospective partner.
- I recognize that I am responsible for flights and travel to and from the exchange destination and any additional costs of going on exchange ( e.g. visa application, medical examination, teaching authorization or notarization of documents, criminal record checks, personal insurance moving costs etc.).

**Applicant Signature**

**Date**

**Witness Signature**

**Date**



**CANADIAN EDUCATION EXCHANGE FOUNDATION**  
**FONDATION CANADIENNE DES ECHANGES EDUCATIFS**

**SECTION 8: APPLICANT / EDUCATOR PRIVACY OF INFORMATION**

The Canadian Education Exchange Foundation (CEEF) is included under the provisions of the Personal Information Protection and Electronics Documents Act (PIPEDA). In addition, various CEEF partners (home state / territory school authorities) are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPOP).

CEEF's policy and practice is to maintain as strictly confidential, any information provided which is used solely to assist in offering an exchange opportunity to any of its applicants / participants.

As a consequence of the PIPEDA and / or the FOIPOP, this information may be subject to additional release in compliance with this legislation.

Your signature below gives your consent to CEEF to release the following information from your application (name, email address, accompanying family members, your address, home phone number, your school name, address and contact number) to our Canadian partner organizations including the Canadian League for Educator Exchange (CLEE), the New Brunswick Exchange Teachers' Organization (NBETO), the British Columbia Exchange Teachers' Association (BCETA) and your home provincial/ territorial Department/ Ministry of Education and teachers' union/federation.

**INFORMATION RELEASE: CONSENT**

**I hereby give my consent to CEEF, its employees and officers for the release of the information listed above to any authority provided for in the current legislation and to CEEF's provincial/ territorial partners.**

**Applicant Signature**

**Date**

**APPLICANT / EDUCATOR - GIVING BACK AS A VOLUNTEER UPON RETURN**

Here in Canada we have a regional volunteer group dedicated to supporting and making the year an exciting and memorable one for exchange teachers and their families. Similar opportunities will be made available to you by volunteer groups in your destination area. These groups cannot continue without your help... Remember what was done for you while on exchange. We hope you will contribute to your local Canadian volunteer group upon your return to Canada so that incoming exchange teachers can benefit from the same experiences.

Contributions might include: assisting or presenting at an event, sharing/distributing information materials, making your home available to billet a family for a night on your area etc. At this time we ask for an indication that you may be willing to volunteer.

I expect to be able to contribute upon my return and to request to be contacted at that time.

**Applicant Signature**

**Date**



**PRINCIPAL DECLARATION AND RECOMMENDATION:**

As Principal of  I,  
**School/ Place of Teaching**

- Endorse the application of this educator and attest to the suitability of this candidate for educator exchange;
- Agree to provide a letter of recommendation for the applicant;
- Agree to liaise with the proposed foreign Exchange Educator(s) and their Principal counterpart for an approval of an exchange and to provide assistance as required by both Exchange Teachers;
- Agree to accept on the school staff a suitable Exchange Educator as a replacement for this applicant for the exchange year and to welcome and support the Incoming Teacher throughout the year as a valued member of the staff;
- confirm that I have read and discussed with the applicant the assignment for the incoming educator;

Principal's Signature

Date

**BOARD /DISTRICT DECLARATION AND RECOMMENDATION:**

On behalf of the  Board/District, I,

- Endorse the application of this Educator and attest to the suitability of this candidate for educator exchange;
- Agree to accept an Exchange Educator, subject to future ratification of his/her suitability, as a replacement for this applicant for the exchange year;
- Agree to provide this applicant with the same or an equivalent teaching / instructional position on their return;
- Agree to comply with Immigration, Refugees and Citizenship Canada (IRCC) requirements of the Canadian School Authorities to apply for a "Offer of Employment" for the incoming Exchange Teacher, including payment of the \$230.00 on-line application fee via credit card (NOTE: This amount is reimbursed by the incoming Exchange Teacher upon arrival. In the event of a cancellation, the fee is refunded by IRCC.)
- Agree to request any supporting documentation (e.g. qualifications and Criminal Checks required by the School/Board/District policies and in keeping with the Education Act, directly from the incoming Exchange Teacher, following the Teacher Exchange approval;
- Agree to welcome and support incoming Teachers as a valued member of the teaching staff.

School Board/District Director/ Designates Signature

Date

Position

Email or Phone Contact

**If the Board/District has any restrictions regarding applicants these should be provided to CEEF in a separate communication.**



## SECTION 9: APPLICATION CHECKLIST

### 1. Complete Application Package

- Completed application pages 1-18
- Colour passport-size photo
- Copy of teaching certificate
- Current school timetable
- Colour photos of school environment
- Colour photos of exchange accommodations
- Floor plan/layout of exchange accommodation
- Evidence of Good Health Form (to be completed by family doctor/registered medical physician)
- Statement Of Policy On Non-Catholic Teachers (Catholic School Boards/Districts Only)
- Completed 'Principal/Dean's Reference Form'
- Completed 'Supervisory Officer's Reference Form'
- Signed 'Applicant/Educator - Declaration' (Applicant)
- Signed 'Applicant/Educator - Privacy of Information: Information Release: Consent' (Applicant) Signed 'Applicant/Educator - Giving Back as a Volunteer' Commitment (Applicant)
- Signed 'Principal/Dean Declaration and Recommendation' (Principal/Dean)
- Signed 'Board/District Declaration and Recommendation' (School Board/District Representative)

### 2. Submit Application Package Payment of Application Fee

- Submit a copy of completed application to CEEF (in a single document with all forms and attachments) to: [teachers@ceef.ca](mailto:teachers@ceef.ca)
- Submit a copy of the completed application to your School Board/District Human Resources Department

### 3. Payment of Application Fee: Submit Application Fee or Re-Activation Fee to CEEF at time of application (See: 'Information Package': 'Exchange Cost - Administration Fees')

- Interac® E-transfer to [teachers@ceef.ca](mailto:teachers@ceef.ca)

(Please provide to CEEF the security answer to your e-transfer security question, exactly as entered. When submitting any payment electronically please ensure that no hidden fees will be deducted from the amount

OR

- Bank cheque mailed to our office address:

Attention: **Teacher Exchange Program Canadian Education Exchange Foundation**  
250 Bayview Drive,  
Barrie, ON, L4N 4Y8

*Provision of this information is voluntary. It will be stored securely.  
You may correct any information provided by contacting  
Kimberly Sturge  
office phone (705) 739-7596 or email: [teachers@ceef.ca](mailto:teachers@ceef.ca)*

**HOW DID YOU FIND OUT ABOUT THE TEACHER EXCHANGE PROGRAM?**

- Referral from friend or colleague
- Teacher Exchange Webpage ([www.teach.nsw.edu.au/exchange](http://www.teach.nsw.edu.au/exchange))
- Facebook Fan Page ([www.facebook.com/teacherexchangensw](http://www.facebook.com/teacherexchangensw))
- Other (please indicate): \_\_\_\_\_