

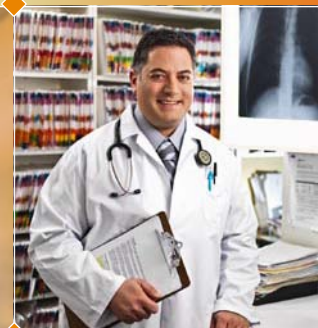


Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Planning to work in Canada

An essential workbook for newcomers



Canada

Planning to work in Canada?

An essential workbook for newcomers

1. Section A - Living in Canada
2. Section B - Canada's Official Languages
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Before You Begin

Note: Please be aware that this document is updated regularly. For the most recent version, please go to the [Foreign Credentials Referral Office](#).

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

To use this workbook, you must create a Working in Canada Report based on the job you want in Canada and where you plan to live.

Create your report using the [Working in Canada Tool](#).

After you create your report, save it by e-mailing it to yourself, or by printing it. You need to refer to your report when filling in this workbook.

Section A Living in Canada



Section A Living in Canada

INTRODUCTION

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

- ◆ Learn more about Canadian government, culture, rights and responsibilities, weather, education, lifestyle and much more on the [Canada website](#) and on the [Going to Canada website](#).

STEP 1 – LEARN ABOUT YOUR CITY OR REGION

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

- ◆ searching the Internet for regional and municipal websites, and
- ◆ visiting the [Going to Canada website](#).

Find out more about [public transportation in Canada](#).

Most large cities in Canada will also have information about public transportation available on their websites.

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

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

Notes:

Section A Living in Canada

STEP 2 – LEARN ABOUT YOUR PROVINCE OR TERRITORY

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

- ◆ Visiting these provincial and territorial government websites:

[British Columbia](#)

[Alberta](#)

[Manitoba](#)

[Ontario](#)

[Quebec](#)

[New Brunswick](#)

[Nova Scotia](#)

[Prince Edward Island](#)

[Newfoundland and Labrador](#)

[Yukon](#)

[Northwest Territories](#)

[Nunavut](#)

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

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

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

Notes:

Help

The 10 provinces and three territories in Canada are:

Provinces

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

Territories

Yukon
Northwest Territories
Nunavut

Section A Living in Canada

STEP 3 – NEED HELP WHEN YOU GET HERE? FIND IMMIGRANT-SERVING ORGANIZATIONS

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

Immigrant-serving organizations can help you:

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

Identify immigrant-serving organizations in the city or region where you intend to live:

- ◆ visit the Government of Canada [Welcome to Canada: What you should know](#) website.
- ◆ the names and contact information of more immigrant-serving organizations can also be found through an Internet search for “Canadian immigrant-serving organizations.”

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

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

STEP 3 – CONTINUED

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Section A Living in Canada

STEP 3 – CONTINUED

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

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

STEP 4 – WHAT KIND OF HOUSING IS RIGHT FOR YOU?

Find out about the types of housing in the city or region in which you intend to live by:

- ♦ visiting the [Housing for Newcomers](#) website of the Government of Canada's Canada Mortgage and Housing Corporation. You will find valuable information on finding a place to live, renting, buying, government-assisted housing, fact sheets and videos.

Review your financial situation to see what type of housing you can afford in Canada. Compare the cost of housing to your expected wages. Think about whether you will buy a house, rent a house or an apartment, or stay with friends or relatives.

Other housing considerations can also be found at the [Going to Canada](#) website.

Make sure you arrange temporary housing before arriving in Canada so that you will have a place to live when you get here.

Notes:

Section A Living in Canada

STEP 5 – FINDING A PLACE TO LIVE

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

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

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

STEP 5 – CONTINUED

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Notes:

Section A Living in Canada

STEP 6 – SOCIAL INSURANCE NUMBER

All working Canadians must have a Social Insurance Number, also called a SIN card. As soon as you arrive in Canada apply for a SIN card for you and for each of your family members. [Find a Service Canada Centre](#) in your city or region where you can apply for a SIN card.

Help

Everyone who works in Canada needs a Social Insurance Number. Banks often ask for a Social Insurance Number when you open a bank account. You need a Social Insurance Number to file an income tax return and to receive government benefits or allowances.

Your SIN is a confidential number that is restricted to income reporting purposes. There are a **select and limited number** of federal government departments and programs specifically authorized to collect the SIN.

Find out more about how to protect your privacy and about who can ask for your Social Insurance Number on the **Office of the Privacy Commissioner of Canada website**.

STEP 7 – HEALTH CARD

All Canadians must have a health card to receive public health care. Health cards are a provincial responsibility. For information on how to apply for a health card, go to [Health Canada](#) and click on your province or territory of residence in the list.

Apply for a health card for you and for each of your family members. Note the eligibility requirements and medical services that are covered.

Find out more about Canada's health-care system on the [Health Canada](#) website.

Help

It is important to get a provincial or territorial health card as soon as possible **after arriving in Canada** and carry it with you so that you can access medical and hospital services. If the province where you live has a wait period before you can get a health card, you should make arrangements for private health insurance to protect you and your family **before leaving for Canada** until you qualify for public health care.

Eligibility:

Medical Services:

Contact Information:

STEP 8 – DRIVER’S LICENCE

Find out how to get a driver’s licence in the province or territory where you plan to live by searching the Internet for “driver’s licence” and the name of the province or territory. Note the eligibility requirements, documents, costs and the type of licence you will need.

Eligibility:

Costs:

Type:

STEP 9 – CANADIAN BANK ACCOUNTS

Find out how to open a bank account in a Canadian bank by:

- ◆ going directly to a local bank in Canada and asking any question you may have;
- ◆ visiting the website of the Canadian Bankers Association, in the “[CBA - Frequently Asked Questions](#)” section, and
- ◆ visiting the website of the [Financial Consumer Agency of Canada](#).

Find out more about money matters on the [Going to Canada website](#).

Notes:

Section A Living in Canada

STEP 10 – GOVERNMENT BENEFITS

Find out about the government benefits or allowances to which you may be entitled by completing the questionnaire on the [Canada Benefits website](#).

- ◆ Health insurance and programs;
- ◆ New housing rebates;
- ◆ Immigration loans program;
- ◆ Resettlement Assistance Program.

You may also wish to find out more about:

- ◆ [Child and family benefits](#)
- ◆ [Universal Child Care Benefit](#)
- ◆ [Children's Fitness Tax Credit](#)
- ◆ [Tax credit for public transit passes](#)
- ◆ [Tax deduction for tools](#)

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

INTRODUCTION

Language skills are extremely important to your professional future in Canada. This section will help you learn more about Canada's two official languages (English and French) as well as assess your language skills and identify opportunities for language training.

STEP 1 – CANADA'S OFFICIAL LANGUAGES

Canada has two official languages: English and French. Learn important facts about Canada's official languages by visiting the [Canadian Heritage Official Languages Support Programs website](#).

STEP 2 – LANGUAGE SKILLS ASSESSMENT

Many people who have immigrated to Canada have discovered that they needed to improve their language skills.

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

You should take steps while you are still in your home country to improve your language skills. It is best to take an English- or a French-language assessment (proficiency) test **before coming to Canada**. There are several ways to do this:

- ◆ Review the Language Assessment section of the Working in Canada Report.
- ◆ Look at the Government of Canada Language Instruction for [Newcomers to Canada](#) (LINC) website.
- ◆ Search for “free English-language proficiency test” on the Internet (for example, on the website for World English).
- ◆ Visit the [Centre for Canadian Language Benchmarks](#) (CCLB) website.

Help

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

Notes:

Section B Canada's Official Languages

STEP 3 – FINDING LANGUAGE TRAINING

If the results of your language proficiency test indicate that you or members of your family need to improve your English- or French-language skills, make a plan to improve your language skills. There are several ways to do this **before coming to Canada**:

- ◆ Register at a local language school or take lessons from a tutor.
- ◆ Purchase and use language skills workbooks or software.
- ◆ Search the Internet for “Free English language training” or “apprendre le français gratuitement.”
- ◆ If you are already in Canada, find out if job-specific language training is available by visiting the [Government of Canada Enhanced Language Training website](#).
- ◆ Find information about language training in the province or territory where you want to live and work on some **provincial and territorial government websites**.

Notes:

STEP 4 – WHAT LANGUAGE SKILLS ARE REQUIRED IN YOUR JOB?

In the Job and Skill Requirements section of your Working in Canada Report review these Essential Skills - reading text, document use, writing and oral communication. Also, in the Licence and Certification section find out if there are specific language requirements for your job - and check if official proof of your language skills is required.

If you are unsure of the language requirements, you may also contact an organization listed in **SECTION C: STEP 3** or visit their website.

Official proof of my English- or French-language skills is:

☐ required ☐ not required

STEP 5 – GET PROOF OF YOUR LANGUAGE SKILLS

Arrange to get official proof of your English- or French-language skills if this is required. Many organizations, such as educational institutions, regulatory bodies and employers, will ask you for proof of your language skills. Getting proof, such as language test results, will cost you money. Some organizations only accept certain types of tests. Check with the organization before you take a language assessment to ask:

Are there special language requirements?

What language test results are needed?

Where can I get tested?

Section C Finding a Job in Canada

INTRODUCTION

This section will help you understand all you need to do to find work in Canada. It provides you with essential steps to help you learn how to find and get the job you want in Canada. This process will take time, but completing each task below as thoroughly as possible will give you and your family members the best chance to achieve your career plans. To complete this section first create your Working in Canada Report using the [Working in Canada Tool](#).

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

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

STEP 1 – OCCUPATION

Knowing the proper Canadian name for the job (occupation) you want can help you avoid confusion with employers. To help you, the Working in Canada Tool provides job descriptions, other names for jobs, and other titles within your occupational group.

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

1. _____
2. _____
3. _____
4. _____
5. _____

Section C Finding a Job in Canada

STEP 2 – IS THIS A REGULATED OCCUPATION?

Review the Licence and Certification section of your Working in Canada Report and choose one of the following:

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

NOTE: If you answered B, then please skip **STEPS 3-5** and proceed directly to **STEP 6**.

Help

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

A non-regulated occupation is a profession or a trade for which you don't need a licence, certificate or registration to work in. Most occupations in Canada are non-regulated. If you are applying for a non-regulated occupation, you must show your potential employer that you have the education and experience to do the job. Even if an occupation is not regulated, there may be some government regulations that apply, or the employer may have certain requirements.

STEP 3 – WHO REGULATES?

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

Name: _____

Address: _____

Website: _____

Name: _____

Address: _____

Website: _____

Help

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

Help

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

Help

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

Help

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

Section C Finding a Job in Canada

STEP 4 – WILL I NEED TO BE CERTIFIED OR LICENSED OR REGISTERED?

Consult the Licence and Certification section of your Working in Canada Report and review the licensing, certification or registration requirements for that occupation. (If the licensing process steps are not listed in your report, consult the regulatory body's website).

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

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

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

STEP 5 – GETTING CERTIFIED OR LICENSED OR REGISTERED

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

List information about examinations that you will have to pass:

STEP 5 – CONTINUED

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

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

Help

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

How to prepare for the examination:

The dates and locations for the examination:

Location	Dates
----------	-------

For each requirement that you currently do not meet:

List the steps you need to take to meet the requirement:

Details of when and how you will meet the requirement:

Section C Finding a Job in Canada

STEP 5 – CONTINUED

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

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

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

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

STEP 6 – MAIN DUTIES

Review the “Main Duties” section of your Working in Canada Report and list the main duties for that job in the city and province or territory you have chosen.

Main Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Section C Finding a Job in Canada

STEP 7 – JOBS AND SKILLS REQUIREMENTS

Review the “Job and Skills Requirements” section of your Working in Canada Report and list the requirements for that job. List the key requirements below and note whether you are qualified or not qualified, or whether you will need more information.

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

NOTE: Information on employment requirements for a specific occupation may change or not always be available. Please check the Working in Canada Tool regularly for updates.

Section C Finding a Job in Canada

STEP 8 – WAGES

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

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

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

NOTE: Information on wages in a specific area may change or not always be available. Please check the Working in Canada Tool regularly for updates.

STEP 9 – OUTLOOKS AND PROSPECTS

Review the “Outlooks and Prospects” section of your Working in Canada Report to see what your chances of getting different jobs are in a specific location or across Canada.

STEP 10 – JOB OPPORTUNITIES

Make a list of potential employers by:

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

Help

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

Section C Finding a Job in Canada

STEP 10 – CONTINUED

- ♦ visiting other online job search resources at the [Service Canada webpage Job Sites](#).

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

Track the job opportunities below:

Potential Employer	Potential Employer
Job Title	Job Title
Salary	Salary
Location	Location
Skill Requirements	Skill Requirements
Languages Required	Languages Required
French <input type="checkbox"/> English <input type="checkbox"/> Bilingual <input type="checkbox"/>	French <input type="checkbox"/> English <input type="checkbox"/> Bilingual <input type="checkbox"/>
Contact Information	Contact Information

Section C Finding a Job in Canada

STEP 10 – CONTINUED

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required

French ☐ English ☐ Bilingual ☐

Contact Information

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required

French ☐ English ☐ Bilingual ☐

Contact Information

STEP 10 – CONTINUED

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required

French ☐ English ☐ Bilingual ☐

Contact Information

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required

French ☐ English ☐ Bilingual ☐

Contact Information

Section C Finding a Job in Canada

STEP 11 – CONTINUING EDUCATION AND TRAINING INFORMATION

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

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

Note the programs that interest you below.

Program Name
Organization
Contact Information
Cost

Program Name
Organization
Contact Information
Cost

Section C Finding a Job in Canada

STEP 11 – CONTINUED

Program Name

Organization

Contact Information

Cost

Program Name

Organization

Contact Information

Cost

NOTE: Information on continuing education, training or study programs in a specific area may change or not always be available. Please check the Working in Canada Tool regularly for updates.

Section C Finding a Job in Canada

STEP 12 – OTHER JOBS

If you plan to work in a regulated occupation, it may take some time to complete all the actions in the plan you outlined in **STEPS 4-5**. In the meantime, you should learn about other jobs that are related to your field or your skills, education and abilities so that you can work while you wait to be licensed for your intended (regulated) occupation in Canada.

Regardless of whether you plan to work in a regulated or non-regulated occupation, you may wish to learn about other types of jobs so that you have more options for working in Canada. These jobs may be related to your field or your skills, education and abilities or they may be unrelated because you are seeking a career change - or you need to find any kind of job immediately.

How?

- ◆ Review the information in the “Job Opportunities” section of your Working in Canada Report.
- ◆ If you plan to work in a regulated occupation, you may wish to contact the organizations listed in STEP 3 and ask their advice.
- ◆ List other jobs for which you may be qualified, or which you would like to perform. Then complete additional online Working in Canada reports to find out if these other jobs are regulated or non-regulated.
- ◆ You can also get help at a Service Canada Centre. Find a centre near you in the Further Assistance section of your Working in Canada Report or by visiting [Service Canada](#).

Help

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

Other job possibilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

STEP 13 – OTHER JOBS NOT IN MY FIELD

Learn about other jobs that are NOT related to your field so that you can work while you wait to be licensed for your intended (regulated) occupation in Canada or if job opportunities in your current non-regulated occupation are not available.

How?

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

Help

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

List other jobs:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Section C Finding a Job in Canada

STEP 14 – ACTION

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

How?

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

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

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

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

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

Section C Finding a Job in Canada

STEP 15 – PREPARE A RÉSUMÉ AND COVER LETTER

In Canada, a résumé and a cover letter are important tools in the job search process. They tell an employer who you are, what you have done in the past, what your qualifications are, and why you want the job. Understanding Canadian-style résumés can help you prepare a great résumé. You can learn more about writing a résumé by visiting these websites

- ◆ [How do I apply for a job](#) on the Working in Canada website
- ◆ Government of Canada [Job Bank](#)

Help

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

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

STEP 16 – PREPARE FOR A JOB INTERVIEW IN CANADA

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

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

- ◆ visiting “[How do I prepare for an interview?](#)” on the Working in Canada website;
- ◆ visiting the Government of Canada [Job Bank](#) website; and
- ◆ visiting the Government of Canada (Public Service Commission of Canada) [Jobs](#) website.

Help

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

Section C Finding a Job in Canada

STEP 17 – VOLUNTEERING

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

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

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

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

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

STEP 18 – START YOUR OWN BUSINESS

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

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

Notes:

Section C Finding a Job in Canada

THIS IS THE END OF SECTION C OF THE WORKBOOK

Before you continue:

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

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

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

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

Section D - Work-Related Documents

Section E - Education and Academic Credentials

Section D Work-Related Documents

INTRODUCTION

This section of the workbook is designed to help you identify and locate - before you come to Canada - documents that you may need after you arrive.

Any documents you can produce that demonstrate your educational record, professional training and work experience will help you in your search for a job in Canada. (When applying for licensing, certification or registration in a regulated occupation, such documents are required.)

While international experience and education is not always directly transferable to the Canadian work environment, documents will help you - and potential employers - understand your qualifications.

STEP 1 – MY CREDENTIALS

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

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

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

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

Section D Work-Related Documents

9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

I have it

I need to get it

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Help

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

STEP 2 – GATHERING MY DOCUMENTS

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

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Section D Work-Related Documents

STEP 3 – SENDING DOCUMENTS DIRECTLY TO CANADA

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

Help

Some organizations only accept educational documents sent directly from the issuing institution. Find out whether you need to arrange this. It will be easier to do this while you are still in your home country.

Document _____

Requested from

Confirmed Sent

Received

Yes ☐

Yes ☐

Sent to

Yes ☐

Yes ☐

Document _____

Requested from

Confirmed Sent

Received

Yes ☐

Yes ☐

Sent to

Yes ☐

Yes ☐

Document _____

Requested from

Confirmed Sent

Received

Yes ☐

Yes ☐

Sent to

Yes ☐

Yes ☐

Section D Work-Related Documents

STEP 4 – GETTING DOCUMENTS TRANSLATED

Will you need to translate any of these documents into English, French or both?

- ◆ Find out document translation requirements by checking the Licence and Certification section of your Working in Canada Report. Each regulatory body has its own requirements for translation.
- ◆ Note: Many regulatory bodies (and schools) will require you to use a certified translation service in Canada.

Keep track of this process using the chart below.

Help

Make sure that your documents are translated by a qualified translation service. To find a qualified translation service, contact the provincially approved credential assessment service in your province or territory.

Documents that need to be translated into English

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Documents that need to be translated into French

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Documents that need to be translated into French and English

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Sent for translation		Received translation	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section D Work-Related Documents

Translation service you will use:

Help

Most of the documents you bring will have to be submitted in English or French. You will have to pay for translation if it is needed.

STEP 5 – MISSING DOCUMENTS

If you cannot get the documents that show your education, skills and experience, contact the organizations in **SECTION C - STEP 3** and ask them how you should proceed.

INTRODUCTION

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

STEP 1 – CANADIAN EQUIVALENTS FOR INTERNATIONAL EDUCATION

You may need to have an academic credentials assessment done to determine how your education obtained outside of Canada compares to Canadian standards. Be aware that this can be done before you leave your home country and will cost money. Find an assessment agency at the [Canadian Information Centre for International Credentials](#).

If you plan to become licensed to work in a regulated occupation, check the licensing process information in the Licence and Certification section of your Working in Canada Report. It will say what credentials assessment is required by your regulatory body. (The regulatory body may do the assessment, or have it done by a specified outside agency.)

If you are planning to enroll in college or university, contact the institution to find out what kind of academic assessment it requires.

Use the [comparative chart of services and fees](#) to find information about services offered by credential evaluation and qualification recognition agencies in Canada.

Based on this research, note the approximate cost of the assessment:

Based on this research, note the length of time it takes to receive an assessment:

Contact Information:

Section E Education and Academic Credentials

STEP 2 – MY CREDENTIALS ASSESSMENT

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

Document Required		
Sent to	Confirmed Sent	Assessment Received
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assessment Cost	Payment Submitted?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Document Required		
Sent to	Confirmed Sent	Assessment Received
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assessment Cost	Payment Submitted?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Document Required		
Sent to	Confirmed Sent	Assessment Received
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assessment Cost	Payment Submitted?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Document Required		
Sent to	Confirmed Sent	Assessment Received
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assessment Cost	Payment Submitted?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section E Education and Academic Credentials

STEP 3 – CONTINUING EDUCATION OR TRAINING OPPORTUNITIES IN MY FIELD

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

STEP 4 – OTHER EDUCATIONAL OR TRAINING OPPORTUNITIES

You may also wish to know about opportunities to continue your education in a field other than the one you intend to work in when you arrive in Canada.

Look up other occupations using the Working in Canada Tool. The Education and Training section of your report explains the schools you can attend to get the education required for that occupation, and provides links to educational and career planning resources.

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

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

You can keep track of the schools and programs you are interested in below:

School	School
Location	Location
Program	Program
Contact Information	Contact Information
Cost	Cost

Section E Education and Academic Credentials

STEP 4 – CONTINUED

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost

My Important Links

1. [Alliance of Credential Evaluation Services of Canada](#)
2. [Association of Canadian Community Colleges](#)
3. [Association of Universities and Colleges of Canada](#)
4. [Canada Business](#)
5. [Canada Mortgage and Housing Corporation](#)
6. [Canada Revenue Agency](#)
7. [Canadian Bankers Association](#)
8. [Canadian Heritage Official Languages Support Programs](#)
9. [Canadian Information Centre for International Credentials](#)
10. [Canadian Real Estate Association](#)
11. [Careers in the Federal Public Service](#)
12. [Centre for Canadian Language Benchmarks](#)
13. [Citizenship and Immigration Canada](#)
14. [Federation of Canadian Municipalities](#)
15. [Financial Consumer Agency of Canada](#)
16. [Going to Canada](#)
17. [Canada Benefits](#)
18. [Health Canada](#)
19. [Human Resources and Skills Development Canada](#)
20. [Invest in Canada](#)
21. [Job Bank](#)
22. [Labour](#)
23. [Language Instruction for Newcomers to Canada](#)
24. [Networking](#)
25. [Red Seal Program](#)
26. [Service Canada](#)
27. [Service Canada: Finding a job](#)
28. [Social Insurance Number](#)
29. [Specialty job sites](#)
30. [Training, Career and Worker information](#)
31. [Volunteer Canada](#)
32. [Working in Canada](#)
33. [World English](#)

Other important links:

Glossary

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

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

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

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

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

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

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

Human Rights: These are fundamental rights, especially those believed to belong to an individual and in whose exercise a government may not interfere, as the right to speak, to associate, to work, etc.

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

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

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

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

Glossary

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

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

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

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

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

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

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

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

Working in Canada Report: This report is produced through the [Working in Canada Tool](#). It will help you identify the name of your occupation in Canada and provide you with a detailed labour market information report (containing job duties, skill requirements, wage rates, etc.) for a chosen location in Canada. It will also provide you with a detailed labour market information report (containing job duties, skill requirements, wage rates, etc.) for a chosen location in Canada.

Notes:



Notes:

Notes:



Notes: