



CAREER TRANSITION SERVICES

Veterans and survivors can get help finding civilian employment through the Veterans Affairs Canada (VAC) Career Transition Services (CTS) Program. VAC will reimburse eligible Veterans and survivors for these services, up to a lifetime maximum of \$1,000 (including taxes).

Do I qualify?

You may be eligible for Career Transition Services from VAC if you are:

- Veterans or members* of the Regular Force who have completed basic training;
- Veterans or members* of the Reserve Force who have Special Duty of Emergency Service;
- Veterans or members* of the Reserve Force who have completed at least 21 months of full-time service in 24 consecutive months;
- Released personnel of the Canadian Armed Forces (CAF) who receive Canadian Forces Income Support (CFIS); or
- A survivor of a Veteran/CAF man or woman in uniform.

*If a member is found eligible for the Program, the effective day will be the day after date of release from the Canadian Armed Forces.

In most cases, an application must be made to VAC within two years of release from the CAF. Survivors should apply within two years of the death. The time limit does not apply if the applicant is receiving CFIS.

Veterans who were released for misconduct or unsatisfactory service do not qualify for Career Transitions Services from VAC.

How do I apply?

- Contact VAC at **1-866-522-2122**
- Visit the nearest Integrated Personnel Support Centre
- Visit your local VAC office
- Visit a Service Canada office
- Ask about the services during the transition interview
- Visit My VAC Account

How soon will I hear back from VAC?

You can expect to receive a decision in writing within four weeks of VAC receiving your signed and completed application form.

What are the types of services I could be reimbursed for?

- Career assessments
- Aptitude testing
- Job market analysis
- Resume writing
- Job search skills
- Interview techniques
- Individual career counselling
- Job finding assistance
- Services of a professional recruiter agent

NOTE: Only services received **after** you release will be reimbursed.

Will VAC pay for my travel to participate in career transition services?

No. VAC does not reimburse for travel expenses incurred while participating in Career Transition Services.

Who qualifies as a Career Transition Services provider?

You can choose the business or individual that best meets your needs and whose primary work is providing career transition services. Look for criteria such as:

- Demonstrated experience providing career transition services;
- An HST/GST number, if applicable;
- An incorporated business, if applicable;
- A Web site; and
- Brochures, promotional materials.

Service providers can be found by searching the internet or your local telephone book, using key phrases such as career transition services, career counselling, job finding assistance, resume writing, head hunters, etc. You can also visit the Human Resources and Skills Development Canada (HRSDC) Web site at **www.hrdc.gc.ca** for other job search techniques.

For more information, please contact us at **1-866-522-2122** or visit our Web site: **veterans.gc.ca**

