



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada



Planning to work in Yukon, Canada?

An essential workbook for newcomers

Citizenship and Immigration Canada

Foreign Credentials
Referral Office





Planning to work in Yukon, Canada? An essential workbook for newcomers was created in partnership with Advanced Education, Yukon Education

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Planning to work in Yukon, Canada?

An essential workbook for newcomers

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2. Section B: Improving Your English and French
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Before You Begin

Please be aware that this document is updated regularly. For the most recent version, please go to the [Foreign Credentials Referral Office](#) or the [Government of Yukon's Immigration website](#).

This workbook was created for internationally trained individuals who are considering moving to Yukon 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.



Use Job Bank to produce a free report on job opportunities, wages, qualifications and skill requirements tailored to your occupation and a location in Yukon. By researching different occupations and different locations, you can make settlement decisions that are right for you and your family. You need to refer to your report when filling in Section C of this workbook.

After you create your report, save it by emailing it to yourself or by printing it.



Section A Living in Yukon

INTRODUCTION

Immigrating to Yukon is a life changing event. This section is designed to help you and your family find the information and services you need to settle confidently in Yukon.

Yukon takes its name from the GWICH'IN aboriginal name Yu-kun-ah for the “great river”. It has a relatively small population of about 36,000 people but covers a large landmass of 482,443 square kilometers (186,272 square miles).

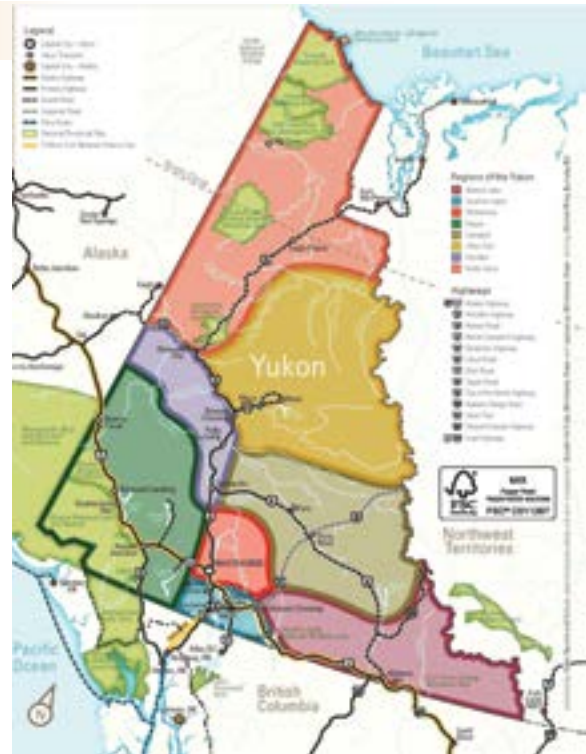
The territory's indigenous people are the Yukon First Nations. There are 14 First Nations in Yukon and each are unique in their cultures and traditions. For more information, visit the [Yukon First Nation Tourism Adventures](#).

Yukon is known for the Klondike Gold Rush of 1896 to 1906. This historic event brought approximately 100,000 prospectors to the region at that time. Mining is still one of the main drivers of Yukon's Gross Domestic Product (GDP).

Yukon is also known for the pristine nature of its mountains, lakes, forests and wildlife. This creates an ideal environment for a wide range of outdoor sports activities. There are also countless opportunities to view a variety of unique northern wildlife.

For more facts on Yukon, visit the Government of Yukon's [Executive Council Office website](#).

The more you learn about Yukon, the faster you will be able to adapt to the 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 Yukon, and to guide you in taking a few essential steps as an immigrant.

You can find detailed information about most aspects of living in Canada in Citizenship and Immigration Canada's [Welcome to Canada guide](#).

Learn more about immigrating to Canada on the [Citizenship and Immigration website](#).

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STEP 1: LEARN ABOUT COMMUNITIES AND CITIES IN YUKON

Learn more about the city or community you want to live in by reviewing the [Yukon Community Profiles](#) available online. These provide valuable information on all cities and communities in Yukon.

If you are already in Yukon, you may also:

- Find a good map on the Internet or in a shop and then use it to explore.
- Visit a [settlement services agency](#) that can help you and your family to get involved in your community and find the information and support you need to settle, live and work in Yukon.
- Visit a local [public library](#) to see what type of information and services they offer.
- Find out what types of activities and programs are available through a local community centre or join a recreational sports league so that you can start meeting others who share your interests.

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

Getting Around in Yukon

Public transportation is only available in Whitehorse through [Whitehorse transit](#).

For this reason, having a car is a great benefit when living in Yukon. Cold weather is normal in Yukon so you may need items such as a block heater for your engine and extension cords to plug your heater in so that your vehicle will run on cold days.

During the summer you will find many locals riding bicycles as a method of transportation. Bicycles are inexpensive and provide great health benefits. You are required by law to wear a helmet when riding one.

Taxis are also available. They can be found in local phone books or online.



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STEP 2: NEED HELP WHEN YOU GET HERE?

Finding Settlement Services Agencies

Settling in is much easier if you contact one of the settlement services agencies below prior to moving to Yukon. Settlement services agencies are available to support newcomers and can be extremely helpful upon your arrival in Yukon. 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.

Settlement services agencies can help you:

- find a place to live;
- open a bank account;
- get your Social Insurance Number and health-care card;
- enrol your children in school;
- access public transportation;
- apply for a driver's licence;
- obtain information on foreign qualifications recognition;
- 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.

Multicultural Centre of the Yukon (MCY)
 Suite C - 202 Strickland Street
 Whitehorse, Yukon
 Y1A 2J8
 Phone: 867.667.6205

Association Franco-Yukonnaise (AFY)
 302 Strickland Street
 Whitehorse, Yukon
 Y1A 2K1
 Phone: 867.668.2663

Yukon College
 500 College Drive
 PO Box 2799
 Phone: 867.668.8860 or
 1.800.661.0504 (toll free)

You can find detailed information about most aspects of living in Canada in Citizenship and Immigration Canada's [Welcome to Canada guide](#).

List the questions you will ask a **settlement services agency** about how to adapt to working and living in Yukon.

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 Yukon and in Canada?



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STEP 3: FINDING A PLACE TO LIVE



Housing: What you should know

What you'll find in this step:

- *Temporary housing*
- *General housing and budget information*
- *Rental laws*
- *Finding a place to live*

Temporary Housing

Make sure you arrange for a place to stay before you leave for Yukon. If you do not have family or friends you can stay with, search online for hotels, motels or hostels where you will be living. You can often get cheaper rates if you book several weeks before you leave. Some hotels offer weekly rates. Some offer housekeeping rooms, which you can pay for daily, weekly, or monthly. If you need help, call your local **settlement services agency**.



When I first arrive in Canada, I will be staying at:

General Housing and Budget Information

For information about housing in Canada, visit the **Housing for Newcomers website**, produced by the Canada Mortgage and Housing Corporation (CMHC). This website describes the types of housing available in Canada and contains information about all aspects of renting or buying your first home here. Look at your financial situation to see what type of housing you can afford in Canada.

- Compare the cost of housing with your expected wages.
- Think about whether you will buy a house, rent a house or an apartment, or stay with friends or relatives.
- Then, make an action plan for finding your new home. If you need help, call or visit a local **settlement services agency**.



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Rental Laws

Rental laws that define the rights and obligations of both landlords and tenants can be found in [Yukon's Landlord and Tenant Act](#).

Yukon also has laws on various aspects of buying and selling a home. Read about these laws on the [CMHC](#) website so that you understand what is expected of you and what you can expect of others when you are renting or buying a home.



Housing laws I need to know about:

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 a [settlement services agency](#) for information about housing in your community;
- searching through the local newspapers: [Yukon News](#), [Whitehorse Star](#) and [l'Aurore Boréale](#) (French) - Please note you have to buy a local newspaper in order to see all postings. The online viewing feature is limited to paid advertisements only;
- searching the [Canadian Real Estate Association's](#) database of property information from realtors across Canada.

Housing Opportunity

Neighbourhood Details

Price

Contact Information

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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



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STEP 4: FINDING A SCHOOL



Canada's education system

What you'll find in this step:

- *Elementary and secondary education*
- *Enrolling your child in elementary or secondary school*
- *Post-secondary education*
- *Enrolling in a post-secondary education program*

In Canada, each provincial and territorial government manages its own system of education. Some provinces have separate ministries or departments of education, one for elementary and secondary education and another for post-secondary education.

For information on anything related to education, visit the website of the [Council of Ministers of Education, Canada](#).

Elementary and Secondary Education

Elementary education (kindergarten to grade 7) and secondary education (grades 7 to 12) are the two basic levels of schooling for children and youth in Yukon. Students who successfully complete secondary school receive a high school diploma.

The school year usually begins in late August or the first week of September and finishes in mid-June. In most school districts, children attend school from Monday to Friday during the school year (except during holidays). School calendars can vary slightly between schools and communities. Check [Yukon Education's website](#) for specific details.

In Yukon, all children and youth between the ages of 5 and 16 must participate in an

education program. Most students in Yukon attend public schools. Public schools offer access to elementary and secondary education, and are free to children of school age who (along with their parent or legal guardian) are ordinarily residents in Yukon. If you are unsure if your child qualifies for free schooling through one of Yukon's public schools, please contact the [Public Schools Branch](#).

Parents have input into the educational priorities of schools through elected bodies called school councils. Where requested, First Nations have guaranteed representation on school councils.

The Francophone community elects Yukon's only school board to govern the French First Language School.

The majority of education in Yukon is delivered in a traditional classroom setting in public schools. Yukon boasts one of the most favourable pupil-teacher ratios in Canada. There are 14 schools in the capital city (Whitehorse), two of which are taught primarily in French. In addition, there are 14 schools in the communities. Instruction is English-based for the majority of students. French and Aboriginal languages are widely

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offered as second language instruction. French Immersion and French First Language education is offered in Whitehorse. Approximately 30 to 33 per cent of Yukon student population is of First Nations ancestry.

Enrolling Your Child in Elementary or Secondary School

Yukon Education is responsible for managing schools in the territory. Contact the **Public Schools Branch** to enrol your child in a public school for the first time.

Public schools place children by age into the appropriate grade level. The school will assign a child with an educational assistant to provide language enhancement as well any additional support necessary.

When you register your child at school, you will need to bring the following documentation:

1. Immigration documents
2. Child's birth certificate
3. Child's passport

Contact information for local school board

Contact information for local schools

Steps to take to register my children in school

Documents I will need to register my children



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Post-Secondary Education

To give yourself more options in today's workforce, education beyond high school is extremely important. There are many considerations when choosing to pursue post-secondary education such as: travel costs, tuition, books and accommodation.

Yukon College is the only post-secondary institution in Yukon. There are over 40 academic, career and vocational programs available. The College offers degrees, diploma or certificate programs and university transfer courses. Yukon College also helps individuals prepare for entering the workforce. The classes are small and engaging.

The Advanced Education Branch of Government of Yukon also has a **Student Financial Assistance Unit** that can assist with exploring options with costs for your post-secondary education. There are many unique programs available such as the Yukon Grant, Student Training Allowance, Yukon Excellence Awards, Canada Student Loans and Grants and a variety of scholarships. Funding from this unit may be available if you are a permanent resident or Canadian citizen upon commencing your studies.

In Canada, there are different types of post-secondary institutions that offer a variety of programs of study. Some institutions are officially recognized and are partly funded by the government to ensure that certain standards are met. Other institutions are not officially recognized. Listings of post-secondary institutions are available on the website of the **Canadian Information Centre for International Credentials**.

Although many post-secondary institutions receive some financial support from the government, all students must still pay tuition fees for post-secondary studies. Tuition fees vary depending on the institution and program, but they are usually between \$2,500 and \$8,000 a year. Information on the cost of post-secondary education and financial assistance programs is available on the **CanLearn** website.

At most post-secondary institutions, there are two main terms of study every year: September to December and January to April, with a short break between the two terms. From May to August, many students take a break from studying to work. However, most institutions still offer courses during the summer for those who want to continue their studies during this period.

Types of post-secondary institutions in Canada

Universities offer programs of study that lead to different types of degrees—bachelor's, master's and doctoral degrees—in many disciplines.

Colleges offer programs of study that lead to diplomas and certificates that qualify graduates to work in specific professions and trades. An increasing number of colleges also offer degree programs.

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Enrolling in a Post-Secondary Education Program

To apply to Yukon College, review the [Admissions and Regulations](#) page.

It is important to note, that if you have foreign credentials from another country, post-secondary institutions may give you some credit for your past coursework. Ask the post-secondary institution to explain their procedures to you prior to applying.

To learn about the programs of study available at post-secondary institutions, you can visit the websites of universities and colleges directly or search the program databases on the [Canadian Information Centre for International Credentials](#) website.

To apply for entry into a program of study, consult the website of the institution you are interested in attending to find out about the application process. Most institutions have firm application deadlines, so you may have to apply as long as six months before the program begins.



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STEP 5: IMPORTANT DOCUMENTS

If you are a new permanent resident of Canada, apply for the following essential documents soon after you arrive:

- *Social Insurance Number card*
- *Permanent Resident Card*
- *Health card*

Social Insurance Number (SIN) Card

A Social Insurance Number (SIN) card is a card with a nine-digit number on it that you need in order to work in Canada, to apply for government programs and benefits, and to file an income tax return.

Your SIN is confidential and can only be requested by certain federal government departments and programs that are specifically authorized to do so.

For more information and for instructions on how to apply for a SIN card, consult the [Service Canada website](#), or visit the [Whitehorse Service Canada Centre](#) in person. Scheduled outreach sites with various days and hours of operation are available in Watson Lake and Dawson City.

Protecting your Social Insurance Number

Your SIN is confidential. You only need to give it to certain organizations in certain situations.

To find out more about how to protect your SIN and who can ask for it, visit the [Service Canada website](#).

Permanent Resident Card

The Permanent Resident Card is the official proof of your status as a permanent resident in Canada. If you leave the country, you must show this card in order to be allowed back in.

You can use your Permanent Resident Card as an identification document in various circumstances (for example, to request other government documents [a health card or a Social Insurance Number], to access government services or to open a bank account).

If you are a new permanent resident, you will receive your card by mail at your home in Canada. You must inform Citizenship and Immigration Canada (CIC) of your Canadian mailing address as soon as you know where you will be living.

For more information on the Permanent Resident Card, and to give CIC your mailing address in Canada, go to the [Citizenship and Immigration Canada website](#) or call CIC at 1-888-242-2100.

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Yukon Health Care Card

To get free health care in Yukon you must have a health care card issued by the Government of Yukon. You must present your card each time you need medical services. Visit Government of Yukon's [Yukon Health Care Card website](#) for information.

You should apply for a health card as soon as possible after you arrive in Yukon. You should also purchase private health insurance to pay for your health care needs until your application for a health card is accepted. Newcomers in Yukon must wait for three months before they are covered under Yukon health care. It is recommended that you purchase private health insurance to bridge the waiting period so that you do not incur unexpected medical expenses.

How Do I Apply?

When you apply, you will be required to show identification. You should provide the following:

1. Your passport AND
2. Permanent resident card; OR
 - Confirmation of permanent resident (IMM 5292); OR
 - Work permit (minimum 1 year stay).

In rural communities, application forms are available at all territorial agents. **Territorial agents** provide a range of Government of Yukon administrative services and are located in government liquor store buildings in five communities.

Canadian Health Care

In Canada, the government pays for many aspects of health care with money collected from taxes. This means that you do not pay for most services when you go to a doctor, clinic or hospital. Each provincial and territorial government is responsible for its own health insurance plan. It is important that you find out which medical services are covered for free in Yukon.

Many people in Canada have a family doctor they go to for their basic health-care needs. People who do not have a family doctor generally go to “walk-in” medical clinics or community health centres to see a doctor for non-urgent medical attention. You can find listings for family doctors, medical clinics and community health centres in your area by searching the Internet. You can obtain referrals from a local **settlement services agency**.

If you need emergency medical help, go immediately to the emergency department of the nearest hospital or telephone the national emergency number (911) for an ambulance. All emergency medical services offered in hospitals are free across Canada.

To find out more about Yukon's health care system, visit the Government of Yukon's [Health Services website](#).



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Supplementary Health Insurance

Many people in Canada have supplementary health insurance to pay for health care that is not fully covered by their free government health insurance plan (such as prescription medications, dental care, physiotherapy and prescription eyeglasses).

If you work, you and your family may receive supplementary health insurance through your employer. You can also purchase supplementary insurance directly from private insurance companies.

The Government of Yukon offers some **Insured Health and Hearing Services**. Find out if you are eligible for these services including: Children's Drug and Optical Program, Chronic Disease Program, Extended Health Care Benefits to Seniors, Medical Travel, Health Care Insurance Registration and Pharmacare.

Eligibility:

Medical Services:

Contact Information:

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STEP 6: DRIVER'S LICENCE



The Government of Yukon is responsible for issuing drivers' licenses. You can drive anywhere in Canada with a provincial or territorial license.

If you have a foreign driver's license issued in another country, you are able to use it for up to 120 days after your arrival in Yukon.

To find out more about the procedure and requirements for obtaining a licence, visit the [Motor Vehicles Branch](#).

You will need the following documents in order to obtain a Yukon driver's license:

1. Passport;
2. Work permit; OR
 - b. Study permit; OR
 - c. Visitor visa;
3. Two documents to prove your residency in Yukon, for example:
 - a. Utility bill (excluding cell phone bill); OR
 - b. Bank statement; OR
 - c. Lease agreement; OR
 - d. Proof of mortgage; OR
 - e. Yukon health care card; OR
 - f. Letter from employer on company letter head with a signature from the owner.

All newcomers must pass a written test and a road test before acquiring a Yukon driver's license. The written test is available in English, French, Mandarin, Cantonese and Tagalog. The road test is only available in English. Both tests cost money.



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STEP 7: MONEY AND FINANCES



What you'll find in this step:

- *Banking*
- *Credit history*
- *Taxes*
- *Income tax*
- *Property tax*
- *Sales tax*

Banking

The Financial Consumer Agency of Canada (FCAC) provides information on many aspects of banking in Canada. Visit the [FCAC website](#) to learn about the following:

- The different types of bank accounts available
- The documents you need to open a bank account
- Savings and investment options
- Credit cards, loans, mortgages and other forms of credit
- Insurance
- Financial planning

After you have learned the basics about banking in Canada, visit different banks to find out about the financial products and services they offer before you decide which bank is best for you. Choose a bank that meets your needs and open an account.



Name and location of the bank you will go to:

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Credit History

In Canada, whenever you take out a loan or use a credit card, a credit reporting agency collects information on whether you make your payments on time and how long it takes you to pay back the money you borrowed. This information becomes your “credit history” and is used to give you a “credit score”.

Your credit history and credit score are important because banks and other financial institutions usually look at that information when deciding whether to give you a loan, credit or mortgage. Also, landlords can check your credit score before they decide whether they will rent to you.

For information on how to build a good credit history in Canada, visit the [FCAC website](#).



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Taxes

Income Tax

As a resident of Canada, you must pay income tax to the government on money you earn throughout the year. In Canada, you have to pay tax to both the federal and the provincial or territorial government. If you are paid a salary by an employer, your income tax is usually deducted automatically from your pay. If you are self-employed, you may have to pay your taxes in a single payment or in several payments.

Each year, you must submit an Income Tax and Benefit Return to tell the government how much money you earned and how much tax you paid during the year. The deadline for completing the return is April 30 of each year. The information you give will determine whether you get a refund or whether you will have to pay additional taxes.

Income tax rates will differ depending on how much income you make. They can also change from year to year. For information on submitting an Income Tax and Benefit Return, visit the [Canada Revenue Agency website](#) or call 1-800-959-8281.

In Canada, certain government programs can help you build savings by reducing the amount of income tax you pay. For more information, read about, for example, [Tax-Free Savings Accounts](#) and [Registered Retirement Savings Plans](#).

To learn more about income taxes, visit the [Government of Yukon's Department of Finance website](#).



How much income tax will I have to pay?

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Sales Tax

Whenever you buy something in Canada, you have to pay sales taxes. The prices listed for products and services generally do not include sales taxes. Sales taxes are added when you actually pay for what you are buying. In Yukon, the sales tax is 5%.



How much sales tax will I have to pay?

Property Tax

If you own a home, you will receive a bill for property and school taxes from your city or community. Property tax is calculated based on the value of your home. The higher the value of your home, the more property tax you pay. There are also differences in taxes if you live in urban or rural areas. To learn more about property taxes, visit the City of Whitehorse's [Property Taxes and Utilities website](#).



How much property tax will I have to pay?



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Consumer Matters

Government of Yukon's Consumer Services staff can provide answers to questions and information on your rights and responsibilities as a consumer.

The Office of Consumer Affairs provides online information from the federal government to help consumers make well-informed decisions about the products and services they purchase.

The Canadian Consumer Handbook contains reliable information on a number of consumer topics such as online shopping, contracts, housing and home renovations, identity theft and collection agencies.



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STEP 8: GOVERNMENT BENEFITS

Find out about government benefits or allowances you may be entitled to by visiting the Canada Benefits website and the Canada Revenue Agency's website or by contacting a settlement services agency organization.

You might want to find out about:

- Child and family benefits
- Tax credit for public transit passes
- Tax deduction for tools
- Registered education savings plan (RESP)
- Yukon child benefit



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

Section B Improving Your English and French

INTRODUCTION

Canada has two official languages: English and French. However, English is the official language of Yukon. Even if you speak French at a high level, you will need to speak, read and write in English in order to find a good job or perform day-to-day tasks such as banking and shopping.

Strong skills in English are extremely important for your future in Yukon. This section will tell you the importance of learning English, the language requirements for jobs in Yukon, how to assess your language skills, and where you can find language training.

STEP 1: UNDERSTAND THE IMPORTANCE OF LANGUAGE SKILLS

Many people who have immigrated to Yukon discover that they need to improve their language skills.

Even if you can speak English well, you may have difficulty understanding people and making yourself understood in Yukon because of the different accents, the fast rate of speech, expressions used and communication conventions in Canadian workplaces.

Strong English skills are important for many reasons, such as:

- Getting a job that matches your skills and experience
- Obtaining post-secondary education or training
- Helping your children with their school work
- Meeting and interacting with people
- Meeting the language requirements for citizenship

Take steps to improve your English before or as soon as you arrive in Yukon.

If you already speak English at a high level, consider learning French. It takes time, energy and commitment to improve your language skills, but in many parts of Canada, being able to speak both English and French is a major asset when looking for a good job or to participate fully in Canadian society.



Section B Improving Your English and French

STEP 2: WHAT LANGUAGE SKILLS DO YOU NEED FOR YOUR JOB?

Find out what language skills you need for the job you hope to have in Canada by creating a **Job Bank Report** and then reviewing the Education & Job Requirements section. The Essential Skills section—reading, document use, writing and oral communication—will clearly identify the requirements for your job.

If you do not know the language requirements for the job you hope to have, contact the regulatory body or apprenticeship authority listed in Section C: Step 3 or visit their website.



Language skills required for the job I hope to have:

STEP 3: ASSESS YOUR LANGUAGE SKILLS

Before you come to Yukon, assess your English or French skills by taking an online self-assessment test on the **Canadian Language Benchmarks** website.

Help

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



My language level:



What I need to improve:

Section B Improving Your English and French

STEP 4: OBTAIN PROOF OF YOUR LANGUAGE SKILLS

You may need to provide proof of your level of proficiency in either English or French when you apply for:

- A job
- A licence with a regulatory body or an apprenticeship authority
- Entry into a university or college

Always check to see whether a particular type of proof is required.

Some certificates of language proficiency are widely recognized and can be used in a variety of situations. These certificates are based on standardized language tests offered by independent organizations, not the Government of Canada. You can take these tests at locations across Canada, and in many cases, in other countries.

Some of the most widely recognized English language tests and certificates:

- International English Language Testing System (IELTS)
- Canadian English Language Proficiency Index Program (CELPIP)
- Test of English as a Foreign Language (TOEFL; often required by universities and colleges)

Some of the most widely recognized French language tests and certificates:

- Test d'évaluation de français (TEF)
- Diplôme d'études en langue française (DELF)

Proof of my language skills is required for these organizations:

Type of proof required:

Where I can get tested:



Section B Improving Your English and French

STEP 5: FIND LANGUAGE TRAINING

If the results of your language assessment indicate that you or members of your family need to improve your English or French language skills, make a plan to improve those skills.

Before you come to Yukon

- ✓ Register at a local language school or take lessons from a tutor.
- ✓ Purchase and use language skills workbooks or software.

After you arrive in Yukon

You can take free language classes paid for by the government. Federal and provincial government-funded language classes are offered in Whitehorse.

The Multicultural Centre of Yukon (MCY) offers a variety of English as a Second Language (ESL) programs. ESL Instruction is provided for levels ranging from Foundation English to CLB Level 5. MCY also offers English Grammar Classes for all levels, including Levels 8 and above. MCY administers English Language Assessments for those individuals wanting to attend classes at the centre.

To register for classes or to book an assessment:

Multicultural Centre of the Yukon
Suite C - 202 Strickland Street
Whitehorse, Yukon
Y1A 2J8
Phone: 867.667.6205
E-mail: info@mc yukon.com

Yukon College offers a full time Enhanced Language Training (ELT) program. This program is designed to improve the language and employability of its participants. The main objective is to help participants find and secure work that matches their skills and experience.

Yukon College also offers Intermediate and Advanced ESL classes through their partner, Association Franco-Yukonnaise. Tuition fees are charged for this program. In order to attend this program, participants must complete a Canada Language Benchmark Placement Test at Yukon College.

For more information on Yukon College, contact:

Yukon College
500 College Drive
PO Box 2799
Phone: 867.668.8860 or
1.800.661.0504 (toll free)



Notes:

Section B Improving Your English and French

The Association Franco-Yukonnaise has an Adult French Language Training Centre. All levels of training are offered from beginning to advanced. Tuition fees are charged for this program.

For more information on Franco-Yukonnaise, contact:
Association Franco-Yukonnaise
302 Strickland Street
Phone: 867.668.2663

Free Government Funded Language Classes

To take language classes funded by the federal government, you must first have your current language skills formally assessed. To get an assessment, find a language assessment centre near you on the Government of Canada's [Services for Newcomers](#) website or by calling Citizenship and Immigration Canada at 1-888-242-2100. After your assessment, staff will help you decide what language class is best for you.

In Yukon, most newcomers who are permanent residents are eligible for free government funded language classes. These language programs have many advantages:

- Classes are taught by qualified instructors.
- They are often available in a classroom with a small group of other adults or through distance education (on the Internet or through printed materials mailed to you at home).
- Classes can be full-time or part-time, during the day, in the evening or on weekends.
- They provide language training and information to help you adapt to life in Canada.
- Some programs may offer funding to cover the cost of child care while you are studying and the cost of transportation to and from your classes. Child-care services are sometimes available on site.

A number of different types of language classes are available:

- General language classes at many levels
- Classes that teach advanced and workplace-specific language skills
- Classes that teach literacy and language (for people who have difficulty reading and writing in any language)
- Classes for people with special needs

The primary and secondary school systems provide English and French classes for children and youth (see Section A, Step 4).



Notes:





Section C Finding a Job in Yukon

INTRODUCTION

This section will help you understand all you need to do to find work in Yukon. It provides you with essential steps to help you learn how to find and get the job you want in Yukon. 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.

You may need Canadian work experience.

Canadian employers, who often do not know how to assess education and work experience from other countries, may require or prefer you to have experience working in Canada. Getting that experience is one of the biggest challenges for newcomers.

Meeting people, getting advice, networking and volunteering are good ways to overcome this challenge, but it still may take time to get your first job in Canada. To complete this section, first create your **Job Bank Report** by selecting a location in Yukon.

NOTE: The fact that you have been accepted to come to Canada does not guarantee you employment in Canada in your preferred occupation 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 in Yukon.

To learn more about employment standards, minimum wage, holidays, health and safety in the workplace, workplace equality, racism free workplaces and Yukon's laws against discrimination, consult the Government of Yukon's **Employment Standards 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, **Job Bank** 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. _____

Section C Finding a Job in Yukon

STEP 2: IS THIS A REGULATED OCCUPATION?

There are two types of occupations in Canada:

- regulated (including trades) and
- non-regulated.

Review the Education & Job Requirements section of your **Job Bank Report** and choose one of the following:

- A) My job is REGULATED in Yukon. I need a licence or a certificate before I can start working in Yukon.
- B) My job is NON-REGULATED in Yukon.

NOTE: If you answered B, then skip Steps 3 to 5 and proceed directly to Step 6.

Help

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 in Yukon.

About 20 percent of Canadian jobs are in regulated occupations. Each regulated occupation sets its own requirements for obtaining a licence or a certificate, usually through the provincial or territorial regulatory body or professional association. These jobs are regulated to protect public health and safety and to ensure that professionals meet the required standards of practice and competence.

If your occupation is non-regulated, employers will be interested in learning about your competencies, education and work experience to decide if you are suitable for a job. This information can be summarized in a résumé or Curriculum Vitæ (C.V.) Employers may also be interested in the Canadian equivalency of your international educational credentials.

A provincial credential assessment agency can assess your credentials for a fee. Please check with your regulatory body or employer to determine if it is necessary to obtain a credential assessment.

STEP 3: WHO REGULATES?

Review the Education & Job Requirements section of your **Job Bank Report** and take note of the name and contact information for the regulatory body or apprenticeship authority for the job. This organization has information about the licensing, certification or registration that you need in order to work in Yukon in that job. Write the name of the organization (or organizations) that regulates your occupation and the contact information for each, including the website address.

A complete list of regulated professions in Yukon can be found on the Government of Yukon's **Foreign Qualifications Recognition website**.

Help

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

Licensing requirements can differ in each province and territory. If you plan to move to Yukon and you have been licenced in another province or territory in Canada, compare the licensing requirements to ensure that your license will allow you to work in the Yukon.

In some regulated occupations, you can work in that field but you 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.

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 the unsafe practice of a profession.



Section C Finding a Job in Yukon

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

Consult the Education & Job Requirements section of your Job Bank Report and review the licensing, certification or registration requirements for your occupation. (If the licensing process is not explained in your report, consult the Government of Yukon's [Foreign Qualifications Recognition website](#).) List the requirements for registration, licensing or certification to work in that job in Yukon 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"/>		
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"/>

NOTE: If you cannot find the steps in the licensing or certification process for your regulated occupation in your Job Bank 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 Yukon.

Find out whether there are [Occupation Facts](#) for your profession. These will tell you what you can do while you are waiting to come to Canada, guide you through the process of foreign credential recognition and outline the general requirements you must meet to work in your profession in Canada.



Information about examinations that I will have to pass:

Section C Finding a Job in Yukon

STEP 5: CONTINUED

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

Help

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

You can visit the [Government of Yukon's Foreign Qualifications Recognition website](#) to obtain contact information.



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



How to prepare for the examination:

The dates and locations for the examination:

Location	Dates

For each requirement that you currently do not meet:



Steps I need to take to meet the requirement:



When and how I will meet the requirement:





Section C Finding a Job in Yukon

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 in your Job Bank Report and list the main duties for that job in Yukon.

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

Section C Finding a Job in Yukon

STEP 7: JOB AND SKILLS REQUIREMENTS

Review the Education & Job Requirements section of your Job Bank 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"/>
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 Job Bank regularly for updates.



Section C Finding a Job in Yukon

STEP 8: WAGES

Review the Wages section of your Job Bank Report and note the typical hourly wage for that job in the Yukon.

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
_____	_____
_____	_____
_____	_____
_____	_____

STEP 9: OUTLOOK

Review the Outlook section of your Job Bank Report to see what your chances of getting different jobs are in a specific location or across Canada.



Notes

Section C Finding a Job in Yukon

STEP 10: JOB OPPORTUNITIES

- visiting the [Yuwin website](#);
- searching the Help Wanted sections of local newspapers: [Yukon News](#), [Whitehorse Star](#) and [l’Aurore Boréale](#) (French). Please note you have to buy a local newspaper in order to see all postings. The online viewing feature is limited to paid advertisements only;
- reviewing the Jobs section of your Job Bank Report where you will see current job opportunities related to the occupation you have chosen;
- visiting Service Canada’s [Finding a Job](#) page to help you find a job in Canada, create a résumé, choose a career and assess your skills and more;
- searching the Internet for “Jobs” and the name of the city or community you want 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 to network at the Service Canada Web page [Access the Hidden Job Market](#);
- searching for potential employers;
- learning about Canada’s [Top 100 employers](#);
- visiting other online job search resources at the [Service Canada Web page Job Sites](#).

Help

Bridging programs can help you prepare and succeed in the licensing or certification process and in integrating into the Canadian workplace.

Bridging programs offer different services that could include an assessment of your education and skills, courses, practical or workplace experience, preparing you to take an examination for a licence or a certificate, language training for your profession or trade, individual action and learning plans to help you identify training you may need.

Contact the professional association or regulatory body for your profession, or a local [settlement services agency](#) organization, to find out about programs available in the area where you plan to live. You may also find a potential employer by asking a [settlement services agency](#) 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 settlement services agencies can be found through an Internet search for “Canadian immigrant-serving organizations.”



Section C Finding a Job in Yukon

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

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 Yukon

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 Yukon

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 Yukon

STEP 11: CONTINUING EDUCATION AND TRAINING INFORMATION

Formal training in the field you are interested in might help you find work. Consider going back to school to obtain a diploma or certificate, upgrade your education or complete a training program. 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 Yukon.

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 Yukon.

- Review the Education & Job Requirements section of your Job Bank Report.
- For regulated occupations, the Education & Job Requirements section of your report has information on the required education as well as links to the websites of professional regulatory bodies and apprenticeship agencies, where you may find more information. A list of regulated occupations are available on the Government of Yukon's [Foreign Qualifications Recognition website](#).
- Visit the Government of Canada website [Training and Careers](#).
- Visit the Government of Yukon's [Apprenticeship Training and Tradesperson Qualifications website](#).

Note the programs that interest you below.

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. Check Job Bank regularly for updates.



Section C Finding a Job in Yukon

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 may want to find out about other types of jobs so that you have more options for working in Yukon. These alternative jobs may or may not be related to your current job or your skills and education.

Since it takes time to get licensed in your profession, you may need to work in a job related to, but not in, your profession while you wait for your licence. Working in a related job will give you an opportunity to:

- Earn money while your credentials are being assessed
- Use your knowledge and skills
- Learn work-related language
- Get Canadian work experience
- Connect and network with other professionals

You may decide to stay in an alternative job or, if the alternative job is related to your current job, use this experience to help you get licensed in your original occupation.

How?

- Review the information in the Jobs section of your Job Bank Report and the **Alternative Jobs** section of Foreign Credentials Referral Office website.
- 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 have. Then complete additional online Job Bank reports to find out if these other jobs are regulated or non-regulated.
- If you are already in Yukon, contact a **settlement services agency**. Join work-related associations so that you can meet people who might have good advice for you.

Help

The Service Canada Centre in Whitehorse 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

Section C Finding a Job in Yukon

STEP 13: OTHER JOBS NOT IN MY FIELD

You may want to consider working in a job that is not related to your profession if:

- You are interested in changing careers
- Job opportunities in your profession are not available
- You need to find any kind of job immediately
- Your credentials are not equivalent to Yukon standards or it would take too much time, effort and money for you to meet the standards

How?

- List other jobs NOT in your field for which you may be qualified and then complete additional Job bank reports to find out if these other jobs are regulated or non-regulated.
- If you are in Canada, you may also contact the Service Canada Centre in Whitehorse.
- You can find other contact information in your Job bank 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.



Other job possibilities



Notes :



Section C Finding a Job in Yukon

STEP 14: ACTION

Plan what you need to do to meet the requirements to work in that job in the city or community 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.	_____	_____



List other jobs:

Section C Finding a Job in Yukon

STEP 15: PREPARE A RÉSUMÉ AND COVER LETTER

In Canada, a résumé or curriculum vitæ (CV) is an important tool in the job-search process. Along with a cover letter, it tells an employer who you are, what you have done, what your qualifications are and why you want the job.

The style used for résumés in Canada might be different from what you are used to. For example, you should not include personal information such as age, marital status, gender, religion, Social Insurance Number (SIN), political affiliation or immigration status. You can prepare a great résumé while you are still in your home country. To learn more about writing a résumé and preparing a cover letter, visit the [Job Bank website](#).

Help

You may also ask a [settlement services agency](#) about a “résumé writing” training session, workshop or service. [Employment Central](#) also offers career counselling and referrals, workshops and job boards for individuals who are employed twenty hours or less per week.

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 YUKON

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;
- visiting the Government of Canada (Public Service Commission of Canada) [Jobs](#) website;
- contacting your local [settlement services agency](#);
- contacting [Employment Central](#).



Section C Finding a Job in Yukon

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;
- practice English or French;
- build your network of contacts;
- make friends and meet Canadians;
- find someone who will be a reference for you; and
- show potential employers that you are a hard worker.

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

- searching the Internet for “Volunteer” and the name of the city or community;
- asking for more information from a [settlement services agency](#);
- visiting [Volunteer Yukon](#).



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

Section C Finding a Job in Yukon

STEP 18: START YOUR OWN BUSINESS

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

- finding out more about coming to Yukon as an entrepreneur by visiting the [Yukon Business Nominee Program](#) website;
- 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;
- asking for more information at a [settlement services agency](#). The names and contact information of more settlement services agencies can be found through an Internet search for “Canadian immigrant-serving organizations”;
- accessing information and resources through the [Canada-Yukon Business Service Centre](#);
- contacting [dāna Näye Ventures](#) for developmental finance and advisory services to entrepreneurs and Yukon business;
- contacting [Yukon Economic Development](#) which supports business development, trade and investment opportunities;
- visiting the [BizPal](#) website which provides all government forms necessary to start a small business in Yukon.



Notes:



Section C Finding a Job in Yukon

Before you continue:

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

If so, complete another Job Bank 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

There are many documents related to your education and your experience that help regulatory bodies, assessment agencies or employers understand your international qualifications. Before you come to Yukon, you can identify and gather documents that you may need after you arrive.

Any documents you can produce that prove your educational record, professional training and work experience will help you in your search for a job in Yukon. They will help you and potential employers understand your qualifications. When applying for licensing, certification or registration in a regulated occupation, such documents are required.

International experience and education are not always directly transferable to Yukon. However, work-related documents help licensing bodies and potential employers assess qualifications and understand how they compare to Canadian standards.

STEP 1: MY CREDENTIALS

Using the form below, list all the documents related to your education and work experience that might help Yukon 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 Job Bank Report.)

Documents you may require in Yukon 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



Section D Work-Related Documents

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"/>

Help

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

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

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

Section D Work-Related Documents

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

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

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

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

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

Requested from		
_____	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

In some cases, the regulatory body, employer, credential assessment agency or educational institution may require that official documents be sent directly from schools or other organizations to Canada. Before you leave for Yukon, check with the appropriate organization to find out what its requirements are. Contact the Government of Yukon's [Foreign Qualifications Recognition website](#) for more information.

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

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

Sent to		
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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

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

Sent to		
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Section D Work-Related Documents

STEP 4: GETTING DOCUMENTS TRANSLATED

You may need to have your documents translated into English, French or both. Check the website or contact the regulatory body or apprenticeship authority to find out about the translation requirements, including the following:

- Whether you need to use an approved translation service (if so, you will have to pay for the translation)
- Whether original documents are required or whether you will need a lawyer to notarize copies
- Whether certified translations are required

Keep track of this process using the chart below.

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.	_____

Help

Make sure that your documents are translated by a qualified translation service. To find a qualified translation service, visit the Government of Yukon's [Foreign Qualifications Recognition website](#) for further information.

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.

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

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





Section D Work-Related Documents



The translation service you will use:

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.

Section E Education and Academic Credentials

INTRODUCTION

Education is an asset when searching for work in Yukon, but your education may not automatically be recognized. 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 Yukon.

STEP 1: CANADIAN EQUIVALENTS FOR INTERNATIONAL EDUCATION

If you want to continue your studies in Canada, there are more than 200 accredited post-secondary institutions that assess educational credentials for academic placement at their schools.

If you want to find out how your academic credentials compare to an educational program in Yukon, you may have your education assessed through one of the approved **assessment agencies** in Canada. They will compare your academic credentials with similar ones in Canada's post-secondary educational system.

What you can do:

For academic information:

- Contact the post-secondary institution you want to attend in Canada to find out what kind of assessment they require and accept.
- Contact the assessment agency recommended by the school you want to attend, if required.

For work purposes:

- If you want to work in a regulated occupation or trade, contact the appropriate regulatory body to see if you need to have this kind of assessment done and which assessment agency you should use.
- If you do not need to have your credentials assessed as part of the licensing process, consider having an assessment done anyway by an approved **assessment agency**. This assessment can be useful for employers to help them understand your qualifications.

Contact Information: _____

Note the type of assessment required: _____

Note the approximate cost of the assessment: _____

Note the length of time it takes to receive an assessment: _____





Section E Education and Academic Credentials

For additional information, go to the [Canadian Information Centre for International Credentials](#). It assists professionals, employers and organizations with foreign credential recognition and the assessment of diplomas and qualifications in Canada. You may also go to the [Government of Yukon's Foreign Qualifications Recognition website](#).

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

Yes No

Yes No

Received _____

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes No

Yes No

Received _____

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes No

Yes No

Received _____

Assessment Cost _____

Payment Submitted?

Yes No

Section E Education and Academic Credentials

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes No

Yes No

Received _____

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes No

Yes No

Received _____

Assessment Cost _____

Payment Submitted?

Yes No

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. **Settlement services agencies** can direct you to organizations that provide career counselling. Review the continuing education and training opportunities you listed in Section C: Step 11.



Notes:





Section E Education and Academic Credentials

STEP 4: OTHER EDUCATIONAL OR TRAINING OPPORTUNITIES

Formal training in the field you are interested in might help you find work. Consider going back to school to get a diploma or certificate, upgrade your education or complete a training program. You may also want to look into opportunities to continue your education in a field other than the one you intend to work in when you arrive in Yukon.

Here are some ways you can find out about the continuing education and training opportunities available to you in Canada to help you qualify to work in the job you want.

- Look up your occupation in **Job Bank**. The Education & Job Requirements section of the report lists the schools you can attend to get the education you need for that occupation and provides links to educational and career planning resources.
- Read the Education & Job Requirements section of your report. It contains information about the required education as well as links to the websites of professional regulatory bodies and apprenticeship agencies where you can find more information.
- Visit the Government of Canada **Training and Careers** website.
- Visit the **Red Seal Program** website to find out about the 49 skilled trades in Canada (for example, welder, bricklayer, hairstylist, tile setter).

You can learn more about universities and colleges in Canada by visiting their 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

Canadian citizens and permanent residents may be eligible to apply for a **student loan** or grant. Eligibility depends on the type of course you want to take and the province or territory you are living in.

Section E Education and Academic Credentials

Keep track of the schools and programs you are interested in below.

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

Resources within the Government of Yukon

Community Services

- Consumer Services
- Employment Standards
- Motor Vehicles Branch

Education

- Apprenticeship Training and Qualified Tradesperson
- Immigration
- Foreign Qualifications Program
- Public Schools Branch
- Student Financial Assistance Yukon Nominee Program

Economic Development

- Business Nominee Program

Executive Council Office

Finance

Health and Social Services

Yukon Liquor Corporation: Territorial Agents

Resources in Yukon

1. City of Whitehorse
2. Yukon Service Canada Centre
3. Yukon Community Profiles
4. Yukon First Nations Tourism Adventures
5. Yuwin
6. Yukon News
7. Whitehorse Star
8. L'Aurore Boreale
9. Multicultural Centre of Yukon
10. Association Franco-Yukonnaise
11. Yukon College
12. Employment Central
13. Volunteer Yukon

My Important Links

National Resources

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. Canada Benefits
17. Health Canada
18. Human Resources and Skills Development Canada
19. Invest in Canada
20. Job Bank
21. Labour
22. Language Instruction for Newcomers to Canada
23. Networking
24. Red Seal Program
25. Service Canada
26. Service Canada: Finding a Job
27. Social Insurance Number
28. Specialty Job Sites
29. Training, Career and Worker Information
30. Volunteer Canada
31. World English



 Notes: