

August 14, 2013

Dear Sir/Madam:

**RE: REIMBURSEMENT PROGRAM FOR FRENCH LANGUAGE COURSES**

This letter is to confirm that l'Accueil francophone de Thunder Bay is coordinating the French Language Training Program funded by the Ontario Ministry of Health and Long-Term Care, French Language Services Office. The program offers reimbursement of tuition fees for French language courses to eligible employees of designated organizations, organizations in the process of being designated, or institutions that have been identified to provide French language services under the *French Language Services Act*.

For your information, we have attached the following documents:

- French Language Training Program Information – provides basic information about the program and the approved providers;
- Fact Sheet – provides information about eligibility and requirements for reimbursement;
- Conditional Eligibility Form – must be completed and submitted by interested employees prior to registering for classes;
- Evaluation Questionnaire – must be completed by participants at the end of the session.

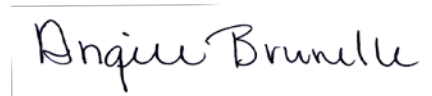
We are seeking your assistance in distributing the above information to employees who:

- Work with patients, clients, families and the public; and
- Have attained at least the Intermediate level of proficiency in the French language.

We may, from time to time, request feedback from the participants' immediate supervisors regarding their progress.

Any questions concerning the above can be addressed to Ms. Jean Carrière, Resource Person for the French Language Training Program. You can reach her by telephone at (877) 907-4040 or (705) 337-4040 or by e-mail at [jdcarriere@sensenbrennerhospital.on.ca](mailto:jdcarriere@sensenbrennerhospital.on.ca).

Sincerely,



Angèle Brunelle  
Executive Director

Encl. (4)