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French Language Training Program – Fact Sheet

ELIGIBILITY CRITERIA

Employees are eligible to participate in the French Language Training Program provided they meet the following Ministry of Health and Long-Term Care criteria:

1. Be a permanent employee of a health service provider that has been identified or designated for the provision of French Language Health Services.
2. Provide direct services to clients, families or the public at large.
3. As funding is limited, priority will be given to employees providing direct health care professional services, then to employees providing administrative support services that improve the agency's capacity to deliver services in French to the public.
4. Have reached at least an Intermediate Level of proficiency. Testing may be arranged with the training facilities, however the cost of placement tests is not reimbursable.
5. Complete all sections of the Conditional Eligibility Form and submit for approval prior to registering for the course.
6. Once approval is granted, register for an approved French Language Training Course at the appropriate level.

REQUIREMENTS FOR REIMBURSEMENT

Employees are eligible for reimbursement of their tuition fees only, up to a maximum of $300.00. Employees must:

1. Submit the original receipt for the paid tuition after attending the second class.
2. Attend a minimum of 70% of classes.
3. Successfully complete the course.
4. Complete and submit an Evaluation Questionnaire immediately upon completion of the course.
5. Employees who drop out of the French Language Training Program will be solely responsible for all costs and cancellation fees.

The Ministry of Health and Long-Term Care guarantees reimbursement , through L'Accueil francophone de Thunder Bay, to approved participants who have met the above criteria. Due to changes in the program administration, reimbursements may be delayed up to three months after submission of final report to the Ministry.

FOR MORE INFORMATION, PLEASE CONTACT:

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This French Language training opportunity is offered by the French Language Services Office of the Ministry of Health and Long-Term Care.