



# Foreign Credential Recognition Navigation Service

Participant guidelines and enrollment package

Providing information and process navigation support for Internationally Educated Health Professionals (IEHPs)



## Pilot project purpose and principles

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### Service objective

Provide information and support to Eligible Participants to have their health care credentials recognized so that they may be hired for existing positions in Yukon health care.

### General principles

- » The Foreign Credential Recognition (FCR) Navigation Service guides Internationally Educated Health Professionals (IEHPs) through existing certification processes. The anticipated outcome is the reduction or elimination of systemic barriers, and field testing supports and services that will enable health care providers to recruit, hire, and retain these professionals to support the Yukon's health care sector.
- » The service is for IEHPs who can demonstrate that they already live in the Yukon or who can demonstrate firm and imminent plans to do so. For this service, they must also demonstrate an intention to remain.
- » Participants will work one-on-one with the FCR Navigator to develop a detailed Work Action Plan. This is a plan to move from their current employment state to their employment goal.
- » Where supported by the Work Action Plan, funding support may be recommended and provided, with the following qualifying conditions:
  - Other practical barriers to the proposed activity are addressed or are in process.
  - Required costs are eligible.
  - The Work Action Plan demonstrates a reasonable likelihood of the participant meeting their employment goal.
  - The department has sufficient budget in the fiscal year to support the proposed activity.
  - For personal or living supports, participant financial need is demonstrated.

### Eligible participants

Prior to enrolling in this service, a participant must demonstrate the following:

- » They are an internationally educated health professional.
- » They currently reside in the Yukon, or reside in Canada and can demonstrate:
  - established plans to relocate to the Yukon within the next 3 months; or
  - that they are an active and viable candidate for an existing health care position in the Yukon, conditional on their credentials being recognized.
- » They are legally entitled to work in Canada and can reasonably expect to remain so.
- » They do not, at the time of application, possess a license to practice in Canada.
- » They are committed to practicing in the Yukon within two years of initiating their Work Action Plan.

The project is intended to benefit IEHPs who can demonstrate a commitment to practicing and working in the Yukon. See Funding Eligibility for additional considerations when the action plan indicates a funding need.

IEHPs who currently reside outside the country may make inquiries and receive information but will not have action plans developed until they come to reside in Canada.

## Targeted participants

Targeted participants are those who:

- » Hold credentials that, if recognized, qualify the participant for a currently or imminently available position requiring those credentials, with priorities for the following occupations:
  - Registered Nurses
  - Other nurses, including Registered Psychiatric Nurses, Licensed Practical Nurses, Nurse Practitioners
  - Dental Hygienists and Therapists
  - Audiologists
  - Speech Language Pathologists
  - Physiotherapists
  - Occupational Therapists
  - Imaging Technicians (MRI and CT)
  - Medical Lab Technicians
  - Pharmacists
  - Physicians (in most cases, internationally trained physicians are not eligible for financial assistance)
- » Have no other practical barriers to participating in Yukon's labour market.
- » Have an employment goal that is reasonably attainable within a two-year period.

While some of these occupations are regulated in the Yukon, others are not. In cases where an occupation is not regulated locally, employers often require applicants to hold registration or licensure in another Canadian jurisdiction. Eligibility for navigation services will consider these requirements.

## Enrollment process

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### Before you enroll / Participant intake

As health care is a regulated industry, we need to verify aspects of your situation. While you can reach out to the program at any time, we recommend collecting the following documentation before contacting us:

- » Demonstration of your current Canadian status (citizen, permanent resident, refugee, visa holder)
- » Demonstration that you are a Yukon resident (ID documentation that includes Yukon residence information, for example a Yukon driver's license or other primary ID such as a passport along with correspondence addressed to you that includes your Yukon address.) We will review these documents but will not record any information.
- » Copies of your internationally obtained credentials
- » Evidence of Canadian work experience (resume or attestations from your employers)

Don't hesitate to contact us for advice on providing materials.

It would be beneficial to contact us by phone or arrange an appointment to discuss your situation prior to completing any enrollment forms. Once you are ready, your first step to enroll is to complete the **Participant Intake Form**.

### Needs assessment

The FCR Navigator will work with you to determine and validate your employment goals in the Yukon. Where credential recognition challenges are identified, the case manager will recommend approaches and next steps. In most cases, this will lead to working with you to develop a Work Action Plan.

### Work Action Plan development

With your agreement and participation, the case manager will develop a plan with specific actions for you to undertake, benchmarks, milestone dates and follow up activity. This will generate a **Work Action Plan** document that both you and the FCR Navigator will commit to.

In many cases, funding support will be required for you to complete the actions you require to meet your goals. In those cases, the case manager will help you complete the **Participant Request for Funding** as an addition to your Work Action Plan and will submit that application to Economic Development on your behalf. If funding is approved, the case manager will create and manage the resulting **Funding Agreement**.

## Implementation and case management

At this point in your process, you are now responsible for completing the steps laid out in your plan.

The FCR Navigator will provide support to ensure you complete the plan successfully. As you proceed, you will inform the case manager of your progress, notify if there are any changes or delays in the steps, or when the steps are completed. In the case of funding, you will also provide required proof of expenditures as outlined in your **Funding Agreement**.

## Outcomes

Once your action plan steps are complete, the final step is to pursue your employment goals and notify the case manager of your progress.

## Funding considerations

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### Yukon residency required for funding

While the information and action planning services are available while you are finalizing your move to the Yukon, you must be resident in the Yukon prior to receiving funding.

### Eligible expenses

There are 3 categories of eligible expenses:

#### 1. Direct activity costs (100% costs eligible)

- » Tuition (maximum lifetime contribution per participant is \$10,000)
- » Non-tuition institutional or professional fees, such as:
  - Credential evaluation
  - Exam fees
  - Competency assessment
  - Exam preparation
  - English language proficiency test
  - Registration and administration fees
  - Required materials or equipment (maximum \$200 per activity)
- » Document translation
- » Practicum costs
- » Travel to and from the activity centre

## **2. Personal cost allowance (for action plans requiring travel away from home)**

- » For activity up to 3 weeks: \$155 per day away from home to offset meals and lodging. No invoices or evidence of expenditure is required.
- » For activity over 3 weeks: amount to be negotiated based on demonstrated need and invoiced costs.
- » Dependent care costs: costs associated with having dependents travel with the participant may be considered where the activity cannot take place by other means.

## **3. Person with Disability accommodation costs (negotiated based on need)**

### **Ineligible expenses**

- » Yukon licensing fees
- » Costs normally incurred by anyone pursuing registration to practice in the Yukon (e.g. professional liability insurance, personal development once hired)
- » Physician residency costs
- » Lost wages from existing employment

### **Disbursement**

Once a funding agreement is established and signed by the Participant and the Government of Yukon, funding will be disbursed as follows:

- » In most cases, payments for all costs will be made to the participant upon receipt of proof of payment on the Providing Organization's letterhead/form.
- » Where the above is not possible due to financial limitations of the Participant, payments may be made either by:
  - Advancing payment to the participant, with a requirement that a receipt for payment to the Providing Organization be submitted within 5 business days; or
  - A cheque payable to the Participant be mailed or couriered to the Providing Organization. The Participant can then sign the cheque over to the Providing Organization to affect payment.

The Government of Yukon may, at its sole discretion, waive the requirement to provide receipts for personal costs.

## Obligations of funded participants

- » Participants must provide progress updates throughout the credential recognition process and submit a final report detailing the outcome, such as certification received, employment status, or any additional steps required.
- » Participants must commit to completing the Work Action Plan in a timely, efficient, and continuous manner. Only in exceptional circumstances (e.g., short-term illness, injury) will individuals be approved to temporarily suspend their Work Action Plan and remain eligible under the program. Each situation is reviewed on a case-by-case basis.
- » Participants must remain in contact with the FCR Navigator for the duration of their funding agreement. Losing contact or missing a reporting deadline are grounds for suspending payments.

## More information

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To learn more, visit [yukon.ca/foreign-credentials](http://yukon.ca/foreign-credentials).

To contact the Foreign Credential Recognition Navigation Service, email [fcr.navigation@yukon.ca](mailto:fcr.navigation@yukon.ca).

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