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## Career Action Plan

### Section I: Client Information

Last/Family Name:		First Name:	
E-mail address:		Gender: <input type="radio"/> Male <input type="radio"/> Female	
Tel. (home): (    )	Tel. (work): (    )	Tel. (cell): (    )	
Have you had your English language level assessed? <input type="radio"/> <b>yes</b> <input type="radio"/> <b>no</b>			
If yes, by which test?		Test Date: ____ / ____ / ____ (dd) (mm) (yyyy)	
What were your English proficiency levels? Listening (    ) Speaking (    ) Reading (    ) Writing (    )			

### Section II: International Education and Employment Experience

Highest level of education completed	Degree Name	Country of Issue	Year of Graduation	Language of Study
<input type="radio"/> High School				
<input type="radio"/> Trade School/Apprenticeship Training				
<input type="radio"/> College				
<input type="radio"/> University Undergraduate				
<input type="radio"/> University Master's				
<input type="radio"/> University Doctorate				

What licenses/trades certificates do you hold?	Country of Issue	Year of Issue

Have you taken any supplementary education or training after achieving your highest level of education?  
 **no**  **yes** If yes, please complete the table below

Program description	Country of Issue	Year of Completion	Duration

How many years of work experience related to your education did you have before coming to Canada?

What was your last job related to your education before you came to Canada (job title)?

### Section III: Current Employment Status

What is your current employment status?

- Employed full-time
  Unemployed and not looking for work  
 Employed part-time
  Unemployed and looking for work  
 Self-employed

Outline your work experience since arriving in Canada starting with your most current job

From (mm/yy)	To (mm/yy)	Employer	Job Title	Job Description	Wages before tax	Average hours per week worked
					\$ ____ /hour or \$ ____ /month	
					\$ ____ /hour or \$ ____ /month	
					\$ ____ /hour or \$ ____ /month	

### Section IV: Preparing for Employment in Manitoba

What occupation were you hoping to enter when you first arrived in Canada?

What is your intended occupation in Manitoba after receiving recognition of your qualifications (job title)?

Is this the same as or closely related to the job you had before coming to Canada?  **yes**  **no**

Is your intended occupation in Manitoba a (select one of the below):

<p><input type="radio"/> <b>Regulated profession with a bridging program</b> such as IEEQ (engineers), BPIEN (nurses), IEAP (agrologists), etc.</p> <p>Has your regulatory body confirmed you are eligible to pursue your registration (licensing) process?</p> <p><input type="radio"/> <b>yes</b> <input type="radio"/> <b>no</b></p> <p>Have you been accepted into the bridging program?</p> <p><input type="radio"/> <b>yes</b> <input type="radio"/> <b>no</b></p>	<p><input type="radio"/> <b>Regulated profession without a bridging program</b></p> <p>Have you applied to the regulatory body responsible for your profession?</p> <p><input type="radio"/> <b>yes</b> <input type="radio"/> <b>no</b></p> <p>Has your regulatory body confirmed you are eligible to pursue your registration (licensing) process?</p> <p><input type="radio"/> <b>yes</b> <input type="radio"/> <b>no</b></p>	<p><input type="radio"/> <b>Non-regulated occupation</b></p>	<p><input type="radio"/> <b>Trade</b></p> <p>Have you submitted an application to Apprenticeship MB or another regulatory body (if applicable)?</p> <p><input type="radio"/> <b>yes</b> <input type="radio"/> <b>no</b></p>
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## Section IV: Preparing for Employment in Manitoba cont'd

List your short-term career goals:	List your long-term career goals:
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Have you explored the requirements needed to work in your occupation in Manitoba?    **yes**    **no**

What steps must you complete to have your credentials recognized in Manitoba? (Check all that apply)

Activity	End or due date	Activity	End or due date
<input type="radio"/> Translation of documents		<input type="radio"/> Individual course(s)	
<input type="radio"/> Assessment of credentials by a regulatory body/assessment agency		<input type="radio"/> Licensing exam(s)	
		<input type="radio"/> Residency program	
		<input type="radio"/> Registration with a regulatory body	
<input type="radio"/> Program (e.g. certificate, diploma, degree)		<input type="radio"/> Practicum	
Other. Please explain:		Other. Please explain:	

If your plan includes additional training, have you been accepted into a relevant program of study?    **yes**    **no**  
**If yes, please complete the following:**

Program title:	Institution:
Program start date: _____ / _____ / _____ <small>(dd) (mm) (yyyy)</small>	Program end date: _____ / _____ / _____ <small>(dd) (mm) (yyyy)</small>

What additional activities are needed to help you work in your intended occupation in Manitoba? (Check all that apply)

Mentoring program                       Financial literacy  
 English training                               Soft skills workshops ( e.g. working with others, communication)

Other. Please explain:

## Section IV: Preparing for Employment in Manitoba cont'd

You may face some challenges during the term of the loan (*e.g. not pass an exam, course or program, childcare issues, lack of family support, low confidence, profession specific language, etc.*).

What are some of the challenges that you are anticipating you might face?

**Note:** Please complete the following Section **only if** you are seeking qualification recognition in a regulated profession.

What can you do to overcome these challenges?

What is your back up plan if you cannot complete your recognition process?

Have you researched your intended occupation in the current local labour market?       **yes**       **no**

**If yes,** what is the current salary of your intended occupation in Manitoba

Entry level yearly salary after qualification recognition:      Average yearly salary after qualification recognition:  
 \$      \$

## Section V: Financial Information

Outline expenses involved in becoming fully employed in this occupation, <b>for which you may need financial assistance:</b>	Approximate costs:
Living allowance	
Professional association fees	
Training	
Examination fees	
Books/Course Material	
Transportation	
Qualification assessment	
Other	

**Section VI : Qualification Recognition Preparation (for regulated professions only)**

Did you begin researching your registration process before coming to Canada?  **yes**  **no**

Did you begin preparing your application to your regulatory body before coming to Canada?  **yes**  **no**  
If your answer is “no” please explain why:

How long did it take you to prepare your application to your regulatory body?

Was it easy to find information on your registration process?  Yes  Somewhat  No

Was the information clear and easy to understand?  Yes  Somewhat  No

When did you submit your completed application to your regulatory body? \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(dd) (mm) (yyyy)

When did the regulatory body make a decision on your application? \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(dd) (mm) (yyyy)

What have you been doing to prepare to meet the requirements of your registration process?

**Section VIII: Financial Supports**

Have you been to Employment Manitoba to explore financial support options?  **yes**  **no**

**If no**, please visit one of the Employment Manitoba Centres **before** submitting this CAP to SEED Winnipeg.

Have you applied to other financial support programs? (e.g. Student Aid)  **yes**  **no**

**If yes**, which programs: