

## French Language Training Reimbursement Program – Fact Sheet

### ELIGIBILITY CRITERIA

Employees are eligible to participate in the French Language Training Reimbursement Program provided they meet the following Ministry of Health and Ministry of 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.

Ministry of Health and Ministry of Long-Term Care guarantee reimbursement, through L'Accueil francophone de Thunder Bay, to approved participants who have met the above criteria. Please note that reimbursements can take up to three months after submission of final report to the Ministry.

**FOR MORE INFORMATION, PLEASE CONTACT the Program coordinator:**

**Tel: 1 888 382 6452**

**Email: [program@accueilfrancophone.com](mailto:program@accueilfrancophone.com)**

*This French Language training opportunity is offered by the French Language Services: Ministry of Health and Ministry of Long-term Care.*

## French Language Training Reimbursement Program Information – North Region

For more information about approved French Language classroom or online course offered in your area, please contact one of the training or educational institutions below. Interested employees may also contact the English-language community college or university offering French language courses in their area.

All areas except Sudbury	Contact North	800 361-6673
Hearst	Université de Hearst	705 372-1781
	Collège Boreal	705 362-6673 x 5020
Kapuskasing	Collège Boreal	705 337-6673
Kirkland Lake	Northern College	705 567-9291 x 3624
New Liskeard/Timiskaming	Collège Boreal	705 647-4421
North Bay	Contact North	1 800 361-6673 x 3194
Sault Ste. Marie	Sault College	705 759-6700 /705 253-
	École Gagné Plus	7727
	CEFA	705 946 1565
Sturgeon Falls/Nipissing	Collège Boreal	705 753-5420
Sudbury	Collège Boreal	705 521-6040
Thunder Bay	Novo Centre	807 684-1960
	Confederation College	807 475-6550
Timmins	Northern College	705 235-3211 x 6823
	Collège Boreal	705 267-5850
Toronto	Humber College	416 675-6622 x 75006
The Language Studio Inc	Available in many communities	(519) 763-8806
Boreal Collège	Online Course available	905-544-9852x7304
Alliance française	Online course available	416-937-7322

After reviewing the French Language Training Reimbursement Program Information Sheet, if you require further information, please contact the program coordinator by email at: [program@accueilfrancophone.com](mailto:program@accueilfrancophone.com) or by phone at 1-888- 382-6452.

The French Language Training Reimbursement Program is funded by the French language services office: Ministry of Health and Ministry of Long-Term Care and is coordinated by L'Accueil francophone de Thunder Bay.