



Visa Section

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APPLICATION KIT – Live-In Caregiver Program

Canadian Embassy, Manila

Application kits are free of charge and can be downloaded from the internet address: www.philippines.gc.ca

Please read this kit carefully before submitting your application. All documents must be submitted at the same time as your application and processing fee. The documentation you provide with your application will be used to establish that your authorization to enter Canada would not be contrary to the *Immigration and Refugee Protection Act*. Failure to provide complete, truthful, and accurate materials may result in your application being refused. All applications will be assessed on paper. This means that a visa officer will review and make a decision on your application based on the documents you submit. You may be contacted by our office if an interview or additional information is required.

Warning: Misrepresentation will result in your application being refused. If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your visa application:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*.

General Information

Citizenship and Immigration Canada (CIC) established this program to meet a labour market shortage of live-in caregivers in Canada, while providing an avenue for these individuals to work and eventually apply for permanent residence from within Canada.

In order to qualify for a Work Permit under this program, you must meet the following criteria **prior** to submitting your application:

1. Successful completion of the equivalent of a Canadian high school education. A person graduates from high school in Canada (other than Québec) after 12 years of education.

This requirement will help to ensure that participants who apply for permanent residence after two years will be able to succeed in the general labour market. Studies indicate that the majority of new jobs in Canada require at least a high school education. If you were educated in the Philippines, you must have at least two years of post-high school education, and have obtained at least 72 units of credit.

2. Six months of continuous full-time training or 12 months of experience in paid employment in a caregiving field or occupation related to the job you are seeking as a live-in caregiver.

Your training or experience should be in early childhood education, geriatric care, or pediatric nursing, to name just a few areas. If you are a licensed registered nurse, with experience, you are normally considered to meet this requirement.

A. Training

In order to qualify, the six-month training course must have been completed as part of formal education taken at an institution accredited by the local education authority. In the Philippines, TESDA (Technical Education and Skills Development Authority) is the "local authority." To verify if a particular training school has the necessary accreditation, please refer to the following website: www.TESDA.gov.ph.

In addition to being TESDA-accredited, your training must also comply with the requirements of Canadian immigration legislation and policy. Full-time training must be completed within a period of at least six months with a minimum of 25 hours per week in a classroom setting. Time spent performing on-the-job training or a practicum is not considered part of your required training, even though this may be a TESDA requirement. Correspondence courses, evening and weekend classes are also not considered as "full time."

NOTE: If your classroom training is less than 6 months, this will result in the refusal of your application.

As a quality control measure, embassy officials periodically monitor caregiver training institutions to ensure that the schools meet the requirements of the Canadian legislation and policy. If your caregiver school does not meet the required standards, you may be deemed not to have met the Program's requirements and your application may be refused.

A number of institutions in the Philippines have developed a "six month caregiver course." These are in no way affiliated with, or accredited or certified by the Canadian Government or the Embassy of Canada.

It is recommended that you exercise due diligence in choosing a training centre. The onus is on you to verify that the school is not only TESDA accredited, but also that the training complies with the requirements of Canadian immigration legislation and policy.

B. Experience

In order to meet the criteria for experience, you must have completed one year of full-time paid employment, including at least six months of continuous employment with one employer, in that field or occupation. Your experience must have been obtained within the three years immediately prior to the day you submit your application for a Work Permit. .

If your caregiver-related work experience was within the Philippines, you need to submit, along with your employment certificate(s), proof of your employer's contributions to the Social Security System and/or Philippine Health Insurance Corporation, as issued by SSS and/or PhilHealth.

If your caregiver-related work experience was outside of the Philippines, you need to submit an employment contract listing your duties, dates of employment, and the position. Also, submit a copy of the valid employment visa for the period of employment.

3. Ability to speak, read and understand either English or French.

You must be able to function independently in a home setting. For example, you must be able to contact emergency services if required and to understand labels on medication. Caregivers will be unsupervised for most of the day and may be put in a position of having to communicate with someone outside the home. A good knowledge of English or French will also enable you to read and understand your rights and obligations as a Temporary Foreign Worker in Canada.

Please be advised that you are encouraged to undertake language proficiency testing (IELTS or TEF) and provide the results as this is the best way to provide proof of language skills. Information regarding these examinations are available at www.ielts.org and www.fda.ccip.fr.

4. You must have a valid employment contract with your prospective employer.

The contract defines your job duties, hours of work, salary and benefits. The contract also reinforces your employer's legal responsibilities towards you. This requirement helps provide a fair working arrangement between you and your employer. It also provides each of you with a clear understanding of what is expected of the other. The employer will send the proposed contract to you for review and signature

before the job offer is validated by Service Canada/Human Resources & Skills Development Canada. The signed contract is part of the documentation that you must submit together with your application.

An important requirement of the program is that you must live in the home where the person being cared for resides. Also, the employer must be able to show that they are able to fulfill the stipulations of the contract (for example, the employer must show that they are able to pay your wages based on the amount agreed and provide you with a private bedroom with a lock and key).

NOTE: In determining the income required to hire you, the visa officer makes a decision based on the information supplied by the Service Canada/Human Resources and Skills Development Canada Labour Market Opinion (LMO), the caregiver, and the employer. This decision compares the declared household income and the family size of the employer (including any family members sponsored under the "Family Class" immigration category in the last 10 years) with the Low Income Cut Off (LICO) supplied by Statistics Canada plus the expected annual salary of the caregiver. For more information on LICO, please visit <http://www.cic.gc.ca/english/information/applications/guides/5196E10.asp>.

Obtaining an offer of employment in Canada

In order to work in Canada as a Live-in Caregiver, you must locate a prospective employer in Canada. The Canadian Embassy cannot assist you in finding a prospective employer in Canada, nor does the Canadian Embassy require the use of placement agencies for the purpose of locating an employer.

The employer must obtain approval from Service Canada/Human Resources and Skills Development Canada in the form of a validated offer of employment (Labour Market Opinion) to hire a live-in caregiver. The employer must be able to demonstrate the following:

- They have been unsuccessful in finding someone in Canada who is qualified to perform the job;
- The job offer exists; and
- There is a need established for live-in care.

NOTE: There are different selection criteria for applicants destined to Quebec. A "Certificat d'acceptation du Québec" is required before an application can be initiated. Please refer to www.micc.gouv.qc.ca for more information.

Processing of the Live-In Caregiver Work Permit

Once the offer of employment has been validated by Service Canada/Human Resources and Skills Development Canada (or a certificate has been obtained for Quebec), the onus is on you to download the appropriate application forms from this website (www.philippines.gc.ca).

Upon receipt of the completed application kit and processing fees, you will be sent an acknowledgment of receipt. You will also be asked to provide documented evidence of your proficiency in English or in French as well as demonstrate that you are capable of providing unsupervised care to a child, an elderly person, or a physically or mentally challenged person.

WARNING: Possession of a certificate from a training facility does not guarantee acceptance. Transcripts of record from college or university are routinely verified.

Medical Exam

All applicants who apply for a work permit must complete a medical examination. You will be advised regarding this requirement after we have completed our initial review of your application.

The doctor will notify us directly of the result, and if there are no medical or other concerns, the work permit will be issued. As required by the Government of the Philippines for all Filipinos working abroad, you will have to obtain an exit permit from the Philippine Overseas Employment Authority (POEA). Then you may proceed to Canada to work.

How To Apply

To submit your application, please contact the call centre. Once a schedule has been arranged, your completed application will be picked up by a courier at your address and will be delivered to our office for processing. The courier service is available all over the Philippines. Please note that an incomplete application will be returned at your expense. If you are using an agency to assist you with your application, please ensure that you have a properly completed Use of Representative Form (IMM5476). Once your application has been processed, the result will be returned to you with your passport and documents via courier.

Call Centre Numbers:

PLDT / Smart / Touchcard	1 (909) 101-8888
Bayantel	1 (903) 101-8888
Globe / Innove / Touchmobile	1 (900) 101-8888

Customer Service Representatives are available to assist you Mondays to Saturdays from 8am to 6pm. These numbers are only available to callers within the Philippines through touchtone phones with NDD access or through your telephone service provider's operator-assisted connection. All landline calls are charged a toll call charge costing P32.00 (pesos) per minute excluding VAT and applicable NDD charges for calls made outside Metro Manila. Additional rates may apply for calls made through payphones, prepaid phone cards or mobile phones. Kindly check with your provider for details.

To obtain information on Temporary Resident Visa requirements, you may call this free enquiry line: (632) 845-9200. Client service representatives are available Monday to Friday from 8am to 5pm and Saturday from 8am to 12nn. Note that this line is for Visa information ONLY.

CHECKLIST - Each applicant must provide the following documents:

- Completed "Application for a Work Permit" (IMM1295).
- Completed "Additional Form for Live-in Caregiver", available from the website of the Canadian embassy in Manila (www.philippines.gc.ca).
- Use of a Representative form (IMM 5476) (if applicable).
- Employment contract signed by you and your employer.
- The Labour Market Opinion (LMO) issued by Service Canada/Human Resources and Skills Development Canada. Your employer should be able to provide you with this document.

Applications must be received at the Visa Office prior to the LMO expiry date. Once expired, an LMO can no longer be used to support a work permit application. If an application is received with an expired LMO, it is deemed to be incomplete .

Note: Any LMOs issued before May 19, 2009 with an opinion expiry date of more than six months will be considered to have expired.

- If working in Québec, provide evidence of a valid "Certificat d'acceptation du Québec" (CAQ)

Note: LMO for caregiver destined to the province of Quebec is valid for 3 months after the *Certificat d'acceptation du Québec* is issued.

- Two (2) photos meeting the requirements of the Appendix below – Photo Specifications. On the back of one of your photos (and only one), write your name and date of birth.
- The correct fee. Fees must be paid by manager's cheque, certified cheque, postal money order or bank draft payable to the "Canadian Embassy, Manila". Cheques and PMOs should be valid for at least 6 months upon submission of your application. Cash will NOT be accepted and processing fee is non-refundable.
- A photocopy of the bio data page of your current passport (valid for six months after the date of intended entry to Canada), and old passports showing previous travel. DO NOT send your original passport.

Note: To ensure timely processing and facilitate your travel, **we strongly recommend that you submit** the new red-coloured machine readable passports (MRP) or ePassports currently being issued by the Philippine authorities as they are in compliance with the machine-readable passport requirement of the International Civil Aviation Organization.

- ❑ An NBI certificate (**Original Copy**) issued within the last 3 months and marked with dry seal and your thumbprint (**Personal Copy not acceptable**).
- ❑ Original records of your education after high school (successful candidates must have completed studies that are equivalent to successful completion of Canadian secondary school. In the Philippines this means successful completion of high school plus at least two years of post-secondary education in which at least 72 credits have been obtained. This is required because high school diplomas in the Philippines are normally obtained after a total of 10 years schooling.
- ❑ Proof of successful completion of a minimum of six months of full-time training in a classroom setting in a field or occupation related to the job offered in Canada, OR One year of full-time paid employment within the last three years, including at least six months of continuous employment with one employer in a job related to the prospective employment in Canada.
- ❑ Letters of reference from present or past employers which detail your duties Employment letters must be accompanied by official documents that substantiate your period of employment ((for example, but not limited to, SSS contribution or Philhealth contribution receipts).
- ❑ Police Certificate from any foreign country where you have resided for 6 months or more since your 18th birthday.

NOTE: The requirements must be met at the time of application submission or your application will be refused.

Remember to complete all the questions on all parts of the application kit. Incomplete forms will be returned to you at your expense.

Appendix – Photo Specifications

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

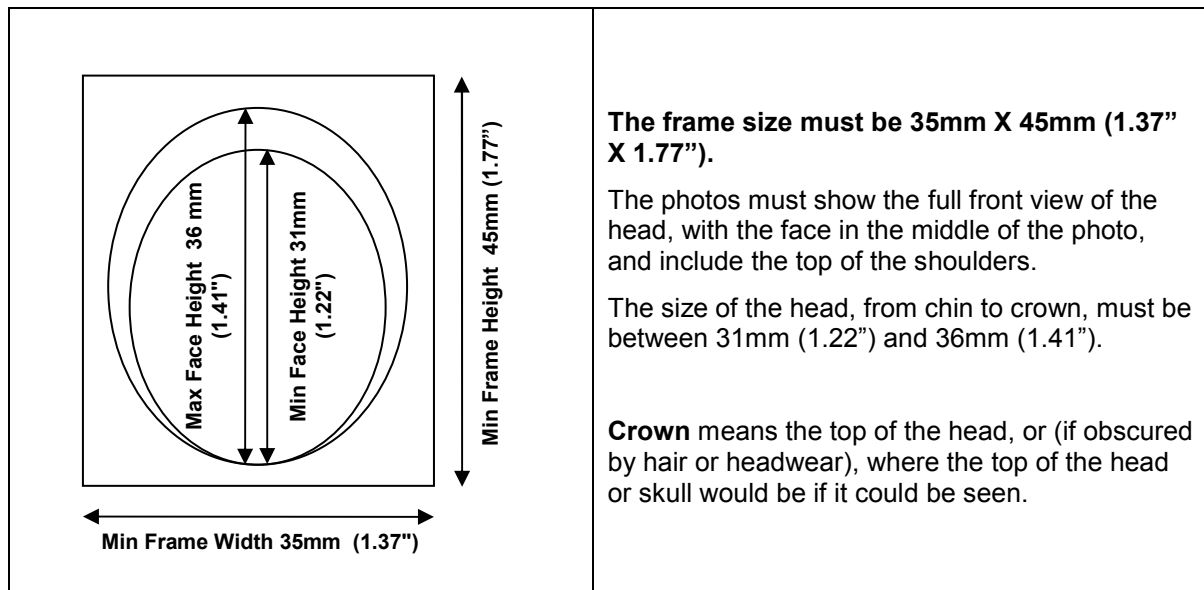
Requirements

Provide two photos of you and each accompanying family member with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



To avoid delays, make sure your photos meet these specifications.