

# NEED TO PREPARE TO WORK?

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Resources for New  
Immigrants



Special thanks to Michelle Azzi for finding the available information.



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# Why Get your Credentials Assessed?

This process will help you determine what to do if you are immigrating as a skilled worker, working in a certain profession or trade, or studying.

Credentials you got outside Canada will need to be assessed, such as:

- Education
- Work experience
- Professional credentials

Having your credentials assessed will help you:

- Show employers what you are qualified for
- Understand the types of jobs for you might be qualified for
- See if your credentials are equal to the standards set for Canadian workers
- Find out if you need more training, education or Canadian work experience



# A. Credential Assessment Process

There are 8 steps in this process:

1. Create a Job Market Report
2. Find your occupational profile
3. Compare your qualifications
4. Contact a regulatory body
5. Collect your documents
6. Consult an approved assessment agency
7. Upgrade your skills or education
8. Look for related jobs

You can learn more about each step at:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/prepare-life-canada/prepare-work/credential-assessment/process.html>

# A1. Create a job market report

Use [Job Bank](#) to create a report about your job such as:

- Main duties
- Hourly wages
- Job description
- Regulated?
- Related job titles
- Job openings
- Required training
- Contact information for your:
  - Regulatory body
  - Apprenticeship authority

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Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More ▾

[Home](#) → [Jobs and the workplace](#) → Job Bank

[Job Bank](#) [Menu](#)

Job Bank

## Your career starts here

Search **89,838** job postings in Canada

Example: welder in Toronto [SEARCH](#)

Sort by:  Best Match  Date Posted  Last 30 days [Advanced](#)

Search jobs for: [Students and youth](#) | [Part-time](#) | [Management](#) | [Retail and sales clerk](#) | [Indigenous](#)

# A2. Find your Occupational Profile

- The Canadian Information Centre for International Credentials (CICIC) has occupational profiles for many professions.

You can learn more about each step at:  
<https://www.cicic.ca/934/Search-the-Directory-of-Occupational-Profiles/index.canada>

The screenshot displays the CICIC website interface. At the top, the logo for CICIC.ca is visible, along with navigation links for 'INDIVIDUAL', 'ASSESSOR', 'EDUCATION', and 'MOBILITY'. A search bar and social media icons are also present. The main heading is 'Find an occupational profile'. Below this, there are three steps: 'Search the Directory of Occupational Profiles', 'Perform an advanced search in the Directory of Occupational Profiles', and 'Get more information about the Directory of Occupational Profiles'. A search form is provided with fields for 'Occupation name or NOC code' and 'Provinces and territories of Canada', followed by a 'SEARCH' button. To the right, there is a section titled 'WHAT IS AVAILABLE IN THIS DIRECTORY?' which explains that the directory contains approximately 500 occupational profiles for regulated and non-regulated occupations in the provinces and territories of Canada. It also mentions that for non-regulated occupations, profiles focus on those for which voluntary certification or registration is available. A photo of a female doctor is shown next to this text. Below the search form, there are three promotional cards: 'Directory of Occupational Profiles', 'Find answers to your questions', and 'Qualifications assessment and recognition for employment purposes'. At the bottom, there is a footer with a green banner about Canada's multicultural society and a red banner for a 'Terminology Guide'.

# A3. Compare your Qualifications

Compare your qualifications with the requirements needed **to work in that job** in the province or territory where you'd like to live. This includes:

- licensing
- registration
- certifications

Decide what you need to do to meet those requirements.

You may also need to compare your language skills with those needed for your job.

# A4. Contact a Regulatory Body

Contact the regulatory body or apprenticeship authority for your profession in your province or territory. They will tell you what you need to do to get a license or certification.

You'll have to prove to them that you meet the same standards that people trained in Canada meet. This is shown through your:

- Training
- Experience
- Other skills

# A5i. Collect your Documents

There are many documents related to your education and work experience that help explain your international qualifications to employers, regulatory bodies, and assessment agencies. These documents are **required** when applying for licensing, certification, and registration in a regulated occupations.

Other documents you may need:

- Degrees, diplomas or certificates from universities, colleges, secondary schools, or trade schools
- Education-related: transcripts of grades, and program descriptions
- Letters from professional and other regulatory bodies
- Employer: letters of reference, performance reviews, work descriptions

For a full list, go to: <https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/prepare-life-canada/prepare-work/credential-assessment/process.html>



## A5ii. Translate your Documents

You may need to have your documents translated into English, French or both. Check the website or contact the regulatory body to find whether you need to:

- Use an approved translation service
- Give them original documents, or
- Whether you'll need a lawyer to notarize copies
- Provide certified translations

To have a copy certified, an authorized person must must print the following on the photocopy:

- "I certify that this is a true copy of the original document"
- the name of the original document
- the date of the certification
- his or her name
- his or her official position or title **and**
- his or her signature



## A6. Consult an Assessment Agency

If you don't have to get your credentials assessed as part of getting your license, consider getting assessed by an approved assessment agency. It will help you show employers how your training compares with that of people trained in Canada.

Once you have completed your assessment, you'll know whether you:

- Need to upgrade your skills or education to work in your occupation
- Should consider looking for a different job in your field
- Should look for a job in a different field

For more information on where to find an approved assessment agency, go to:  
<https://www.cicic.ca/1374/obtain-an-academic-credential-assessment-for-general-purposes/index.canada>

# A7. Upgrade your Skills or Education

It might be easier to find work if you go back to school to upgrade your education, or train in a new field. To find education and training opportunities in Canada, and to help you qualify to work in the job you want:

- Look up your occupation or job in Job Bank. It will list the schools you can attend to get the education you need, and also has links to educational and career planning resources.
- Develop your essential skills to help you get a job, succeed at work and adapt to change.
- Visit the Government of Canada Training and Careers website.

Note that Canadian citizens and permanent residents may be eligible to apply for a student loan or grant. Eligibility depends on several factors.

- Job bank: [https://www.jobbank.gc.ca/occupation\\_search-eng.do?lang=eng](https://www.jobbank.gc.ca/occupation_search-eng.do?lang=eng)
- Training and Careers: <https://www.jobbank.gc.ca/explorecareers.do>

## A8. Look for a Related Job

Since it takes time to get licensed, you may need to work in a related while you upgrade your skills. This could help you to:

- Earn money while your credentials are being assessed
- Use your knowledge and skills in a way that may contribute to your license
- Learn work-related language and organizational culture
- Get Canadian work experience
- Connect and network with other professionals

Consider working in a job that is not related to your profession if:

- You are interested in changing careers
- Job opportunities in your profession are not available
- You need to find any kind of job immediately
- Your credentials are not equivalent to Canadian standards or it would take too much time, effort and money for you to meet the standards

# Bi. Improve your English and French

- Canada has two official languages: English and French. English is the most commonly spoken language in most provinces and territories except for Quebec. French is the main language spoken in Quebec and in some areas of Ontario, New Brunswick and Manitoba.
- All official federal government services, publications and documents in both English and French but Quebec provincial documentation may only be available in in French.
- English or French language skills are very important to help you settle in Canada. You may choose to focus on learning or improving one or the other. This will likely depend on which of the two languages most people speak in the area where you live.



# Bii. Improve your English and French

Strong English or French skills will help with:

- Getting a job, and going to school
- Accessing services
- Meeting and talking to people

If you already speak an official language, think about learning the other. The Language Portal of Canada has a variety of tools and resources to improve your language skills.

- Go Dawson College: <https://www.dawsoncollege.qc.ca/ctd/course-category/languages/>
- For government language tools and resources, go to: <https://www.noslangues-ourlanguages.gc.ca/index-eng.php>

# Biii. Improve your English and French

You may need to prove your ability in either English or French when you apply to a job, a university, or a college. There are several language tests that give you a certificate and test results that you can use for many purposes:

- English language tests and certificates:
  - International English Language Testing System (IELTS)
  - Canadian English Language Proficiency Index Program (CELPIP)
  - Test of English as a Foreign Language (TOEFL) (universities and colleges usually need this)
- French language tests and certificates:
  - Test d'évaluation de français (TEF)
  - Diplôme d'études en langue française (DELF)

You can also find out about these tests from some government language testing centers or private language schools.

For more information on language tests and certificates, go to:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/prepare-life-canada/prepare-work/credential-assessment/process.html>



## C. Get Help Finding a Job

- i. Labor Market Information
- ii. Job Bank
- iii. Services to help you in Quebec
- iv. Other Useful Information

# Ci. Labor Market Information

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Jobs | Immigration | Travel | Business | Benefits | Health | Taxes | More services

Home → Jobs and the workplace → Job Bank → Labour market information → Explore Careers by Occupation

Job Bank | Sign-in

## Explore Careers - Job Market Report

Find available Occupation:  City or postal code:  Search

Occupation: accountant

City or postal code: Montréal, QC

### FINANCIAL AUDITORS AND ACCOUNTANTS (NOC 1111) MONTRÉAL REGION

Description | Titles | Duties | Relations | Jobs in Region | Service Canada

1 2 3

Jobs 178 jobs Wages 28.85 \$/hr Outlook Education & Job Requirements

Job opportunities are updated daily.

Montréal Region 178 jobs Québec 95 jobs Canada

There are 178 job postings in Montréal Region.

Date Posted	Job Title	Employer	Location	Source
2017-12-18	<a href="#">accountant</a>	Recrutement TOTEM Inc.	Montréal	Emploi-Q
2017-12-18	<a href="#">assistant controller</a>	LES SERVICES KELLY LTÉE - SERVICES DE RECRUTEMENT AUX ENTREPRISES-	Saint-Laurent	Emploi-Q
2017-12-18	<a href="#">accountant-controller</a>	LES SERVICES KELLY LTÉE - SERVICES DE RECRUTEMENT AUX ENTREPRISES-	Saint-Laurent	Emploi-Q

For more information on labor markets and jobs, go to: [https://www.jobbank.gc.ca/occupation\\_search-eng.do](https://www.jobbank.gc.ca/occupation_search-eng.do), then search for your job.

You will find information on:

1. Wages
2. Job Outlook
3. Education and Requirements



# Cii. Job Bank

The screenshot shows the Job Bank website interface. At the top, there is a navigation bar with dropdown menus for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. Below this is a breadcrumb trail: Home → Jobs and the workplace → Job Bank. A secondary navigation bar includes a Home icon, Job Bank text, a Menu icon, and a Sign-in button. The main content area features a large background image of a mountain range. A search bar is prominently displayed with the text "Accountant" and a "SEARCH" button. Below the search bar, there are sorting options: "Sort by: Best Match" (selected), "Date Posted", and "Last 30 days". An "Advanced" search option is also visible. At the bottom of the search area, there are links for "Search jobs for: Students and youth", "Part-time", "Management", "Retail and sales clerk", and "Indigenous".

To search jobs, go to:  
[https://www.jobbank.gc.ca/occupation\\_search-eng.do](https://www.jobbank.gc.ca/occupation_search-eng.do)

Note: You'll need to refine your search to Montreal after your search appears.



# Ciii. Services in Quebec



**Government of Canada**  
Gouvernement du Canada

Jobs ▾
Immigration ▾
Travel ▾
Business ▾
Benefits ▾
Health ▾
Taxes ▾
More services ▾

[Home](#) → [Immigration and citizenship](#) → [For new immigrants](#) → [Prepare for life in Canada](#) → [Get to know Canada - Provinces and territories](#)

**Get to know Canada - Provinces and territories**

- Learn about Alberta
- Learn about British Columbia
- Learn about Manitoba
- Learn about New Brunswick
- Learn about Newfoundland and Labrador
- Learn about Nova Scotia
- Learn about Northwest Territories
- Learn about Nunavut
- Learn about Ontario
- Learn about Prince Edward Island
- Learn about Quebec

## Learn about Quebec

Quebec is a French speaking province in north eastern Canada. It is the largest of the 10 Canadian provinces. Most of its population lives in the southern parts of the province.

Quebec has a strong economy based on:

- skilled workers
- natural resources
- its ability to adjust to economic change



Water is one of Quebec's most important natural resources. The province has more than one million lakes and rivers. This includes the St. Lawrence River, one of the longest rivers in the world which flows for about 1200 kilometres through Quebec.

### Services to help you settle in Quebec

Quebec welcomes about 50,000 immigrants each year. The province is responsible for the implementation of the Canada-Quebec Accord Relating to Immigration and Termination of Residence.

The province accepts newcomers and provides services to help them become citizens. For more information, see the [Immigration and Termination of Residence](#) and [Settle](#) section on the [Ministère de l'Immigration, de la Diversité et de l'Inclusion](#) website.

- [where to settle](#)
- [living together in Québec](#)
- [French language courses](#)
  - students may be able to get a training allowance for some courses
- [regulated professions in Quebec](#)
  - find information to help you work in these professions
- [Learning about Québec](#)

For more information, go to:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/prepare-life-canada/provinces-territories/quebec.html>



# Civ. Other Useful Information

- Canadian workplace culture
- What Canadian employers are looking for
- Cover letter & Resume writing
- What to expect in an interview
- How to network
- Working as a volunteer to build your resume
- Apply for the Federal Internship for Newcomers Program
- Look for a mentor
- Your rights as an employee
- How to get a Social Insurance Number (SIN)

For more information, go to: <https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/prepare-life-canada/prepare-work/look-jobs.html>



# D. Services in Quebec



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Search Canada.ca Q

Jobs ▾
Immigration ▾
Travel ▾
Business ▾
Benefits ▾
Health ▾
Taxes ▾
More services ▾

[Home](#) → [Employment and Social Development Canada](#)

## Social Insurance Number – Overview

1. Overview

2. Eligibility

3. What you need before you apply

4. How to apply

5. After you get your SIN

### 1. Overview

The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.

A SIN is issued to one person only and it cannot legally be used by anyone else. You are responsible for [protecting your SIN](#). Store any document containing your SIN and personal information in a safe place—do not keep your SIN with you.

Service Canada is now issuing SINs in paper format (confirmation of SIN letter). Production of the plastic SIN card has stopped, however, SIN cards that are not expired and are currently in circulation can still be used.

If you are a parent of a newborn, you can apply for your child's SIN through the [Newborn Registration Service](#).

If you are an employer, learn about your [responsibilities related to your employees' SINs](#).

### Guides and help

- [Applying for your Social Insurance Number ... Fast, simple, secure!](#)
- [Your Social Insurance Number: A shared responsibility!](#)
- [SIN: Code of Practice](#)

### Contact us

Next

For more information, go to:  
<https://www.canada.ca/en/employment-social-development/services/sin.html>



# Ei. Resources: Library - BAnQ

**TEMPS DES FÊTES**

Une seule destination, du plaisir pour toute la famille!

À LA GRANDE BIBLIOTHÈQUE

Bibliothèques et Archives nationales Québec

À propos de BAnQ Pour nous joindre Aide Portail Québec English

**BAnQ** BIBLIOTHÈQUE ET ARCHIVES NATIONALES DU QUÉBEC

FAIRE UN DON

UTILISER NOS SERVICES | EXPLORER NOS CONTENUS | PLANIFIER UNE VISITE | OUTILS DE RECHERCHE | ACTIVITÉS | SERVICES ADAPTÉS | ESPACE JEUNES | LE SQUARE | BAnQ NUMÉRIQUE

Tout

Archives  
**CUISINE TRADITIONNELLE**  
Ces photos anciennes évoquant le temps des Fêtes – mais pas que – vous mettront l'eau à la bouche.

Témoignages  
**RACONTE-MOI LA PLACE EMILIE-GAMELIN**  
Des gens de la rue se confient dans le cadre d'un atelier de médiation sociale de BAnQ.

Blogue  
**BAnQ CHEZ MOI**  
Découvrez des collections et des services à utiliser à distance.

NOUVEAU  
**DES 33 TOURS POUR TOUS**  
Venez à la Grande Bibliothèque écouter des microsilons de jazz, de blues, de pop et de rock.

SALLE DE PRESSE  
La pause mieux-être nouveau à la Grande Bibliothèque  
Appel aux abonnés siège au comité usagers de BAnQ

QCHERCHER

Une question? Demandez à un bibliothécaire un archiviste  
Heures d'ouverture  
Catalogue  
Ressources en ligne  
Livres numériques

For more information BAnQ, go to:  
<http://www.banq.qc.ca/accueil/>  
#

With your free library card, you can get access to:

1. Free Books
2. Free Online courses
3. Free Workshops
4. Free movies and CDs



# Eii. Resources: Immigrant InfoCenter



Search ...

The Skilled Immigrant InfoCentre that helps newcomers to Canada explore careers or start a business free and are created by staff at Va

## What we do

We help you find the information you need offer [Employment Guides](#) that include:

- labour market outlook
- wages/salary information
- industry associations
- employment outlook
- credential evaluation links
- industry journals
- industry websites

For more information the Skilled Infocentre, go to:  
<http://pwp.vpl.ca/siic/>

Based in Vancouver, they can give you access to:

- List of Companies that have a good track record for hiring immigrants: RBC, Scotiabank, KPMG
- Organizations that can find you mentors:
  - ✓ *MentorConnect*
  - ✓ Occupation-specific mentoring relationships
  - ✓ 24-hr mentoring over 4-month period
  - ✓ Meetings in person, online, telephone
  - ✓ Employer company partners such as TELUS and TD Canada Trust

