



## General Program Questions

**Q. Who pays for Project Overseas?**

A: Travel and living expenses are covered by contributions from the Elementary Teachers' Federation of Ontario (ETFO) via the Canadian Teachers' Federation (CTF).

**Q. Can I submit my application electronically?**

A. No. The application package must be received at the provincial office by **5 p.m. on October 18, 2019**.

**Q. What goes into the application package?**

A. The application package includes the application form and supporting documents. Please note that two copies of all documents must be submitted.

**Q. Can I request my host country if I am selected?**

A. No. CTF matches educators' background and areas of expertise with identified needs from the partner organization within the host country.

**Q. Can my partner or other family members accompany me to my host country if I am selected?**

A. No. Family members are not allowed to accompany a Project Overseas participant. You may consider meeting your partner at the end of your placement in the host country. Travel expenses outside of a Project Overseas placement are not covered by CTF or ETFO.

**Q. My valid passport expires in May, but I cannot renew it right now. What should I do?**

A. If you are selected for Project Overseas, you will have time to renew your passport. CTF and the travel consultant will work with participants regarding passport renewal, obtaining visas and other travel arrangements. If selected, participants



must inform CTF of any travel plans during the months of March-July should these plans interfere with any commitments to Project Overseas.

**Q. Do I need a doctor's note for my application to be complete?**

A. No. However, you must disclose any health conditions, physical limitations, severe allergies or dietary restrictions that may affect your capacity to travel and work while participating in Project Overseas. It is crucial for applicants to understand that access to immediate medical care and/or mental health services can be limited in remote areas.

**Q. Should my vaccinations be updated before I travel abroad?**

A. Yes. CTF will inform you of the necessary vaccinations well in advance of your travel date.

**Q. Do I require a letter of reference from my principal?**

A. A letter of reference from an administrator is a requirement in the application package. This person must account for your competency and capacity as an educator. This reference can be from one of the following: current or former principal, vice-principal, curriculum coordinator or a superintendent.

**Q. Can I apply again if I am accepted into Project Overseas?**

A. Yes. CTF often assigns returning Project Overseas participants to positions as Team Leaders from the pool of experienced participants.

**Q. Am I guaranteed a placement if I am an experienced Project Overseas participant?**

A. No. CTF makes the final selection of candidates based on the needs of its overseas partners and the number of times a candidate has participated.



**Q. How many years in a row can I participate?**

A. ETFO recommends you take a pause after being selected three years in a row; this allows new applicants more opportunities to participate.

**Q. When should I start my application package?**

A. It is recommended that you start your application sooner rather later to ensure that your application package meets the deadline. Applications that are mailed/couriered on the same day as the deadline may not make it to the provincial office on time.

## **Selection Criteria**

**Q: What knowledge and skills do I require to apply?**

A: CTF identified a need for educators with expertise in differentiated learning and individualized instruction, child-centred approaches to classroom management, literacy and numeracy and peace education. Francophone teachers familiar with outcome-based learning are especially needed for projects in Haiti.

**Q. Can I apply if I do not have international development or overseas work experience?**

A. Yes. Members without international experience can apply. An applicant can demonstrate a willingness to collaborate, support others and be adaptable through volunteer, community and social justice work. However, many ETFO members who apply have worked and/or volunteered overseas.

**Q. Can I apply as an occasional teacher (OT)? Do I need only five years of OT experience?**

A. Yes. We welcome applications from occasional teachers. However, if you are an occasional teacher, you would need 10 years of part-time teaching experience to meet the requirement of five FULL years of teaching.

**Q: What does local involvement within the Federation mean?**



- A. From participating in standing committees to being a steward, ask your local how you can contribute and get involved within the Federation.

## **Candidate Selection Process**

### **Q. What happens after I submit my application?**

- A. After the deadline, applications are reviewed by the International Assistance Committee (IAC) which is comprised of ETFO members. In November, the IAC assesses whether each application meets the selection criteria and then identifies which candidates will receive a phone interview. Please note that only successful candidates are contacted for a phone interview. After the phone interviews, the IAC creates a shortlist of candidates for recommendation to the ETFO Executive for approval. If approved, the application is forwarded to CTF. Please note that the final selection is made by CTF.

### **Q: I'm concerned about privacy and confidentiality, who will look at my application package?**

- A. Your application will be reviewed by different parties depending on the phase of the selection process. Once your application package is received, it will be handled by ETFO staff for administrative purposes. Afterwards, the IAC, ETFO Executive and CTF staff will view applications. If selected by CTF, Section A (excluding the ETFO self-identification section) of each application form will be shared with the overseas partner.

### **Q. What happens if I am selected after my telephone interview and then approved by ETFO's provincial Executive?**

- A. ETFO submits a shortlist of applicants to CTF in December.

### **Q. When will I get a confirmation from CTF?**

- A. Applicants will be informed that they were selected in mid-January. Candidates will also be informed of their country of assignment and be contacted by their Team Leader the following month.



## **I've Been Selected, Now What?**

### **Q. Who arranges my travel?**

- A. Travel to host countries will be arranged by CTF in accordance with its established guidelines (developed by the Trustees of the CTF Trust Fund). These guidelines state: "THAT, efforts be made to apply the lowest possible airfares for travel associated with PO that are consistent with the objectives of the program." Consequently, CTF will arrange travel by the most direct and most economical route and will purchase, whenever possible, excursion air tickets with the limitations that apply to such tickets.

### **Q. What happens if I need an entry visa?**

- A. For destinations where an entry visa is required, participants need to send their valid passport to the designated travel agent as early as May. Passports will be returned during the orientation session prior to departure for country of assignment.

### **Q. Is there training before I go to my host country?**

- A. Yes. From March to June you will communicate with your team leader and team via Skype or teleconference; CTF may provide occasional input. Prior to your overseas assignment, CTF provides a three-day orientation session in Ottawa in early July. Following your assignment, you will be expected to attend a debrief session hosted by ETFO in late September or early October.

### **Q. What happens if I must drop out at any point in the process?**

- A. Emergencies happen. If you must drop out, please contact ETFO and CTF as soon as possible. If there is a situation that arises that could cause you to drop out, please let CTF or your team leader know. In some cases, they can work with you and make minor adjustments to accommodate a situation.