



International Students

Frequently Asked Questions

What does NFPS do? The National Fieldwork Placement Service provides a fieldwork placement service for International students enrolled in an entry level university occupational therapy programs recognized by the World Federation of Occupational Therapists (WFOT) outside of Canada. This includes Canadian citizens enrolled in an occupational therapy program outside of Canada

What is the placement procedure for international students? NFPS will make every effort, within reason, to place a student in the area of their choice, with as much notice as possible so the student can make insurance and Visa arrangements. There is, however, no guarantee of a placement matching the request. When NFPS receives a completed application form and the appropriate fee in Canadian funds, work begins to find an appropriate placement. Contact is made with sites that match the student's first choice criteria, if that is unsuccessful we move on to the second and third choice. If that is unsuccessful, we will make an attempt to find an alternative placement. If that too is unsuccessful then your application will be deemed unsuccessful. If NFPS is able to secure a placement offer we will contact you and let you know the details of the placement offer. You will have 72 hours to reply to a placement offer before it is passed on to another student. When you accept a placement offer, NFPS will work with you to finalize the placement.

What are my chances of getting a placement?

This depends very much on your choice of geographic area and placement preferences. If for example your geographic choices are GTA, Vancouver, London (Ontario) your chances are much lower than a student who requests an area that is not in demand or an area where we have a large number of sites. Please refer to the statistics section for additional information.

How will I be notified of a placement offer? You will be notified of a placement offer by NFPS, usually via email and with as much notification as possible.

What constitutes the Greater Toronto Area (GTA) for NFPS?

The GTA refers to the City of Toronto plus the surrounding regions of Durham, York, and Halton which include 24 municipalities: Ajax, Aurora, Brampton, Brock, Burlington, Caledon, Clarington, East Gwillumbury, Georgina, Halton Hills, King Township, Markham, Milton, Mississauga, Newmarket, Oakville, Oshawa, Pickering, Richmond Hill, Scugog, Uxbridge, Whitby, Whitchurch-Stouffville and Vaughan.

Can NFPS find me a placement in the GTA or Vancouver? No, due to the large number of requests for placements in these areas, placement requests will not be made by NFPS.

Also international students should be aware of the policies from the Workers Safety and Insurance Board of Ontario (WSIB) which can be found at <http://www.wsib.on.ca/wsib/wopm.nsf/Public/120404> and <http://www.wsib.on.ca/wsib/wopm.nsf/Public/120405>.

I have to do a 12 week placement, is NFPS able to help me with this? No, NFPS does not accept applications from students who are looking for placements longer than 8 weeks. This is because sites are not willing to accept students for longer periods of time.

Can NFPS find me a placement in Canada in the summer? No, NFPS does not accept applications from International students who require a placement during the months of June, July and August due to the limited number of placements available during those months and high demand from Canadian students.

What are the fees? NFPS charges international students \$400 with a \$150 refund if NFPS is unable to find a placement in one of the three choices listed by the student. If a student turns down a placement that matches their request no refund will be made and no other offer will be made to the student. If a placement falls through, due to no fault of the student, NFPS will make a reasonable attempt to find another placement, and if unsuccessful, a \$150 refund will be made. **ALL payments are to be made by Money Order in Canadian funds payable to National Fieldwork Placement Service.** Refunds will be provided in Canadian funds.

What documents must my educational Program provide?

- Written confirmation that the educational program is recognized by WFOT;
- Written confirmation of program approval and support for the student;
- Summary of Occupational Therapy Program;
- Summary of fieldwork experience of the student to date;
- Outline of objectives and evaluation forms for the fieldwork placement; and
- Outline of communication plan between program and fieldwork site in Canada

Do I need to get a work permit or visa to do my placement in Canada? Students who are not Canadian are responsible for contacting the Canadian Embassy in their county of residence **BEFORE** any placement to ensure they meet all eligibility requirements and have time to complete all the necessary paperwork. Students are responsible for any costs associated with visas and work permits.

Do I have to pay for travel and accommodation expenses? Students are responsible for all living and travel arrangements and costs. These arrangement need to be made **BEFORE** coming to Canada.

Do I need any sort of insurance to do my placement in Canada? Students **MUST** provide a copy of liability/malpractice insurance. If the educational program does not provide this, the insurance may be purchased in Canada from Willis Canada. Without a copy of the insurance certificate, placement will be cancelled. Sites require different levels of insurance so students should be prepared to buy additional insurance to that their university provides.

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What is the best way for me to increase my chances of NFPS finding me a placement? The best way for students to increase their odds of finding a placement is to be as open as possible to geographic region, preferred field of practice and so on. For example, it is less likely a student wanting only a mental health placement in Calgary will get an offer than a student who wants a mental health placement anywhere in Alberta. The statistics section of the website will help you determine your chances of obtaining a placement in the geographic areas you are considering.