

French Language Training (FMS)

INFORMATION SHEET

The objective of the program is to develop employees' linguistic abilities and to encourage them to apply for and work in a designated bilingual position in order to ensure quality services in French in Manitoba.

CRITERIA

To be eligible for French-language training for *Français en milieu de santé*, employees must:

- Be employed in a designated French or bilingual position, facility, program or department;
- Be employed in a permanent position or employed in a term position for more than 1 year;
- Be employed in a position that has direct contact with patients, residents, clients or the general public;
- Be committed to actively participate in a minimum of 24 hours of the 33 hours required per session regarding French-language training in order to achieve bilingual status.
- Learners who abandon the course after the second week **without advising** Santé en français and the USB will not be eligible for the following session.

REGISTRATION

- French language courses are provided free of charge by SANTÉ EN FRANÇAIS;
- A **non-refundable** deposit of \$50 is required from every registrant to cover administration and coordination fees;
- Cheques are payable to **SANTÉ EN FRANÇAIS**;
- A surcharge of \$20 will be added to all NSF cheques.

PROCEDURE

- **Eligible** employees should fill out a registration form, sign the “information sheet” and submit it to their FLS coordinator or contact person along with their \$50 cheque **prior to the deadline**;
- The coordinator or contact person will forward student registration forms, signed “information sheets” and deposit cheques to SANTÉ EN FRANÇAIS. **Please do not forward these directly to the language training facility.** In the event that the employee is ineligible or if SANTÉ EN FRANÇAIS had to refuse the registration, the cheques would be destroyed;
- The language training facility will contact learners by e-mail to confirm course particulars such as start date, time and location;
- In order to be eligible to win the draw offered to those who register early, **SANTÉ EN FRANÇAIS needs to receive the registration form and fees before midnight on the cut-off date indicated on the form.** Further details regarding the draw can be found on the Official Rules document available on the SANTÉ EN FRANÇAIS website.

Signature: _____ Date: _____

Important contacts:

REGISTRATION INFO

(Deadlines – Santé en français)

Renée Beaudry

(204) 235-3903

COURSE COORDINATION

(Missed class, content, questions & concerns)

Kristopher Noseworthy

(204) 237-1818, ext. 495

**SANTÉ EN FRANÇAIS reserves the right to accept or reject French-language training requests.
All decisions are final.**

French Language Training **(Telehealth)**

INFORMATION SHEET

The objective of the program is to develop employees' linguistic abilities and to encourage them to apply for and work in a designated bilingual position in order to ensure quality services in French in Manitoba.

CRITERIA

To be eligible for French-language training via Telehealth, employees must;

- Be employed in a designated French or bilingual position, facility, program or department;
- Be employed in a permanent position or employed in a term position for more than 1 year;
- Be employed in a position that has direct contact with patients, residents, clients or the general public;
- Be committed to actively participate in a minimum of 24 hours of the 33 hours required per session regarding French-language training in order to achieve bilingual status.
- **Be committed to learning to use Telehealth or other distance learning technology prior to course start date.**
- Learners who abandon the course after the second week **without advising** Santé en français and the USB will not be eligible for the following session.

REGISTRATION

- French language courses are provided free of charge by the SANTÉ EN FRANÇAIS;
- A **non-refundable** deposit of \$50 is required from every registrant to cover administration and coordination fees;
- Cheques are payable to **SANTÉ EN FRANÇAIS**;
- A surcharge of \$20 will be added to all NSF cheques.

PROCEDURE

- **Eligible** employees should fill out a registration form, sign the “information sheet” and submit it to their FLS coordinator or contact person along with their \$50 cheque **prior to the deadline**;
- The coordinator or contact person will forward student registration forms, signed “information sheets” and deposit cheques to SANTÉ EN FRANÇAIS. **Please do not forward these directly to the language training facility.** In the event that the employee is ineligible or if the SANTÉ EN FRANÇAIS had to refuse the registration, the cheques would be destroyed;
- The language training facility will contact learners by e-mail to confirm course particulars such as start date, time and location, and technology related to distance learning;
- In order to be eligible to win the draw offered to those who register early, **the SANTÉ EN FRANÇAIS needs to receive the registration form and fees before midnight on the cut-off date indicated on the form.** Further details regarding the draw can be found on the Official Rules document available on the SANTÉ EN FRANÇAIS website.

Clause: I authorize the Coordinator to give my information (phone number and e-mail) to the Telehealth representative in order to plan the technical logistics regarding the course.

Signature: _____ Date: _____

Important contacts:

REGISTRATION INFO

(Deadlines – Santé en français)

Renée Beaudry

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