



## CORPORATE READINESS TRAINING PROGRAM (CRTP) APPLICATION INFORMATION

If you are an immigrant professional, the Corporate Readiness Training Program can help you start your career in Canada. Our program shows you how to find a professional job, and teaches you the business communication skills you need.

### Eligibility requirements:

- Legally entitled to work and train in Canada;
- A skilled immigrant, resident in Canada for fewer than 10 years;
- Have English language proficiency scores for Canadian Language Benchmarks (CLB) of 6 or more in (listening, speaking, reading and writing); or equivalent IELTS or CELPIP.
- Have international work experience and wish to enter that same field here in Canada; and
- Need additional English training in a Canadian workplace to secure employment.

You may qualify to take part even if you are:

- Receiving Employment Insurance (EI); or
- Receiving Alberta Works Income Support (IS) benefits; or
- Eligible for EI Reachback.

### How to Apply

**Step 1:** Fill out the Bow Valley College application form that can be found on: <https://crtp.bowvalleycollege.ca/public/download/files/85127>

Alternatively, request a print copy of the application form from the School of Global Access Reception located at North Campus, 4th Floor.

**Step 2:** Gather the application requirements (refer to application requirements checklist see page 2).

**Step 3:** Complete the CRTP Application Questionnaire.

**Step 4:** Submit the complete package along with a non-refundable application fee: \$65. It can be paid in person by cash, debit, VISA or MasterCard to the Registrar's

Office located at South Campus, Main Floor, beside Tim Hortons. We have the above steps listed on the website, if you would like to take a look:

<https://crtip.bowvalleycollege.ca/students/apply-now>

## **CRTIP Application Questionnaire**

**Please include typed responses to the following 7 questions with your application. Please include your full name in the bottom right corner of each printed page.**

1. How did you find out about our program?
2. What is your profession and last job title? Please describe.
3. What job search strategies have you been using to find employment to date?
4. Create a table of at least 5 companies where you have recently applied. Include job position and sector. Rate how close the skill requirements fit your education and experience. Please use the following scale to rate your level of proficiency:  
4: Advanced Competence, 3: Average Competence, 2: Below Average Competence, 1: No Competence
5. Have you received any pre-arrival or settlement services? If yes, please list them.
6. Do you have an alternate career plan in mind based on your transferable skills? Please describe.
7. Create a table to demonstrate your computer skills particularly those relating to your target occupation (include years of experience, level of proficiency, and types of tasks done, and any pertinent certification), please use the following scale to rate your level of proficiency: 4: Advanced Competence 3: Average Competence, 2: Below Average Competence, 1: No Competence.

## **Application requirements checklist**

- Bow Valley College Application for Admission Form
- Copy of Canadian Language Benchmarks (CLB) with a minimum of 6 or more in (listening, speaking, reading and writing; or equivalent IELTS or CELPIP)
- Application Questionnaire (Typed and printed)
- Resume
- Copy of Your Citizenship/Permanent Residency/Convention Refugee document
- Non-refundable fees \$65

C RTP contact:

Vanessa Estevez, Administrative Assistant  
School of Global Access  
Reception Area, 4<sup>th</sup> Floor, North Campus  
345-6<sup>th</sup> Avenue SE, Calgary, AB T2G 4V1  
403-410-3466  
crtp@bowvalleycollege.ca

Thank you for your interest in CRTP. Applications are assessed based on the candidate's readiness, willingness and ability to work in a professional job in Canada.