



A copy of chapter 14 - Dependent Education Management
to
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Procedures

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CHAPTER 14

DEPENDENT EDUCATION MANAGEMENT

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Identification

1401. Date of Issue. 1 Aug 09

1402. Application. This instruction applies to members of the Regular Force, and Reserve Force members serving on Class “B” or Class “C” Reserve Service for a period of one year or more.

1403. Supersession. N/A

1404. BPO. Directorate of Dependent Education Management (DDEM).

Purpose

1405. The responsibilities of the Directorate of Dependent Education Management is to assist, provide information and authorize military education allowance entitlements to assist CF members with transition from one province/territory to another at the elementary and secondary level. Transition within a province/territory should be seamless under normal circumstances.

1406. The intent of this chapter is to set out the entitlement of a member at a place of duty in Canada and outside Canada to education allowance in respect of a dependent

child and to provide members, career managers and Res F units with information in respect of available elementary and secondary school education at or near various places of duty in Canada and outside Canada.

Web Based Administrator

1407. Dependent Education Management manages the education compensation and benefits programs for the Department of National Defence members to ensure that their dependent children obtain elementary and secondary education. DDEM is a web based administrator with education and related care education policies and administrative procedures found on web site: www.cmp-cpm.forces.gc.ca/dem-epcg/index-eng.asp.

Definitions, Abbreviations and Forms

1408. Definitions, abbreviations and forms, which carry a specific meaning in this document, are listed in Anxs A, B and C to Chap 1 respectively. Also, details on how to access abbreviations on the Defence Information Network (DIN) are provided in the Sect of Chap 1 entitled "[Abbreviations - DIN Accessing Features](#)".

Terminology

1409. Unless otherwise indicated, in this Chap and its Anxs and Appxs the following terminology applies:

a. CEGEP. Means a general and vocational college established under the *Quebec General and Vocational Colleges Act*;

b. Dependent Child. Means a natural child, stepchild, adopted child or legal ward, of a member or a member's spouse or common-law partner, who resides with the member at the member's place of duty, is under 21 years of age and continues to be in a dependent relationship with the member or the member's spouse or common-law partner;

1410. Education at Place of Duty. The dependent child of a member at a place of duty in Canada should normally receive elementary and secondary education at the nearest local public school to the member's place of duty or at the school provided at another location by the provincial ministry of education.

a. How to Book. Means the *Inside Canada Education of Children "How To" Book* issued by National Defence Headquarters www.cmp-cpm.forces.gc.ca/dem-epcg/pd/ice-ide/doc/eapmwc-iipdc-eng.pdf;

b. Member. Means an officer or non-commissioned member of the Canadian Forces;

c. Provincial Responsibility. In Canada, education is the responsibility of each province and territory;

d. Secondary School Completion. Means the completion of:

- (1) CEGEP two-year general pre-university program; or
- (2) Grade 12 in any other province or territory.

Background

1411. Responsibility. In Canada, there is no federal department of education and no integrated national system of education. Within the federal system of shared powers, *Canada's Constitution Act of 1867* provides that. In and for each province, the legislature may exclusively make Laws in relation to Education.” In the 13 jurisdictions, 10 provinces and 3 territories, departments or ministries of education are responsible for the organization, delivery, and assessment of education at the elementary and secondary levels, for technical and vocational education, and for postsecondary education. Some jurisdictions have two separate departments or ministries, one having responsibility for elementary-secondary education and the other for postsecondary education and skills training.

1412. Regional Differences. While there are a great many similarities in the provincial and territorial education systems across Canada, there are significant differences in curriculum, assessment, and accountability policies among the jurisdictions that express the geography, history, language, culture, and corresponding specialized needs of the populations served. The comprehensive, diversified, and widely accessible nature of the education systems in Canada reflects the societal belief in the importance of education. CCEM Education Chart, *Canada's Education Systems*, illustrates the organization of the pre-elementary, elementary, secondary, and postsecondary education systems in each jurisdiction in Canada.

Province of Quebec

1413. The *Charter of the French Language* (“Bill 101”). This bill may in some cases affect the admission of children to English language schools in Quebec. The dependent child of a member who is working temporarily in the province of Quebec may receive instruction in French or English. No special request is required when the child is to be educated in French; but in order to ensure that the child receives instruction in English, a member should on arrival at the new place of duty in Quebec, submit an application on the prescribed form at www.meq.gouv.qc.ca/daasa/rens/banque/Fiches/F95a.htm, and:

- a. to have a child declared eligible to receive instruction in English, the parent or legal guardian of the child must apply to the school board or private school where he or she wishes to enrol the child;
- b. the parent or legal guardian must complete the appropriate application form and attach all of the required supporting documents. The child's birth certificate must be enclosed in all cases and must give the names of both parents. If a birth certificate cannot be provided, any other official document issued by a competent authority and attesting to the child's date of birth, sex and filiation will be accepted;

- c. the school board or private school forwards the application and supporting documents to a person designated by the Minister of Education, Recreation and Sports. This person will verify whether the child is eligible for instruction in English and will render a decision;
- d. the parent or legal guardian of the child will be informed of the decision within one to three weeks, depending on the time of year at which the application was made; and
- e. if the parent or legal guardian wishes to contest an unfavourable decision of the person designated by the Minister, he or she has 60 days to file an appeal to the Administrative Tribunal of Québec. If the parent or legal guardian wishes to claim a serious family or humanitarian situation in support of an application following an unfavourable decision of the person designated by the Minister, he or she has 30 days to submit the application to the [examining committee](#).

1414. CF Member posted to Quebec and living in Quebec. Applies to the dependent children of CF members who are posted to Québec temporarily. The temporary authorization to receive instruction in English is delivered to the child and is valid for the same period as the immigration document issued to the parent or child or for the duration of the temporary stay as specified in a sworn declaration. It expires on June 30 of the school year in which the parent or child’s temporary stay ends.

1415. CF mbr posted to the National Capital Region (NCR). Working in Ontario and residing in Quebec will not meet the Quebec Charter of the French Language parameters to receive a temporary authorization to receive instruction in English in the province of Quebec. The Quebec Charter of French Language does not apply to the dependent children of CF mbrs who are posted to the CR and are working in Ontario and residing in Quebec. In these situations, CF dependent children are required to take their education in French.

DEM Responsibilities

1416. Services provided by Dependent Education Management, which are carried out on a continuing basis, are designed to fully support educating children of CF members. Dependent Education Management responsibilities:

Figure 14-1 – Services Provided			
Ser	Services	When applied	Information about Service
a.	Education at place of duty of a member	Public education provided by local school board.	The dependent child of a CF member at his place of duty in Canada should receive elementary and secondary education at the nearest local public school.
b.	Relocation	Preparation for move to new location in Canada.	Review Preparation for Move within Canada .
c.	Locate a public school at new post within Canada	Relocation	Review Education Facilities Location Guide in Canada .

d.	Secondary Student transfer guide when moving between provinces.	Relocation	<p>Each year thousands of Canadian secondary school students transfer from one province to another. One of the major concerns associated with such transfers is the continuity of the students' education; that is, will it be possible to enter studies in the new school without gaps or duplications? Will it be possible to complete school in the same number of years as if the transfer had not taken place?</p> <p>Student Transfer Guide</p>
e.	Transfer or Student Records	Each province has parameter associated with transfer of student records	Visit provincial ministry of education web site.
f.	Special Education	Each province and school board has parameters associated with special education	<p>Visit provincial ministry of education web site.</p> <p>Visit local school board web site.</p>
g.	<p>Isolated or Semi-isolated posing:</p> <p>(a) 5 Wing Goose Bay; (b) JTFN HQ Yellowknife; (c) JTFN HQ Det Iqaluit; (d) JTFN HQ Det Whitehorse; (e) CFS Leitrim Det Masset; (f) 9 Wing Gander; (g) Cold Lake; and (h) CFB Suffield.</p>	<p>On posting to semi-isolated or isolated post</p> <p>Note: Only applies to 4 Wing Cold Lake, CFB Suffield</p>	Screening Form for posting to Isolated or Semi-isolated post.
h.	<p>Secondary Student Option: Relocation from province to province when a student is in graduation or pre-graduation year. To alleviate some of the problems that may arise for students in the higher secondary grades. (Education allowance - move from province to province in graduation or pre-graduation year)</p> <p>Application</p>	<p>On relocation from one province to another province. Does not apply to relocation within a province.</p>	<p>If a member is posted from a place of duty in one province to a place of duty in another province and a dependent child is attending a secondary school in grade 11 or 12 in a province other than Quebec, or Secondary IV or V in Quebec, or is enrolled full-time in a two-year general pre-university program at a CEGEP in Quebec, education allowance may be claimed by the member for:</p> <p>(a) non-resident schools fees, if applicable, as set by provincial school authorities;</p> <p>(b) board and lodgings expense to a maximum of 10 months of full-time attendance in a school year; and</p> <p>(c) two return trips in a school year for the child to travel from the member's place of duty to the school.</p>
i.	Transition : To assist with transition from one	First year at new location.	(a) the academic deficiency is attributable to the move of the member from one

	<p>provincial curriculum to another (Education allowance – private tutoring) Education allowance may be claimed by a member for the cost of private tutoring, in one or more subjects, of a dependent child during the first school year of the child at the new place of duty-</p> <p>Application</p>	<p>Note: Tutoring service may be available from local school board. Check with school principal of school now attending. If a fee applies to the tutoring from local school board then an education allowance is provided within parameters of the allowance.</p>	<p>province to another and is not due to the choice of subjects or educational stream followed at the previous school of the child;</p> <p>(b) the educational level of the child is below the curriculum level of the class;</p> <p>(c) the school principal of the child recommends tutoring in the subjects concerned, outlines the curriculum deficiency of the child and specifies the number of hours of tutoring required to meet the new provincial curriculum requirements; and</p> <p>(d) the tutoring is provided by a qualified tutor with a teaching certificate.</p>
j.	<p>French Instruction: To assist with transition that may exist in French instruction from one province to another.</p> <p>Application</p>	<p>Education allowance – language tutoring may be claimed by a member for the cost of language tutoring of a dependent child at the new place of duty if:</p>	<p>(a) the language deficiency is attributable to the posting of the member from one province to another and is not due to the child’s choice of language of subjects;</p> <p>(b) language tutoring is a requirement for the dependent child to achieve graduation;</p> <p>(c) the school principal recommends language tutoring, outlines the curriculum language deficiency of the child and graduation requirement, and specifies the number of hours of tutoring to meet the graduation requirements of the new province; and</p> <p>(d) the tutoring is provided by a qualified language tutor with a teaching certificate.</p>
k.	<p>French or English - official language of Canada instruction not available at new place of duty.</p>	<p>When the official language of instruction of a dependent child is not available at the new place of duty of a member, education allowance may be claimed by the member to provide the appropriate level of education up to secondary school completion at a public school in Canada that can provide the required education level and language of instruction.</p>	<p>Education allowance may be claimed by the member for:</p> <p>(a) non-resident schools fees, if applicable, as set by provincial school authorities;</p> <p>(b) board and lodgings expense for a maximum of 10 months of full-time attendance in the school year supported by receipts); and</p> <p>(c) two return trips in a school year for the child to travel from the member’s place of duty to the school.</p>

Secondary School Education Allowance Parameters

1417. For purpose of an education allowance the following secondary school graduation parameters apply:

Figure 14-2 - Secondary School Education Allowance Parameters		
Ser	Province	Secondary School Completion
a.	British Columbia	Grade 12
b.	Alberta	Grade 12
c.	Saskatchewan	Grade 12
d.	Manitoba	Grade 12
e.	Quebec	CÉGEP 2 (General pre-university program)
f.	New Brunswick	Grade 12
g.	Prince Edward Island	Grade 12
h.	Nova Scotia	Grade 12
i.	Newfoundland	Grade 12
j.	Yukon and Northwest Territories	Grade 12

Student Mobility

1418. Military connected students move from school system to school system about three times more often than other students. Items that may require attention:

a. Elementary Schooling:

- (1) timely transfer of student records;
- (2) student should up-date their Education Plan ; see example at [Annual Education Plan forms for Grades 7 to 12](#);
- (3) documentation of academic and extra-curricular performance;
- (4) copies of course descriptions and syllabi;
- (5) email address of school student guidance counsellor at old school;
- (6) check the new school on the Internet;
- (7) check out graduation requirements at the new school and discuss with your guidance counsellor at your old school;
- (8) check out the course catalogue at your new school;
- (9) contact your new school guidance department; and
- (10) use the Internet; it is a great research tool.

b. Secondary graduation:

- (1) Check on the Internet Ministry of Education Web Site for provincial secondary graduation requirement for the Province you will be moving to;
- (2) Student should update Education Plan;
- (3) Consult www.cmec.ca web page under elementary/secondary for an overview of each provincial education system, testing and grading practices and graduation requirements; and
- (4) Annual Education Plan – see example at www.edu.gov.on.ca/eng.

Canadian Provincial Curriculum

1419. Canadian Provincial Curriculums can be found in applicable [Provincial Education Policy](#) and/or applicable school board found at [Education Facilities Location Guide in Canada](#).

Important Links

1420. For your ease of research, please find below some important links in regards to:

- a. [Post Secondary Education](#);
- b. [Dependent Education Management web site](#);
- c. [Provincial Education Policy](#);
- d. [Outside Canada Education Information](#);
- e. [Education Screening for Tentative Selection for OUTCAN Posting and Applicable Forms](#); and
- f. [Inside Canada Education Information](#).

Contacts

1421. If more information is required, or if you have any questions, please contact [Dependent Education Management](#) at the following coordinates:

a. Help line phone numbers are :

- (1) (613) 995-8516; or
- (2) (613) 995-7021; or
- (3) (613) 992-0560; or

b. E-Mail address: [Dependent Education Management at dependenteducationmanagement@forces.gc.ca](mailto:dependenteducationmanagement@forces.gc.ca)