

## OUTSIDE CANADA EDUCATION OF CHILDREN “HOW TO” BOOK

### PART X – DISTANCE EDUCATION

This Part is effective 01 July 2009

Questions related to this Administrative Instruction are to be forwarded via Email to: [Dependent Education Management](#).

#### POST CEILING WEB SITES:

[AFRICA](#)  
[ASIA](#)  
[AUSTRALIA/OCEANIA](#)  
[EUROPE](#)  
[MIDDLE EAST](#)  
[NORTH AMERICA](#)  
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[UNITED KINGDOM](#)

#### CANADIAN DISTANCE EDUCATION RESOURCES

<b>Let a Canadian provincial distance education program help you reach your educational goals.</b>	
British Columbia	<a href="http://www.bced.gov.bc.ca/dist_learning/">http://www.bced.gov.bc.ca/dist_learning/</a>
Alberta	<a href="http://www.adlc.ca/">http://www.adlc.ca/</a>
Saskatchewan	<a href="http://www.skdistancelearning.ca/">http://www.skdistancelearning.ca/</a>
Manitoba	<a href="http://www.edu.gov.mb.ca/k12/dl/">http://www.edu.gov.mb.ca/k12/dl/</a>
Ontario	<a href="http://www.amdec.ca/">http://www.amdec.ca/</a>
Quebec	<a href="http://portailfad.qc.ca/en/home/">http://portailfad.qc.ca/en/home/</a>
New Brunswick	<a href="http://www.gnb.ca/0000/as/dl-e.asp">http://www.gnb.ca/0000/as/dl-e.asp</a>
Nova Scotia	<a href="http://lrt.ednet.ns.ca/corr_studies/courses.shtml">http://lrt.ednet.ns.ca/corr_studies/courses.shtml</a>
Prince Edward Island	None
Newfoundland	<a href="http://www.cdli.ca/index.php?PID=AnnounceFull&amp;NewsID=6352">http://www.cdli.ca/index.php?PID=AnnounceFull&amp;NewsID=6352</a>
Yukon	<a href="http://www.yuwin.ca/english/index.cfm?cat=2?331">http://www.yuwin.ca/english/index.cfm?cat=2?331</a>

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**Read this Part in conjunction with the following:**

[Screening – Posting Outside Canada](#)

CBI Chapter 10 Section 12 - Education of Dependent Children of Members at Places of Duty Outside Canada

[FSD 30 - Post Transportation and Related Expenses](#)

[FSD 34 - Education Allowances](#)

[FSD 35 - Education Travel](#)

[FSD 51 - Family Reunion](#)

[FSD 70 - Reporting Requirements and Verification of Allowances](#)

<b>Listing of Canadian Universities:</b>
<a href="#">Web Site: Association of Universities and Colleges of Canada</a>
<b>Listing of Canadian Colleges:</b>
<a href="#">Web Site: Association of Canadian Community Colleges</a>

**SECTION 1: CREDITS VIA DISTANCE EDUCATION**

**1.1 Let a Canadian provincial distance education program help you reach your educational goals.**

- (a) On-line Distance Education from the [Avon Maitland Distance Education Centre](#); or
- (b) The [TV Ontario's Independent Learning Centre](#) or
- (c) Canadian Distance Education Resource

FORM 13DIS	DISTANCE EDUCATION/SUPPLEMENTARY COURSES OR PROGRAMS
INTERNAL ORDERS	GRC0000B0952
APPROVAL	NDHQ/DDEM
PARAMETERS	<ol style="list-style-type: none"> <li>1. Education Allowance for fees expenses and charges for supplementary courses or programs, or where a structure course or program is not available, private tutoring, undertaken after notification of posting at the old place of duty prior to relocation or at the new place of duty following relocation.</li> <li>2. Courses or programs must be recommended by a competent educational authority in order to meet a requirement for a compulsory course and/or to enable the student to meet appropriate grade level at the school at the new place of duty.</li> <li>3. Such expenses will only be authorized where the academic deficiency is attributable to foreign service and is not due to the fault or choice of the student and/or member.</li> <li>4. Distance Education courses in subjects not provided by the school attended for the student but required by a Canadian Provincial education system for secondary graduation.</li> </ol>
INTENT	<ol style="list-style-type: none"> <li>1. Provide language tutoring prior to arrival of a student changing Language of Instruction due to foreign posting.</li> <li>2. Provide for prerequisite courses at a new school at the post, which will permit a student to enter a course at appropriate grade level.</li> </ol>

	3. Ensure students returning to a Canada Provincial Education System meet graduation requirement at same time as their peers.
REMARKS	References: <ul style="list-style-type: none"> <li>• FSD 34.01(c)(i)(D)(1)</li> </ul>

## SECTION 2: SECONDARY STUDENTS IN GRADE 9 TO 12 - AVON MAITLAND DISTANCE EDUCATION CENTRE

2.1 The Department has an agreement with the [Avon Maitland Distance Education Centre – www.amdec.ca](http://www.amdec.ca), to provide on-line distance learning for all students in Grades 9 to 12 starting school year 2003/2004. Tutors will not be required while doing on-line courses with the Avon Maitland Distance Education Centre (AMDEC), as the teacher will be on-line at specific times of the day (or evening) for scheduled "chats" which may involve guided tutorials, discussions, or perhaps just involve "office hours," where the student may bring any questions about course material forward for clarification and/or direction.

2.2 To register for the Avon Maitland Distance Education Centre courses, the application form is available from the AMDEC Registration site:

- (a) [Register for AMDEC Courses: www.amdec.ca/register-now.html](http://www.amdec.ca/register-now.html) and click on “*I am the son/daughter of a member of the Canadian Armed Forces serving outside of Canada*” to download the admission application form, as well as direction on registering with AMDEC.

Note: This form must be forwarded to the Outside Canada Support unit along with Form 13DIS - Distance Education/Supplementary Courses or Programs.

2.3 The arrangement provides students the opportunity to obtain an Ontario Credit for secondary (grade 9 to grade 12) courses. The on-line distance-learning package follows the curriculum guidelines set by the Ministry of Ontario Education and Training. These curriculum guidelines are designed for on-line distance learning and provide a structural learning package for the student to follow.

2.4 Under the terms of the agreement with Avon Maitland Distance Education Centre will:

- (a) provide services only to pupils enrolled in the schools or programs identified by DND;
- (b) accept enrolments in the courses offered by AMDEC;
- (c) process pre-coded enrolment forms from identified schools or programs;
- (d) provide AMDEC course materials, instructional services, and marking services;
- (e) issue credit to the pupil upon successful completion of the course;
- (f) issue transcripts for credits earned at AMDEC, upon request of DND;
- (g) invoice DND on a monthly basis;
- (h) provide DND with adequate information to support each billing.

DND will:

- (a) provide the Avon Maitland Distance Education Centre with a list of Outside Canada Support Units and AFNORTH International School contacts, phone numbers, fax numbers and email addresses. Any additions or deletions to this list must be made by DND in writing and forwarded to the ADMEC. This agreement does not obligate DND to identify a specific number of pupils for enrolment in AMDEC courses;
- (b) pay the cost of courses within 30 days of receiving an invoice issued.

- (c) be responsible for registration enquiries, guidance, course selection, providing a test site and test supervisor, and returning loaned course materials to AMDEC;
- (d) use the appropriate pre-coded enrolment forms provided by DND and be responsible for controlling the distribution of the enrolment forms;
- (e) maintain a mailing address in Ontario.

The Student will:

- (a) fully complete each course and return to teacher for marking;
- (b) be responsible for supplying their own computer, internet provide, computer equipment required for each course;
- (c) return all course material at the end of course to ADMEC.

### **SECTION 3: SECONDARY STUDENTS IN GRADE 9 TO 12 – TV ONTARIO’S INDEPENDENT LEARNING CENTRE**

3.1 In addition with the agreement with Avon Maitland Distance Education Centre, the Department has an agreement with TV Ontario’s Independent Learning Centre (TVO/ILC) to provide distance learning for students outside Canada in Grades 9 12.

3.2 In April, 2002, the Independent Learning Centre joined TV Ontario, the province’s official provider of educational services on air and online. The ILC is one of four unique educational services offered by TV Ontario’s E-learning Centre.

- (a) Log on to ILC’s Web site ([www.ilc.org/index-main.php](http://www.ilc.org/index-main.php)) for up-to-date information on all our courses and new course releases.

3.3 To register for TV Ontario’s Independent Learning Centre grade 9 to grade 12 courses, contact your Outside Canada Support Unit for proper ordering forms (controlled numbers).

3.4 To obtain funding for distance education Form 13DIS - Distance Education/ Supplementary Courses or Programs must be completed and submitted to your Outside Canada Support Unit prior to registration.

3.5 Under the terms of the agreement:

TV Ontario's Independent Learning Centre will:

- (a) provide services only to pupils enrolled in the schools or programs identified by DND;
- (b) accept enrolments in the courses described in the TVO/ILC Course Guide or subsequent addenda current at the time of enrolment;
- (c) process pre-coded enrolment forms from identified schools or programs;
- (d) provide TVO/ILC course materials, instructional services, and marking services;
- (e) issue certification to the pupil upon successful completion of the course;
- (f) issue transcripts for credits earned at TVO/ILC, upon request of DND;
- (g) invoice DND on a monthly basis;
- (h) provide DND with adequate information to support each billing.

DND will:

- (a) provide the TV Ontario’s Independent Learning Centre with a list of schools and programs approved to access the program. Any additions or deletions to this list must be

made by DND in writing and forwarded to the Ministry. This agreement does not obligate DND to identify a specific number of pupils for enrolment in TVO/ILC courses;

- (b) pay the cost of courses within 30 days of receiving an invoice issued.
- (c) be responsible for registration enquiries, guidance, course selection, providing a test site and test supervisor, and returning loaned course materials to TVO/ILC;
- (d) ensure that procedures are in place to receive and distribute mail and provide test supervision for students;
- (e) use the appropriate pre-coded enrolment forms provided by the Ministry and be responsible for controlling the distribution of the enrolment forms;
- (f) maintain a mailing address in Ontario.

The Student will:

- (a) fully complete all units of each course and return to teacher in Toronto for marking;
- (b) enclose a postage paid envelope with each lesson;
- (c) be responsible for supplying their own cassette recorder;
- (d) return all course material at the end of course to TVO/ILC.

3.6 Your Outside Canada Support Unit will be responsible for...

- (a) processing your application;
- (b) providing the learning support curriculum;
- (c) providing the learning support package;
- (d) if applicable for Grade 9-12, order your TVO/ILC course using proper ordering forms (controlled numbers);

3.7 The member and student will be responsible for...

- (a) supplying their own cassette recorder, CD player, Video tape player;
- (b) ensuring all materials are safeguarded and maintain in the condition received;
- (c) return direct to TVO/ILC materials used at Grade 9-12 Level.

## **SECTION 4: DISTANCE LEARNING IN QUEBEC**

### ***Secondary 1 through 5 and CEGEP***

4.1 Distance Education in Quebec is available from Secondary 1 level through CEGEP. Members whose children are interested in this option should consult the following website - <http://www.meq.gouv.qc.ca/mequi/mequifev99/form0299.htm>. Distance Education in the province of Quebec, is conducted by school boards throughout the province. Information on what is available from various school boards may be obtained by visiting - [http://www.sofad.qc.ca/html/reg\\_reg.html](http://www.sofad.qc.ca/html/reg_reg.html).

4.2 For members whose children would like to take distance education courses on line at the CEGEP level, information can be found at <http://www.ccf.d.crosemont.qc.ca/>.