

# FREQUENTLY ASKED QUESTIONS (FAQs) GUIDANCE COUNSELLING - INCAN

Children's Education Management (CEM) is a Military Family Services Program (MFSP) under the umbrella of Canadian Forces Morale and Welfare Services (CFMWS). Here, you will find information pertaining to the services offered to our Canadian military families as related to the education of dependent children when posted from province-to-province/territory inside of Canada (INCAN).

By navigating the Frequently Asked Questions (FAQs) Guidance Counselling section of our website, you may find the information therein helpful in the preparation and planning for the education of your dependent children related to an upcoming posting.

The following links are especially relevant to understanding and accessing information related to the education of your dependent child/children INCAN:

[CEM Contact List](#)

[Compensation and Benefits Instruction \(CBI\) Chapter 12- Education of Dependent Children.\(INCAN\)](#)

## **FAQs**

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## **FAQs**

### **1. What types of supports are available from Children's Education Management (CEM)?**

CEM supports Canadian Armed Forces (CAF) families by managing and supervising:

- Educational compensation/benefits programs for the Department of National Defence for CAF Families posted inside and outside of Canada
- Canadian Armed Forces Overseas Schools (SHAPE in Casteau, Belgium and AFNorth in Brunssum, Netherlands)
- Centralized guidance counselling services, including educational screening for all OUTCAN postings
- Outreach to the education sector to increase awareness of the military child profile

### **2. How can the CEM guidance counsellor assist us with transitioning our child into a new school?**

The CEM Guidance Counselling Services' mandate is to contribute to overall CAF family resiliency by providing support to members and their dependent children by assisting them to navigate educational transitions. The goal in doing so is to provide information and educational tools in order to mitigate potential negative impacts on schooling due to geographical moves.

Educational guidance counselling available to members include:

- Telephone and email counselling with assigned CEM guidance counsellor
- If required, CEM guidance counsellor may act as liaison with guidance counsellor at post

The educational counselling provided will be relevant to the following factors:

- Age and grade of student
- Anticipated length of posting
- Student's past, current and projected school curricula
- Credit assessment

### **3. I have questions about educational allowances/financial reimbursements related to my dependent child's education; where should they be directed?**

CEM is authorized under CBI 12 (INCAN) and FSD 34 (OUTCAN) to reimburse Canadian military families for the entitlements outlined therein. You will find FAQs related to education allowances on the CEM home page. The CEM guidance counsellor does not offer advice regarding financial aspects of education, reimbursements or entitlements.

If you are uncertain about whether your situation applies or if you wish to know more procedural information about education benefits/allowances, you are encouraged to contact the receiving URS/Education Clerk associated with your geographic area. See CEM contact list [here](#).

*If you still require further clarification, please email your query to: [CEMGEE@forces.gc.ca](mailto:CEMGEE@forces.gc.ca)*

#### **4. Who calculates the equivalent credits my child has earned in their previous high school when transitioning to a new high school?**

While the CEM guidance counsellor can help with interpretation of one curriculum versus another and assist with understanding the divide between various credit systems, it is ***always*** the new/receiving school which completes the previous credit accumulation equivalency evaluation.

In order to mitigate any surprises and to maximize educational planning time, we recommend connecting with the new school's guidance counsellor by forwarding your dependent child's/children's transcripts and most recent report cards as soon as a posting message is received or at least at the time of the House Hunting Trip (HHT). Click [here](#) for ideas on how to build a School Transition Portfolio for your child.

#### **5. My dependent child has special needs. Are there any educational allowances to support his/her education?**

Navigating educational transitions related to a posting can be challenging for most families. For families with children who have special needs, the process can be even more complex to navigate.

For INCAN postings, it is incumbent upon the receiving public school to provide supports and ensure special needs of students are being met. We recommend connecting with the new school's guidance counsellor/special education teacher by forwarding your child's/children's transcripts / most recent report cards and most recent Individual Education Plan as soon as a posting message is received or at least at the time of the HHT. It is possible that the school will ask for a *recent* psycho-educational assessment in order to provide relevant programming. For special education pertaining to OUTCAN postings, please refer to the protocols of the [Educational Screening Process](#).

To apply for a [special needs grant](#) from Support our Troops (SOT), the member should make an appointment with the local SISIP financial counsellor, SOT contact or social worker on the base/wing. They are well versed with what is required and assist with the application process.

## **6. Can CEM approve eLearning/distance learning courses for my child?**

eLearning/distance learning courses approved by the CEM Guidance Counsellor may be reimbursable upon completion on a case by case basis. Please contact your assigned guidance counsellor to discuss your child's situation.

It is important to note that not all secondary school aged children involved in family postings across Canada will require or will be suitable candidates for this style of curriculum delivery.

The following link provides a check list which can be used to help determine suitability for eLearning course delivery:

[Distance Learner Profile](#)

## **7. How may I contact my assigned CEM counsellor for assistance?**

The CEM counsellor assigned to members with surnames beginning with the letters 'A' to 'K' is Andrea Smith. She can be reached at: [andrea.smith2@forces.gc.ca](mailto:andrea.smith2@forces.gc.ca).

The CEM counsellor assigned to members with surnames beginning with the letters 'L' to 'Z' is Carolle Coulombe. She can be reached at: [carolle.coulombe@forces.gc.ca](mailto:carolle.coulombe@forces.gc.ca).