

## EMPLOYER CONFIRMATION OF ENGLISH LANGUAGE PROFICIENCY

### Section A: Instructions to Applicant

Complete Section A and ask at least one **health care employer** for whom you have **worked in the English language** within **the past 2 years** to complete Section B. The employer must send this form directly to NSOTR.

SURNAME	GIVEN NAMES	BIRTH/FORMER NAME
DATES OF EMPLOYMENT	FROM	TO
	MM/DD/YYYY	MM/DD/YYYY
EMAIL ADDRESS	TELEPHONE NUMBER	EMPLOYEE # (IF APPLICABLE)
SIGNATURE		DATE

### Section B: Instructions to Employers

The above applicant has stated they are proficient in the English language and indicated they worked in English with your organization. We ask that you complete the table below to confirm that the above applicant can competently communicate in the English language in:

- Contexts that are both moderately demanding (familiar, low-risk situations) and demanding (high-stakes situations where communication style can have significant consequences).
- Circumstances that are both predictable (routine and familiar) and unpredictable (variable and changeable social, educational and work-related situations)
- Interactions that require the use of a variety of communication methodologies (in person, phone, email, correspondence)
- Both informal and formal circumstances (conversations, meetings, work-related interactions)

We have provided some examples of English language proficiency indicators in each of the four categories of language skills. Once complete, the form can be emailed to [registration@nsotr.ca](mailto:registration@nsotr.ca).

NAME AND ADDRESS OF EMPLOYER		POSITION HELD
DATES OF EMPLOYMENT	FROM	TO
	MM/DD/YYYY	MM/DD/YYYY

<p>Competencies related to <b>reading</b> English include but are not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> read and understand work policies, regulations, standards, etc.</li> <li><input type="checkbox"/> read and understand information that she or he researched.</li> <li><input type="checkbox"/> scans charts, tables or schedules for relevant pieces of information.</li> <li><input type="checkbox"/> follow written instructions on operating a piece of equipment.</li> <li><input type="checkbox"/> read a written shift report left by coworkers.</li> </ul>	
	By initialing here I am confirming the applicant's ability to <b>read</b> English proficiently.
	By initialing here I am <b>unable</b> to confirm the applicant's ability to <b>read</b> English proficiently.
<p>Competencies related to <b>writing</b> English include but are not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> correctly document information in the manner required for the work being performed and so that the documented information can be understood and used by others.</li> <li><input type="checkbox"/> prepare reports or other multi-page documents that can be understood and used by others.</li> <li><input type="checkbox"/> take notes during a conversation, presentation, etc., and then summarize them in writing for colleagues.</li> <li><input type="checkbox"/> complete medical procedure forms.</li> </ul>	
	By initialing here I am confirming the applicant's ability to <b>write</b> English Proficiently.
	By initialing here I am <b>unable</b> to confirm the applicant's ability to <b>write</b> English proficiently.
<p>Competencies related to <b>listening</b> in English include but are not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> listen to multi-step, complex instructions and carry them out.</li> <li><input type="checkbox"/> use contextual clues (e.g., tone of voice, body language) in order to respond appropriately to a situation.</li> <li><input type="checkbox"/> listen to co-workers to determine the root of a problem or conflict in a team.</li> <li><input type="checkbox"/> listen to verbal orders and document accordingly.</li> </ul>	
	By initialing here I am confirming the applicant's ability to <b>listen</b> in English proficiently.
	By initialing here I am <b>unable</b> to confirm the applicant's ability to <b>listen</b> in English proficiently.
<p>Competencies related to <b>speaking</b> English include but are not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> clearly explain to another person how to perform a task or procedure.</li> <li><input type="checkbox"/> communicate with others in order to solve problems.</li> <li><input type="checkbox"/> interact appropriately with others in unfamiliar situations.</li> <li><input type="checkbox"/> respond to a client complaint and make suggestions for resolution.</li> <li><input type="checkbox"/> explain a problem with a new program, machine, procedure and present a possible detailed solution.</li> <li><input type="checkbox"/> describe client assessment findings to another health care professional.</li> </ul>	
	By initialing here I am confirming the applicant's ability to <b>speak</b> English proficiently.
	By initialing here I am <b>unable</b> to confirm the applicant's ability to <b>speak</b> English proficiently.

**ADDITIONAL INFORMATION:**

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**I affirm that:**

- The above applicant worked in a health care environment and regularly communicated with clients and staff in English as part of their employment-related duties; and
- The above information is correct to the best of my knowledge.

**I attest that I am or was a manager or supervisor of the above applicant during their employment and have knowledge of their performance and language skills.**

SIGNATURE	NAME (PLEASE PRINT)	POSITION (PLEASE PRINT)
DATE	TELEPHONE NUMBER	EMAIL ADDRESS