

TRAVELLING ABROAD:

**A CATA MEMBER
TOOLKIT**



Presented by:



TRAVELLING ABROAD

The Canadian Athletic Therapists Association has prepared this toolkit for CATA members who are considering studying, volunteering, or working abroad.

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INTRODUCTION



The intention of this international toolkit is to provide resources and guidance to Certified and Candidate members of the Canadian Athletic Therapists Association (CATA) who are interested in pursuing international activities.

The tips, information, guidelines, and processes outlined in this toolkit are based on best practices and policies as suggested by international organizations and institutions. Use this toolkit as a reference guide only.

This toolkit will provide first steps and general tips for studying abroad, volunteering abroad, and working abroad. This toolkit will also provide tips and resources for travelling internationally.



STUDYING ABROAD

First Steps

- Start planning early. In fact, start planning at least a year ahead of your desired departure date.
- Determine where you would like to study or complete your practicum.
- Determine if you would like to travel individually or as part of a group.
- Discuss with your Athletic Therapy faculty members and/or program advisor about the feasibility of completing a study or practicum abroad program.
- Contact your university's international student affairs office to explore international opportunities and funding possibilities. They might also be able to put you in contact with individuals who specialize in studying abroad.
- Explore programs offered through universities in the country you wish to study.
- Create a cover letter and resume to send to the study abroad program director or practicum site. It will be extremely important to make a good first impression; therefore, be professional and have 2 to 3 faculty/mentors/family/friends review it prior to sending.
- Make initial contact by emailing a PDF copy of your cover letter and resume.

NOTE: Completion of an international program may provide you with valuable experience but may not be feasible based on your program as you may be required to take time off, delaying graduation from your program. Therefore, compare the benefits and determine if you will be able to receive course credit for your study/practicum abroad program.

NOTE: The Canadian Athletic Therapists' Association is a partner in the International Arrangement (IA) with Athletic Rehabilitation Therapy Ireland (ARTI), British Association of Sport Rehabilitators (BASRaT) and the Board of Certification for the Athletic Trainer (BOC). The IA allows certified CATA members to attempt partner Athletic Training and Therapy certification exams; without graduating from one of their accredited institutions. This may influence your decision when choosing to study abroad.

STUDYING ABROAD

General Tips

- After making initial contact, discuss your timeframe and determine if the opportunity is feasible. Keep in mind, different countries have different academic calendars and sport seasons.
- Create a syllabus (studying abroad) or list of expectations (practicum). Share this with your host site and discuss the feasibility of accomplishing your personal and professional goals.
- Register your travel with your institution. All institutions will have a process of obtaining formal agreements to secure your study or practicum abroad program. Ensure that these documents meet institutional standards and can secure your placement.
- Review your institution's international travel policies.
- Determine the cost of your program and create a budget. Things to include:
 - Travel tickets (air, train, ship)
 - Accommodations
 - Living expenses (food, necessities)
 - International insurance
 - Leisure/sight-seeing
- Research funding possibilities such as scholarships, bursaries, loans, fundraising, family.
- Research your destination to avoid culture shock – read a book, watch a documentary, enroll in a course.
- Reach out to students, faculty, or alumni who have visited your country of interest.

Useful Resources

A list of useful resources can be found on the International Certification page on the CATA website.

STUDYING ABROAD

The International Arrangement Partners

The International Arrangement was developed to ensure comparable best practices, quality education, professional standards, and the opportunity for CATA members to be more mobile between partner countries. IA partners have developed this process with the recognition that organizational autonomy is vital to its success.

Each International Partner has outlined specific requirements that must be met before a certification examination can be taken. Please refer to the International Arrangement on the [CATA website](#) for more details. Currently, our International Partners include:



ARTI (Ireland)

The governing body for Ireland is Athletic Rehabilitation Therapy Ireland (ARTI). ARTI is responsible for the promotion, regulation, and continued education of Certified Athletic Therapists in Ireland. To obtain ARTI certification, individuals must have received an Honors Degree (NFQ Level 8) from an ARTI accredited 3rd level institution. Information about these respective programs can be found [here](#).

STUDYING ABROAD

BOC (USA)

The Board of Certification (BOC), Inc. is the credentialing agency that provides a certification program for the entry-level athletic training professional in the United States of America (USA). The BOC works with state regulatory agencies to provide credential information, professional conduct guidelines, and regulatory standards on certification issues. In order to attain BOC certification, an individual must complete an entry-level athletic training education program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and pass the BOC Certification Exam. To search for accredited programs, visit CAATE.net.

BASRaT (United Kingdom)

The British Association of Sport Rehabilitators and Trainers (BASRaT) is the United Kingdom (UK) regulator and professional association for Sport Rehabilitators and is accredited by the Professional Standards Authority for Health and Social Care. Sport Rehabilitators must adhere to a strict code of ethics, conduct, and professional practice as outlined by BASRaT. BASRaT accredits several undergraduate and postgraduate educational programs across the UK. A list of BASRaT approved undergraduate programs can be found on the BASRaT website. Individuals who have graduated from other programs may also be eligible for membership if their studies have provided adequate and equivalent levels of study to the Sport Rehabilitator Role Delineation and have maintained adequate levels of continuing professional development. Visit the [BASRaT website](#) for more information.



VOLUNTEERING IN CANADA

First Steps

- Start planning early. In fact, start planning at least a year ahead of your desired departure date.
- Determine where you would like to volunteer.
- Determine if you would like to travel individually or as part of a group.
- Check with your university's international student affairs office to explore volunteer opportunities.
- Contact the volunteer organization.

General Tips

- Use a reputable agency or non-government organization. Do not trust web-based volunteer agencies unless you have done your due diligence and have verified the information yourself.
- Check for accreditations and memberships the organization may have with another group.
- Check the profiles of the people involved in the organization: sponsors, management, staff, contact persons.
- Ask yourself:
 - Why would I like to work with this organization?
 - Is the work carried out by the organization what I thought it was?
 - Is this the only kind of work or service this organization carries out?
 - What can I learn about the country and area where the organization is?
 - Does the area suit the organization's activities?

VOLUNTEERING IN CANADA

General Tips

- Contact the references you found while researching the organization and ask them for a profile of the organization you are choosing.
- Ensure you have a signed contract in place to secure your volunteer program.
- Create a budget and be sure to include:
 - Travel tickets (air, train, ship)
 - Accommodations
 - Organizational fees
 - Living expenses (food, necessities)
 - International insurance
 - Leisure/sight-seeing
- Reach out to students, faculty, or alumni who have also volunteered with this organization.

Useful Resources

A list of useful resources can be found on the International Certification page on the CATA website.



WORKING ABROAD

First Steps

- Start planning early. In fact, start no less than a year prior to your desired departure date.
- Determine where you would like to work.
- Decide if this is a paid or unpaid internship. In many instances, there are job internships and experiences that are unpaid. This experience might be viewed as a good opportunity to gain knowledge in your field. Weigh the pros and cons.

General Tips

- After making initial contact, discuss your timeframe and determine if the opportunity is feasible.
- Ask the following questions:
 - Are in-person interviews required for the position?
 - What are the work requirements for this country?
 - Does your employer provide visa support/sponsorship as part of your contract or stipend?
 - Is there any type of training provided or required before departure and upon arrival into the country?
 - Will your employer provide travel insurance, work insurance, and/or liability insurance?
 - If this is an unpaid internship or job experience, ask if your employer can provide a small stipend to cover living expenses.

WORKING ABROAD

General Tips

- Create a budget and be sure to include:
 - Travel tickets (air, train, ship)
 - Accommodation
 - Work visa
 - Living expenses (food, necessities)
 - International insurance
 - Leisure/sight-seeing
- Reach out to students, faculty, or alumni who may have worked with this employer.

Useful Resources

A list of useful resources can be found on the International Certification page on the CATA website.



TRAVELLING ABROAD

Pre-Departure Tasks

- Passport basics – it can take several months to apply for a passport.
 - Apply ahead of time if you do not have one or it needs to be renewed.
 - Visit the [Government of Canada website](#) for more information.
- Visa basics – Obtain visa information for the country to plan to visit. Ask the following:
 - Do I need a visa?
 - What type of visa do I need?
 - How much will the visa cost?
 - How long will it take for my visa to arrive?
 - Will I require a transit visa (for a layover or travel through another country on the way to my destination)?
 - What timeframe is my visa acceptable (for example, some visas will be accepted no less than one month and no more than three months prior to the start of the study abroad program)?
- Travel Health basics – schedule a travel consultation at least 6 – 8 weeks before your departure.
 - You may require immunizations – many of which are given in a series over time.
 - Make sure to discuss vaccinations, travelling with medication, and other health concerns for the destination.

TRAVELLING ABROAD

Pre-Departure Tasks

- Travel health insurance coverage basics – determine if your health insurance plan covers you while you are in Canada. If you do not have insurance or have incomplete coverage, consider purchasing international travel health insurance. You may wish to ask:
 - Will the plan cover hospitalization for accidents and illness for the entire period I'm abroad?
 - Will the plan cover doctor visits and medications?
 - Will the plan cover care for pre-existing conditions?
 - Is there a deductible? How much?
 - Is there a dollar limit to the amount of coverage provided?
 - What are the procedures for filing a claim for medical expenses abroad? Do I pay up front and then get reimbursed?
 - What if I don't have enough money to pay cash up front?
 - When does the plan begin and end?
 - What do I use as proof of international medical coverage?
- Safety Basics – whether you are studying, volunteering, working, or planning a vacation, register with the [Government of Canada's Registration of Canadians Abroad](#). This site allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. The service also enables you to receive important information before or during a natural disaster or civil unrest.

Useful Resources

A list of useful resources can be found on the International Certification page on the CATA website.