Acknowledgement

With gratitude and respect, the Office for International Credential Recognition acknowledges the traditional keepers of the land on which our offices are located, the Lekwungen Peoples, known today as the Songhees and Esquimalt Nations. We are also grateful for First Nations throughout British Columbia, who steward the lands on which the projects we fund are realized.

Credential Assessment Improvement Fund (CAIF)

The Credential Assessment Improvement Fund (CAIF) was established in 2019 to deliver on provincial government commitments to improve credential assessment processes for internationally trained workers in regulated occupations. The CAIF provides financial support for projects that result in systemic changes—reducing the barriers faced by internationally trained workers.

The goals of the CAIF are to:

1. Improve the fairness and efficiency of regulatory processes for assessing credentials for international and labour mobility applicants; and
2. Improve newcomers' access to information about regulated occupations so they can make informed immigration, licensure, and employment choices.

The principles of the CAIF are the promotion of:

- **Public Interest**: Regulators have the mandate to establish and maintain occupational standards that protect public health, safety, and confidence. Protecting the public interest also means ensuring that B.C. has an inclusive workforce that can deliver the services people need.
- **Fairness**: Applicants can rely on professional licensure policies and processes to be fair and non-discriminatory. All qualified applicants have a timely pathway to certification, and the application process does not disadvantage any group.
- **Transparency**: Applicants have access to all necessary information to understand the pathways and requirements to professional licensure.
- **Efficiency**: Applicants have a right to receive regulator decisions without undue delay. Credential assessment processes include only those steps necessary to inform a regulatory decision, allowing international applicants to achieve licensure more quickly.

Who Can Apply?

Regulatory authorities responsible for the credential recognition process in regulated occupations are eligible to submit a project proposal. Projects can involve other proponents, but the regulator must be the project lead responsible for all deliverables.

Eligible Projects

Proposed projects must begin on or after March 1, 2027 and should have a final report due date scheduled no later than March 1, 2028. Contact the CAIF team to schedule a meeting if your project idea involves a longer timeline or is part of a phased multi-year project plan.

Projects that result in ongoing cost commitments once the project completes must provide details on how those costs will be covered. For example, CAIF funds may be used for the initial set-up of database software, but if that software requires an ongoing subscription expense once set up, CAIF funds may not be used towards the subscription costs.

Ineligible Expenses

CAIF funding must not be used for **travel, accommodation, catering, hospitality,** and **paid media marketing**.

Projects that involve ineligible expenses can still be funded by CAIF, but budget proposals should clearly identify that CAIF funds will not be used for ineligible expenses.

Evaluation Criteria

CAIF projects are evaluated on the following criteria. The italicized questions should be addressed in the project proposal.

- **Need**: The proposal clearly identifies an issue(s) with the current state and how changes may benefit international and/or labour mobility applicants. Project design should clearly address the stated need.
    - ***International Credentials Recognition Act*** **(ICRA):** If a regulator listed in one of the ICRA schedules has policies or practices that are not fully compliant with the Act, that is sufficient to establish the need for a project to bring the policies or practices into compliance.

- **Alignment with CAIF goals and principles**: The need for a project can also be demonstrated by showing how it is consistent with the CAIF principles and will help achieve one or both CAIF goals.

- **Interested / Impacted parties:** GBA+ principles / practices must be incorporated into the project design and should be completed early enough that the findings can be applied if necessary. Proposals should explicitly address how the perspectives of those impacted, including internationally trained professionals, will be solicited, and taken into account. Questions for consideration: *Who will this project impact? How will the effects vary between different groups? How will those impacted be involved?*
- **Project Risks and Risk Mitigation**: Proposals must consider risks to project completion, and risks which may cause the project to be delayed or run over budget. *How likely is the risk to occur? How would it impact the project? What preventative measures are being taken to avoid the risk from occurring? How will impacts be mitigated if the risk materializes?*
- **Metrics**: Proposals must have an evaluation framework that includes quantifiable metrics which will help to illustrate the impact of the project. Questions for consideration: *What metrics will be used to quantify the impact of the project? What difference will there be for individual internationally trained and/or labour mobility applicants?*
- **Budget:** CAIF projects are governed by shared cost agreements, which require revenues other than the CAIF contribution. Project proposals should include a zero-balance budget for the project that includes all expenses and sources of revenues (i.e., requested CAIF grant amount, amount from membership/registration fees, other funding sources). Please follow the use of the "Description" column (K) in the Sample CAIF Budget to add budget detail.
- **Sustainability**: CAIF funding is project-based, not ongoing operational funding. If a project will involve ongoing maintenance and costs once it completes, proposals must demonstrate how improvements will be sustained without ongoing CAIF funding.

Approach to Project Prioritization

Any project consistent with CAIF Principles will be considered for funding. However, professions with oversight from regulatory authorities listed in the schedules of the *International Credentials Recognition Act* may be prioritized, with increased priority for those regulators needing financial support to come into compliance with new legislated responsibilities.

Project Funding

Project funding amounts may vary and are determined on a case-by-case basis. In the past, the average project has received approximately $70,000 of funding for a 12-month period. The overall CAIF funding available for this intake is $400,000, so larger funding requests (over $100,000) may not be possible this year. When the combined funding requests of proposals exceed available funds, CAIF applications will be prioritized based on the evaluation criteria.

Examples of Projects Suitable for CAIF Funding

- Updating bylaws/policies/practices to be consistent with the *International Credentials Recognition Act.*
- Redesigning business processes to improve assessment timelines for applications from internationally trained and/or labour mobility professionals.
- Improving accessibility of information for internationally trained applicants.
- Upgrading information systems to improve data collection and reporting capabilities.
- Developing an AI-enhanced competency review system.
- Reviewing reliance on third-party service providers and implementing service agreement(s) that enhance the fairness, efficiency, or transparency of labour mobility and/or international credential assessment processes.

NOTE: This is not an exhaustive list of suitable projects.

Submitting Project Proposals

Regulatory authorities must submit project proposals using the CAIF Application Form and CAIF Budget Template. These forms and other application resources can be found on the CAIF website. Human review of any application content generated by AI is the responsibility of the submitting organization. Application packages should be emailed to CAIF@gov.bc.ca on or before October 23, 2026.

Contact

The CAIF team is available to assist with the development of your proposal.

Please contact CAIF@gov.bc.ca if you have any questions.