



# AFOA CANADA

*Building a Community of Professionals*

## CAPA IN-PERSON APPLICATION

# COHORT 7 VANCOUVER, BC

### **Session Dates:**

Session 1 – April 27 to 29, 2018

Session 2 – July 6 to 8, 2018

Session 3 – November 2 to 4, 2018

Session 4 – January 18 to 20, 2019

Session 5 – April 12 to 14, 2019

Session 6 – July 19 to 21, 2019



## CERTIFIED ABORIGINAL PROFESSIONAL ADMINISTRATOR (CAPA) IN-PERSON PROGRAM

### PROGRAM OVERVIEW

**AFOA Canada** is pleased to offer the CAPA In-Person Program as a CAPA Certification option for Senior Administrators, Chief Executive Officers, Senior Managers and Aspiring Managers working in Aboriginal communities and organizations on-reserve, off-reserve and in urban, rural and isolated settings across Canada. Developed under the guidance of an Aboriginal CAPA Council, this is the only national program in Canada that addresses the competency needs of those working in Aboriginal environments. Session facilitators and guest speakers are "specialists" in their fields and proficient in Aboriginal matters.

This **18-day Program** will be delivered in six three-day sessions based on the Schedule below. The participants in your customized group will have the opportunity to engage in interactive and participatory sessions with each other from various departments. There will be mandatory pre-reading and homework assignments throughout the program. The Program curriculum covered is outlined by session.

#### Session 1 - Emotional & Relationship Competencies

- Human Resources Management
- Emotional Intelligence and Professional Development
- Communications

#### Session 4 - Intellectual & Leadership Competencies

- Critical Thinking and Analysis
- Organizational Behaviour and Capacity Development
- Negotiation and Conflict Resolution

#### Session 2 - Ethical & Personal Competencies

- Values, Ethics and Professionalism
- Knowledge of Culture and Language
- Knowledge of Community

#### Session 5 – Fiscal & Management Competencies

- Planning and Organization
- Financial Oversight
- Accountability and Performance Reporting

#### Session 3 - Intellectual & Leadership Competencies

- Leadership
- Governance Structures and Processes
- Mid Term Open Book Exam – In Class

#### Session 6 – Fiscal & Management Competencies

- Law & Legislative Awareness
- Community Economic Development
- Certification Exam Preparation & Program Completion Ceremony

### COHORT 7

| Location  | Vancouver, BC          |
|-----------|------------------------|
| Session 1 | April 27 to 29, 2018   |
| Session 2 | July 6 to 8, 2018      |
| Session 3 | November 2 to 4, 2018  |
| Session 4 | January 18 to 20, 2019 |
| Session 5 | April 12 to 14, 2019   |
| Session 6 | July 19 to 21, 2019    |





## CERTIFICATION REQUIREMENTS

To be eligible for the CAPA In-Person Program, applicants should demonstrate that they have the following experience.

**Management Experience:** Preference is given to CAPA applicants who currently hold a senior management position. Consideration is also given to applicants who demonstrate an ability to lead, innovate, and inspire success at the highest levels of professionalism.

*Note: **Aspiring Managers** can complete the program in its' entirety. However, the CAPA designation will only be granted to Aspiring Managers who have met all of the requirements of the CAPA In-Person Program. They must have a minimum of 2 years' experience working as a senior manager in an Aboriginal organization before the designation can be granted.*

**Aboriginal Experience:** Applicants should also demonstrate experience of successfully working in Aboriginal organizations.

### To become a CAPA, Program participants must:

- Successfully complete six In-Person Sessions;
- Successfully pass the CAPA Certification Examination;
- Have a minimum of two years' full time senior management, supervisory experience in an Aboriginal management environment; OR, see NOTE above under Management Experience.
- Be a member in good standing with AFOA Canada;
- Sign an agreement to abide by the AFOA standards of Ethical Conduct;

## APPLICANT REQUIREMENTS

Applicants are required to submit a completed application to AFOA Canada as early as possible.

### A complete application includes the following.

- Completed and signed CAPA In-Person Program Application Form
- Complete the 'Experience' section of Application
- Submission of an updated Resume
- Submission of a current Job Description
- Sign the agreement to abide by the AFOA standards of Ethical Conduct and to maintain certification;
- Submission of a Letter of Introduction (see below)

**Letter of Introduction:** In the letter, applicants are given the opportunity to highlight the experiences they have working in senior management positions and Aboriginal organizations. They are also asked to respond to the following questions.

- (a) Why are you interested in the CAPA In-Person Program?
- (b) What you hope to get out of the Program.
- (c) What you bring to the Program to add to the learning experiences of others.



# CERTIFIED ABORIGINAL PROFESSIONAL ADMINISTRATOR (CAPA) IN-PERSON PROGRAM APPLICATION FORM

| Course Code | Location      | Program Start Date |
|-------------|---------------|--------------------|
| Cohort 7    | Vancouver, BC | April 27, 2018     |

## APPLICANT INFORMATION

Mr    Ms    Mrs    Dr                      Designation (i.e CGA, PhD, etc): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Current Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

### Type of Organization:

- First Nation Band Administration                       Inuit Organization                       Métis Organization
- Aboriginal Organization                                       Provincial/Territorial Government                       Federal Government
- Non-Aboriginal Organization                                       Other

## ADDRESS OF ORGANIZATION

Street Address: \_\_\_\_\_ Suite Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province/Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

## HOME ADDRESS

Street Address: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province/Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Mobile (Cell): (    ) \_\_\_\_\_

Email: \_\_\_\_\_

## MEMBERSHIP INFORMATION

AFOA Canada Member:  Yes  No                      Member ID: \_\_\_\_\_ Member Since: \_\_\_\_\_

Preferred Contact Address:                       Home                       Organization

Preferred E-Mail Address:                       Home                       Organization

## OPTIONAL INFORMATION

Are you:    First Nations    Métis    Inuit    Non-Aboriginal    Undisclosed





**AGREEMENT TO ABIDE BY THE**

**AFOA STANDARDS OF ETHICAL CONDUCT**

**AND**

**MAINTENANCE OF CERTIFICATION POLICY**

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**I have reviewed and I adhere to the AFOA Standards of Ethical Conduct.**

I understand that once certified, CAPAs pay an additional fee as part of their annual membership renewal. This fee supports the cost of CAPA professional development opportunities, the certification and enhancements of the CAPA designation.

**I have reviewed and I adhere to AFOA's Maintenance of Certification Policy.**

I understand that, as a CAPA, I must report at least 20 Maintenance of Certification (MOC) hours, on an annual basis, to maintain my certification by participating in selected professional development and/or volunteer activities.

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**APPLICATION FEE**

Member Application fee .....\$500.00  
Non-Member Application fee .....\$575.00

The Application Fee is non-refundable. **(Required with the submission of this Application)**. If you do not meet the entrance requirements into the program, AFOA Canada will refund your application fee less a \$100 administrative charge.

**NOTE:** If you are claiming GST/HST, please attach proof of exemption at time of application.

**INDICATE METHOD OF PAYMENT OF APPLICATION FEE**

**Cheque enclosed (Payable to AFOA Canada)** NSF cheques will be subject to a \$37.50 fee.

**Credit Card (Complete the following.)**

VISA       MasterCard       American Express

Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_ / \_\_\_\_ (mm/yy)

Cardholder Name: \_\_\_\_\_ Authorization Amount \$ \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**Fax this form to (613) 722-3467 and mail a copy with your payment to:**

**AFOA Canada**  
1066 Somerset Street West, Suite 301  
Ottawa, ON K1Y 4T3  
www.afoa.ca

Please direct any questions to AFOA Canada by telephone 1-866-722-2362 or 613-722-5543  
or by email [obelanger@afoa.ca](mailto:obelanger@afoa.ca)

**DECLARATION**

I hereby certify that all statements on the application and any support materials provided are true, correct and complete and all material information has been disclosed. I understand that my admission to or registration in the Program may be revoked after notice in writing is provided should information be found to the contrary.

**CONSENT**

With admission to the CAPA Program, the applicant grants permission to AFOA Canada to use his/her name, biographical information and photographs in any and all AFOA publications, public relations activities such as brochures, websites, newspapers, reports, and others without payment or any other consideration.

**SIGNATURE**

Your signature is required as authorization of registration. Please sign and date below.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PROGRAM FEES

Program fees include costs for: tuition, all session materials, administration, review and approval of applications, session refreshments, session facilitators, guest speakers, closing ceremony and certificates. **Breakfast and lunch are not provided.**

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**Once you have been accepted into the program, the following Tuition fees are applicable.**

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### Cost of Program (Tuition)

|                 |  |
|-----------------|--|
| Member Rate     | 6 sessions x \$1,500 per session plus applicable taxes |
| Non-member Rate | 6 sessions x \$1,600 per session plus applicable taxes |

### Tuition Payment:

Once accepted into the Program, a Payment Authorization Form will be emailed to you. You have two payment options.

**Option 1:** One-time payment of \$9,000 for members, or \$9,600 for non-members, for all 6 sessions due upon written acceptance into the Program.

**Option 2:** Session 1 & 2 payment due by April 26, 2018  
Session 3 payment due by June 29, 2018  
Session 4 payment due by October 26, 2018  
Session 5 payment due by January 11, 2019  
Session 6 payment due by April 5, 2019

**NOTE:** Once applicants are accepted into the Program and accept admission into the Program, **Applicants are liable for the full tuition (cost of the Program).**

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### Cancellation Policy of Tuition:

- Cancellations are to be received in writing by AFOA Canada by Fax (613-722-3467) or email [obelanger@afoa.ca](mailto:obelanger@afoa.ca).
- Cancellations will be accepted without penalty no later than 20 days (4 weeks) prior to the start date of the first CAPA Cohort Session and a full refund for tuition will be provided.
- For cancellations accepted no later than 10 days (2 weeks) prior to the start date of the first CAPA Cohort Session, a full credit on account will be issued and applied to another CAPA Cohort offering within one calendar year.
- For cancellations received less than 9 days prior to the start date of the first CAPA Cohort Session, no refunds will be provided.
- Should AFOA Canada need to cancel or postpone a session offering, applicants will be issued a full refund and be provided with a credit on account to be applied to another offering within one calendar year.





## IMPORTANT INFORMATION

- Please note that as part of the Session requirements, you will be given a Pre-test prior to each session, based on the modules for the upcoming session.
- There is no pre-test for Session 1.
- Each pre-test is approximately 20 questions and you have 60 minutes to complete the test.
- The pre-test is online and you receive your mark once you submit your responses.
- Your reference materials will be posted on our online course portal (Moodle) prior to each session so that you can review the materials.
- There is no pre-test or post-test for Session 3.
  - On Day three of Session 3, you will be given an in-class open book test based on the Leadership and Governance Structures Modules.
  - You will not have to study for the test.
  - It will be a handwritten test based on the content covered
  - You will be provided with instructions where to find your reference material related to the question(s).
  - You will have 75 minutes to complete each test.
    - Leadership Test – 9:00 am to 10:15 am
    - Governance Structures Test – 10:30 am 11:45 am
- Session 6 details
  - on Day three, there will be a certification examination preparation session in the morning from 8:30 am to 12:00 pm.
  - There will be a short graduation ceremony after lunch on Day three.
  - You will be presented with a Certificate of Program Completion.
  - Once you complete your post-test of Session 6, you will be awarded your CAPA Diploma.
- Certification Examination
  - You will have two attempts at the CAPA Certification examination.
  - A passing grade of 65% is required.
- If you miss an entire Session, you will be required to make it up with another Cohort group.
- If you miss one to two days, you will be required to complete all assignments and submit them prior to the Post-test date of the Session you missed.

## IMPORTANT DATES

Please mark these dates in your calendar

|                  | Session Dates          | Payment due date    | Materials Posted on Moodle | Pre Test Before Session | Post Test After Session |
|------------------|------------------------|---------------------|----------------------------|-------------------------|-------------------------|
| <b>Session 1</b> | Apr 27 to Apr 29, 2018 | by April 26, 2018   | March 30, 2018             | n/a                     | May 11 to May 17, 2018  |
| <b>Session 2</b> | Jul 6 to Jul 8, 2018   | by April 26, 2018   | June 08, 2018              | Jun 29 to Jul 5, 2018   | Jul 20 to Jul 26, 2018  |
| <b>Session 3</b> | Nov 2 to Nov 4, 2018   | by June 29, 2018    | October 05, 2018           | n/a                     | n/a                     |
| <b>Session 4</b> | Jan 18 to Jan 20, 2019 | by October 26, 2018 | December 21, 2018          | Jan 11 to Jan 17, 2019  | Feb 1 to Feb 7, 2019    |
| <b>Session 5</b> | Apr 12 to Apr 14, 2019 | by January 11, 2019 | March 15, 2019             | Apr 5 to Apr 11, 2019   | Apr 26 to May 2, 2019   |
| <b>Session 6</b> | Jun 7 to Jun 9, 2019   | by April 5, 2019    | May 10, 2019               | May 31 to Jun 6, 2019   | Jun 21 to Jun 27, 2019  |

|                           |
|---------------------------|
| <b>Certification Exam</b> |
|---------------------------|

Jun 28 to Jul 4, 2019

If you have any additional questions, please contact Odessa Belanger, Education Administrator at (613) 722-5543, ext 115 or by email at [obelanger@afoa.ca](mailto:obelanger@afoa.ca)