



## CAFM/CAPA Maintenance of Certification (MOC) Declaration Form

As a Certified Aboriginal Financial Manager (CAFM) and/or Certified Aboriginal Professional Administrator (CAPA) of AFOA Canada, it is an annual requirement to remit 20 hours of professional development hours each year no later than March 31 in the following three categories: A) Continuing Education; B) Leadership/Volunteer Work, and C) Instruction. Please visit [www.afoa.ca](http://www.afoa.ca) for more information on the category breakdown.

It is important to ensure that you remain within the maximum hours that can be earned in one year in each category. This is outlined in AFOA's CAFM/CAPA MOC Record Keeping Instructions. *For example, if you are the Chair on multiple Boards, you may only claim a maximum of 20 hours for all Boards (10 hours if you are a Director); if you are enrolled in 3 courses, you may only claim the maximum of 20 combined hours for all courses, etc. Please call AFOA if you require assistance in determining what hours are required.*

Name: \_\_\_\_\_ AFOA Membership ID #: \_\_\_\_\_  
(Please print legibly)

### 2017 Maintenance of Certification MEMBER DECLARATION

Please complete the form in full, with original signature and date, and return to AFOA Canada: by mail at 1066 Somerset St W, Suite 301, Ottawa, ON K1Y 4T3; by fax (613) 722-3467; or scan and email to [rmayes@afoa.ca](mailto:rmayes@afoa.ca).

Please select one of the following:

#### COMPLIANT

This is to confirm that I have complied with AFOA Canada's CAFM/CAPA Maintenance of Certification Policy for the period of **January 1 to December 31, 2017** and completed the mandatory 20 hours in one or all of the following categories: A) Continuing Education; B) Leadership/Volunteer Work, and C) Instruction. Visit [www.afoa.ca](http://www.afoa.ca) for more information on the category breakdowns.

I understand that AFOA Canada may request documentation to support or clarify my MOC Declaration.

#### NON-COMPLIANT

I have not complied with AFOA Canada's CAFM/CAPA Maintenance of Certification Policy for the period of **January 1 to December 31, 2017** and did not complete the mandatory 20 hours, but I am committed to fulfilling this requirement by December 31, 2018. I understand that I must submit an action plan within 30 days of this response identifying the verifiable activities I plan to engage in for the balance of 2017.

I have read and understood AFOA Canada's CAFM/CAPA MOC policy, Section 4.0 on "Failure to Comply or meet requirements". I understand that AFOA Canada may suspend and/or terminate my designation if I do not comply with my MOC reporting hour requirements.

#### EXEMPTION REQUEST

I am requesting exemption from the 2017 MOC reporting period due to:

Traditional Elder     Parental Leave     Retired CAFM/CAPA     New CAFM/CAPA

Signature

Date



## CAFM/CAPA Maintenance of Certification (MOC) Record Keeping Instructions

Total Number of Hours Required for One Year = **20 Hours**

**Note:** All activities must be related to one of the following **Subject Areas:**

1. Aboriginal Issues
2. Finance/Accounting
3. Management Skills
4. Governance & Leadership

### A) CONTINUING EDUCATION

Activity	Description/ Examples	MOC Hours Earned	Maximum Hours that can be Earned in One Year	How to Verify Claim*
Successful completion of a professional development course (classroom, on-line or distance education) <i>Must be 30 + hours or equivalent in CPE credits</i>	<ul style="list-style-type: none"> <li>▶ AFOA's on-line courses</li> <li>▶ University or college courses</li> <li>▶ Distance education courses</li> <li>▶ Association/Institute courses</li> <li>▶ Executive management development program</li> </ul>	20 hours per course	20 hours per course	Provide proof of completion
Attendance at conferences, seminars or workshops	<ul style="list-style-type: none"> <li>▶ AFOA Chapter workshops</li> <li>▶ AFOA National Conference</li> <li>▶ Other workshops or conferences focused on the above areas of study</li> </ul>	1 day conference = 7 hours or equivalent in CPE credits	20 hours per conference/seminar or workshop	Provide proof of registration
Self-Directed learning	<ul style="list-style-type: none"> <li>▶ Self-study of published materials (ie. reading articles in professional magazine)</li> <li>▶ Self-study course (where there is no proof of completion and done on one's own time)</li> </ul>	Claim actual reading or study hours	10 hours	Log of articles/published material read

\* Only needed if requested by AFOA Canada.

<b>B) LEADERSHIP/VOLUNTEER WORK</b>				
<b>Activity</b>	<b>Description/ Examples</b>	<b>MOC Hours Earned</b>	<b>Maximum Hours that can be Earned in One Year</b>	<b>How to Verify Claim*</b>
<b>Chairing a Committee or Board</b>	<ul style="list-style-type: none"> <li>▶ Appointed and act as Chair of a Standing Committee for a period of one year or more</li> <li>▶ Appointed and act as Chair of a governing Board for one year or more</li> </ul>	20 hours combined if on more than one committee or Board	20 hours	Provide name of organization where Committee/Board appointment made and dates served
<b>Membership on a Committee or Board</b>	<ul style="list-style-type: none"> <li>▶ Appointed and serve on a Standing Committee for one year or more</li> <li>▶ Appointed and serve on a governing Board for one year or more</li> </ul>	10 hours combined if on more than one committee or Board	10 hours	Provide name of organization where Committee/Board appointment made and dates served
<b>Conference Chair or Co-Chair</b>	<ul style="list-style-type: none"> <li>▶ Act as Chair or Co-Chair of a national or regional conference of one day or more duration</li> </ul>	10 hours combined if on more than one committee or Board	10 hours	Provide name of organization/ conference and date
<b>Mentoring or Supervising</b>	<ul style="list-style-type: none"> <li>▶ AFOA course mentor</li> <li>▶ Formal mentoring of students outside of normal job duties</li> <li>▶ Supervising students in the workplace</li> </ul>	One mentoring or supervising assignment = 10 hours	10 hours	Provide description of mentoring/supervising duties and name of individual(s) mentored / supervised
<b>Invigilating/Marking Exams</b>	<ul style="list-style-type: none"> <li>▶ Invigilator for CAFM/CAPA Examination or other professional examination</li> <li>▶ Serve as marker for CAFM/CAPA Examination or other professional examination</li> </ul>	Invigilator = 5 hrs Marking Exam = 10 hrs	10 hours	Provide name of organization for which invigilator or marker services provided and dates volunteer services provided
<b>Other volunteer activities</b>	<ul style="list-style-type: none"> <li>▶ Other volunteer duties not described above which contribute to the Aboriginal management profession</li> </ul>	Claim actual volunteer hours	10 hours	

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### C) INSTRUCTION

Activity	Description/ Examples	MOC Hours Earned	Maximum Hours that can be Earned in One Year	How to Verify Claim*
<b>Course development</b>	<ul style="list-style-type: none"> <li>▶ Participation in development of a course on one of the subject areas listed on page 1.</li> <li>▶ Includes on-line courses, distance education courses, classroom courses</li> </ul>	20 hours combined if more than 1 course developed	20 hours	Provide course syllabus and acknowledgment of authorship
<b>Course instruction</b>	<ul style="list-style-type: none"> <li>▶ Serve as teacher/instructor for a university, college, institute or professional association course</li> <li>▶ Includes on-line courses, distance education courses, classroom courses</li> </ul>	20 hours combined if more than 1 course instructed	20 hours	Provide name of organization and course syllabus
<b>Workshop/seminar development</b>	<ul style="list-style-type: none"> <li>▶ Participate in development of workshop or seminar on a related topic</li> </ul>	20 hours combined if more than 1 workshop/seminar developed	10 hours	Provide name of organization and workshop materials
<b>Marking assignments</b>	<ul style="list-style-type: none"> <li>▶ Marking course assignments - Includes on-line courses, distance education courses, classroom courses</li> </ul>	20 hours combined if more than 1 assignment marking was completed	20 hours	Provide name of educational organization and date services provided
<b>Guest speaker/lecturer</b>	<ul style="list-style-type: none"> <li>▶ Delivering a speech</li> <li>▶ Participating in a conference as a speaker</li> <li>▶ Speaking to Aboriginal youth about a career in financial management</li> </ul>	10 hours combined if more than 1 speaking engagement given	10 hours	Provide name of organization , conference and dates
<b>Authoring articles</b>	<ul style="list-style-type: none"> <li>▶ Writing an article on a related subject for a magazine, periodical or journal</li> <li>▶ Example: JAM: The Journal of Aboriginal Management</li> </ul>	20 hours combined if more than 1 article authored	20 hours	Provide article

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