



Certified Aboriginal Professional Administrator (CAPA)
In-Person Application Package

Section B – Record of Practical Work Experience

The Certified Aboriginal Professional Administrator (CAPA) practical work experience (PWE) requirement is a minimum of two years* PWE gained in an Aboriginal senior management environment verified by two sponsors. The purpose of the requirement is to provide assurance that a CAPA possesses competencies in Indigenous senior management. The CAPA Competency Standards (see *Section D*, pages 4 to 8) in Indigenous senior management are measured through your practical work experience.

Record your PWE in **Indigenous senior management (experience in management and supervision of staff)** below as it **relates to the CAPA Competency Standards**. Your PWE presented will be compared to the attached Competency Standards (Section D) by your sponsors (see Section C for Sponsors). Please attach additional sheets if necessary.

Applicant Name: _____

- Please attach:**
- Comprehensive résumé
 - AND**
 - Relevant job description(s)
Or 'Statement of Work'

If your resume AND job description(s) are not attached, your application IS NOT complete

Employer: _____ # of years _____ months _____

Employer Contact Information:

Applicants Job Title with above Employer:

Dates Position Held **from** ____/____/____ **to** ____/____/____ (YYYY/MM/DD)

Employer: _____ # of years _____ months _____

Employer Contact Information:

Applicants Job Title with above Employer:

Dates Position Held **from** ____/____/____ **to** ____/____/____ (YYYY/MM/DD)

Employer: _____ # of years _____ months _____

Employer Contact Information:

Applicants Job Title with above Employer:

Dates Position Held **from** ____/____/____ **to** ____/____/____ (YYYY/MM/DD)



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Section C – Sponsors

Sponsors preferably hold the CAPA or CAFM designation and are AFOA members. One of two sponsors must work in an Aboriginal organization and the two sponsors **must not** be from the same organization. It is preferable that one of your sponsors be a member of AFOA Canada or hold the CAPA, CAFM Designation. Other acceptable sponsors may be your supervisor; a CPA; etc.

If sponsors believe you have demonstrated a minimum of 65% of the CAPA Competencies in Indigenous senior management, please have them confirm by signing and completing the sponsor section below which will attest to your skills and abilities as they pertain to the CAPA competency standards. Sponsors may be contacted to verify authenticity of the application.

Sponsor # 1 By signing this form, I agree to the statement below:

"I have reviewed the recorded practical work experience and competencies and recommend this individual be considered for approval as a Certified Aboriginal Professional Administrator. To the best of my knowledge, he/she adheres to the AFOA Standards of Ethical Conduct, has good moral character, and has not violated accepted standards of ethical behaviour."

LAST NAME:	FIRST NAME:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	
Title:		Designation(s) held:			
Organization:					
AFOA Member:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certified Member of AFOA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Relationship to Applicant:		Length of Relationship:			
Phone Number:	HOME ()	BUSINESS <input type="checkbox"/>	()		

Signature: _____ Date: _____

Sponsor # 2 By signing this form, I agree to the statement below:

"I have reviewed the recorded practical work experience and competencies and recommend this individual be considered for approval as a Certified Aboriginal Professional Administrator. To the best of my knowledge, he/she adheres to the AFOA Standards of Ethical Conduct, has good moral character, and has not violated accepted standards of ethical behaviour."

LAST NAME:	FIRST NAME:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	
Title:		Designation(s) held:			
Organization:					
AFOA Member:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certified Member of AFOA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Relationship to Applicant:		Length of Relationship:			
Phone Number:	HOME ()	BUSINESS <input type="checkbox"/>	()		

Signature: _____ Date: _____

CAPA Competencies

Competency standards describe the knowledge and skills required for a person to operate effectively in the workplace. The CAPA competencies are divided into four distinct knowledge areas, based on the Medicine Wheel, which is a holistic approach to maintaining balance. They include the following four themes:

North (white)	Intellectual and Leadership Competencies
East (yellow)	Ethical and Personal Competencies
South (red)	Emotional and Relationship Competencies
West (black)	Fiscal and Management Competencies

These competencies were developed over a two year period working with senior administrators employed in Indigenous Organizations.

<p>North Cluster: Intellectual & Leadership</p> <ul style="list-style-type: none"> • Critical Thinking and Analysis Competency • Governance Structures and Processes Competency • Change Management Competency • Organizational Capacity Building Competency • Leadership Competency • Negotiation and Conflict Resolution Competency 	<p>East Cluster: Ethical & Personal</p> <ul style="list-style-type: none"> • Knowledge of Community Competency • Knowledge of Culture and Language Competency • Values, Ethics and Professionalism Competency • Flexibility and Adaptability Competency
<p>South Cluster: Emotions & Relationships</p> <ul style="list-style-type: none"> • Human Resource Management Competency • Emotional Intelligence Competency • Communications Competency • Professional Development Competency 	<p>West Cluster: Fiscal & Management</p> <ul style="list-style-type: none"> • Financial Oversight Competency • Planning and Organization Competency • Information Technology & Information Management Competency • Law and Legislative Awareness Competency • Accountability and Performance Reporting Competency • Community and Economic Development Competency