



# AFOA CANADA

*Building a Community of Professionals*

## 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 Indigenous communities and organizations on-reserve, off-reserve and in urban, rural and isolated settings across Canada. Developed under the guidance of an Indigenous CAPA Council, this is the only national program in Canada that addresses the competency needs of those working in Indigenous environments. Session facilitators and guest speakers are "specialists" in their fields and proficient in Indigenous 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
- CAPA In-Person Program Orientation

#### 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
- Communications

#### Session 6 – Fiscal & Management Competencies

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

### COHORT 10

Location	Winnipeg, MB
Session 1	October 25 to 27, 2019
Session 2	November 29 to December 1, 2019
Session 3	January 24 to 26, 2020
Session 4	April 3 to 5, 2020
Session 5	June 26 to 28, 2020
Session 6	September 11 to 13, 2020





## 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 Indigenous organization before the designation can be granted.*

**Indigenous Experience:** Applicants should also demonstrate experience of successfully working in Indigenous 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 Indigenous 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 Indigenous 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 10	Winnipeg, MB	October 25, 2019

## APPLICANT INFORMATION

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

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

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

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

### Type of Organization:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> First Nation Band Administration | <input type="checkbox"/> Inuit Organization                | <input type="checkbox"/> Métis Organization |
| <input type="checkbox"/> Indigenous Organization          | <input type="checkbox"/> Provincial/Territorial Government | <input type="checkbox"/> Federal Government |
| <input type="checkbox"/> Non-Indigenous Organization      | <input type="checkbox"/> 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-Indigenous     Undisclosed



**EXPERIENCE:** Please list your experience in the following areas. Attach a separate list if necessary.

<b>MANAGEMENT EXPERIENCE</b>		
<b>Organization/Community</b>	<b>Title of Position</b>	<b>Years Served</b>

<b>INDIGENOUS EXPERIENCE</b>		
<b>Organization/Community</b>	<b>Title of Position</b>	<b>Years Served</b>



**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.foa.ca

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

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

#### 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 by October 24, 2019.

**Option 2:** Session 1 & 2 payment due by October 24, 2019  
Session 3 payment due by November 29, 2019  
Session 4 payment due by January 24, 2020  
Session 5 payment due by April 3, 2020  
Session 6 payment due by June 26, 2020

**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).**

#### Cancellation Policy of Tuition:

- Cancellations are to be received in writing by AFOA Canada by Fax (613-722-3467) or email [info@afao.ca](mailto:info@afao.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 an open-book handwritten pre-test based on the content covered during each session, based on the modules for the current session.
- Each pre-test is 10 questions and you have 20 minutes to complete the test. Each pre-test is worth 10% of your final grade per course/module.
- The pre-test results will be provided to you after each session.
- Your reference materials will be posted on our online course portal (Moodle) prior to each session so that you can review the materials.
- You will also be required to complete an open-book post-test which must be completed on our online course portal (Moodle).
  - Each post-test has 30 questions and you have 80 minutes to complete the test. Each post-test is worth 30% of your final grade per course/module.
  - The post-test results will be provided to you after you submit your test online.
- Each module (course) includes four (4) assignments which will be graded in-person at each session. Each assignment is worth 15% of your final grade per course/module. All four (4) assignments combined will be 60% of your final grade per module.
- 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	Materials Posted on Moodle	Post Test After Session
Session 1	Oct 25 to Oct 27, 2019	September 27, 2019	Oct 28 to Nov 25, 2019
Session 2	Nov 29 to Dec 1, 2019	November 01, 2019	Dec 2 to Dec 30, 2019
Session 3	Jan 24 to Jan 26, 2020	December 27, 2019	Jan 27 to Feb 24, 2020
Session 4	Apr 3 to Apr 5, 2020	March 06, 2020	Apr 6 to May 4, 2020
Session 5	Jun 26 to Jun 28, 2020	May 29, 2020	Jun 29 to Jul 27, 2020
Session 6	Sep 11 to Sep 13, 2020	August 14, 2020	Sep 14 to Sep 27, 2020
			<b>Certification Exam</b>
			Sep 28 to Oct 11, 2020

If you have any additional questions, please contact AFOA Canada at (613) 722-5543 or by email at [info@afoa.ca](mailto:info@afoa.ca).