



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 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)

2015 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.

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, 2015** 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 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, 2015** and did not complete the mandatory 20 hours, but I am committed to fulfilling this requirement by December 31, 2016. 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 2015.

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 2015 MOC reporting period due to:

- Traditional Elder Parental Leave Retired CAFM/CAPA New CAFM/CAPA
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Signature _____

Date _____