

Indigenous Certification Board of Canada



ACCREDITATION APPLICATION PACKAGE

TRAINING CONFERENCES

2023

CHECKLIST

Please check boxes to verify you are sending all the documents

<input type="checkbox"/>	GENERAL INFORMATION + Printed material	3
<input type="checkbox"/>	INFORMATION ON THE TRAINING OFFERED	4
<input type="checkbox"/>	TRAINER/FACILITATOR’S REGISTRATION PROCESS	5
<input type="checkbox"/>	ACCREDITATION PROCESS	5
<input type="checkbox"/>	REQUIREMENTS FOR COMPLETION CERTIFICATES	5
<input type="checkbox"/>	TRAINER/FACILITATOR’S REGISTRATION FORM + Requested documents	6
<input type="checkbox"/>	FEES	6
<input type="checkbox"/>	SENDING YOUR TRAINING ACCREDITATION APPLICATION	6

GENERAL INFORMATION

NAME OF CONFERENCE HOST <i>(Host organization for the Conference)</i>			
Address of Hosting Organization			
Name of designated contact person			
Telephone		Fax	
Email			
Website/URL			
Other contact person's name			
Email		Cell	
Who is the training for? <i>(Ex. Treatment workers, Addiction counselors, prevention workers, community-based Workers...)</i>			
How many participants do you expect?			
Date(s) of the training event			
Where is the training event taking place			

TRAINERS/FACILITATORS REGISTRATION PROCESS

The accreditation of conference training sessions offered by ICBOC's partners is granted free of charge, but facilitators delivering the accredited training can register with ICBOC as approved trainers. This is entirely optional and includes a fee.

If a facilitator wishes to register with ICBOC as an approved independent trainer, he/she will need to complete the application form page 6 as a first step. ICBOC will then contact the trainer independently to complete the registration process.

Facilitators who would like further information about this registration process can reach ICBOC by phone : 450-983-8444 or by email adminasst@icboc.ca

ACCREDITATION PROCESS

Conference hosts/organizers are responsible for ensuring the following documents are provided to ICBOC.

1. Conference Schedule
2. Training sessions including guest speakers sessions, panel presentations etc...
3. Workshop titles and description
4. Facilitators' short biography
5. Copy of the certificate of attendance/participation attendance conforming with ICBOC requirements*
6. Copy of the evaluation form that will be given to participants

Official accreditation in the form of a training accreditation letter will be provided when all of these documents are received with the application.

REQUIREMENTS FOR COMPLETION CERTIFICATES

*Certificates of completion or proof of attendance must bear the following information:

- Logo of the hosting organization
- Title(s) of the training sessions/workshop
- Number of accredited hours
- Date of issue
- Name and signature of the facilitator

On request and under conditions of use restricted to the accredited event, ICBOC's logo can be added to the certificates.

TRAINER/FACILITATOR PRE-REGISTRATION FORM

NOTE: To be completed by facilitators who are interested in applying for registration as an ICBOC approved independent trainer

Conference Title								
Name of Conference host								
Your Name								
Phone				Other No.				
Cell			Email					
Are you already registered with ICBOC?					Yes		No	
Title of sessions you delivered at the conference							Hours	
Do you offer other training sessions?					Yes		No	

TRAINING CONFERENCE PROGRAM ACCREDITATION FEE

- **Application Processing fee:** \$ 200.00
- **Program sessions accreditation Fees:**
 - 40.00 per session

Payment of fees must be included with the completed application
 ICBOC accepts cheques or money orders, payable to : Indigenous Certification Board of Canada.

SUBMITTING YOUR APPLICATION

Please send completed forms and accompanying documents to :

Executive Administrative Assistant
 P.O. Box 3999
 Kanehsatake(Oka)
 Quebec, J0N 1E0



Phone: 450-983-8444

Email: adminasst@icboc.ca

Please do not hesitate to contact us if you have any question