INDIGENOUS CERTIFICATION BOARD OF CANADA

ACCREDITATION APPLICATION PACKAGE

FOR ONLINE TRAINING OFFERED BY INDIGENOUS ORGANISATIONS

2023

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CHECKLIST
Pease check boxes to verify you are sending all the required documents

SECTION 1 – GENERAL INFORMATION	
Form - General Information on the organization	
+ Global Organizational Chart	
+ Organizational structure related specifically to training services	
+ Mandate, Vision, Mission of the organisation	
Form - List of individuals involved in planning, development, delivery and evaluation	
Form - Statement of Values	
+ Code of Ethics	
Form - General information on programs/courses/other training	
SECTION 2 – ONLINE TRAINING PROGRAMS	
Form - Information on online training programs to be accredited	
Form – Program description (1)	
Form - Program description (2)	
Form – Course Syllabus (1) – please complete this form for EACH section of the program	
Form – Additional information on ONLINE training (1)	
Form – Additional information on ONLINE training (2)	
SECTION 3 – TRAINING DELIVERY AND EVALUATION	
Form - Delivery Process	
Form - Delivery trainer registration	
+ List of Aboriginal clients who have received training from the trainer	
+ Trainer curriculum Vitae	
+ 1 letter from a person who has known the trainer PERSONALLY for at least 3 years	
+ 1 letter from a person who has known the trainer PROFESSIONALLY for at least 3 years	
+ 1 letter from one of the trainer's client	
Form – Training evaluation process	
+ Sample certificate of completion	
Form – Your comments and questions	
SECTION 4 – FEES	
NOTE: IMPORTANT - Please enclose fee payment with your application	

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ACCREDITATION PROCESS FOR ONLINE EDUCATION/TRAINING PROGRAMS

Step one

Applicants complete the Application package and ICBOC proceeds with its review

Step two

1. Applicants provide access to the online training to be accredited so that ICBOC can review the content of the program, evaluate the duration of each component of the curriculum, including all texts, assignments, exercises, quizzes, tests, exams, videos, readings etc…

2. Applicants also provide access to all teaching/learning materials so time spent reading and learning can be assessed

Step three

ICBOC analyses the application to ensure the program content matches its professional certification standards and requirements as well as its standards of cultural competency.

A program that satisfies these standards and requirements will receive full accreditation.

A program that partially satisfies ICBOC's standards and requirements will receive an accreditation for the number of hours in the topics that match ICBOC's standards and requirements, and will have the opportunity to enhance the program and obtain full accreditation at no additional cost.

Step four

Institutions who obtained accreditation for their online program will receive a Letter of Accreditation detailing the terms of accreditation and will be included in our Registry of Accredited Education/Training programs.

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GENERAL INFORMATION (1)

Name of institution	

ORGANISATION'S CULTURAL IDENTITY *(SVP Check relevant box-es)*

First Nation		Metis		Inuit		Mainstream Canadian	

Other (Please specify)	

Website	

Main Address	

Name of contact person for this accreditation process	

Professional title	

Telephone		Fax	
Cell		Email	

What other education/training services does your institution offer?

Training needs assessment		Curriculum Development		Training Delivery	

Other (please describe)	

Does the organization offer services other than education/training? (please describe)

How long has the institution been in existence?	Years		Months	

ORGANISATIONAL STRUCTURE
Please provide the documents listed below

- Global Organizational Chart
- Details of the organizational structure related specifically to training services
- Other background documents related to the mandate, vision, mission of the organization

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GENERAL INFORMATION (2)

List of individuals involved in the planning, development, delivery and evaluation process of the education/training submitted for accreditation *(if "others", please specify)*

Name	Who *(consultants, elders, staff, others)*	Involved in which process?

NOTE: If more space is needed, please photocopy this form and add it to this one

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STATEMENT OF VALUES

Describe how your own principles and values are compatible with those of FNWACCB

How do you insure your online training is culturally adapted to Aboriginal Learners?

NOTE: In addition to completing this form, please provide your own code of ethics, and attach it to this form, making sure to indicate the date when this code of ethics was adopted.

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GENERAL INFORMATION ON YOUR INSTITUTION PROGRAMS/COURSES
(SVP check relevant boxes)

What kind of training do you offer?			
Programs comprised of several courses or modules		Stand-alone courses that include modules or sessions	
Other format (Please specify)			

How is the training delivered (or will be delivered)?					
Presential/Face-to-face		Online		Combination of both	

Which type of occupations does your training support	

Note: If you need more space to complete this section , please photo copy this page and attach it here.

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SECTION 2

ACCREDITATION

ONLINE TRAINING PROGRAMS

INFORMATION ON TRAINING PROGRAMS TO BE ACCREDITED

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Title of the Program				
Format of this program	Online only		Both face- to-face and online	

If the course has face-to-face delivery components, what is the percentage ?	

What is the length of time allocated to complete the program?	

How is the program structured

Learning content by semester		Learning content by parts (Part 1, part 2 etc…)	
Learning content by module		Learning content by themes or topics	

If you use another structure please describe

Rationale that guided the planning/development of this training program

Please describe the application process for this program

If prerequisites are needed to take this program, please describe

COST OF THE PROGRAM FOR APPLICANTS
(If the answer is yes, please check relevant box)

Cost of the program		Applicants receive financial assistance	

What kind of financial assistance is available to applicants to take the training program?

PROGRAM DESCRIPTION (1)

How did you proceed to create a culturally relevant curriculum for this Program?

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Design

Development

Implementation

Monitoring

Evaluation

Review cycle of the program : when do you revamp your program

PROGRAM DESCRIPTION (2)

Component A - Audience and Learning Objectives

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Audience

Program Learning Objectives

Learner Evaluation Procedures

Component B – Structure of Program Content	Yes	No
Introductory and explanatory textual content		
Course/program Guide(s) or manual(s)		
Written Assignments		
Quizzes/tests		
Exams		
Videos		
Audio		
Readings		
Forum/Discussion Groups		
Case Studies		
Powerpoint Presentations		
Other interactive/learning/ancillary components components? (please list)		

NAVIGATION MENU
IMPORTANT: Please provide the list of ALL the pages/topics in your program navigation menu, as design for students' progress through it from beginning to end.

PROGRAM READING MATERIAL

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Please provide the list of reading material provided and/or required for this program
Title
Author and other details
Title
Author and other details
Title
Author and other details
Title
Author and other details
Title
Author and other details
Title
Author and other details
Title
Author and other details
Title
Author and other details
NOTE: If you need more space, please photocopy this page and attach it to this one

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SECTION 4

TRAINING ACCREDITATION

TRAINING DELIVERY AND EVALUATION

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Please describe how your institution creates an optimal learning environment (physical, psychological, mental and spiritual) for learners, based on a sense of safety and cultural relevance

Physical

Psychological

Mental

Spiritual

Do you have any support provision for students who might be emotionally "triggered" during delivery of a course?

Yes		No		If yes describe below how you do this

Are there any circumstances where you do provide training in an Aboriginal language?

Yes		No		If yes describe below

TRAINING EVALUATION PROCESS

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Please describe how your <u>institution</u> evaluates the training you offer? *(Methodology: steps, what is evaluated, by whom, tools etc…)*

Are training participants involved in the evaluation process?	Yes		No	

If yes, please describe how

YOUR COMMENTS AND QUESTIONS

Do you have any other information or comments you wish to add about your organization, the programs or courses you wish to accredit with FNWACCB

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SECTION 5

TRAINING ACCREDITATION

FEES

ACCREDITATION FEES FOR TRAINING PROGRAMS/SESSIONS

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1. ACCREDITATION FEES (Certificates and Diploma)

- **Application Processing/Review Flat Fee**: $250.00
- **Programs/sessions Accreditation Fee**
  Full online programs up to 300 hours
  - $45.00 per block of 10 accredited hours

  Full online program over 500 hours
  - $40.00 per block of 10 accredited hours

ICBOC accepts cheques and money orders, payable to Indigenous Certification Board of Canada or simply ICBOC.

2. ACCREDITATION RENEWAL FEES

Program Accreditation is renewable every 3 years

- **Accreditation renewal fee:** $400.00

3. PAYMENT OF ACCREDITATION FEES

On receipt of the application package, ICBOC will calculate the total fees for the accreditation of the program. An invoice will be sent electronically to the applicant institution.

The review of the program will start when the payment is received.

SUBMITTING YOUR ACCREDITATION/TRAINER REGISTRATION APPLICATION

Please send completed forms and accompanying documents to :

Executive Administrative Assistant
Indigenous Certification Board of Canada
P.O. Box 3999
Kanehsatake,QC
J0N 1E0
Phone: (450) 983-8444
Email : adminasst**@icboc.ca**

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