

# **INDIGENOUS CERTIFICATION BOARD OF CANADA**



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## **TRAINING ACCREDITATION APPLICATION PACKAGE**

**FOR ONLINE TRAINING PROGRAMS - COURSES – SEMINARS**

**Offered by Companies and Organizations**

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**2023**

## CHECKLIST

Please check boxes to verify you are sending all the documents

DOCUMENT	Page	Check
<b>GENERAL INFORMATION</b>	<b>3</b>	
+ Additional documents required		
<b>INDIGENOUS INPUT</b>	<b>4</b>	
<b>STATEMENT OF VALUES</b>	<b>5</b>	
+ Code of Ethics		
<b>EXPERIENCE WITH ABORIGINAL CLIENTS</b>	<b>6</b>	
<b>ONLINE TRAINING RATIONALE</b>	<b>7</b>	
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<b>ONLINE PROGRAM INFORMATION</b>	<b>9</b>	
<b>ONLINE COURSES INFORMATION</b>	<b>10</b>	
+ Additional documents required		
<b>ONLINE COURSE MODULES INFORMATION</b>	<b>11</b>	
<b>INFORMATION ON WEBINARS</b>	<b>13</b>	
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<b>SUBMITTING YOUR ACCREDITATION APPLICATION</b>		

## GENERAL INFORMATION (1)

<b>Name of training provider (Company, Organization)</b>									
<b>Date of application for accreditation</b>									
<b>Years in operation?</b>				<b>Website URL</b>					
<b>STATUS (SVP Check appropriate box)</b>			<b>Mainstream</b>		<b>First Nations</b>		<b>Metis</b>		<b>Inuit</b>
<b>If other, please specify</b>									
<b>Number of years serving Indigenous clients</b>									
<b>Scope of services</b>		<b>National</b>		<b>Provincial</b>		<b>Regional</b>		<b>Other</b>	
<b>If other, please specify</b>									
<b>Business address</b>									
<b>Name of contact person</b>									
<b>Professional title</b>									
<b>Work Tel.</b>					<b>Cell</b>				<b>Home</b>
<b>Fax</b>					<b>Email</b>				
<b># employed online program/courses delivery staff</b>						<b># mainstream</b>		<b># Indigenous</b>	
<b>Indigenous languages offered?</b>									
<b>What other education/training services does your institution offer?</b>									
<b>Training needs assessment</b>				<b>Curriculum Development</b>				<b>Community-based delivery</b>	
<b>Other (please describe)</b>									
<b>How long has your business been in existence?</b>					<b>Years</b>				<b>Months</b>
<b>ADDITIONAL DOCUMENTS:</b>									
Separate printed information related to your agency, ex:									
<ul style="list-style-type: none"> <li>• organizational chart,</li> <li>• mandate,</li> <li>• mission &amp; vision,</li> <li>• objectives,</li> <li>• description of services etc...</li> </ul>									
<b>If this information is available on your website, please provide scanned or printed the pages related to these items and attach them here.</b>									



## STATEMENT OF VALUES

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

**How do you insure your online training is culturally adapted to Indigenous learners?**

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



## ONLINE TRAINING RATIONALE

Please briefly explain the rationale that guided the planning/development of the online training (*program, stand-alone courses, webinars etc...*)

Is this rationale inspired by the Truth and Reconciliation Report recommendations?

Yes

No

Our agency already practice TRC Report recommendations

If there was any Indigenous input or inspiration for this online training, please describe how it occurred. If not, do you intend to seek this input to enhance the training, and if so, how?

How do you generally apply the principles of cultural competence and cultural safety in the context of the training you deliver to indigenous clients

How do you assess and monitor the cultural competence of those involved in the online training?

Describe the main teaching methods/tools that are used to deliver the online program, and why they are culturally relevant

Do you provide support for students who might be emotionally triggered by the content/activities of the online training? If yes, how?

**Note:** *If you need more space, please use additional sheets of paper, heading your comments with the appropriate questions*

## ONLINE TRAINING STRUCTURE

**Rationale for providing content in an online format**

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### Online delivery format

Training program(s) that include several courses <i>(Check box if yes)</i>		If yes, how many	
--	--	------------------	--

Stand-alone courses		If yes, how many		Webinars		If yes, how many	
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### Delivery options

synchronous		asynchronous		<i>Please explain below the rationale behind your choice</i>
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Entirely online		Blended learning		Percentage offered online	
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Choice of MLS	Open source		Deployed solution system		Hosted system (Saas)	
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Rationale for your choice	
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**In what ways is your platform adapted to the needs of your Indigenous students**

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**What e-learning tools and features are integrated in the online program/courses to appeal to all learning styles, to engage and motivate students**

--

**How do you insure and verify participation in your online program/courses**

--

**What kinds of resources have you used to ensure the online content is culturally resonant**

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**What extra features/activities are included in the online program to support the textual content**

Assignments		Readings		Quizzes		Gamification		Videos		Forums		Others	
-------------	--	----------	--	---------	--	--------------	--	--------	--	--------	--	--------	--

**If you clicked on "Other" Please specify**

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## ONLINE PROGRAM INFORMATION

If the courses in your online program include modules, photocopy, complete and submit the relevant pages as needed

<b>Program Title</b>			
<b>Program Website</b>			
<b># of courses in the program</b>		<b>Online IPP Program Hours</b>	
		<b>IPP program study hours</b>	
<b>How did you proceed to integrate cultural relevance at each stage of the program's unfolding?</b>			
<b>Conceptualization/ Design</b>			
<b>Development</b>			
<b>Implementation</b>			
<b>Program Evaluation</b> <small>Who is involved and follow-up process</small>			
<b>Student Assessment process</b>			
<b>Program Overview/Description</b>			
<b>Program Learning Objectives</b>			
<b>Types of assignments</b>			
<b>Types of tests</b>			

## ONLINE COURSE INFORMATION

Please photocopy and complete this page for **each online course** you are submitting for accreditation  
When an online course includes several modules, please provide information on each module and topics (pages 12-13)

<b>Course title</b>		<b>Total course hours</b> <i>(including extra activities)</i>	
<b>Number of persons delivering the course</b>		<b>Number of course modules</b> <i>(if applicable)</i>	
<b>Course Description</b>			
<b>Course Learning Objectives</b>			
<b>Types of assignments</b> <i>(if applicable)</i>			
<b>Types of tests in this course</b> <i>(if applicable)</i>			
<b>Course evaluation process</b>	<i>Please submit the program evaluation form provided to attendees</i>		
<b>Videos included in the course</b>			
<b>Other non-textual e-learning features included in the course</b>			
<b>Types of reading resources provided in the course</b> <i>(books, articles, internet links, forms, reports, bibliographies etc...)</i>			
<b>Percentage of non-textual content</b>		<b>Percentage of Indigenous reading resources</b>	
<b>ADDITIONAL DOCUMENTS:</b>			
<ul style="list-style-type: none"> <li>• Program or course evaluation form provided to attendees</li> <li>• Copy of completion certificate</li> <li>• Course table of content <i>(if not available online)</i></li> </ul>			

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## INFORMATION ON WEBINARS

Please photocopy and complete this form for each webinar you wish to accredit

<b>Title of Webinar</b>						
<b>Total training hours</b>		<b># of trainers</b>		<b>Indigenous</b>		<b>non Indigenous</b>
<b>What is your rationale for using webinars for your indigenous audience (<i>advantages</i>)?</b>						
<b>How do you insure technology you are using for webinars is adapted to the needs of your audience?</b>						
<b>How do you insure the delivery methodology you are using is adapted to the needs of your audience?</b>						
WEBINAR CONTENT						
<b>Webinar Description</b> <i>(topics covered)</i>						
<b>Webinar Learning Objectives</b>						
<b>Types of assignments</b> <i>(if applicable)</i>						
<b>Types of tests</b> <i>(if applicable)</i>						
<b>Webinar evaluation process</b> <i>Please submit the program evaluation form provided to attendees</i>						
<b>Non-textual e-learning features included in the webinar</b>						
<b>Types of reading resources provided in the webinar</b> <i>(books, articles, internet links, forms, reports, bibliographies etc...)</i>						





## ONLINE TRAINING FACILITATORS REGISTRATION

As part of ICBOC's Training Program Accreditation process, all trainers who deliver an accredited training must be registered.

In regard to online training, those whose role is directly related to the program, courses or modules' delivery activities are considered facilitators and need to be registered.

These roles might be to support students' learning and ensuring they understand the tasks required to successfully complete the training that is being delivered

Facilitators names	Program name	Course Name	Module #	Indigenous

**Other persons involved in the successful delivery of the training** (supporting/monitoring students achievements)

Facilitators names	Program name	Course Name	Module #	Indigenous

**ADDITIONAL DOCUMENTS REQUIRED:**

For each trainer, please provide the following:

1. One (1) letter of endorsement from the person who selected/hired the trainer
2. CV showing relevant academic qualifications and work experience
3. One (1) letter of reference from an Indigenous Referee
4. A Short self-written biography

**Note:** Please photocopy this page if you need to list more facilitators



## ONLINE TRAINING ACCREDITATION FEES

ICBOC online training accreditation fees are calculated as follows:

- **Online training application processing/review Fee:** \$150.00 per course
- **Online training accreditation fee**
  - Online Training Programs:** \$ 150 per course in a program + 45.00 per module in a course
  - Stand-alone courses:** \$ 150 per course + 45.00 per module in a course
  - Webinars:** \$25.00 per webinar hour
- **Online facilitators registration fee**
  - \$75.00 per first-time registered trainer

Facilitators who wish to **independently** register as an approved trainer with ICBOC and deliver courses must contact ICBOC directly.

## PAYMENT OF ONLINE TRAINING ACCREDITATION FEES

Payment of the fees **must be included with the accreditation application.**

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

## TRAINING ACCREDITATION RENEWAL FEES

ICBOC training accreditation is **valid for two years**. The accreditation must be renewed every two years from the date indicated on the certificate and letter of accreditation.

The **total** accreditation/trainer accreditation **renewal fee** (\$250.00) must be included with the accreditation renewal application.

## SUBMITTING YOUR ACCREDITATION APPLICATION

**Please send completed forms and accompanying documents to:**

Executive Administrative Assistant  
Indigenous Certification Board of Canada (ICBOC)  
P.O. Box 3999  
Kanehsatake, QC J0N1E0  
**Tel:** (450)983-8444  
**Email:** [adminasst@icboc.ca](mailto:adminasst@icboc.ca)