

Indigenous Certification Board of Canada



APPLICATION PACKAGE

INDEPENDENT TRAINERS' REGISTRATION

2023

Our Vision

Building on the teachings of our Indigenous ancestors, communities have an abundance of recognized traditional knowledge, skills and competencies based on indigenous worldview that supports and validates the indigenous helpers who bring cultural richness for nation wellness and sustainability.

Our Mission

To support and validate helpers' knowledge, skills and competencies that affirm traditional Indigenous cultures and healing practices leading to a compassionate holistic support system for healthy communities.

INTRODUCTION

This application is for independent trainers who are interested in having the training they developed and/or deliver accredited by ICBOC and in being included in the ICBOC Directory of approved trainers.

This directory is compiled and promoted to assist First Nations employers and unregulated practitioners in occupations related to community wellness, mental health, addictions, diabetes and other allied occupations in the health and social fields, to locate and access the training they are looking for and need.

The topics and hours provided by ICBOC approved trainers can all be applied towards ICBOC certification and recertification upon presentation of the certificate of participation or completion that all approved trainers are responsible to provide.

Once an independent trainer is approved and her/his training is accredited by ICBOC, any additional training can be added at a later date. Training accreditation/trainer registration is valid for two years. The fees for Training Accreditation and Trainer Registration/Approval are detailed on page 7.

TABLE OF CONTENT AND CHECK LIST

Please check boxes on right hand column to verify you are sending all the required documents

Page	Documents	Check
4	Form - General information	
5-6	Form - Training information	
6	Form - Information on trainers/facilitators	
7	Form - Training accreditation and trainers registration fees	
7	Submitting your application	
Please submit the following documents with this application		
	<ul style="list-style-type: none"> • Your CV 	
	<ul style="list-style-type: none"> • Proof of education/training (graduation certificates, transcripts, completion certificates) 	
	<ul style="list-style-type: none"> • Letter of reference from a person who has known you personally OR professionally for at least 3 years 	
	<ul style="list-style-type: none"> • If you are/were contracted by an Indigenous client to provide training, please include an official letter from the client, confirming this contract, with the dates, hours and title of contracted training. 	
	<ul style="list-style-type: none"> • list of the trainers/facilitators who will deliver this training (beside yourself) 	
	<ul style="list-style-type: none"> • Agenda/schedule for each training day 	
	<ul style="list-style-type: none"> • List and source of support material (mainstream Canada, First Nations/Inuit/Metis/ other) you provide to participants 	
	<ul style="list-style-type: none"> • Sample of the evaluation form you provide to participants 	
	<ul style="list-style-type: none"> • Document(s) in support of the post/training/follow-up learning activities you provide to participants (Optional – only if this is something you plan to provide) 	
	<ul style="list-style-type: none"> • CV of each trainer/facilitator you wish to register for the accredited training 	
To ensure the timely processing of your application please also insure the correct fees is included with your application		

GENERAL INFORMATION

Date of this application as an ICBOC approved Trainer	
Name	
Address	
Work phone	Home phone
Cell	Fax
Email	
URL	

Please indicate your status below by checking the appropriate box

Canadian (mainstream) <input type="checkbox"/>	First Nations <input type="checkbox"/>	Metis <input type="checkbox"/>	Inuit <input type="checkbox"/>	Other (specify) <input type="checkbox"/>
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How long have you been delivering training in Indigenous communities?	
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Have you worked in the past for a training organization/company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please provide details (Name and contact info.)	
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Which ICBOC certification(s) does your training support*

Certification name and level	Certification name and level	Certification name and level

*For the range of ICBOC certifications, please consult the ICBOC website at <http://icboc.ca/certification/icboc-certifications/>. Each certification page provides a visual of the current certifications available.

Aboriginal clients (organizations, communities etc...) who have received your training (examples)

Name	Date training was delivered

Who is your training generally for (occupations or professional sectors)

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Documents to submit

- Your CV
- Proof of Education/Training (graduation certificates, transcripts, completion certificates)
- Letter of reference from a person who has known you personally OR professionally for at least 3 years
- If you are/were contracted by an Indigenous client to provide training, please include an official letter from the client, confirming this contract, with the dates, hours and title of contracted training. Or another document

TRAINING INFORMATION

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

What is the format of the training you wish to accredit through this application?

Program with several courses or modules		Stand-alone course with several sessions	
Workshop (covering one or several topics)		Other format (Please specify below)	
In-class/Face-to-face		Online	
Length of the training in weeks		Length in days	
Do you offer your training in an Indigenous language?		Yes	No
Do you offer your training in French?		Yes	No

Training Details

Title of the training			
Titles of the courses/modules/sessions/topic(s) included in the training			Hours

Training Description/ Overview	
Training Learning Objectives	
Methodology (What culturally appropriate training approach do you use)	
List of in-class Assignments (with titles and format of assignments)	
Class set-up/ Environment (cultural lens)	

TRAINING INFORMATION

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

Do you insure there is support in case attendees might be emotionally triggered by the training?

Yes No **How do you anticipate the need and plan for the support (specify below)**

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How do you evaluate your training?

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Percentage of the resources/support (handouts, reading material, internet based resources) you provide, by sources/authorship?

Mainstream canadian First Nations/Inuit/Metis Others (specify)

Do you offer participants post training/follow-up activities to consolidate their learning (journals, assignments, exercises, readings, etc..)

Yes No **Number of extra learning hours offered as follow-up activities**

Please specify the follow-up consolidating learning activities you offer participants

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INFORMATION ON TRAINERS/FACILITATORS

Please complete this form for each training you wish to accredit with ICBOC with:

- the list of the trainers/facilitators who will deliver this training
- the number of years each have provided training to Indigenous participants and
- whether the trainer is Indigenous (specify whether First Nations, Inuit or Metis)

Title of the training

	Name of Trainers/Facilitators	Years	Indigenous
1.			
2.			
3.			
4.			
5.			
6.			

Note: ICBOC training accreditation must include the registration/approval of each trainer who delivers the accredited training.

Documents to submit

- Agenda/schedule for each training day
- List and source of support material (mainstream Canada, First Nations/Inuit/Metis/ other) you provide to participants
- Sample of the evaluation form you provide to participants
- Document(s) in support of the post/training/follow-up learning activities you provide to participants*
- CV of each trainer/facilitator you wish to register for the accredited training*

*Optional

TRAINING ACCREDITATION AND TRAINERS REGISTRATION FEES

Training Accreditation

- **Training programs/courses/workshops**
 - \$75/day (6.5 hours per day)
 - \$45 for a 4 hours training duration
 - \$7.50 per each additional hour
- **Webinar**
 - \$10/hour
- **Addition of new trainings**
 - Calculated on the basis of \$7.00 per hour of training to be accredited and added to the initial list of accredited trainings

Trainer Registration/Approval

Trainers Registration/approval your are already approved and registered
\$75.00 per first-time registered trainer, including or in addition to the applicant

RENEWAL FEES

Training Accreditation AND Trainer Registration/Approval

- Training accreditation and Trainer registration/approval must be renewed every two years.
- ICBOC must be informed of any change made to an accredited training, whether in the title, content, format, duration of the training or in the list, qualifications and number of facilitators prior to and/or on the renewal date
- The single fee includes both the renewal of the training accreditation AND of the Trainers
- In case of changes in the information provided for the original training accreditation and/or trainer registration, ICBOC reserves its right to determine the renewal outcome and fee.
- - **Single Renewal fee** (unmodified original training accreditation and trainer's registration)
 - \$150.00

PAYMENT OF FEES

ICBOC accepts cheques and money orders, payable to ICBOC. Please ensure the correct fees are sent with your application (**BEFORE** ICBOC issues the Certificate of Accreditation).
Application will be sent to the Executive director for review **ONLY** when the application is complete with all the forms, required documents and correct fees

SUBMITTING YOUR APPLICATION

Please send completed forms and accompanying documents to:

Executive Administrative Assistant
ICBOC
P.O. Box 3999
Kanehsatake, Que
J0N 1E0
Phone: 450-983-8445
Email: adminasst@icboc.ca