



INDIGENOUS CERTIFICATION BOARD OF CANADA

CERTIFICATION UPGRADE APPLICATION

Date of Upgrade Application					
Name of Applicant					
Job Title					
Home Address					
Tel. Home		Cell		Email	
Current Certification Level		Certificate No.		Expiration Date	
Date you were first certified with our Certification Board					
Current Employer					
Business Address					
Work phone		Work Email			
<p>NOTE: This form is to apply for a higher certification</p> <ul style="list-style-type: none"> To renew your certification at the same level, please use the Recertification Application form If you. If you obtained a certification through a Certification Equivalence, you will need to complete the Recertification Application for Certification via ICBOC's Equivalence Process 					
REASON FOR THE UPGRADE APPLICATION					
Current certification & level <i>(ex : CIWAW, ICAS etc..)</i>				Certification & level applied for	
<p>I have read about the standards and requirement for the certification & level I am applying for and I have <i>(check appropriate box)</i></p>					
<ul style="list-style-type: none"> The required years of experience 					
<ul style="list-style-type: none"> The required academic qualifications 					
<ul style="list-style-type: none"> The number of hours and topics required 					
<ul style="list-style-type: none"> The other required competencies, knowledge and skills 					
EDUCATION/TRAINING					
<p>Upgrade applications are usually accepted when an applicant has accumulated at least 200 hours of training since the original certification application was submitted.</p> <ul style="list-style-type: none"> Forms 2 and 3 are attached and are part of this certification upgrade application, please make sure you complete them. Please provide photocopies of your certificates/transcripts and/or the original of the declarations for each training (workshops, seminars, courses etc..) or education program you have completed during the last two years. Alternative forms of training are accepted for certification upgrades, please use form 3 if needed. It is mandatory that this form be completed by a qualified person. 					
CERTIFICATION UPGRADE FEE					
<p>PLEASE ENSURE THAT YOU HAVE ENCLOSED the \$250 fee with all your documents. Review of your application will only proceed once all the documents and the fee have been received.</p>					
SENDING YOUR RECERTIFICATION APPLICATION					
<p>Please send forms 1, 2 and 3, proof of training, as well as the recertification fee made to Indigenous Certification Board of Canada to:</p> <p>Registrar, Indigenous Certification Board of Canada #207-2735 East Hastings Street Vancouver, BC V5K 1Z8</p>					

Form to Document Completed Training/Education offered by External Providers

Valid certificates must be submitted for every completed training provided by external training providers. Unless otherwise indicated on the certificates, 6.5 hours are granted for each day of training.

If you have completed a training program or courses from a college or university program, please provide your transcripts. ICBOC might request a description of the courses completed.

A declaration on the employer's letterhead is accepted as proof of training if it includes the date of the training, its title and number of hours as well as the complete and legible contact information of the qualified person who signed the declaration.

If this training was completed in the context of a conference, please provide the title and hours for every sessions attended

Please photocopy this page to list additional training.

Title of training * (as indicated on certificate)	Training Provider (organization, conference, or trainer)	Hours
TOTAL HOURS		

Reserved for ICBOC

Letter of Declaration Verifying an Applicant's Learning/Training

As an indigenous, culture-based certifying body, ICBOC recognizes that, for various reasons, it is sometimes difficult to attend training outside the community. We believe that knowledge and skills can also be acquired through other means.

IMPORTANT: Please read and complete this form carefully.

- **Do not use this form** for any training provided by external trainers/facilitators. If you attended in-house training, provided by external facilitators, please request certificates, and submit them with your application.
- **Do not list learning/training** that total **more than 26 hours**.

Please only use this form to document the hours of **training acquired in the three (3) alternative ways listed below**, ensuring it is completed as required by a person qualified to sign it (employer, Elder, executive director, supervisor, training coordinator, human resources manager, or any other person responsible for staff training and who can be contacted). **A maximum of 26 hours spent in such activities will be accepted.** In the case of your certification renewal, this could represent over half of the 40 hours required:

- 1. Participation in cultural, traditional activities, ceremonies in the context of your healing work with clients.**
- 2. Cultural teachings or advice you received from an Elder at your place of employment, during the course of your work schedule.**
- 3. Training you have yourself delivered in-house to your colleagues, your clients or the public.** In this case, please also submit both a copy of the training session description, including the title, learning objectives, content description and agenda

Date of this declaration		Name of applicant	
Name of the employing organization/agency			
Name of the person qualified to sign this declaration			
Job Title of the person signing this declaration			
Telephone		Email	

List of Training provided in-house and attended by this applicant

Date of training	Title of the training session	Hours

Note: If you need more space to list the training that the applicant has attended/completed, please photocopy this page.
Please ensure that this section of the declaration is completed.