



## INDIGENOUS CERTIFICATION BOARD OF CANADA

#207 – 2735 East Hastings Street, Vancouver, BC V5K 1Z8 Tel:  
604 874 7425 Fax: 604 874 7426 Toll Free: 1 877 974 7425  
Email: [registrar@icboc.ca](mailto:registrar@icboc.ca)

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## Process for Receiving Nominations for the ICBOC National Awards

### People to Receive Nomination Forms:

1. All workers certified by the ICBOC
2. All treatment centre directors where a staff person is certified by ICBOC
3. All communities where a worker is certified by ICBOC (Identify who should receive forms)
4. All other programs and agencies where an ICBOC certified worker is employed

**Nomination forms are also available on our website.**

### Nomination Review Process

All nomination forms must be received at the main office of ICBOC in Vancouver British Columbia by Wednesday December 9<sup>th</sup> for the 2020 ICBOC National Awards.

The Award Review Panel shall consist of the Executive Director, the Registrar and Director of Standards, and the Board President, or her/his designate chosen from the rest of the board members.

The Executive Director and Registrar and Director of Standards review all nominations and make further enquiries as they deem necessary. Each candidate shall be asked for a copy of their latest criminal records check. If this check is more than three years old, a new one will be requested.

The direct supervisor of each candidate may be contacted after their letter of recommendation has been reviewed. The staff will then provide a short list of 3 candidates for each award. This short list will then be sent to each board member for review. Board members may choose to share their comments with the Award Review Panel, and may decide to recommend a particular individual, which they will send via email to the admin office of ICBOC.

The Award Review Panel will examine the nomination forms and reference letters of all those candidates short-listed, and also review any comments offered by other board members. A vote will be taken, and a majority (2 of 3) shall decide, within 6 weeks of the nomination closing date.

### Announcement of Winners

The winners of our National Awards will be notified by email. ICBOC provides each winner with a cheque for \$500. The winner's names, and if they agree, their photo, will be posted on our website. The Indigenous national media will receive a press release announcing the recipients of the awards. The employer of each of the recipients will also be notified by email.

ICBOC will make every effort to present the awards, at a conference or other event located in the province of the recipients, within 90 days of the announcement.

*We gratefully acknowledge funding from Indigenous Services Canada*

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