



## INDIGENOUS CERTIFICATION BOARD OF CANADA

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### Process for Receiving Nominations for the ICBOC National Awards

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#### People to Receive Nomination Forms:

1. Employers of workers certified by ICBOC
2. All treatment centre directors where a staff person is certified by ICBOC
3. All communities where a worker is certified by ICBOC
4. All other programs and agencies where an ICBOC certified worker is employed

#### Nomination Review Process

All nomination forms must be received at the main office of ICBOC in Vancouver, British Columbia by Thursday July 15<sup>th</sup> for the 2021 ICBOC National Awards. Nomination forms are also available on our website.

The Award Review Panel shall consist of the Interim Executive Director, the Registrar and the Board President, or her/his chosen board designate. The Interim Executive Director and Registrar will review all nominations and make further enquiries as they deem necessary. The nominator of the award nominee shall be asked to complete a criminal record verification form as included in ICBOC's certification application packages. If it has been more than three years since this form was completed and submitted, 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 be sent to all board members for review. Board members may choose to share their comments with the Award Review Panel, and may decide to recommend a particular individual.

The Award Review Panel will examine the nomination forms and reference letters of all those candidates short-listed, and 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 virtual conference or other event located in the province of the recipients, within 90 days of the announcement.