



AFOA CANADA

Building a Community of Professionals

Certified Aboriginal Professional Administrator (CAPA) In-Person Program

ADMISSION REQUIREMENTS

PROGRAM OVERVIEW

AFOA Canada is pleased to offer the CAPA In-Person Program as a CAPA Certification option for Senior Administrators, Chief Executive Officers, and Senior Managers working in Aboriginal communities and organizations on-reserve, off reserve and in urban, rural, and isolated settings across Canada. Developed under the guidance of an Aboriginal CAPA Council, this is the only national program in Canada that addresses the competency needs of those working in Aboriginal environments. Session facilitators and guest speakers are “specialists” in their fields and proficient in Aboriginal matters.

This 18 day Program is delivered in six three-day sessions. Being assigned to one CAPA group for the Program, participants will have the opportunity to engage in interactive and participatory sessions with others working in similar environments. Should a participant miss a session, it will be possible to attend the session with another CAPA group. There will be pre-reading assignments prior to the commencement of each session. The Program curriculum covered is outlined by session.

SESSION 1 – Emotional & Relationship Competencies

- Human Resources Management
- Emotional Intelligence and Professional Development
- Communications

SESSION 2 – Ethical & Personal Competencies

- Values, Ethics and Professionalism
- Knowledge of Culture and Language
- Knowledge of Community

SESSION 3 – Intellectual & Leadership Competencies

- Review
- Leadership
- Governance Structures and Processes

SESSION 4 – Intellectual & Leadership Competencies

- Critical Thinking and Analysis
- Organizational Behaviour and Capacity Development
- Negotiations and Conflict Resolution

SESSION 5 – Fiscal Management Competencies

- Planning and Organization
- Financial Oversight
- Accountability and Performance Reporting

SESSION 6 – Fiscal Management Competencies

- Law & Legislative Awareness
- Community Economic Development
- Session Completion Ceremony

CAPA Cohort Session Schedules

	CAPA Cohort 1	CAPA Cohort 2	CAPA Cohort 3
Location	Edmonton Marriott at River Cree Resort Edmonton, AB	Casino Rama Rama, ON	Membertou Trade & Convention Centre Membertou, NS
Session 1	Oct 4 – 6, 2013	Dec 6 – 8, 2013	Mar 14 – 16, 2014
Session 2	Nov 29 & 30, Dec 1, 2013	Jan 24 – 26, 2014	May 23 – 25, 2014
Session 3	Apr 25 – 27, 2014	Aug 15 – 17, 2014	Jul 18 – 20, 2014
Session 4	Jun 27 – 29, 2014	Dec 5 – 7, 2014	Oct 17 – 19, 2014
Session 5	Sep 19 – 21, 2014	Apr 10 – 12, 2015	May 22 – 24, 2015
Session 6	Nov 21 – 23, 2014	Aug 14 – 16, 2015	Jul 17 – 19, 2015



CERTIFICATION REQUIREMENTS

To be eligible for the CAPA In-Person Program, applicants should demonstrate that they have the following experience.

Management Experience: Preference is given to CAPA applicants who currently hold a senior management position. Consideration is also given to applicants who demonstrate an ability to lead, innovate, and inspire success at the highest levels of professionalism.

Aboriginal Experience: Applicants should also demonstrate experience of successfully working in Aboriginal organizations.

To become a CAPA, Program participants must:

- ☐ Successfully complete six In-Person Sessions;
 - ☐ Successfully pass the CAPA Certification Examination;
 - ☐ Have a minimum of two years full time senior management, supervisory experience in an Aboriginal management environment;
 - ☐ Sign an agreement to abide by the AFOA standards of Ethical Conduct;
 - ☐ Be a member in good standing with AFOA Canada;
 - ☐ Sign an agreement to maintain certification.
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APPLICANT REQUIREMENTS

Applicants are required to submit a completed application to AFOA Canada as early as possible. Applications are date stamped and completed applications take priority for admission.

A complete application includes the following.

- ☐ Completed and signed CAPA In-Person Program Application Form
 - ☐ Submission of an updated Resume
 - ☐ Submission of a current Job Description
 - ☐ Submission of the Application Fee of \$500
 - ☐ Submission of a Letter of Introduction
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Letter of Introduction: In the letter, applicants are given the opportunity to highlight the experiences they have working in senior management positions and Aboriginal organizations. They are also asked to respond to the following questions.

(a) Why are you interested in the CAPA In-Person Program?

(b) What you hope to get out of the Program.

(c) What you bring to the Program to add to the learning experiences of others.

Notice of Admission: Applicants will be notified of their admission to the Program in writing.



Certified Aboriginal Professional Administrator (CAPA) In-Person Program Application Form

Course Code <i>(please select one only)</i>	Location	Program Start Date
<input type="checkbox"/> CAPA COHORT 1	Edmonton Marriot at River Cree Resort, AB	October 4, 2013
<input type="checkbox"/> CAPA COHORT 2	Casino Rama, ON	December 6, 2013
<input type="checkbox"/> CAPA COHORT 3	Membertou Trade & Convention Centre, NS	March 14, 2014

APPLICANT

☐ Mr ☐ Ms ☐ Mrs ☐ Dr

Designation *(i.e CGA, PhD, etc):*

Last Name:

First Name:

Middle Initial:

Current Title/Position:

Organization:

Type of Organization:

☐ First Nation Band Administration

☐ Inuit Organization

☐ Métis Organization

☐ Aboriginal Organization

☐ Provincial/Territorial Government

☐ Federal Government

☐ Non-Aboriginal Organization

☐ Other

ADDRESS OF ORGANIZATION

Street Address:

Suite Number:

City/Town:

Province/Territory:

Postal Code:

Telephone:

Ext:

Fax:

Website:

E-Mail:

HOME ADDRESS

Street Address:

Apartment Number:

City/Town:

Province/Territory:

Postal Code:

Telephone:

Fax:

Mobile (Cell):

Email:

Preferred Contact Address:

☐ Home

☐ Organization

Preferred E-Mail Address:

☐ Home

☐ Organization

MEMBERSHIP INFORMATION

AFOA Canada Member:

☐ Yes

☐ No

Member ID:

Member Since:

OPTIONAL INFORMATION

Are you:

☐ First Nations

☐ Métis

☐ Inuit

☐ Non-Aboriginal

☐ Undisclosed



EXPERIENCE: Please list your experience in the following areas. Attach a separate list if necessary.

MANAGEMENT EXPERIENCE

Organization	Title of Position	Annual Revenue	Years Served

ABORIGINAL EXPERIENCE

Organization	Title of Position	Annual Revenue	Years Served



APPLICATION FEE

The Application Fee of \$500 is non-refundable. (Required with the submission of this Application). If you do not meet the entrance requirements into the program, AFOA Canada will refund your application fee less a \$100 administrative charge.

NOTE: If you are claiming GST/HST, please attach proof of exemption at time of application.

INDICATE METHOD OF PAYMENT OF APPLICATION FEE

☐ **Cheque enclosed (Payable to AFOA Canada)** NSF cheques will be subject to a \$37.50 fee.

Credit Card (Complete the following.)

☐ VISA ☐ MasterCard ☐ American Express

Credit Card Number: _____ Expiry: ____ / ____ (mm/yy)

Cardholder Name: _____ Authorization Amount \$ _____

Cardholder Signature: _____

Fax this form to 613-722-3467 and mail a copy with your payment to:

AFOA Canada
1066 Somerset Street West, Suite 301
Ottawa, ON K1Y 4T3
www.afoa.ca

Please direct any questions to AFOA Canada by telephone 1-866-722-2362 or 613-722-5543
or by email info@afoa.ca

DECLARATION

I hereby certify that all statements on the application and any support materials provided are true, correct and complete and all material information has been disclosed. I understand that my admission to or registration in the Program may be revoked after notice in writing is provided should information be found to the contrary.

CONSENT

With admission to the CAPA Program, the applicant grants permission to AFOA Canada to use his/her name, biographical information and photographs in any and all AFOA publications, public relations activities such as brochures, websites, newspapers, reports, and others without payment or any other consideration.

SIGNATURE

Your signature is required as authorization of registration. Please sign and date below.

Applicant's Signature: _____ Date: _____

**PROGRAM FEES**

Program fees include costs for: tuition, all session materials, administration, review and approval of applications, session refreshments, breakfast, lunch, session facilitators, guest speakers, scheduled dinners closing ceremony, and certificates.

Once you have been accepted into the program, the following Tuition fees are applicable.

Cost of Program (Tuition)

Members:	6 sessions x \$2,500 per session plus applicable taxes
Non-Members:	6 sessions x \$3,000 per session plus applicable taxes

Tuition Payment:

Once accepted into the Program, a Payment Authorization Form will be emailed to you. You have two payment options.

Option 1: One-time payment of all 6 sessions due upon written acceptance into the Program.

Option 2: Six individual session installment payments due prior to the start dates of each Scheduled Session.

NOTE: Once applicants are accepted into the Program and accept admission into the Program, **Applicants are liable for the full tuition (cost of the Program).**

Cancellation Policy of Tuition:

- Cancellations are to be received in writing by AFOA Canada by Fax (613-722-3467) or email info@afoa.ca.
- Cancellations will be accepted without penalty no later than 20 days (4 weeks) prior to the start date of CAPA Cohort 1 – Session 1 and a full refund for tuition will be provided.
- For cancellations accepted no later than 10 days (2 weeks) prior to the start date of CAPA Cohort 1 – Session 1, a full credit on account will be issued and applied to another CAPA Cohort offering within one calendar year.
- For cancellations received less than 9 days prior to the start date of CAPA Cohort 1 – Session 1, no refunds will be provided.
- Should AFOA Canada need to cancel or postpone a session offering, applicants will be issued a full refund and be provided with a credit on account to be applied to another offering within one calendar year.