



CERTIFIED INDIGENOUS HUMAN RESOURCES PROFESSIONAL (CIHRP) PROGRAM

PROGRAM OVERVIEW

AFOA Canada is pleased to offer the **CIHRP Virtual and In-Person Program (hybrid)** as an option for current and future Human Resources professionals working in Indigenous communities and organizations, on-reserve, off-reserve and in urban, rural, and isolated settings across Canada. Developed under the guidance of an Indigenous Human Resources Professional Committee, this is the only national program in Canada that addresses the competency needs of those working in Indigenous environments. Session facilitators and guest speakers are "specialists" in their fields and proficient in Indigenous matters.

This **12-day Hybrid Program** will be delivered based on the schedule below. All **in-person sessions** will be held in **Winnipeg, Manitoba**. The participants in your customized group will have the opportunity to engage in interactive and participatory sessions with each other from various departments. There will be mandatory pre-reading and group assignments throughout the program.

VIRTUAL CLASSES 8:30 am - 4:30 pm CT	IN-PERSON CLASSES @ Winnipeg, Manitoba
Tuesday September 12, 2023 Orientation	Tuesday September 26, 2023 CIHRP 01 - Professional Practice
Tuesday October 10, 2023 CIHRP 04 - Total Rewards	Wednesday September 27, 2023 CIHRP 02 - Health, Wellness & Safe Workplace
Tuesday October 24, 2023 CIHRP 05 - Strategy	Thursday September 28, 2023 CIHRP 03 - HR Metrics, Reporting & Financial
Tuesday November 7, 2023 CIHRP 06 - Labour & Employee Relations	Tuesday November 21, 2023 CIHRP 07 - Engagement
Tuesday December 5, 2023 CIHRP 10 - Culture	Wednesday November 22, 2023 CIHRP 08 - Organizational Effectiveness
Tuesday December 12, 2023 Exam Preparation & Closing	Thursday November 23, 2023 CIHRP 09 - Training & Development

CERTIFICATION REQUIREMENTS (for CIHRP Designation specific)

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

Management Experience: Preference is given to CIHRP applicants who currently have Human Resource Management responsibilities within their job position requirements and/or work in a Human Resources capacity. Consideration is also given to applicants who demonstrate an ability to lead, innovate, and inspire success at the highest levels of professionalism.

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

To become a CIHRP, Program participants must: (check boxes below):

- Successfully complete all In-Person Sessions
- Successfully pass the CIHRP Certification Examination and submit PDP
- Have a minimum of two years responsible for human resource management and/or working in a Human Resources capacity; OR see NOTE above under Management Experience
- Be a member in good standing with AFOA Canada
- Sign an agreement to abide by the AFOA Canada's Standards of Ethical Conduct

APPLICANT REQUIREMENTS

****Please ensure all required documents are included with this application****

- Completed and signed CIHRP In-Person Program Application Form
- Complete the Indigenous Experience section
- Submission of an updated Resume
- Submission of a current Job Description
- Sign the agreement to abide by the AFOA Canada's Standards of Ethical Conduct and to maintain certification;
- Submission of a Letter of Introduction (see below)

LETTER OF INTRODUCTION

In the letter, applicants are given the opportunity to highlight the experiences they have in their responsibilities in human resource management and/or working in human resources positions and Indigenous organizations. They are also asked to respond to the following questions.

- a) Why are you interested in the CIHRP Program?
- b) What you hope to get out of the CIHRP Program.
- c) What you bring to the CIHRP Program to add to the learning experiences of others.

APPLICANT INFORMATION

Prefix: _____ Last Name: _____ First Name: _____

Middle Name: _____ Designation: _____

Title/Position: _____

I, Identify as (optional)/ (check one): First Nation Inuit Metis Non-Indigenous

ADDRESS OF ORGANIZATION

Street Address: _____ Suite Number: _____

City/Town: _____ Website: _____

Province/Territory: _____ Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

HOME ADDRESS

Street Address: _____ Apartment Number: _____

City/Town: _____ Province/Territory: _____

Postal Code: _____

Telephone: (_____) _____ Cellphone: (_____) _____

Email: _____

MEMBERSHIP INFORMATION (membership@afoa.ca)

Yes, I have a Membership with AFOA Canada

No, I do not have a Membership with AFOA Canada

AFOA Canada Membership ID number: _____

Preferred Contact Address (Check One):

Home

Organization

Preferred Email

Personal

Organization

**Agreement to Abide by the
AFOA Canada's Standards of
Ethical Conduct
and
Maintenance of Certification
Policy**

- I have reviewed and I adhere to the AFOA Canada's Standards of Ethical Conduct.
 - I understand that once certified, CIHRPs pay an additional fee as part of their annual membership renewal. This fee supports the cost of CIHRP professional development opportunities, the certification, and enhancements of the CIHRP designation.
 - I have reviewed and I adhere to AFOA Canada's Maintenance of Certification Policy.
 - I understand that, as a CIHRP, I must report at least 20 Maintenance of Certification (MOC) hours, on an annual basis, to maintain my certification by participating in selected professional development and/or volunteer activities.
-

Print Name: _____

Signature: _____

Date: _____

FEES AND IMPORTANT INFORMATION

1. APPLICATION FEE

CIHRP Application fee \$500.00

Non-Member Application fee \$575.00

The Application Fee 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 a Letter of Exemption at time of application.

2. PROGRAM FEES

Program fees include costs for: tuition, all session materials, administration, review and approval of applications, session refreshments, session facilitators, guest speakers, closing ceremony and certificates. Breakfast and lunch are not provided.

3. TUITION FEES

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

Member rate	\$5,500 plus applicable taxes
Non-Member Rate	\$6,700 plus applicable taxes

Tuition Payment Options: *Click the box option for 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 ~~\$5,500 for members~~, or ~~\$6,700 for non-members~~, for all four sessions one month prior to start date by Aug. 12, 2023

Option 2: 50% due prior to start date by Aug. 12, 2023 and 50% remainder due by Oct. 31, 2023

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).**

Note: Aspiring Human Resources Professionals can complete the program in its' entirety. However, the CIHRP designation will only be granted to individuals who have met all the requirements of the CIHRP In-Person Program. They must have a minimum of two years' experience being responsible for human resource management and/or working in a Human Resources capacity in an Indigenous organization before the designation can be granted.

INDICATE METHOD OF PAYMENT OF APPLICATION FEE

Cheque to be provided (Payable to AFOA Canada) *NSF cheques will be subject to a \$37.50 fee. Ensure your full name is provided in cheque notes.*

Credit Card Information

Circle One: VISA MasterCard American Express

Credit Card Number: _____ Expiry: ____ / ____ (MM/YY)

Cardholder Name: _____

Authorization Amount \$ _____ Cardholder Signature: _____

Email or 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.
K1Y4T3

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

DECLARATION

I, _____ (print name) 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 CIHRP 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: _____

CANCELLATION POLICY OF TUITION

- Cancellations are to be received in writing and are to accompany an AFOA Withdrawal Form which is to be sent to AFOA Canada by Fax (613-722-3467) or by email education@afoa.ca.
- Cancellations will be accepted up to 20 days (4 weeks) prior to the start date of the first CIHRP Cohort Session 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 the first CIHRP Cohort Session, a full credit on account will be issued and applied to another CIHRP Cohort offering within one calendar year.
- For cancellations received less than 9 days prior to the start date of the first CIHRP Cohort Session, no refunds will be provided.
- Should AFOA Canada need to cancel or postpone a session offering, applicants will be issued a full refund or be provided with a credit on account to be applied to another offering within one calendar year.

If you have any questions, please contact AFOA Canada at (613) 722-5543 or education@afoa.ca