

Certified Aboriginal Professional Administrator (CAPA) Program

This **18-day Program** will be delivered in six three-day sessions based on the Schedule below. 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 homework assignments throughout the program. The Program curriculum covered is outlined by session.

This 18-day program was originally developed to be offered in an in-person format however, due to our current circumstances with the COVID-19 situation we have transferred the program to a virtual format while this situation lasts. Depending on what happens with the COVID-19 situation we may or may not be able to complete this cohort in an in-person format in Calgary, AB.

Session 1 - Emotional & Relationship Competencies

- Human Resources Management
- Emotional Intelligence and Professional Development
- CAPA In-Person Program Orientation

Session 4 - Intellectual & Leadership Competencies

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

Session 2 - Ethical & Personal Competencies

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

Session 5 – Fiscal & Management Competencies

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

Session 3 - Intellectual & Leadership Competencies

- Leadership
- Governance Structures and Processes
- Communications

Session 6 – Fiscal & Management Competencies

- Law & Legislative Awareness
- Community Economic Development
- Certification Exam Preparation & Diploma Ceremony

COHORT 11

| Location | Calgary, AB |
|------------------|--------------------------|
| Session 1 | July 24 to 26, 2020 |
| Session 2 | September 11 to 13, 2020 |
| Session 3 | November 13 to 15, 2020 |
| Session 4 | March 19 to 21, 2021 |
| Session 5 | May 14 to 16, 2021 |
| Session 6 | July 9 to 11, 2021 |

Cost of Program (Tuition)

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|-----------------|--|
| Member Rate | 6 sessions x \$1,500 per session plus applicable taxes |
| Non-Member Rate | 6 sessions x \$1,750 per session plus applicable taxes |

Independent Online Program

The participant can start at any time, having one year to complete the course from time of registration. The participant will be responsible to work through the course material on their own. The lessons will be the same as the CAPA lessons above.

Cost of Online Program (Tuition)

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|-----------------|--|
| Member Rate | \$575 per course plus applicable taxes |
| Non-Member Rate | \$695 per course plus applicable taxes |

Online Program

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|------------------------------|--|
| Semester Schedule | September 8, 2020 to December 18, 2020 |
|------------------------------|--|

Cost of Online Program (Tuition)

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|-----------------|--|
| Member Rate | \$575 per course plus applicable taxes |
| Non-Member Rate | \$695 per course plus applicable taxes |

Application Fee

Member 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 proof of exemption at time of application.