REGISTRATION GUIDE

Writing the RCIC Entry-to-Practice Exam
(formerly known as the Full Skills Exam)
and
then applying to become a
Regulated Canadian Immigration Consultant (RCIC)
Welcome to the Immigration Consultants of Canada Regulatory Council (ICCRC) and the immigration/citizenship consulting profession.

This document has been prepared to assist you in applying to write ICCRC’s RCIC Entry-to-Practice Exam (RCIC EPE) (formerly known as the Full Skills Exam) and, if successful, to then apply for membership to the Immigration Consultants of Canada Regulatory Council (ICCRC) and licensure as a Regulated Canadian Immigration Consultant (RCIC).

The information in this document is valid as of 10 December 2018 and replaces any previous version of the Registration Guide (the Guide). It is subject to change without notice. It is strongly recommended that you read this document carefully through once and then follow the instructions when completing your application submission. Please compare the version number of your Guide (at the top right corner of the title page) with the one on the online version posted on the ICCRC website. If the version number online is more recent, then you need to download the updated version. You are required to submit the all of the forms and declarations that are contained in the back of the Guide, including an updated Terms and Conditions Form. If the documents’ content has changed, you will need to resubmit those previously submitted documents.

For your convenience, certain fields in the documents at the back of the Guide can now be filled from your computer before printing. You can also print the documents and complete them by hand. All documents must be submitted in hard copy hand-signed form.

PARALEGALS: If you are a licensed paralegal in good standing with the Law Society of Ontario (formerly known as the Law Society of Upper Canada), and wish to apply under the special paralegal admission stream, please use the separate Registration Guide for Ontario Paralegals which can be found on the website.

INTERNATIONAL STUDENT ADVISORS: If you are employed in the education sector as an international student advisor and wish to obtain the Regulated International Student Immigration Advisor (RISIA) designation – different to that of a Regulated Canadian Immigration Consultant (RCIC) – please use the separate Registration Guide for RISIAs which can also be found on the website.

MANDATORY REQUIREMENTS

To qualify to write the exam, and subsequently become a Regulated Canadian Immigration Consultant, you must:

- Be at least 18 years of age;
- Be a Canadian citizen, Canadian permanent resident, or a Canadian citizen who is a Registered Indian within the meaning of the Indian Act (Canada);
- Graduate from an accredited immigration practitioner’s program;
- Achieve at least the minimum required score on an ICCRC-approved English or French language ability test;
- Provide satisfactory police certificates from every country in which you have lived for six (6) months or longer since age 18;
- Satisfy the Registrar of your good character and good conduct by completing the Statutory Declaration – Background and Good Conduct attesting to good character and good conduct as well as by completing the Statutory Declaration – Other Occupations and Potential Conflicts of Interest; and
- Attest not to presently be an undischarged bankrupt or be involved in a current creditor proposal or income garnishment arrangement in the Statutory Declaration – Background and Good Conduct.

EXAM FEE AND RE-WRITE TIME-LIMIT TO PASS

The RCIC EPE is currently offered every three (3) months, and you are permitted a maximum of four (4) attempts to pass. The cost of writing the exam is illustrated in the table below.

If you are given permission to write your exam by remote invigilation rather than travelling to an exam centre, there will be an additional fee to cover ICCRC’s added administrative work and courier expenses to prepare and ship a single exam package just for you. This added charge will be added to the regular fee for each exam attempt not completed at an exam centre (see table below).
### Exam fee before applicable taxes

<table>
<thead>
<tr>
<th>Writing Session</th>
<th>CONFIRMED EXAM CENTRE</th>
<th>REMOTE INVIGILATION LOCATION</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Within North America</strong></td>
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<tr>
<td></td>
<td></td>
<td>(including additional fees of $100.00)</td>
</tr>
<tr>
<td>First Attempt</td>
<td>$500.00</td>
<td>$600.00</td>
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<tr>
<td>Second Attempt</td>
<td>$400.00</td>
<td>$500.00</td>
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<tr>
<td>Third Attempt</td>
<td>$400.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fourth/Final Attempt</td>
<td>$400.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

If you fail to cancel your registration by the specified deadline, fail to appear on-time on exam day, or are expelled from the exam session after you arrive, you will be assessed a $150.00 administrative fee to have your RCIC EPE registration reprocessed for a future writing session.

If the certified colour copy of your government-issued photo ID that is used on exam day is not correct, but you are permitted by the invigilator to write, you will be required to pay a $150.00 administrative penalty before your exam is marked.

If you fail your first RCIC EPE attempt, you may register to re-write the exam at a future scheduled exam session upon payment of the appropriate fee for each re-write. There is no waiting period requirement between re-writes up to the fourth attempt.

If you fail the first RCIC EPE attempt, you will be considered to have withdrawn your application if you do not:

(a) attempt at least one re-write exam within one (1) year of the exam Sunday date of the first RCIC EPE attempt, and/or

(b) achieve a satisfactory (passing) result on a subsequent re-write attempt no later than 18 months following the date of the exam Sunday first RCIC EPE attempt.

Once your application file is closed, you will have to re-apply, meeting all prevailing admission requirements at that time and replacing any documents which have become stale-dated (see the Validity Period of Application and of Each Type of Document section).

If you unfortunately fail your fourth RCIC EPE attempt, you will be withdrawn as an exam-taker. Following a waiting period of at least one (1) year after the date of writing your fourth attempt, you may re-enroll as an exam-taker by meeting all prevailing admission requirements in force at the time of re-enrollment and replace any submitted documents which have since become invalid. Notwithstanding that academic qualifications from accredited Immigration Practitioner Programs (IPP) are deemed valid for three (3) years from the date of graduation or successful completion, if you have failed to pass the RCIC EPE four times, you will be required to successfully complete a new IPP program in its entirety before being permitted to attempt the RCIC EPE again.

### ZERO-TOLERANCE AND APPLICATION DEADLINES

As an immigration/citizenship professional, you will be required to submit applications on behalf of your clients to the government complete, correct and on-time. Failure to do so could negatively impact your client. Learning this key business practice starts with your own RCIC EPE registration right now. We average more than 500 online exam registrations for each RCIC EPE exam session. To process this volume of applications efficiently together with the number of supporting documents, we have implemented a zero-tolerance policy with regards to exam-takers not complying with the various deadlines and/or not submitting all required documents on-time and in the proper format to write the exam.

If you miss any of the deadlines to register for the exam, fail to submit your documents complete and in the required format (original, colour, or certified copy), or miss paying the exam fee on time; your name will be removed from the master class list. You will be responsible for informing us of your new choice of exam writing date. **There are no exceptions or extensions beyond what is already outlined in this Guide.**

Please also arrive early for your exam with the correct identification. Late arrivals and/or improper documents could result in you being refused entry and sent home with a further $150.00 administrative fee being assessed to reschedule for a future exam session.

With exam-takers writing across Canada, as well as internationally, by remote invigilation, the common deadlines by which the RCIC EPE is administered is based on Eastern Time (ET) at Burlington, Ontario, Canada, the location of ICCRC headquarters.
Please note our new deadline schedule commencing with the February 2019 RCIC EPE. This schedule, including the frequency of RCIC EPE exam sessions in 2020 and beyond, is subject to change.

<table>
<thead>
<tr>
<th>EXAM DATE</th>
<th>DEADLINE TO...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>complete your online registration, submit all required documents, and request special accommodation</td>
</tr>
<tr>
<td>Thursday 5 p.m. (Eastern time)</td>
<td>Thursday 5 p.m. (Eastern time)</td>
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<tr>
<td>5 May 2019</td>
<td>11 April 2019</td>
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<td>11 August 2019</td>
<td>18 July 2019</td>
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<tr>
<td>3 November 2019</td>
<td>10 October 2019</td>
</tr>
<tr>
<td>3 May 2020</td>
<td>9 April 2020</td>
</tr>
<tr>
<td>9 August 2020</td>
<td>16 July 2020</td>
</tr>
<tr>
<td>1 November 2020</td>
<td>8 October 2020</td>
</tr>
</tbody>
</table>

* Note exception for February 2019 RCIC EPE

If you have not sat a first attempt of the RCIC EPE within one (1) year of your online application, your file will be closed. Once closed, you will have to complete a new online application and potentially submit new updated documents, to re-register as an exam-taker.

### VALIDITY PERIOD OF APPLICATION AND OF EACH TYPE OF DOCUMENT

ICCRC accepts RCIC EPE registrations up to a year or more in advance based on the two-year exam calendar. We also have exam-takers defer writing their exam from the date they originally picked with their online application to allow more preparatory time or for other reasons. As a result, the **validity period of each of your documents** starts on the exam Sunday date (green tone box in the table above) on which you actually sit the first attempt of the exam (not the date your documents are received at ICCRC headquarters or the document submission deadline published in this Guide). From your first attempt exam Sunday date, your documents are considered to remain valid for one (1) year regardless of any pre-printed expiry date on the document itself, or how many exam attempts you make. If you submit your documents too far in advance or keep deferring your first attempt from exam date to exam date, your documents may stale-date by the time you write. If this occurs, you will not be allowed to write until any stale-dated document is replaced.

If your submitted documents are valid on the exam Sunday you originally select, but for whatever reason you do not end up writing on that date and are deferred by us or by your own request to a future exam session, you must ensure that all your documents are still valid for the new exam Sunday date. The validity of all documents is based on the date when you sit that first attempt.

Once you complete your initial online RCIC EPE application, you must sit a first attempt of the exam within one (1) year of the online application date to maintain your exam-taker status. After the lapse of one (1) year without sitting a first RCIC EPE attempt, we will consider that you have withdrawn your application, and we will close your file. Once closed, you will have to submit a new application, together with replacing any now stale-dated documents. You will also have to meet all prevailing admission and membership requirements in force at that later time.

Further, while we will allow you a total of 18 months in which to pass the RCIC EPE by rewriting the exam, we will only allow documents to remain valid for one year. If your second, third or fourth/final re-write extends beyond 12 months, you will have to refresh your documents before completing any further re-writes.

**All documents received by ICCRC become the property of the Council and will not be returned to you even if your file is closed.**
ACCOMMODATION FOR SPECIAL NEEDS

For ICCRC admissions purposes, we have the right to set limits for any special accommodation requests. We are not obliged to accept any determination or accommodation granted to you by any other organization.

You must request any special accommodation, supported by appropriate documentation, no later than the deadline to submit your documents for the exam session you select. If we do not receive adequate notice to consider your request, you will be given the option of sitting the exam without accommodations being made or to transfer to the next available exam session.

If you fail an attempt of the RCIC EPE and are registering for a re-write, you must indicate that you wish to attempt the re-write under the same special accommodations. An accommodation made for one specific exam date does not automatically carry forward for a re-write.

Contact registrar@iccrc-cric.ca to obtain specific information about special accommodation. Use the e-mail subject line “RCIC EPE Special Accommodation”.

PROFESSIONAL CONDUCT

Despite using the term “member”, the Council is not an association, union, advocacy organization, or membership club. ICCRC is a regulatory and licensing authority whose mandate from the government is to protect consumers, not promote the interests of consultants. This distinction is important to remember as RCICs (members) are obliged to always conduct themselves in accordance with the Code of Professional Ethics, as well as be familiar with the Articles of the Corporation, the By-law, and all administrative Regulations which can be found on the Council’s website.

This includes communicating with others face-to-face, over the telephone, by e-mail or other written form. The Council expects no less from exam-takers who wish to become a member. Membership in the Council, and a licence to practice, is a privilege not a right.

If you conduct yourself in a rude, disrespectful, aggressive, or otherwise unprofessional manner when dealing with our registration staff, you will be given one warning after which your name will be removed from the RCIC EPE class list for the exam session you are planning to write and placed on hold for at least one further session date as a period of exclusion. Likewise, if on exam-day, you act in a similar manner towards the on-site invigilating staff to the point that the invigilator feels it is necessary to telephone the Registrar, you will be directed to leave the exam and will have to write on a future exam-day.

WARNING – UNAUTHORIZED PRACTICE – HOLDING YOURSELF OUT TO THE PUBLIC

A student enrolled in an IPP program, a graduate waiting to write the RCIC EPE, and an exam-taker who has been notified that he/she has successfully passed the exam are NOT yet a Member of the Council. There are further steps to complete and documents to submit after passing the exam. Once your final candidate file and application is complete and correct, it will be presented to the Registrar for his formal consideration.

The “E-number” that will be issued to you when your initial exam application file is created is NOT an ICCRC membership number. RCIC membership registration numbers all begin with the prefix “R”. Your E-number stands for “exam-taker” and does NOT confer any benefits or privileges of membership.

The Registrar, after reviewing your final complete application file, and by then signing your Letter of Authority, formally admits you as an official Member of the Council. That action also causes your existing E-number to change to an R-number (for regulated). Until you receive that letter, you may NOT:

- hold yourself out to the public as a Regulated Canadian Immigration Consultant (or “consultant réglementé en immigration canadienne” in French), or
- hold yourself out to the public as an RCIC (or a CRIC in French), or
- Say or publish in social media or include on a website that “I am a member in good standing of ICCRC (or the Council)”, or
- Use any Corporate Logo belonging to the Council or the ICCRC Member Insignia for promotional purposes that you obtained by downloading a copy from the internet or elsewhere.
Further, you may not use any other words or phrases which, to a reasonable person, would suggest or imply that you are a Regulated Canadian Immigration Consultant, an RCIC, a Member of the Council, etc. The RCIC designation is NOT an academic degree such as B.A., M.A, PhD, etc. which is earned after passing your final exams. Also, the academic descriptor “PhD-candidate” does not have any crossover to the regulatory world. The phrase “RCIC-candidate” is NOT allowed.

All the professional titles, post-nominal designations, and Corporate Logos and Insignias are federally-registered intellectual property of the Council that it guards very aggressively.

Being “overly eager” to get started in developing your practice is not at all recommended. A student, graduate, or exam-taker MAY NOT practise as an Authorized Representative until he/she becomes a member in good standing with the Council or alternatively a member in good standing with a Canadian provincial/territorial law society or with the Chambre des notaires du Québec. You may not start meeting with prospective clients or advertising professional services. You cannot hold yourself out to the public as being a licensed professional, ready to meet and start retaining clients, by placing or posting advertisements for your proposed business, posting testimonials from supposedly happy and satisfied clients, or making a website “live.” The excuse “but I have not actually met with anyone yet” or “but I have not received money from anyone yet” is not good enough. The fact that you are presenting yourself in a public way as being, to the conclusion of a reasonable person, a licensed immigration professional could result in serious consequences. Be very careful also about what you post on Facebook, LinkedIn, or other social media and websites.

After you pass the RCIC EPE, part of the final good character and good conduct checks include a broad social media scan for infractions such as described above. If any of the protected titles, designations, logos, or insignias are found on social media, or a website by ICCRC staff suggesting you are already a licensed immigration professional, you will be reported to the Registrar as failing the good character and good conduct expectations of the Council. This will result in the Registrar refusing to sign your Letter of Authority for at least six (6) months from the date these infractions are discovered. If you are working on a proposed website, check and recheck that it has not accidentally been turned on and is now “live.” Make sure any webmaster you are using is also aware of the consequences of this happening. YOU are ultimately and solely responsible for the behaviour of any employees, overseas agents, or webmasters that may be retained or employed in the future to support your practice.

**STEPS TO WRITING THE EXAM**

There are five (5) distinct steps to register to write the RCIC EPE:

**Step 1 Register Online**

Visit the [registration page](#) on our website and complete the online application. Please enter information using a combination of upper and lower-case letters. **Please do not send documents to us without first completing the online registration application** which will open an applicant (exam-taker) file and create an ID number. If there is a problem with any documents we receive about you, and you have not completed this step, we have no way to contact you to make the necessary corrections. Receipt of improper documents will not earn a deadline extension; you will have to wait until the next available writing session.
Exam writing centres are typically ONE college or university campus in a city or geographic area whose facilities we contract to use for the day together with the institution’s own exam invigilation personnel.

We will confirm exact exam centre locations and addresses once registrations close. If we have insufficient registrations for a particular location, we reserve the right to cancel that centre and may require you to travel to the next closest location or to defer to a future exam date.

In situations involving extreme travel (not mere inconvenience), the Registrar may give you permission to write by remote invigilation. Such requests are considered on a case-by-case basis as this is the exception, not the norm, to writing the RCIC EPE. Further information about remote invigilation can be obtained by contacting the Registrar at registrar@icrc-crcic.ca. Please note the additional administrative fee in the chart on page 3 that will apply for approved remote invigilation.
Step 2 Submit Documents by Required Deadlines

I. Read the following sections to make sure you submit the appropriate documents on time, in the proper format and manner:

- General Information (language, certification, completing statutory declarations and submitting documents)
- Deadlines
- Validity period of application and of each type of documents

II. Review instructions regarding specific documents to be submitted:

- Certified copy of valid government-issued photo identification
  Have two copies of your ID certified. **Send one** with your application to ICCRC and **take the second** copy to the exam to hand-in to the invigilator.
- Official academic transcript
- Original language ability test score results
- Statutory declaration – Places of residence
- Statutory declaration – Other occupations and potential conflicts of interest
- RCIC EPE Registration details
- RCIC EPE Terms and conditions

III. Verify the Checklist to make sure you have sent all required documents.

Step 3 Upon receiving an approval e-mail, confirm exam city and confirm the Official Language in which you wish to write the exam

- Reply to the e-mail before the required deadline. This is your final chance to change your exam city from what you originally selected.
- The exam is offered in English or French – Canada’s two Official Languages. You must confirm which ONE language you would like to write the exam in.

Step 4 Pay exam fee online

- When the ICCRC accounting department sends you the exam fee e-invoice, you must pay it online before the required deadline. If you are registering far in advance, you will not be invoiced until after the exam document submission deadline.
- If you feel you are not ready to write the exam, this is also your last opportunity to request a deferment to a future exam date without incurring any further administrative costs. Deferring after this deadline date will incur a $150.00 administrative fee.
- You may pay the exam invoice using VISA, MasterCard, or online banking (selecting “ICCRC” as the payee and using your exam-taker ID number – including the starting letter – as your account number).

Step 5 Download the **RCIC EPE Study Guide** with sample questions

- It is your responsibility to regularly check our website to see if the **RCIC EPE Study Guide** has been updated between when you originally registered online and the actual date when you will write the exam.
- Sample questions listed at the end of the Guide may also be reviewed to give you an idea of the format and style of the RCIC EPE questions.
A. **Language in Which to Submit Documents and Official Translations**

All documents submitted in support of your application must be issued in either official Canadian language, English or French. Any document not issued in English or French must still be submitted (ORIGINAL) but accompanied by an ORIGINAL official translation that has been completed by a recognized certified or accredited translator. You may not translate your own documents, nor can you have a family member do this work even if you or they are a certified translator. For authentication purposes, we will examine the original document’s security features, watermarks, stamps, seals, etc.

As previously stated, all documents received by ICCRC become the property of the Council and will not be returned to you even if your file is closed.

B. **Bankruptcy, Creditor Proposal, or Garnishment**

ICCRC members are required to have a client (trust) account and potentially receive unearned monies in advance from clients. As such you may not be currently insolvent, subject to a petition or assignment in bankruptcy which has not been discharged or have made a proposal to creditors under the Bankruptcy and Insolvency Act (Canada), or equivalent legislation of any other jurisdiction.

Once your insolvency or bankruptcy or creditor proposal is discharged and you have received the appropriate discharge certificate, this condition is satisfied.

While a garnishment of wages or income may not disqualify you from membership, you must still disclose this matter to the Registrar.

C. **Certifying Documents**

Every organization can set its own rules with respect to who may certify documents for their purpose. For ICCRC exam and admissions purposes, the following individuals may certify copies of your documents where an original is not required:

- A Commissioner for Taking Affidavits or Oaths (if within the limits or restrictions imposed on his/her commission);
- A Notary Public;
- A lawyer, magistrate, justice of the peace or judge;
- ICCRC Registrar at ICCRC headquarters in Burlington, Ontario (by appointment only); or
- An official of a Canadian embassy, high commission, or consular mission.

Please note this is **not** the same list that is used by some Passport Offices. The individual you ask to sign your documents must hold a legal appointment from the list above and **NOT** merely possess a professional certification or licence such as, for example, a bank manager, engineer, or pharmacist.

To be accepted, a certified copy must contain:

- An appropriately worded certification statement such as “certified copy of original” in English or French;
- original handwritten signature of the person certifying the document;
- the date;
- the certifying person’s official stamp or seal which clearly shows his/her name and authority by which the certification was done (i.e. commissioner stamp, notary stamp, embassy stamp, etc.); and
- in the case of any photographic image, your face and all facial features must be clearly distinguishable (see examples in section F) to the satisfaction of the Registrar.

Where a lawyer or paralegal who is a commissioner by virtue of office does not possess a notary or commissioner’s stamp to affix to your documents, please ensure that he/she attaches a business card which clearly shows his/her name, law firm address and his/her law society licence/registration number for audit purposes. If he/she has a rubber stamp showing the firm’s name and address, that stamp can be used as well. We receive documents from across Canada and around the world. We need more than an illegible signature for it to be a trusted properly-completed document. If we have any doubts, approval of your application will be delayed while we send your file for a secondary review. If that cannot be completed before the document submission deadline, you will not be allowed to write, but deferred to the next available exam after your application is approved.
D. Completing a Statutory Declaration (stat-dec)

There are currently two statutory declarations (stat-decs) that every exam-taker must complete before writing the RCIC EPE, and if successful, further declarations pertaining to being a licensed professional and agreeing to be regulated. Depending on your personal circumstances, there may be additional declarations to be completed as well.

A statutory declaration is a legal document which carries serious consequences if it is false-sworn or false-affirmed. A stat-dec must be physically signed in front of a commissioner – someone who holds a legal appointment from the government to receive affidavits. Once completed and signed by the commissioner, you cannot make corrections or adjustments at home. You need to begin again with a blank form.

Commissioners are busy people, so you need to call ahead and make an appointment for your documents to be commissioned. This includes the Registrar at ICCRC headquarters in Burlington. Do not just show up without an appointment. Commissioners may charge a reasonable fee for their services.

Before making your appointment:

- Read the declaration and make sure you understand it. If you do not understand something, get professional advice in advance;
- You must have an original piece of government-issued photo identification, including your signature, with you for your appointment – photocopies are not accepted;
- Ensure the document is completed in advance of your appointment – except for the jurat – the parts completed by the commissioner at the end – and remember DO NOT sign it until the commissioner tells you to do so.

E. Submitting Documents

Please mail, courier or hand-deliver your documents to:

Immigration Consultants of Canada Regulatory Council (ICCRC)
Office of the Registrar (Exam Registration)
5500 North Service Road, Suite 1002
Burlington, ON
L7L 6W6
Canada

For inclusion on your package’s waybill under “receiver’s details”, our telephone number is 1-877-836-7543.

Please note our office is located on the 10th floor of an office building that has restricted key-card access in evenings and on weekends. You may only drop off documents in-person during regular business hours.

F. Identification and Status in Canada – Certified copy of government-issued ID

You must submit a CERTIFIED, FULL-COLOUR COPY of one or more pieces of valid government-issued photo identification that provides your name, date of birth, current likeness, and legal status in Canada.

List of certified colour copies accepted for RCIC EPE purposes:

- Certified full-colour copy of the details page of a valid Canadian passport.
- Certified full-colour copy of both sides of a Canadian citizenship wallet-size card issued prior to 1 February 2012 if accompanied by a certified full-colour copy of an additional form of valid government issued photo identification bearing your current likeness.
- Certified full-colour copy of both sides of the new-style Canadian citizenship certificate issued after 1 February 2012 if accompanied by a certified full-colour copy of an additional form of government issued photo identification bearing your current likeness.
likeness. As the photograph distributed with some of the new-style citizenship certificates are not embedded properly into the certificate paper, it is not considered a secure image for our purposes.

- **Certified full-colour copy** of both sides of a valid Canadian Permanent Resident Card. Please note that if you are applying based on permanent residency, you will throughout the duration of your eventual membership have to maintain on file with us a certified copy of a valid PR Card to prove your continued status eligibility.

- **Certified full-colour copy** of both sides of a valid **enhanced** Canadian provincial or territorial driver’s licence. This is not a “regular” driver’s licence. It contains special features for driving between Canada and the USA in lieu of using a passport. The front side says, “enhanced” and the reverse side contains a panel with a series of chevrons (>>>) like the Machine-Readable Zone (MRZ) at the bottom of a passport details page.

- **Certified full-colour copy** of both sides of a valid **enhanced** Canadian provincial or territorial photo identification card. This is not a “regular” ID card. It contains special features for driving between Canada and the USA in lieu of using a passport. The front side says, “Enhanced Identification Card” and the reverse side contains a panel with a series of chevrons (>>>) like the Machine-Readable Zone (MRZ) at the bottom of a passport details page.

- **Certified full-colour copy** of both sides of a valid certificate of Indian status issued by Indigenous and Northern Affairs Canada; or

- **Certified full-colour copy** of a Canadian provincial or territorial birth certificate if accompanied by a certified copy of an additional form of government issued photo identification bearing your current likeness.

**Provincial health cards are NOT acceptable** (except for Québec where the provincial government does not issue a Photo ID Card for non-drivers).

The quality of the facial features must be clearly distinguishable. The acceptance of all submitted documents, especially those which include a photographic image, is at the sole discretion of the ICCRC Registrar.

![Acceptable vs Not Acceptable Images]

The copy must be certified by an approved person (see section C) who hand-signs the paper in ink.

Since you need to have a certified copy for us with your initial application, and another copy to present to the on-site invigilator on exam day, **have the certifier hand-sign two copies of your ID at the same time.** Please send us the first certified copy with your other application documents. **Please keep the second certified copy until your exam.** On that day, the invigilator will examine your original ID and compare it to the certified copy. He/she will return your original ID to you and keep the certified copy which will be attached to your completed exam paper when it is returned to us for marking. If by accident the invigilator hands you back both your original ID and the certified copy, hand the certified copy back immediately. If a certified original copy of your ID is not attached, your exam paper will not be marked, and you will be required to pay an additional $150.00 to re-write the exam on a future scheduled exam date. Ensure the certified copy is of the same original ID that you are presenting.

**G. Immigration Practitioner Program – Academic Transcript**

You must have successfully completed an ICCRC-accredited immigration practitioner program within the last three (3) years (the program must have been successfully completed less than three years before the exam Sunday date when you wish to write the RCIC EPE for the first time). Current and past accredited programs are:
<table>
<thead>
<tr>
<th>Institution</th>
<th>Campus</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Learning Centre College</td>
<td>Calgary AB, Edmonton AB, Mississauga ON, Toronto ON (Bay/Bloor Campus), (Warden/Sheppard Campus)</td>
<td>Immigration Consultant Diploma</td>
</tr>
<tr>
<td>Anderson College of Health, Business and Technology</td>
<td>North York ON</td>
<td>Immigration Consultant Diploma</td>
</tr>
<tr>
<td>Ashton College</td>
<td>Online, Abbotsford BC, Vancouver BC</td>
<td>Immigration Consultant Diploma</td>
</tr>
<tr>
<td>Bow Valley College</td>
<td>Calgary AB</td>
<td>Immigration Practitioner Certificate</td>
</tr>
<tr>
<td>CDI College</td>
<td>Burnaby BC, Mississauga ON, North York ON, Richmond BC, Scarborough ON, Surrey BC</td>
<td>Immigration Consultant</td>
</tr>
<tr>
<td>Cégep de Saint-Laurent</td>
<td>Montréal QC</td>
<td>Attestation d’études collégiales (AEC) de service-conseil en immigration</td>
</tr>
<tr>
<td>CSIC e-Academy</td>
<td>Online</td>
<td>Immigration Practitioner Diploma: Laws, Policies and Procedures</td>
</tr>
<tr>
<td>Herzing College</td>
<td>Ottawa ON, Toronto ON</td>
<td>Immigration Consultant</td>
</tr>
<tr>
<td>Humber College</td>
<td>Toronto ON</td>
<td>Immigration Consultant</td>
</tr>
<tr>
<td>LaSalle College</td>
<td>Montréal QC</td>
<td>Immigration Consultant AEC</td>
</tr>
<tr>
<td>Seneca College</td>
<td>Toronto ON</td>
<td>Immigration Practitioner Certificate</td>
</tr>
<tr>
<td>University of British Columbia</td>
<td>Vancouver BC</td>
<td>Certificate in Immigration: Laws, Policies and Procedures</td>
</tr>
<tr>
<td>Vanier College</td>
<td>St. Laurent QC</td>
<td>Immigration Consulting AEC</td>
</tr>
</tbody>
</table>

Please note some of these programs may not be currently offered as the institution’s existing program is no longer accredited, or the institution has decided to suspend accepting new enrolments (refer to the section “exceptional cases” (2nd bullet) on page 13 for additional information). That said, past graduates from when their program was offered and accredited may still be eligible for registration. Students considering a future career as an immigration consultant are directed to the ICCRC website for a separate list of currently accredited institutions and programs.

You must submit an OFFICIAL academic transcript bearing an appropriate notation such as “graduated”, “diploma/certificate issued”, “diploma/certificate awarded” or “successfully completed”.

The transcript must be sealed in an educational institution envelope and either sent to us directly by the institution; or if sent to you first, then it must remain in its sealed institutional envelope when you forward it to us. If you break the seal on the official transcript envelope before we receive it, your transcript will be refused. Do not send us your original diploma/certificate.

Exceptional cases:
- If you have written your final academic exams, together with completing any work term placement (and know that you have received a passing mark for everything) less than one month before the deadline to submit your documents, the ICCRC Registrar may accept a temporary letter from your institution while they are continuing to prepare your final transcript. In this specific scenario, your institution must e-mail this temporary notification directly to the ICCRC’s Registrar’s office. We will still require you to send us your official final transcript prior to exam day, or you will have to defer to another date. If your academic program includes a practicum work placement component, it must be fully completed and assessed as acceptable – not just the classroom portion – before a letter of pending graduation or final transcript will be accepted. This message is sent to a special e-mail address that is not generally published. Your institution’s administration will know with
whom they must directly connect, and whom on the institution’s staff holds the required rank-position to sign that e-
confirmation for ICCRC.

<table>
<thead>
<tr>
<th>EXAM DATE</th>
<th>COMPLETION DATE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>You must successfully complete all academic exams and work term (practicum) placements between these dates for a temporary letter to be accepted</td>
</tr>
<tr>
<td>3 February 2019</td>
<td>13 November 2018 – 19 December 2018</td>
</tr>
<tr>
<td>5 May 2019</td>
<td>11 March 2019 – 11 April 2019</td>
</tr>
<tr>
<td>11 August 2019</td>
<td>18 June 2019 – 18 July 2019</td>
</tr>
<tr>
<td>3 November 2019</td>
<td>10 September 2019 – 10 October 2019</td>
</tr>
<tr>
<td>2 February 2020</td>
<td>12 November 2019 – 12 December 2019</td>
</tr>
<tr>
<td>3 May 2020</td>
<td>9 March 2020 – 9 April 2020</td>
</tr>
<tr>
<td>9 August 2020</td>
<td>16 June 2020 – 16 July 2020</td>
</tr>
<tr>
<td>1 November 2020</td>
<td>8 September 2020 – 8 October 2020</td>
</tr>
</tbody>
</table>

- If you have successfully completed an accredited immigration practitioner program more than three years ago, your OFFICIAL academic transcript must be accompanied by an ORIGINAL Letter of Academic Standing issued by an educational institution currently accredited to offer the immigration practitioner program confirming that, in the educational institution’s opinion, you are deemed to be academically comparable to a current year’s graduate from that institution’s immigration program. Depending on how long ago you originally graduated, you may need to complete one, two or more refresher courses to receive the letter. Refresher training may consist of completing several challenge exams or enrolling in a new updated course and completing a new exam. The Letter of Academic Standing extends the validity period of your IPP education for a further three-years from its date of issue. If your original academic institution is no longer in business, no longer offers the immigration practitioner program, or has lost its ICCRC accreditation status, then you will have to approach a different academic institution which is offering an ICCRC-accredited program to complete the assessment and issue the letter. This letter must state in part that, despite how long ago you originally graduated, in the institution’s opinion you are deemed comparable to a current graduating immigration practitioner student. The Letter of Academic Standing must be issued on institutional letterhead and signed by an appropriate authorized official within the institution’s Registrar’s office or academic division/department at the level of program chair or academic dean (or equivalent).

H. Language Ability Test – Score Results

In 2016, the Council undertook an occupational benchmarking exercise to determine what the present-day language requirement is for those professionals representing clients in immigration/citizenship matters. This work was contracted to the Centre for Canadian Language Benchmarks (CCLB) who is the recognized expert and authority in this area. From their report Benchmarking the Language Demands for the Immigration Consultant Profession (June 2016), new first-time RCIC EPE exam-taker applicants will have to demonstrate the equivalent of Canadian Language Benchmark (CLB) level 8 for English or Niveau de compétence linguistique Canadien (NCLC) level 8 for French to be admitted to the profession prior to 1 July 2019, and Canadian Language Benchmark (CLB) level 9 for English or Niveau de compétence linguistique Canadien (NCLC) level 9 for French after 1 July 2019.

You must achieve the required minimum score on a recognized language ability test in English or French that has been completed within the past two (2) years (once again based on the date of the exam Sunday when you wish to write the RCIC EPE for the first time). While the test report itself is valid for two years, it is the minimum scores recorded on that test report that will be critical depending if you write your first exam attempt before or after 1 July 2019.

If a test report you submit “now” shows you just achieved the level 8 scores but, for whatever reason, you do not write your first attempt of the RCIC EPE until after 1 July 2019, you will be disqualified as the required minimum scores will have gone up by the time of your first attempt. It will be important that you sit a first exam attempt no later than the May 2019 exam session (assuming that you qualify) if you wish to “lock in” the level 8 requirement for a potential re-write attempt (assuming you do not pass the RCIC EPE the first time) during the next 12 months. As described elsewhere in the Guide, eligibility to write the RCIC EPE is based on when an exam-taker actually sits a first attempt, not when they send in their documents.

Please do not write to the Registrar asking for an exemption or waiver or grandfathering consideration from the language requirement. There are no exceptions regardless of – but not limited to – your place of birth, how long you have lived in Canada or some other English/French speaking country, ancestry, mother tongue, or instructional language in which you have completed any prior education,
how many college or university degrees or diplomas you have earned, or any exemption you may have received from another organization. An immigration/citizenship professional needs more than day-to-day conversational ability in at least one of Canada’s two Official Languages. EVERYONE must prove their superior language ability.

Please note that most language tests comprise a score for each skill-set of listening, speaking, reading and writing. Where a particular band (skill) score from one test is deficient but is at a passing level on a second approved test taken within one (1) year of the first test, the same band score category from the second test may be substituted (not added together) for that deficient band on the first test so collectively, if they were laid on top of each other, by utilizing results from each band score from one of the two tests, a passing overall grade is achieved in all categories. Scoring of IELTS-A, CanTEST and CELPIP-G are similar and may therefore be combined in this manner. CAEL has only one overall score, and SEL has two skill combined score rating so they cannot be combined with other language tests.

Please confirm with the testing centre that the final report will be issued using the marking categories listed below. If your scores are reported differently, we have no way of quickly comparing your score report to our marking template to assess if you have met our language requirement.

Please further note that only those tests listed in the pink and blue column below are accepted at this time for ICCRC registration purposes. Some settlement organizations conduct basic language tests, based on the CLB/NCLC standards, for the purpose of placing clients into the correct level of English/French as a Second Language classes or vocational training programs. Those tests are not equivalent to the tests below and are not acceptable for ICCRC purposes.

### LANGUAGE ABILITY TEST MINIMUM REQUIREMENTS

<table>
<thead>
<tr>
<th>LANGUAGE ABILITY TEST MINIMUM REQUIREMENTS</th>
<th>BEFORE 1 JULY 2019</th>
<th>AFTER 1 JULY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td><strong>IELTS - Academic</strong></td>
<td><strong>CLB LEVEL 8</strong></td>
</tr>
<tr>
<td>listening</td>
<td>7.5</td>
<td>8</td>
</tr>
<tr>
<td>speaking</td>
<td>6.5</td>
<td>7</td>
</tr>
<tr>
<td>reading</td>
<td>6.5</td>
<td>7</td>
</tr>
<tr>
<td>writing</td>
<td>6.5</td>
<td>7</td>
</tr>
<tr>
<td><strong>ENGLISH</strong></td>
<td><strong>CanTest</strong></td>
<td><strong>listening</strong></td>
</tr>
<tr>
<td></td>
<td><strong>speaking</strong></td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td><strong>reading</strong></td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td><strong>writing</strong></td>
<td>4.0</td>
</tr>
<tr>
<td><strong>ENGLISH</strong></td>
<td><strong>CELPiP - General</strong></td>
<td><strong>listening</strong></td>
</tr>
<tr>
<td></td>
<td><strong>speaking</strong></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>reading</strong></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>writing</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>ENGLISH</strong></td>
<td><strong>CAEL</strong></td>
<td><strong>overall band score</strong></td>
</tr>
</tbody>
</table>
The **ORIGINAL language ability test score results** must be sent to ICCRC whether mailed by you or the language test centre. A student score report, “unofficial copy” or online score report is not acceptable. Please note that the official score report(s) must be received by us before the document deadline. If you have not been able to book a language test appointment which allows the testing centre sufficient post-test time to score the results and to send us the hardcopy report(s) before the applicable deadline, then you will have to wait until the next available RCIC EPE exam session.

### I. Police Certificates

You must prove your good character and good conduct specifically by having no convictions under any statute in Canada or abroad or pleadings or findings of guilt in which discharges resulted, excluding pardoned offences as well as parking and non-criminal traffic offences, which in the opinion of the Registrar reflects adversely on your honesty, trustworthiness, or fitness to practice as an immigration/citizenship consultant. Police certificates that you may have obtained several years ago are not acceptable as they no longer reflect an up-to-date opinion.

1. The first part of this assessment is for you to complete and submit the **Statutory Declaration – Places of Residence**. Please note that you **may not** leave blank lines in section 5 of the declaration. To be accepted each blank line must be marked “N/A” or with some other “void” notation which clearly indicates the form is correct and complete. You must also indicate if you are attaching any additional pages by ticking the Yes/No box.

2. With respect to criminality, you must provide **ORIGINAL** national-level police certificates (clearance certificates) with fingerprints (if that version is available) showing no convictions or other negative notations – issued **within the past one (1) year** based on the date of your application for membership and licensure as an RCIC after passing of the RCIC EPE – for all countries in which you have lived for six (6) months or more **(in total not necessarily consecutive at one time)** dating back to age 18. It does not matter how long you have lived in Canada or how many years have passed since you last lived in or visited a particular country.
If you are not successful in passing the RCIC EPE on the first attempt, and require a second, third, and possibly fourth re-write attempt to be successful, and the time between the date of issue on your police certificates is now more than one (1) year old, you will be required to provide new updated certificates at the time of final processing of your post-RCIC EPE membership application.

Where criminal convictions or other notations do appear in your police record(s), you will have to disclose and explain those details on the Statutory Declaration – Background and Good Conduct.

**Canadian Police Certificate**

With respect to your Canadian police certificate, this is specifically an **ORIGINAL** RCMP Certified Criminal Record Check with fingerprints (visit the RCMP website at [http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm](http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm)) which has been issued **within the past one (1) year** (based on the date that you submit your RCIC registration/licensure application AFTER successfully passing the RCIC EPE). Please select the “Employment-Private Industry” category when filling your application. The only acceptable RCMP certificate is black/white and bears the issuing office address of RCMP, 1200 Vanier Parkway, Ottawa, Ontario, K1A 0R2 in the top left corner. The image of your two thumbprints and two index fingerprints appear in the middle of the document. It may, or may not, also include your black/white photograph. The certification statement will read, “This certifies that a search … the person whose fingerprints, name, and date of birth appear below…”

While you may be able to request the RCMP certificate from your local police service office and have your fingerprints taken, a local police service-issued Certificate of Good Conduct is **not acceptable**. In parts of Canada where the RCMP is also the local police service, the detachment may issue their own equivalent to a Certificate of Good Conduct that is stamped in the local detachment while you wait. Even though it is from the RCMP, this is the wrong version. The proper RCMP certificate will take several weeks to arrive (so don’t wait until the last minute). It must look like the sample version below with the GREEN border showing a “Vanier Parkway, Ottawa, Ontario” issuing address. To ensure that the police officer processing your application at the counter requests the correct certificate (with fingerprints) for our purposes, it is strongly suggested that you take this Guide with you when filing the request and having your fingerprints taken. Most people needing a police certificate check only require the locally-produced good conduct certificate (by whatever name it is called) like the image below with the RED border. This is not the case for ICCRC registration purposes. In some parts of Canada, the local police service may not provide fingerprinting services, in which case you will have to contact an accredited fingerprinting agency to make the submission on your behalf.

If you encounter a problem or confusion at the police station as to which certificate you should order, our telephone number is on the front cover – have the officer telephone ICCRC. We do not require Vulnerable Sector screening.

**Foreign Police Certificate**

For information concerning how to obtain a police certificate for other countries in which you have lived, visit the Immigration, Refugee and Citizenship Canada (IRCC) website at [http://www.cic.gc.ca/english/information/security/police-cert/index.asp](http://www.cic.gc.ca/english/information/security/police-cert/index.asp).
Certain countries, when applying for a police certificate, will require an accompanying letter from a recognized authority (such as ICCRC) to confirm that there is a legitimate and necessary reason for issuing a certificate. If you require assistance, please contact the ICCRC registration department at records-documents@iccrc-crcc.ca.

Similarly, certain countries require an individual requesting a police certificate to attend a local police station in-country to complete the application form and submit fingerprints. If you lived in a country where you are unable to provide a police certificate for administrative (not issued to non-citizens or former residents) or personal safety/security reasons (returning may subject you to arrest or imprisonment), a special statutory declaration, declared within the last ninety (90) day period confirming no criminal record or antecedents may be acceptable. If this situation applies to you, please contact the ICCRC registration department at records-documents@iccrc-crcc.ca for further information and, if approved, to receive the special declaration. Do not make up your own declaration.

Some countries are now issuing digital online police certificates that are valid for a very limited period. This avoids the risk of fraud and counterfeiting. If one or more of your required certificates are issued this way, please forward the entire e-mail you receive from the issuing police authority (containing the official link) to records-documents@iccrc-crcc.ca so ICCRC staff may personally access, view, and print a copy for your file. A copy you print yourself will not be accepted.

Please note, if you are sending us a police certificate that is not issued in English or French, and are therefore providing an official translation, we still require the ORIGINAL certificate along with the translation for audit purposes and your file.

Deadline to Order Police Certificate

Police certificates may take weeks if not months to process depending on the issuing country. Please ensure that you request your police certificate(s) far enough in advance that they will be received by us around the estimated time when we will be processing your RCIC registration/licensure application AFTER successfully passing the RCIC EPE. That said, do not order your certificates so far in advance that you use up most of our one-year validity period before passing the RCIC EPE. We count from the issue date printed on the certificate, not the date we receive them at ICCRC headquarters.

J. Background and Good Conduct

In addition to criminal records checks, you must satisfy the Good Character and Good Conduct Regulation to the satisfaction of the Registrar that there is no element of character or conduct which reflects adversely on your honesty, trustworthiness, or fitness to practice as an immigration/citizenship consultant. This is done by completing and submitting the Statutory Declaration – Background and Good Conduct after passing the RCIC EPE so your answers are current and right up-to-date. The form is included in this Guide for your detailed review “now”, so you are aware of the requirements. Specific conduct, incidents or offences committed in your past may not necessarily bar you from writing the RCIC EPE and, if successful, proceeding to ICCRC membership, but your past conduct and/or incident(s) must first be reviewed and accepted by the Registrar.

Where you are unable to answer and affirm a specific statement in the statutory declaration, you must provide a written explanation on the last page. If needed, you may attach additional pages which you will have to sign and date before a commissioner when you are declaring the statutory declaration.

Please note that this is an ongoing obligation of membership. Once you become an ICCRC member, you will have to reconfirm your continued good character and good conduct as part of the annual reporting obligation.

The Registrar when assessing your past conduct and/or incident(s) will consider as a guide the following elements of good character:

a) fairness and open-mindedness;
b) honesty and truthfulness;
c) integrity and trustworthiness;
d) moral or ethical strength;
e) respect for and consideration of others;
f) respect for the rule of law and legitimate authority;
g) responsibility and accountability.

Evidence that may put your character into question includes that you:
a) are currently the subject of any criminal proceedings or have criminal charges filed against you for which the final disposition or judgment has not yet occurred;
b) are currently subject to any outstanding arrest warrants in any province/territory or internationally;
c) have been notified by any professional organization that you are the subject of a complaint that remains open;
d) have ever pleaded guilty to, or been found guilty or convicted of, any criminal or other statutory offence in any jurisdiction (other than parking and non-criminal traffic offences) for which a record suspension (formerly a pardon) has not been granted, which in the opinion of the Registrar reflects adversely on your honesty, trustworthiness, or fitness to practise as an immigration/citizenship consultant;
e) have ever been found guilty in a civil proceeding involving fraud, dishonesty, or theft;
f) have ever disobeyed an order of any court in any jurisdiction;
g) have ever been the subject of a human rights finding, or have been suspended, disqualified, censured, expelled or otherwise disciplined (other than for non-payment of dues and fees, or for failing to maintain continuing professional development requirements) by any court, tribunal, licensing or regulatory body, or professional organization, in Canada or internationally, for any offence that constituted misconduct or professional misconduct (regardless of how defined), or for any offence that affected members of the public, or for any offence that was deemed to bring that profession into public disrepute;
h) have ever been refused admission as an applicant, or had a membership in a licensing or other professional organization revoked for reasons relating to a lack of good character;
i) have ever been penalized or sanctioned in any way (other than minor reduction in a non-final grade) for misconduct or plagiarism while enrolled in any educational institution;
j) are currently insolvent, or subject to a petition or assignment in bankruptcy, or have made a proposal to creditors under the Bankruptcy and Insolvency Act (Canada), or equivalent legislation of any other jurisdiction, or are the subject to a wage or income garnishment;
k) have ever violated the Immigration and Refugee Protection Act (Canada) by representing immigration clients for a fee without authorization under that Act or Regulations;
l) have ever had a claim paid out under an errors and omissions insurance program for work in which you were involved.

In determining your fitness to become an ICCRC member, the Registrar will consider among other factors:

a) your candour, sincerity, and attitude towards making a full disclosure related to your character and fitness;
b) the number and nature of the conduct, incidents or offences and the parties involved, including the record of any court, tribunal, licensing or regulatory body or professional organization involved;
c) your age and maturity when the conduct, incidents or offences were committed;
d) any explanation provided by you including your attitude and/or remorse concerning the conduct, incident(s) or offences;
e) any extenuating circumstances, including but not limited to social or historical context, contributing to the conduct, incidents, or offences;
f) the materiality of any omissions or misrepresentations in any disclosure if it/they later becomes known;
g) the length of time that has elapsed since the conduct, incidents or offences occurred;
h) any rehabilitative treatment undergone, or restitution made since the conduct, incidents or offences occurred;
i) your conduct since the conduct, incidents or offences occurred;
j) based on all information available, balancing the probabilities of reoccurrence, whether the conduct, incidents or offences will likely be habitual or will occur again;
k) whether the conduct, incidents or offences would constitute a breach of the Council’s own by-law or Code of Professional Ethics;
l) considering your entire record, whether the conduct, incidents or offences would, if became publicly known, adversely affect the confidence of the public in the Council and/or the profession as an honourable, ethical, and competent profession.

Upon receiving information which questions your character or conduct, the Registrar may:

a) take no action and permit you to proceed to becoming an ICCRC member;
b) issue a Registrar Caution that will remain on your registration file for up to two (2) years from the date of you admission as an ICCRC Member;
c) refuse granting you permission to proceed to becoming an ICCRC member for a period not to exceed five (5) years, during which you are expected to show improved and sustained good character and conduct.

If you have incidents of conduct and/or behaviour which you feel may disqualify you from being approved as a Member and licensed as an RCIC after passing the RCIC EPE, you should tick ☑️ the “I am concerned” box on the RCIC Entry-to-Practice Exam Registration Details form and request the Registrar complete an initial review of your background before enrolling in an accredited immigration practitioner program and paying your tuition, completing a language ability test, preparing to write the RCIC EPE, and pay any ICCRC.
exam fee. You may contact the Registrar by e-mail at registrar@iccrc-crcic.ca with just a written explanation of your background and concerns – attachments and appendices are not required. Please note these “pre-reviews” are done by the Registrar personally in addition to his other duties and responsibilities. Depending on the Registrar’s calendar and appointments, please allow several weeks to receive a reply with his pre-determination. Please be aware, that if you complete all the steps outlined in the Guide, up to and including the successful passing of the RCIC EPE but are then refused registration because of criminality or other incidents in your past or present, ICCRC will NOT provide any form of refunds for fees paid. If there is the smallest amount of doubt, ask for a pre-review.

K. Other Occupations and Potential Conflicts of Interest

Many exam-takers consider keeping an existing career or occupation in addition to becoming a Regulated Canadian Immigration Consultant. While there is no general prohibition to maintaining two careers, there can, in some cases, be the possibility for a conflict of interest if a vulnerable client thinks that purchasing your “other services” will make you more dedicated and enthusiastic in helping them with their immigration or citizenship application. This needs to be resolved as some regulatory or professional bodies may have a problem with you becoming a licensed immigration consultant while still be registered with them. You will be required to provide the Registrar with a “No Objection Letter” from your other regulatory body which acknowledges that they are aware of your ICCRC application and have no concern. If there is a problem, you will be contacted and will then have to choose between withdrawing your application to become a licensed immigration consultant or resigning from the other organization. In some cases, you may be allowed to become an RCIC, but you will have to actively disclose your other career or occupation to any prospective clients informing them that they do not need to purchase both types of services from you in order to increase the likelihood of a positive outcome to their immigration/citizenship matters.

To satisfy this consumer protection matter, and resolve any perceived or obvious conflicts of interest, you will have to complete and submit the Statutory Declaration – Other Occupations and Potential Conflicts of Interest. The ICCRC Registrar will review your submission and then decide as to any perceived or actual conflicts of interest, and if a No Objection and Good Standing Letter will be required from any other organization. While you may be allowed to write the RCIC EPE while those inquiries are being made, you will not be made an ICCRC Member nor licensed as an RCIC until all notifications are received back with a satisfactory response.

Do NOT make up your own “No Objection Letter” – there is an official ICCRC form that must be completed by the other regulatory body. You will be provided with the form to forward on if required.

<table>
<thead>
<tr>
<th>PROCESSING TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>We receive applications and supporting documents from exam-takers wishing to write on a variety of exam dates at any one time. Accordingly, applications are processed in batches in exam writing date order, especially when a document submission deadline is imminent. Due to the volume of applications being processed, it may take up to one (1) month to receive a reply from us. Please do not telephone or e-mail inquiring about the status of your application, or if a document has been received, until one (1) month has lapsed from when you sent your documents to us.</td>
</tr>
<tr>
<td>If you wish to know if your application has been received, and you sent your documents via Canada Post’s Xpresspost™ or registered mail service, or used a courier company, use the tracking number on the waybill, and simply visit that company’s website for your document delivery details.</td>
</tr>
<tr>
<td>• Be sure to take a photocopy or screen shot with your phone of the completed waybill portion of the Xpresspost™ envelope or courier package before shipping or mailing your envelope which clearly shows the addressee where it was being sent (such as ICCRC in the case of your exam or registration application), your name/address, and the package tracking number.</td>
</tr>
<tr>
<td>• Do not drop a pre-paid Xpresspost™ envelope in a corner letterbox but take it to a local Canada Post office or authorized agent such as some Shopper’s Drug Marts in Canada and physically hand it in to a clerk who will hand-stamped your waybill or give you a printed receipt so there is no doubt that your envelope was entered in the delivery system on a specific date. You can then track the delivery of your envelope on-line referencing back to the tracking number which appears on your waybill. The same applies with a prepaid courier package waybill which needs to be handed in at an authorized drop-off counter or depot.</td>
</tr>
<tr>
<td>• Please note the Council’s exam schedule and deadlines, together with specific document requirements, continue in the event of a postal disruption. You will need to use a courier service or hand-delivery to Burlington, Ontario, if necessary, to get your application package to the Council on-time.</td>
</tr>
</tbody>
</table>
FINAL CHECKLIST

IDENTIFICATION AND STATUS IN CANADA
☑ One (1) full-colour copy to be sent now (make a second copy to be handed-in to the exam invigilator, as per section F)
☑ Government-issued photo ID that proves both your identity AND your status in Canada. A Canadian passport or Canadian Permanent Resident Card is best but there are other options
☑ ID must be valid as of the exam Sunday date you selected to write, not just unexpired on the date you are sending it to us
☑ Must include a “certified copy of original.” statement in English or French, the date, and hand-signed by the Commissioner
☑ Must include the Commissioner’s official stamp or seal or some other mark so their name and authority is legible for audit purposes

REGISTRATION DETAILS FORM
☑ Original form only
☑ Completed in FULL CAPITAL LETTERS only
☑ Good character, good conduct, police background check section answered with ☑ by one answer
☑ Must be the current version, completed and hand-signed by you

TERMS AND CONDITIONS FORM
☑ Original form only
☑ Must be the current version, completed and hand-signed by you

ACADEMIC TRANSCRIPT
☑ Original document only
☑ Must be received in a sealed official institution envelope whether dropped off by you or mailed directly to us by your educational institution
☑ When we open the envelope and inspect the transcript, it must indicate you “graduated”, “successfully completed”, or were “awarded” a diploma/certificate from an accredited Immigration Practitioner Program. Ask the registrar at your educational institution to ensure what they issue is a “final” version of your school records
☑ Must show your successful completion date is less than three years from the date of your selected upcoming exam Sunday. There are other procedures if your education is more than three years old
☑ Do not send your original diploma/certificate. Everything we need is included on the official transcript

LANGUAGE ABILITY TEST
☑ Original document(s) only
☑ One, or a maximum of two, test attempt reports which singularly or together show you achieved a passing score for each of the competencies we require (total score for CAEL or separate scores for listening, speaking, reading, and writing on the other tests)
☑ Test(s) completed appear on the current approved language ability test list and scores match our marking template, so we can determine if you have met the minimum standard or not
☑ Testing date(s) are less than two years from the date of your selected upcoming exam Sunday, and if using the combined scores of two (2) tests to achieve an overall passing grade, the testing dates on both tests are also less than one year apart

STATUTORY DECLARATION – PLACES OF RESIDENCE
☑ Original document only
☑ Current version completed less than one year from the date of your selected upcoming exam Sunday
☑ “Complete and correct” with no blank lines in section 5
☑ Properly commissioned and hand-signed by a Commissioner

STATUTORY DECLARATION – OTHER OCCUPATIONS AND POTENTIAL CONFLICTS OF INTEREST
☑ Original document only
☑ Current version completed less than one year from the date of your selected upcoming exam Sunday
☑ “Complete and correct” with no blank page 3
☑ Properly commissioned and hand-signed by a Commissioner

STATUTORY DECLARATION – BACKGROUND AND GOOD CONDUCT
Read and review now – complete and submit once you successfully pass the RCIC EPE and are ready to apply to become an RCIC
☑ Original document only
☑ Current version completed
☑ “Complete and correct” with no blank page 3
☑ Properly commissioned and hand-signed by a Commissioner
POLICE CERTIFICATES
Due after you successfully pass the RCIC EPE before you are approved to become an RCIC
- Original document(s) only
- Must be the correct version of each foreign police certificate (where required)
- Must be the correct version of the RCMP Certified Criminal Record Search from Vanier Parkway in Ottawa and match one of the two images in section I surrounded with a green border
- Issue date(s) less than one year from the date of your application for membership/licensure as an RCIC
- If not issued in English or French, the original police certificate (in its original language) accompanied by an original certified English or French translation
- If issued as an electronic certificate (not hardcopy paper), e-mail the entire original e-mail message you receive from the issuing authority, including any attachments to records-documents@icrc-crcic.ca so we can open and print our own copy of your certificate (on which we will place a special stamp)

EXAM RESULTS
Marking the RCIC EPE does not commence until all exams have been received back from the various exam centre locations, including those completed by remote invigilation. The certified copy of your ID that was handed-in to the invigilator is next compared to the certified ID we have on-file that was submitted with your initial documents. If there is a problem with the copy of your ID that is received from the exam centre, we will contact you by e-mail to try to resolve the problem before your exam is marked.

The RCIC EPE pass-mark is determined using the Modified Angoff Method (you may search the Internet for an explanation).

Based on the size of recent exam writing cohorts, we anticipate being able to e-mail you your results by 5:00 p.m. Eastern Time on the fifth Friday after the exam writing day. Please note this is not a guarantee as exceptional circumstances beyond our control could delay the release of your results. To be fair, results are released to all exam-takers at the same time. Circumstances leading to delays could include:

- issues with Canada Post and courier companies returning exam packages back from exam centres across Canada and remote invigilators world-wide.
- not receiving all exam packages. As we use the Modified Angoff Method, we cannot begin the next phase until every exam package has arrived.
- a statutory or civic holiday in an exam centre area or invigilation site whereby local courier services are closed even if ICCRC HQ in Ontario may be open. In addition to statutory holidays, the November RCIC EPE occurs within one week of ICCRC’s Annual Meeting which will delay the pass-mark setting phase when ICCRC HQ is closed.
- exam packages being returned from out-of-country remote invigilators being delayed in local customs clearance as they travel back to Burlington, Canada.
- one or more of the professional members who serve on the Angoff exam pass-mark panels is unavailable due to illness or other business commitments on the proposed marking day.
- a larger than average exam writing cohort which dramatically increases the number of notification letters that must be prepared and sent.

Marking each exam and preparing the results letters is largely a manual process. Do not contact ICCRC before the applicable “exam results” date listed below to see if the exam results have been released. There is no express marking service. For privacy reasons your results are not provided over the telephone.

<table>
<thead>
<tr>
<th>EXAM DATE</th>
<th>EXAM RESULTS</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>Anticipated non-guaranteed release date of results by e-mail (5 p.m. Eastern Time) on the fifth Friday after exam day</td>
</tr>
<tr>
<td>3 February 2019</td>
<td>8 March 2019</td>
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<tr>
<td>5 May 2019</td>
<td>7 June 2019</td>
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<td>11 August 2019</td>
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<td>2 February 2020</td>
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<td>3 May 2020</td>
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<td>9 August 2020</td>
<td>11 September 2020</td>
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<tr>
<td>1 November 2020</td>
<td>4 December 2020</td>
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</tbody>
</table>
Like many other regulatory and professional organizations, we will not provide you with your actual mark but will simply advise if you were “successful” (passed) or “unsuccessful” (failed). If you were unsuccessful, the e-mail will also mention in which of the knowledge areas included on the exam that you scored poorly. This means that you correctly answered less than one-half of the total number of questions on that subject. This is provided to help you focus your further studying to attempt the exam again.

NEXT STEPS… TO BECOMING AN RCIC AFTER YOU PASS THE EXAM

If you are successful in passing the RCIC EPE, you are still not a member yet. You will have four (4) months from the date we e-mail your exam results to complete the final steps of registration. If you miss completing your registration during this period, then your RCIC EPE passing results will expire and you will have to retake the exam.

WARNING! By passing the RCIC EPE, you are not a Regulated Canadian Immigration Consultant (RCIC) yet. Please read the Warning – Unauthorized Practice section.

Doing so before the date when you become an approved Member and receive the Registrar’s Letter of Authority could lead to criminal prosecution together with your RCIC application being rejected or a recently-approved Letter of Authority being cancelled. Being overly eager could result in an exclusion banning you from practice for a significant period of time.

Step 1  Apply to become an RCIC

The RCIC EPE passing e-mail contains links to the following items that you must submit to apply to become a Regulated Canadian Immigration Consultant (RCIC):

- Police Certificates
  
  Read section I for details about Canadian police certificates, foreign police certificates and deadline to order police certificates.

- Statutory Declaration – Background and Good Conduct
  
  Print, complete, declare before a commissioner and return. In accordance with the Council’s By-law (as amended), and the Good Character and Good Conduct Regulation, an applicant seeking membership or registration shall demonstrate that he/she is of good character and good conduct, to the satisfaction of the Registrar. A Member shall, as an ongoing obligation once membership or registration has been granted, demonstrate continuing good character and good conduct so as to protect the public interest and maintain confidence in the profession.
  
  (Read again section J for more details)

- Statutory declaration – Agreement to regulation
  
  Print, complete, declare before a commissioner and return. This document confirms that you agree to be regulated by us in terms of how you conduct your immigration/citizenship consultancy practice; to promptly pay your membership dues, fees, fines, and penalties; and to abide by the By-law, administrative Regulations, and in particular the Code of Professional Ethics.

- Proof of Business Registration
  
  a) Research possible business name (see section L) that you would like to register with the Council for your immigration/citizenship consulting practice. Print, complete, and return the proposed business name form to the Council for approval. The form will be sent to you by e-mail after you pass the RCIC EPE. DO NOT register any business names, or incorporate any business, until the Registrar has approved your choice and notified you in writing.

  b) WHEN APPROVAL IS RECEIVED, register the approved business name or incorporate your business (see section L) and then submit a photocopy of your actual business registration (list of acceptable proof – see section M).

- ICCRC Membership dues method of payment form
  
  This advises the accounting department how you wish to be invoiced for your membership dues – annual or quarterly instalments basis. You may change your selection later by e-mailing the accounting department.
Step 2 | Other steps to follow once you are approved to become an RCIC

The Registrar will inform you that you have been approved to become an RCIC by sending you a Letter of Authority. At the time of the reception of the letter, you will need to:

I. Pay membership dues

- Upon receipt of the ICCRC e-invoice, pay your initial membership dues. The annual membership dues are $1,809.25 plus applicable tax. (Effective July 2013 and subject to change without notice).
  You will initially be invoiced a pro-rated portion of the annual dues to cover the period between becoming a member and the membership year-end which is 30 June. Thereafter you will be invoiced annually as of 1 July. Dues can be paid in quarterly instalments or as an annual single amount.

II. Establish your client (trust) account

- If you plan to accept a retainer (deposit) in advance of work being performed from your clients, **within thirty (30) days of becoming a member you must submit** proof that you have opened both a regular business operating account as well as a separate client (trust) account into which any unearned monies received in advance is deposited. If you decide to only bill clients for work after it has been performed, then you can apply for an annual exemption from opening and/or maintaining a client account. Please e-mail registrar@iccrc-rcic.ca to obtain the special exemption form AFTER you become a member.

  - Proof of client (trust) account – E-mail details including the financial institution’s name, branch information, full address, account number and the date when the account was opened, to the registration department if you are not going to apply for an exemption.

III. Pay Errors and Omissions insurance

- As a member you will be required to maintain professional errors and omissions (E&O) insurance. **Within thirty (30) days of becoming a member** you must sign up for ICCRC’s group E&O insurance.
- We will notify the insurance broker that you have become a member. The insurance broker will in-turn e-mail you directly with information about the insurance program.
- Upon receipt of the e-invoice from the insurance broker, pay your E&O insurance premium directly to the broker. The annual premium is $250.00 plus applicable tax (Rate as of July 2017 and subject to change without notice)

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**SPECIFIC INSTRUCTIONS REGARDING BUSINESS NAME AND PROOF OF BUSINESS REGISTRATION**

L. Selecting a Business Name

Once you know that you have successfully passed the RCIC EPE, the next step is to select a business name by which you will operate your consultancy practice. In addition to the list of guidelines which follows, please ensure that any words or phrases selected as part of your business name are relevant to the provision of an immigration and/or citizenship consultancy practice or service and nothing else.

You will not receive ICCRC approval for a business name that combines your new immigration practice with an existing business venture that you or a spouse or partner may be involved in which, even unintentionally, could unduly pressure a vulnerable client to purchase added wares or services hoping that will motivate you to work harder on their immigration file. For example, a problematic proposed joint business name could include, but not be limited to, such things as accounting and income tax preparation services, a realtor, or an insurance broker selling life insurance, tenant/homeowner insurance, or auto insurance. If you or a family member are involved in these or similar work, the businesses must remain separate in both name, operation, and the banking arrangements.

Before registering your business with the appropriate local/provincial/federal government department, it is important to complete a comprehensive Canada-wide business name search to confirm that no one has registered an identical or similar business anywhere in...
Canada. While an in-province localized name search may not reveal any matches, it is important to remember that your clients come from around the world, may not speak English or French as their first language, and do not think in narrow parameters such as where your business is registered – they are generally looking at just the name by itself, possibly via a website. Any potential confusion could make your business name unacceptable to the ICCRC Registrar based on potential client confusion. You can start with a quick no-cost company name search from the “Find an immigration Professional” feature on the ICCRC website which will also let you know if a proposed business name is being used by a member who registered their business abroad. You can then continue with a paid comprehensive Canada-wide business name inquiry. Please note that the more words you enter into the search field, the narrower the results will be, and will not necessarily reveal any near-matches which the Registrar may find problematic if your proposed business could be unacceptably be confused with another existing business.

When conducting these searches, it is important to remember a business database word/name search may not flag your specific choice as inappropriate to ICCRC as such inquiries merely search for an exact word or phrase match. A negative search result does not mean that your proposed business name will be accepted to the Council as there are over 5,000 RCICs already licensed and practising with registered business names. Once you have settled on a couple proposed business name(s) that have cleared all database searches, before spending money for government registration or legal incorporation, or collateral items such as business cards, brochures/stationery, logos, websites, etc., print, complete, and return the special form that you will be sent after passing the RCIC EPE containing your proposed business name choices to ICCRC at records-documents@iccrc-crcic.ca, asking if any of them will be acceptable to the Registrar. Under normal processing times, you will receive a notification letter back confirming or refusing your proposed business names within three (3) weeks of its submission.

The following guidelines should be used in determining if your proposed business name will likely be acceptable to the Council. Each business name or proposed business name is considered on its own merits on a case-by-case basis. Your business name may not include/contain language:

1. such as “law office”, “law firm” or “legal services” or otherwise imply that you are practising law or providing legal services unless you are also a member in good standing of a Canadian provincial or territorial law society or the Chambre des notaires du Québec.
2. that could imply a connection with a government agency or with a public or charitable service organization (e.g. Immigration Canada or Alberta Immigration).
3. that would imply a connection with a cultural, racial, ethnic, or religious group or organization so that it implies that you are “the” official agency, preferred provider or are somehow recommended/endorsed by such group to provide immigration services over other authorized representatives.
4. that would imply that your business is “the only” or “the best” immigration consultancy practice/service (e.g. “The” Immigration Consultants of Toronto).
5. that would imply a comparison between the services you provide to that of other authorized representatives (e.g. Best Immigration Consultancy Service, Greatest Immigration Consultancy Service, etc.).
6. that would be misleading as to the number of authorized representatives practising with you. (e.g. ABCD Immigration Consultants Limited or ABCD Immigration and Associates Inc. or ABCD Immigration & Co.)
7. that would imply the existence of a partnership, association or affiliation between consultants or other authorized representatives when no such relationship exists (i.e. two sole practitioners who share office space carrying on business under a common business name).
8. that is specifically prohibited by statute in the jurisdiction where your business is or will be registered such as legislation covering business names, business corporations, Human Rights Act, partnerships, Patent Act, Trade-marks Act, Copyright Act).
9. that is demeaning, degrading or derogatory.
10. that is too general or only descriptive (e.g. Immigration Detentions Consulting Service, Family Visas Immigration Consulting, etc.).
11. that is too general, so a potential client cannot clearly know what your business does. (i.e. John Smith by itself does not convey any information as to occupation or business. Alternatively, John Smith Consulting could be “financial consulting”, “computer consulting”, “engineering consulting”, etc.) You need to include other words along with your name, especially if registering as a sole proprietor, to clearly show your business services. John Smith Immigration Consulting as a business name for your sole proprietorship or corporation will likely be approved (unless someone has already chosen that name) by the Registrar.
12. that eludes to employment services or financial/investment services which are government-regulated activities.
13. that would imply it is a holding company.
14. includes the words “Professional Corporation”, “Law Corporation” or “Société professionnelle” as these designations are regulated by statute to certain professionals in certain provinces or territories. You may include them only if you provide evidence that you may use them in the jurisdiction where you are planning to register your business.
Do not spend money to have your proposed business name registered or incorporated until you receive a provisional approval from the ICCRC Registrar. If you go ahead and register a business name that is subsequently rejected by the Registrar, you will have to change it – at your expense – before you may complete the registration/licensing process.

M. Proof of Business Registration

Business registration is to show how you will be operating your consultancy business/practice: as a sole proprietor, partner, shareholder in a corporation, or an employee of a firm with no ownership stake. This must be completed before you can be accepted for membership as a Regulated Canadian Immigration Consultant (RCIC). When you have ensured that the business name under which you will practice complies with the guidelines listed in section L, here is a list of acceptable proof to send to us:

a. Sole proprietorship (even if your local jurisdiction does not require formal registration of sole proprietorships, ICCRC does require it):
   - Electronically-scanned image of a valid provincial or regional business licence OR
   - Statement of Registration of a Sole Proprietorship OR
   - Documentation from the Canada Revenue Agency (CRA) or Revenu Québec that includes the business number

b. Partnership:
   - Electronically-scanned image of the partnership agreement OR
   - Electronically-scanned image of the partnership registration

c. Shareholder in corporation:
   - Electronically-scanned image of the articles of incorporation

d. Employee of a firm with no ownership stake:
   - Electronically-scanned image of a currently dated letter of employment or offer of employment (once you become an RCIC) on corporation letterhead that includes your name, date, job title and summary of your position duties and responsibilities that is signed by your immediate supervisor or human resources department personnel.

Your business registration documents must describe the nature or scope of your business as being related to the provision of immigration/citizenship services and not retail or some other activity. If you are operating another business that is not related to immigration/citizenship services, you will need to set up a separate business with its own set of financial recordkeeping just for your consultant-related work.

IMPORTANT TIP – RUNNING YOUR BUSINESS FROM HOME AND ABROAD

If you are planning to operate your consultancy practice as a home-based business from your residence, be sure to check with your local municipality as to any zoning restrictions that may exist for running a commercial enterprise from a private home in a residential neighbourhood. This would also apply if you live in a complex governed by condominium by-laws, a board of directors, etc. Some municipalities permit home-based businesses BUT impose a local business licence fee.

In some parts of Canada, the government has established a provincial consultant registry separate to ICCRC, but still requiring individuals to be first registered as an RCIC with the Council. Be sure to check if you will need any supplementary registration, any additional requirements to obtain the registration, and the current provincial registry licensing fee.

If you are planning to travel to foreign countries to meet in-person with clients – for a commercial purpose – be sure to check with those foreign authorities as to any specific visa you may require or any local business registration or licence that your practice must have prior to leaving Canada.
TIP: If you plan to meet with clients at a home-based consultancy office in your residence, be sure to check with your insurance broker as having people come onto your property for a commercial purpose is generally not covered under your customary homeowners/tenant insurance policy for slip-fall accidents and other liability matters.

**PROCESSING TIME FOR FINAL LICENSING AS RCIC (SUCCESSFULLY PASSED RCIC EPE)**

Applications to write the RCIC EPE, as well as the final application for final licensing as a Regulated Canadian Immigration Consultant (RCIC) are processed in batches. These applications start arriving immediately after the RCIC EPE results are announced from those exam-takers who were successful in passing the exam. There are further documents and statutory declarations which must be completed, as well as acceptance of your proposed business name by the Registrar. Due to the volume of applications it may take up to one (1) month to be formally admitted to the Council and your Letter of Authority issued. This Letter entitles you, once you receive it, to practise as an Authorized Representative until your frameable wall certificate/licence arrives. These are produced one-by-one by a designated printer. **Please do not telephone or e-mail inquiring about the status of your final application until one (1) month has lapsed from when you sent your documents to us.** In fairness to all successful exam-takers, applications are processed on a first-come, first-serve basis.

Please re-read the **WARNING** section once again on page 5. You are not an RCIC yet. Membership is **NOT** automatically conferred by virtue of passing the RCIC EPE.

**ONGOING MEMBERSHIP OBLIGATIONS**

Once you become an ICCRC member, aside from the membership dues and Errors and Omissions insurance that are paid annually, there are other ongoing membership obligations that you should be aware of. There is a lot more to being a licensed professional than paying an annual membership fee. Some of these obligations are:

- **Become familiar** with our [Articles, By-law, Code of Professional Ethics](#) and various [Regulations](#) and administrative [policies](#) posted on our website. Check back from time to time to keep up to date on any regulatory changes. The same applies to regularly visiting the IRCC website for updated bulletins and announcements concerning various government programs.

- **Complete ICCRC Practice Management Education (PME) mandatory courses** as each new course is announced and before the required deadline. These are developed and delivered by the Council specifically for immigration/citizenship consultants. There are no substitutes for our own customized courses. There is currently no registration fee to enrol. These courses may be completed in-person at an ICCRC learning centre or by real time remote from your computer using a headset, microphone, and camera. These are live interactive sessions and not an online seminar or video. There are penalties for not completing your PME obligation or if you cancel a course registration once made without providing the required advanced notice. Schedules of all courses currently being offered can be found in the Practice Management Education section of the ICCRC website. You must complete at least one (1) PME course within the first three (3) months of membership and the balance of all other courses within the first year of your registration. Nine courses have been developed so far. Please note these courses are offered during regular daytime business hours. Learning centres for in-person instruction are located in Burlington, Ontario, Saint-Laurent, Québec, and Burnaby, British Columbia.

- **Complete 16 hours of Continuing Professional Development (CPD) education** each year, not to be confused with PME. ICCRC does not offer CPD events itself but approves activities which are submitted for consideration. Seminars typically involve an attendance fee that is paid directly to the organizer. Some events/seminars are also recorded by the organizer with online downloads being available for sale separately. These you may purchase and watch to earn CPD credit within prescribed time limits following the in-person presentation. There are penalties for not completing your full CPD obligation as well as reporting what you have completed by a specified reporting deadline. You may also earn CPD hours for writing articles, delivering CPD presentations, etc. The total CPD obligation is prorated for your initial year of membership depending when you join. Please note there is no cross-over credit between PME and CPD.

- **Register with, and pay a separate registration/renewal fee,** directly to a provincial/territorial registry office that operates their own separate governmental immigration consultant registry. If you are planning to operate your consultancy practice outside Canada, you will need to check with that country’s government regarding any additional business licence you may need.

- **Participate in a compliance reporting** process annually.
The following pages contain forms which you must print, complete, sign and send to us for processing.

Some forms will only require your signature where Statutory Declaration will have to be sworn/declared before a Commissioner for Taking Affidavits/Oath, Notary Public, or Lawyer. Do not sign any of the statutory declarations in advance. They must be signed in front of the commissioner.
RCIC ENTRY-TO-PRACTICE EXAM REGISTRATION DETAILS

PRINT ALL ANSWERS IN FULL CAPITAL LETTERS

1. I have already completed the ICCRC website on-line exam registration. □ YES □ NO

2. My preferred Title: □ MR □ MISS □ MRS □ MS □ Prefer no title

3. My Family (Last) Name ________________________________________________________________

4. My First and Middle Name(s) __________________________________________________________

5. My Address, where ICCRC can send regular mail _________________________________________
   Post Code ______________

6. My Telephone/Mobile number __________________________________________________________

7. My E-Mail __________________________________________________________________________

8. I am applying based on: □ CANADIAN CITIZEN □ CANADIAN PERMANENT RESIDENT □ REGISTERED INDIAN

9. My date of birth ____________ (Day) ____________ (Month) ____________ (Year)

10. I graduated from (name of education provider): ___________________________________________

11. Campus Location: ___________________________________________________________________

12. I graduated in (Month) ________________ (Year) ________________

13. I prefer to write the RCIC EPE in: □ ENGLISH □ FRENCH

14. I wish to write my exam in (Month) ____________ (Year) ____________ in (City) _____________________________

15. I have special needs and will be applying for Special Accommodation: □ YES □ NO

GOOD CHARACTER, GOOD CONDUCT, POLICE BACKGROUND CHECKS (Check ☑ applicable box)

I have reviewed the 13 separate questions contained in the Statutory Declaration – Background and Good Conduct as well as the relevant section J from the Registration Guide pertaining to good character, good conduct, and police background checks.

☐ I AM SATISFIED that, when required to submit the final statutory declaration and police certificates from all countries I have lived in for six (6) months (in total not necessarily at one time) since my 18th birthday, I WILL MEET the Council’s requirements for registration, membership, and licensure. I acknowledge that if the Registrar, for any reason, refuses my application for membership and licensure, any fees I have paid to date concerning this application or to obtain any required document, including the RCIC EPE fees, are not refundable.

☐ I AM CONCERNED that I may not meet the good character, good conduct, and police background check requirements and expectations of the Council, and before I write the RCIC EPE request the Registrar to review my background and provide an advanced non-binding opinion as to my likelihood to be eligible for registration, membership, and licensure.

Date _________________________ Signature _______________________________ (REVISED 12/18)
RCIC ENTRY-TO-PRACTICE EXAM TERMS AND CONDITIONS

Your Name (PRINT IN CAPITALS) ________________________________

1. ICCRC has implemented a zero-tolerance policy with regards to exam-takers not complying with the various deadlines (outlined below); not submitting all required documents on-time and in the proper format; as well as conduct on exam-day.
2. If you miss a deadline either registering for the exam, submitting your documents complete and correct, or paying the exam fee, your name will be removed from the master class list. You will then have to contact us to re-register to write the exam on a future date.
3. On exam-day you must prove your identity at the door to write the exam. You must bring with you ONE (1) piece of original valid government-issued PHOTO identification as well as an original certified colour copy of that same identification which you will give to the invigilator to return to us with your exam paper for marking. The certified copy must be certified in advance by an approved person (refer to the Registration Guide) and not merely a plain photocopy of your ID document or a plain photocopy of something that you previously had certified. The certified copy must be in full colour and not black and white to be accepted. A certified copy means the copy is hand-signed and sealed/stamped by an approved person: (1) A Commissioner for Taking Affidavits or Oaths, if within the limits or restrictions imposed on his/her commission; (2) A Notary Public; (3) A lawyer, magistrate, Justice of the peace or judge; (4) ICCRC Registrar at ICCRC headquarters in Burlington, Ontario; or (5) An official of a Canadian embassy, high commission, or consular mission. If for some reason the invigilator forgets to ask you for the certified copy of your ID, or inadvertently hands it back to you, it is your responsibility to ensure that the copy is handed-in and returned to ICCRC with your Scantron® answer paper for marking. If the certified copy is not received at ICCRC headquarters with your Scantron® answer paper, your exam will not be marked, and you will have to pay $150.00 to re-sit the exam again.
4. On exam-day if you arrive more than thirty (30) minutes past the published starting time and/or forget to bring your required original ID and certified colour copy of that ID, you will not be allowed to write the exam. You will be sent home and charged an additional $150.00 administrative fee (on top of the regular exam fee) to write the exam on a future date.
5. On exam-day, when the invigilator calls that time is up and instructs you to put down your pencil, you are to do this immediately without delay or hesitation. If you continue to fill-in bubbles on your Scantron® answer paper, go over previously marked bubbles to make them darker, or try to go back and correct previously answered questions, you will be declared as cheating. You will receive a mark of ZERO for your exam and must pay $150.00 to re-sit the exam again on a future scheduled writing session.
6. ICCRC is raising the minimum language ability requirement for individuals seeking admission to the Council after 1 July 2019 from CLB/NCLC level 8 to CLB/NCLC level 9. You must sit a first attempt of the exam before 1 July 2019 (the May 2019 exam session is the last chance) to “lock in” the certificate you will receive if you pass the exam. The new minimum language level will be calculated from 1 January 2020. The RCIC Entry-to-Practice Exam (EPE) minimum language level is CLB/NCLC level 9. The minimum language level of the exam is determined by the British Columbia government. The level is calculated using the CLB/NCLC scale for writing and speaking.

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<th>EXAM DATE</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>complete your online registration, submit all required documents, and request special accommodation</td>
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<td>Thursday</td>
<td>confirm the exam city where you will write the exam or defer without penalty</td>
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<td>pay the exam fee invoice online</td>
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<td>5 p.m. (Eastern time)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>5 p.m. (Eastern time)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 May 2019</td>
<td>-</td>
<td>11 April 2019</td>
<td>18 April 2019</td>
<td>24 April 2019</td>
</tr>
<tr>
<td>11 August 2019</td>
<td>not first Sunday of month due to Civic Holiday weekend in some areas</td>
<td>18 July 2019</td>
<td>25 July 2019</td>
<td>31 July 2019</td>
</tr>
<tr>
<td>3 November 2019</td>
<td>Clocks change back to Standard Time in some areas</td>
<td>10 October 2019</td>
<td>17 October 2019</td>
<td>23 October 2019</td>
</tr>
<tr>
<td>3 May 2020</td>
<td>9 April 2020</td>
<td>16 April 2020</td>
<td>22 April 2020</td>
<td></td>
</tr>
<tr>
<td>9 August 2020</td>
<td>not first Sunday of month due to Civic Holiday weekend in some areas</td>
<td>16 July 2020</td>
<td>23 July 2020</td>
<td>29 July 2020</td>
</tr>
<tr>
<td>1 November 2020</td>
<td>Clocks change back to Standard Time in some areas</td>
<td>8 October 2020</td>
<td>15 October 2020</td>
<td>21 October 2020</td>
</tr>
</tbody>
</table>

* Note exception for February 2019 RCIC EPE

I acknowledge that I have read and understand the Terms and Conditions outlined above, the notice that the minimum language requirements are changing as of 1 July 2019, as well as the various deadlines applicable to each RCIC Entry-to-Practice Exam session. I further acknowledge that I may only attempt the exam to a maximum of four (4) times and within an 18-month window calculated from my first exam attempt date. Moreover, with each attempt my results notification will only advise if I was “successful” (passed) or “unsuccessful” (failed) and that my actual mark will not be provided nor my question booklet or Scantron® answer paper returned.

Date __________________________ Signature __________________________________________ (REVISED 12/18)
<table>
<thead>
<tr>
<th>SECTION</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>❶</td>
<td>Print the name of your Province if being signed in Canada in the top left corner. Write the name of the country you are in if signing the declaration outside of Canada and draw a single line through <strong>CANADA</strong> and <strong>PROVINCE OF</strong></td>
</tr>
<tr>
<td>❷</td>
<td>Print your full legal name in CAPITAL LETTERS</td>
</tr>
<tr>
<td>❸</td>
<td>Check your status in Canada</td>
</tr>
<tr>
<td>❹</td>
<td>Print your date of birth in the format DD/MM/YYYY</td>
</tr>
<tr>
<td>❼</td>
<td>Since the day of your 18\textsuperscript{th} birthday until TODAY, add up the number of days, whether all at once or one-by-one over many years, that you were physically present in a particular country. If that total equals six (6) months or more, then you must list the name of that country in <strong>section 5</strong> and provide a currently-dated police certificate for those countries. DO NOT LEAVE BLANK lines in <strong>section 5</strong> if you do not need all the lines provided. As noted on the form, write N/A on the lines you do not use. A blank does not mean “nothing” unless you tell us so with a voided line. Tick the YES/No box in <strong>section 5</strong> to indicate if you are attaching any other pages to your declaration</td>
</tr>
<tr>
<td>❺</td>
<td>The <em>jurat</em> (DECLARED before me at...) section is for the commissioner to complete</td>
</tr>
<tr>
<td>❻</td>
<td><strong>DO NOT SIGN</strong> the declaration until you are in front of the commissioner, you correctly answer the commissioner’s questions, and you are directed by him/her to sign</td>
</tr>
</tbody>
</table>
STATUTORY DECLARATION – PLACES OF RESIDENCE

Type or print in CAPITAL LETTERS

1

CANADA
PROVINCE OF ____________________________
(if outside Canada, show place where taken)

IN THE MATTER OF the Immigration Consultants of Canada Regulatory Council
AND IN THE MATTER OF disclosing places of residence as part of an application for membership in the Council.

2

I (applicant’s full name) ____________________________________________________________

DO SOLEMNLY DECLARE THAT:

3 I am (select one)        ☐ a citizen of Canada
                              ☐ a Permanent Resident of Canada
                              ☐ a citizen of Canada and Registered (Status) Indian within the meaning of the Indian Act (Canada).

4 My date of birth is ________________________________

5 From the date of my eighteenth (18th) birthday until the present date, I have lived in the following countries for a period of six (6) months or longer:
   a. (enter country name) ____________________________________________________________
   b. (enter country name or N/A if not applicable) ______________________________________
   c. (enter country name or N/A if not applicable) ______________________________________
   d. (enter country name or N/A if not applicable) ______________________________________
   e. (enter country name or N/A if not applicable) ______________________________________

   I have attached a separate sheet to continue listing additional countries where I have lived. ☐ YES ☐ NO

AND that I make this solemn declaration consciously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

6 DECLARED before me at ____________________________
in the __________________ of ______________________
this ___ day of _________________________ 20____

(signature)
A Commissioner, etc.

Print Name of Commissioner
My Appointment Expires: _________________________

7 ________________________________________________________________________________
Declarant (Applicant) Signature

Affix Commissioner, Notary, Lawyer stamp or seal
STATUTORY DECLARATION – BACKGROUND AND GOOD CONDUCT

NEW – This statutory declaration form is no longer submitted before writing the RCIC EPE but immediately after you pass so your answers will be more current to your potential ICCRC admission and licensing date. You still need to review all questions, and consider your answers, NOW in order to check the applicable box at the bottom of the RCIC ENTRY-TO-PRACTICE EXAM REGISTRATION DETAILS form also contained in this package.

<table>
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<tr>
<td>❷</td>
<td>Print your full legal name IN CAPITAL LETTERS.</td>
</tr>
<tr>
<td>❸</td>
<td>Check your status in Canada.</td>
</tr>
<tr>
<td>❹</td>
<td>Read statements 1 – 13.</td>
</tr>
<tr>
<td></td>
<td>If you have something to declare in reading any of the statements, this is done on page 3 (typed or printed in CAPITAL LETTERS) or on a separate page (also typed or printed in CAPITAL LETTERS) that is attached. If the Registrar cannot read your handwriting a decision on your application will be delayed.</td>
</tr>
<tr>
<td></td>
<td>If you have nothing to declare you need to officially say “I have nothing” by taking a ruler and drawing a straight line diagonally across page 3 and writing ONE single “N/A” in the centre of the page. A blank page does not mean “nothing” unless you tell us so with a voided line that removes any doubt.</td>
</tr>
<tr>
<td>❺</td>
<td>Sign your initials in the bottom right corner for each page (including page 3) when directed by the commissioner.</td>
</tr>
<tr>
<td>❻</td>
<td>The jurat (DECLARED before me at…) section is for the commissioner to complete.</td>
</tr>
<tr>
<td>❼</td>
<td>DO NOT SIGN the declaration until you are in front of the commissioner, you correctly answer the commissioner’s questions, and you are directed by him/her to sign.</td>
</tr>
<tr>
<td>❽</td>
<td>Ensure the commissioner signs, dates, and affixes his/her seal/stamp to the top of page 3 in the appropriate space as well as on page 2. A blank sheet or forgetting to return page 3 will void your submission.</td>
</tr>
<tr>
<td>❾</td>
<td>RETURN PAGE 3 – if nothing to declare, mark page diagonally with single line and “N/A” in the centre.</td>
</tr>
</tbody>
</table>
STATUTORY DECLARATION – BACKGROUND AND GOOD CONDUCT

Type or print in CAPITAL LETTERS – All pages must be completed and returned

1 CANADA

PROVINCE OF _____________________________________________
(if outside Canada, show place where taken)

2 I (applicant’s full name) __________________________________________

DO SOLEMNLY DECLARE THAT:

3 I am (select one)  ❑ a citizen of Canada.
                   ❑ a Permanent Resident of Canada.
                   ❑ a citizen of Canada and Registered (Status) Indian within the meaning of the Indian Act (Canada).

4 1. I am not currently the subject of any criminal proceeding or do not currently have criminal charges filed against me for which the final disposition or judgment has not yet occurred, with the exception of those matters details of which are set out in Exhibit A attached hereto.

2. I am not currently subject to any outstanding arrest warrant in any province/territory or internationally, with the exception of those matters details of which are set out in Exhibit A attached hereto.

3. I have not been notified by any professional organization that I am the subject of a complaint that remains open, with the exception of those matters details of which are set out in Exhibit A attached hereto.

4. I have never plead guilty to, or been found guilty or convicted of, any criminal or other statutory offence in any jurisdiction for which a Pardon has not been granted, with the exception of those matters details of which are set out in Exhibit A attached hereto.

5. I have never been found guilty in a civil proceeding involving fraud, dishonesty, or theft, with the exception of those matters details of which are set out in Exhibit A attached hereto.

6. I have never disobeyed an order of any court in any jurisdiction, with the exception of those matters details of which are set out in Exhibit A attached hereto.

7. I have never been the subject of a human rights finding, or been suspended, disqualified, censured, expelled or otherwise disciplined (other than for non-payment of dues and fees, or for failing to maintain continuing professional development requirements) by any court, tribunal, licensing or regulatory body, or professional organization, in Canada or internationally, for any offence that constituted misconduct or professional misconduct (regardless of how defined), or for any offence that affected members of the public, or for any offence that was deemed to bring that profession into public disrepute, with the exception of those matters details of which are set out in Exhibit A attached hereto.

8. I have never been banned from practice by a provincial immigration authority or Provincial Nominee Program, with the exception of those matters details of which are set out in Exhibit A attached hereto.

Declarant

Initials
9. I have **never** been refused admission to, nor had a membership in a licensing or other professional organization revoked for reasons relating to a lack of good character, with the exception of those matters details of which are set out in Exhibit A attached hereto.

10. I have **never** been penalized or sanctioned in any way (other than minor reduction in a non-final grade) for misconduct or plagiarism while enrolled in any educational institution, with the exception of those matters details of which are set out in Exhibit A attached hereto.

11. I am **not** currently insolvent, nor am I subject to a petition or assignment in bankruptcy, nor have I made a proposal to creditors under the *Bankruptcy and Insolvency Act (Canada)*, or equivalent legislation of any other jurisdiction, nor am I subject to a wage or income garnishment, with the exception of those matters details of which are set out in Exhibit A attached hereto.

12. I have **never** violated the *Immigration and Refugee Protection Act (Canada)*, the *Citizenship Act (Canada)* or the Regulations thereunder by representing immigration clients for a fee before the Minister without authorization under that Act or its Regulations, with the exception of those matters details of which are set out in Exhibit A attached hereto.

13. I have **never** had a claim paid out under an errors and omissions insurance program for work in which I was involved, with the exception of those matters details of which are set out in Exhibit A attached hereto.

AND that I make this solemn declaration consciously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

6. DECLARED before me at the ______________________
   in the ______________________
   this ______ day of ______________________ 20___

7. Declarant (Applicant) Signature

**A**ffix Commissioner, Notary, Lawyer stamp or seal

RETURN PAGE 3 – if nothing to declare, mark page diagonally with single line and “N/A” in the centre. It must still be signed by the commissioner.

Declarant

Initials
This is Exhibit A referred to in the attached Statutory Declaration

Declared before me on the ___ day of __________ 201_____

(signature)__________________________________________

A Commissioner, etc.

Print Name of Commissioner

My Appointment Expires: ________________________________

<table>
<thead>
<tr>
<th>Declaration paragraph #</th>
<th>Detailed Explanation</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</table>

IF MORE SPACE REQUIRED, USE ADDITIONAL COPIES OF THIS PAGE WHICH MUST ALSO BE HAND-SIGNED BY THE COMMISSIONER

Declarant

Initials
### STATUTORY DECLARATION – OTHER OCCUPATIONS AND POTENTIAL CONFLICTS OF INTEREST

<table>
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</tr>
<tr>
<td>2</td>
<td>Print your full legal name IN CAPITAL LETTERS.</td>
</tr>
<tr>
<td>3</td>
<td>Tick the applicable YES / NO in section 3 concerning other regulatory bodies, certification bodies, professional associations, or unions. Remember these organizations could be anywhere in the world. It also doesn’t matter what that organization does.</td>
</tr>
<tr>
<td>4</td>
<td>DO NOT LEAVE BLANK lines in section 4. If you have just one organization to list, do so in “a” and then mark “b”, “c”, and “d” with N/A (not applicable) on the lines you do not use. A blank does not mean “nothing” unless you tell us so with a voided line.</td>
</tr>
</tbody>
</table>

Tick the YES/No box in section 4 to indicate if you are attaching any other pages to your declaration. If YES, then use the page following for your additional information and sign your initials in the bottom right corner when directed by the commissioner.

| 5       | The jurat (DECLARED before me at...) section is for the commissioner to complete. |
| 6       | DO NOT SIGN the declaration until you are in front of the commissioner, you correctly answer the commissioner’s questions, and you are directed by him/her to sign. |
| 7       | Ensure the commissioner signs, dates, and affixes his/her seal/stamp to the top of any supplementary pages in the appropriate space. A blank sheet or forgetting to return the additional pages will void your submission. |
STATUTORY DECLARATION – OTHER OCCUPATIONS AND POTENTIAL CONFLICTS OF INTEREST

Type or print in CAPITAL LETTERS

1 CANADA

PROVINCE OF ____________________________
(if outside Canada, show place where taken)

2 I (applicant’s full name) ____________________________________________________________

DO SOLEMNLY DECLARE THAT:

☐ TICK ONE and continue

3 ❑ I am not a member, registrant, licensee, etc. of ANY occupationally-based regulatory body, certification body, professional association, or union headquartered anywhere in the world, regardless if immigration-related or not, and therefore I have nothing to declare.

OR

❑ I am currently a member, registrant, licensee, etc. of the following occupationally-based regulatory bodies, certification bodies, professional associations, or unions headquartered anywhere in the world, and regardless if immigration-related or not:

4

a. (enter full name of organization) __________________________________________________________
   (website) ___________________________________________________________________________

b. (enter name of organization or N/A if not applicable) ______________________________
   (website) ___________________________________________________________________________

C. (enter name of organization or N/A if not applicable) ______________________________
   (website) ___________________________________________________________________________

I have attached a separate sheet to continue listing additional organizations. ☐ YES ☐ NO

AND that I make this solemn declaration consciously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

5 DECLARED before me at the ___________________________)
   in the ___________________________ of ___________________________
   this _____ day of ___________________________ 20 _____

☐ Signature)

☐ A Commissioner, etc.

☐ Print Name of Commissioner

☐ My Appointment Expires: ___________________________

6 ____________________________________
   Declarant (Applicant) Signature

Affix Commissioner, Notary, Lawyer stamp or seal
This is Exhibit A referred to in the attached Statutory Declaration

Declared before me on the ____ day of ___________ 201________

(signature)
A Commissioner, etc.

Print Name of Commissioner

My Appointment Expires: ________________________________

Affix Commissioner, Notary, Lawyer stamp or seal

IF MORE SPACE REQUIRED, USE ADDITIONAL COPIES OF THIS PAGE WHICH MUST ALSO BE HAND-SIGNED BY THE COMMISSIONER

Declarant

Initials