

UBC Certificate in Immigration: Law, Policies and Procedures

Program Handbook

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THE UNIVERSITY OF BRITISH COLUMBIA

Continuing Studies

Contact Information

UBC Certificate in Immigration: Laws, Policies and Procedures

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This program handbook is current as of August 1, 2016. Note that future editions of this program handbook will contain changes to program requirements and policies that supersede those outlined in this handbook, except where participants are notified otherwise. In addition, this program will have ongoing changes that are not necessarily included in the program handbook.

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Program Overview

Vision and Mandate

The University of British Columbia Continuing Studies, Centre for Intercultural Communication is pleased to offer a certificate in the field of immigration consulting.

The process of immigration in Canada is complex and ever-changing. Because of this, there is a growing need for well-trained immigration practitioners who can protect their clients, the public and the immigration system. The UBC Certificate in Immigration: Laws, Policies and Procedures (CILPP) focuses on developing the professional skills of individuals seeking the highest recognized educational standards in this field. This program aims to provide graduates with the educational foundation to develop their consulting skills and practice. The goal of the UBC CILPP program is to provide practical and in-depth curriculum that prepares qualified graduates to offer excellent service, accurate information and sound advice to clients, organizations and interested groups.

The CILPP program is highly demanding. Learners develop the skills needed to quickly access and analyze current information and regulations; emphasis is on both accuracy and professionalism in a high pressure environment. Learners who successfully complete this program and receive the UBC certificate are eligible to write the regulatory examination administered by the Immigration Consultants of Canada Regulatory Council (ICCRC). Graduates of this program have achieved high success rates in passing the Immigration Consultants of Canada Regulatory Council (ICCRC) Full Skills Examination.

To obtain the UBC CILPP, learners are required to achieve a minimum overall 70% average in all seven courses combined, and write the final exam in each of the courses. Each course is approximately four to six weeks in length and includes online readings and discussions, quizzes, assignments and a final exam.

There are two ways to complete the UBC CILPP program. The program can be completed in either a fully online format (no need to attend any face-to-face classes) at a part-time (9 months) or accelerated pace (6 months), or a blended format (includes classroom time, Tuesdays 6:30-9:30pm at UBC Robson Square in downtown Vancouver and online activities and assignments) at a part-time pace (9-months).

Program Approach, Goals and Learning Objectives

The UBC CILPP uses both online and blended delivery methods. The overall goals of the CILPP program are to:

- Provide adult learners with an exceptional level of practical skills and knowledge required to practice immigration consulting in diverse fields (personal immigration consulting business, law office, international student advising, human resources).
- Provide adult learners with a respected standard of education in immigration practice that meets the educational requirements of professional organizations and ICCRC. UBC is the only university in Canada to offer an immigration consulting program.
- Assist participants in becoming self-directed learners while developing a network of fellow immigration consultants to draw upon in their professional practice.

Who Should Take This Program?

This program is designed to meet the practical skills and knowledge requirements to practice immigration consulting, advising and law. It will be of interest to:

- Individuals wishing to set up an immigration consulting business
- Lawyers wishing to specialize in immigration
- Paralegal professionals and legal assistants
- International student advisors
- Human resource professionals working in international recruitment and staff relocation
- Non-profit organization staff working with immigrants
- Corrections Canada and Border Services Agency personnel
- Anyone interested in a career in an immigration-related field

Curriculum

Program Format and Length

The UBC CILPP program is offered twice per year, each fall and winter. Please see cstudies.ubc.ca/cilpp for dates of program offerings. There are two ways to complete the UBC CILPP program. The program can be completed in either a 100% online format, or a blended format (includes classroom time, Tuesdays 6:30-9:30pm at UBC Robson Square in downtown Vancouver and online readings and assignments), and can be either taken at a part-time, or accelerated pace.

Summary of Program Options

Program Start / Options	Part-Time (9 months)	Accelerated (6 months)
Fall Intake (September) Blended (Classroom and online - Vancouver location)	✓	
Fall Intake (September) 100% Online	✓	
Winter Intake (January) 100% Online	✓	✓

100% Online Program

The 100% online program can be taken part-time over nine months, or in a six-month, accelerated format. Students complete the program by taking a series of courses on specific topics in Canadian immigration. When courses are successfully completed in sequence, learners can complete the program on a part-time basis in nine months if taking one course at a time. Learners who take more than one course at a time could complete the program in an accelerated timeframe, in as little as six months. Please note that the Accelerated Online CILPP Program is only offered in January. The part-time program starts twice per year, in September and in January. For all program options, the Introduction to Immigration Law, Policy and History course is a pre-requisite course. Learners that cannot complete all courses in a sequential order, have the option to complete them over a longer period of time as long as all courses are completed within three year. The Introduction to Immigration Law, Policy and History course is taken first, and the Practical Skills course is taken last. Upgrading of knowledge may be required to meet the education requirements of ICCRC if courses are not completed within three years. Note that the program completion timelines for a less intensive schedule are dependent on course scheduling and the availability of seats.

The program is completed by students fully online from anywhere in the world. There is no need to attend classes. There is a 'live' weekly webinar session with the online instructor (Tuesday evening for the September program and Wednesday evening the for January program). The 'live' weekly webinar sessions are also recorded. The multiple choice exam in each course (except for Practical Skills) is scheduled on the last day of the course (Sunday afternoon). All the assessments and webinar sessions are based on Pacific Time (PT). Students should anticipate that they will need to spend a minimum of 18 hours per week reading, doing activities and assessments and studying. The curriculum consists of online readings, interacting with other students using discussion forums, online exercises, quizzes, and assignments and exams. Students are fully supported by highly skilled and experienced instructors throughout the program, and get the opportunity to interact with instructors in a way that is equivalent to students completing the blended program through webinars and online discussions.

Emphasis in all the courses is placed on developing the skills and knowledge on how to read the primary sources of Canadian immigration law, most notably the *Immigration and Refugee Protection Act* and the *Immigration and Refugee Protection Regulations*. Students who complete the program become fully competent immigration professionals, ready to be hired into immigration professional roles, or start their own consulting practice, upon completion of the ICCRC exam.

Blended Program

Learners complete the program on a part-time basis. The program starts in September and takes nine months to complete. Learners are expected to attend all classes. Classes take place on Tuesdays evenings from 6:30-9:30pm, at the UBC campus at Robson Square, downtown Vancouver. The campus address is 800 Robson Street, Vancouver.

When courses are successfully completed in sequence, learners can complete the program in nine months. On a less intensive basis (e.g., taking the first few courses one year and then completing the remainder in them next year), the program can be completed over three years. Note that the Introduction to Immigration, Law, Policy and History course must be taken first, and the Practical Skills course must be taken last. The program completion timelines for a less intensive schedule are dependent on course scheduling and the availability of seats. Students are expected to complete the CILPP program within three years. Otherwise, upgrading of knowledge may be required to meet the education requirements of ICCRC.

The curriculum in the Blended Program consists of in-class sessions, online readings and discussions, online quizzes, assignments and exams. Learners should plan to allocate approximately 15 hours per week for studying and preparing for classes, in addition to attending class time. The program is taken through a series of courses on specific topics in Canadian immigration. The courses are designed to start with the Immigration, Law, Policy and History course, and end with Practical Skills course. Emphasis is placed on developing the skills and knowledge on how to read the primary sources of Canadian immigration law, most notably the *Immigration and Refugee Protection Act* and the *Immigration and Refugee Protection Regulations*.

Required Courses

The UBC CILPP program comprises a total of seven courses. All courses provide opportunities to practice critical thinking as well as develop oral and written communication skills relevant to the field of immigration consulting.

Introduction to Immigration Law, Policy and History

This course begins by reviewing the constitutional and judicial framework that shapes Canadian immigration policy. You will learn about past and present issues involving immigration procedures as a way of assessing the driving factors that have affected Canada's current immigration policy, including

the fundamental objectives of the current immigration system. You will then be introduced to the Immigration and Refugee Board, an independent administrative tribunal that is responsible for decisions on immigration and refugee matters. You will learn how to read the primary sources of the Immigration and Refugee Protection Act and the Immigration and Refugee Protection Regulations. Grounds of inadmissibility will also be introduced in this course. Specifically, you will learn about the grounds of inadmissibility based on criminal, serious criminal, health and security grounds. This course also focuses on how to conduct immigration-related research and the uses of legal terminology and case law. Learners will also be introduced to the ethical and fiduciary duties imposed on immigration consultants in Canada.

Temporary Entry to Canada

Temporary Entry to Canada covers all aspects of temporary status relating to foreign nationals. Students develop the ability to read and interpret legislation gained in the introductory course. Specifically, in this course students will learn about visas and visitor status, including conditions and visa requirements for temporary residency, the medical examination requirement, preparing visa applications, family members, status applications, extension of status, and dealing with complications by way of temporary resident permits. The course then focuses on the concept of work and how this applies to the Labour Market Impact Assessments, including work permits and what it means to be work permit-exempt. Students will also learn about temporary foreign workers, and other exempt categories. Finally, the course focuses on students and student permits, including how to prepare study permits applications, extend their status and deal with complications which may arise.

Economic Classes, including Provincial Nominee Programs

The Economic Classes course is focused on the economic routes for immigration to Canada. You will learn about several categories and special programs like the Federal Business Immigration programs, Express Entry, Provincial Nominee Programs and the Caregiver category. In this course, you will also learn about the National Occupational Classification (NOC) as a key tool in skilled worker assessment and evaluation, specifically the use of NOC occupational descriptions in analyzing an applicant's work experience and qualifications.

Family Classes

In the Family Class course you will develop an understanding of who is eligible to sponsor a member of the Family Class, who can be sponsored, and the basic steps involved in the application process. You will learn about the difference between a legal and a genuine relationship when considering a Family Class application. Following this, the course looks at the proper legal tests and applicable policies for sponsored applicants under the in-Canada Spouse or Common-Law Partner Class. The Family Class course also looks at requirements to process adopted children and in-Canada permanent residency applications. Finally, you will learn about the different routes to attaining Canadian citizenship and the application process.

Humanitarian and Compassionate Applications, Appeals and Detentions

In the Humanitarian and Compassionate Applications, Appeals and Detentions course, you will focus on the Immigration and Refugee Board. You will examine the policy guidelines that define all types of appeals to the Immigration Appeal Division, including appeals against refusals of sponsored applications for landing made by members of the Family Class, removal order appeals, residency obligation appeals, and Minister's appeals. You will learn how to properly launch and conduct such appeals, including the preparation, presentation and follow-up steps once a decision is rendered. The procedures surrounding admissibility hearings and the roles of the parties involved, including the types of evidence that can be used at the hearing, are presented. You will also examine the factors for Humanitarian and Compassionate applications and will be also be introduced to detention reviews before the Immigration Division, and gain an understanding of the grounds upon which a person can be detained and how to argue for a detained person's release including the presentation of alternatives to detention.

Refugee Protection

The Refugee Protection course focuses on Canada's refugee protection system. It covers Canada's relevant philosophy and objectives, the relevant statutory requirements contained in the *Immigration and Refugee Protection Act* and the *Regulations*, and selected decisions of the Federal Courts of Canada and the Supreme Court of Canada on the Refugee Convention. The course will introduce you to the *Balanced Refugee Reform Act*. You will examine the rules, policies and procedures of the Refugee Protection Division of the Immigration and Refugee Board and the new Refugee Appeal Division, and learn a variety of practical skills for representing refugee claimants, convention refugees and other persons in need of protection. The course also highlights research techniques useful when dealing with refugee cases. Finally, but of utmost importance, the class will review the ethical considerations, including the ICCRC's Code of Professional Ethics, that must be followed.

Practical Skills

The Practical Skills course focuses on the practical skills students need to run practice immigration consulting, whether that involves setting up and running an immigration consulting business, or incorporating these skills into your existing work place, such as at a law practice, student advising position or in a human resources role. Content and exercises will focus on how to work with third parties, how to interact with and interview clients, how to represent clients, and how to set up and manage client files. You will learn how to write retainer agreements and write letters of submission. Issues surrounding confidentiality, competence, responsibilities and advocacy will be discussed. In this course, you will also be introduced to the regulatory requirements of this profession, including the professional rules of conduct, requirements for continuing professional development and education, and maintenance of accreditation.

Assessment Methods

Learners in the CILPP program are assessed (graded) on each course according to UBC and ICCRC assessment guidelines to ensure successful acquisition of required skills and concepts. To graduate from the UBC CILPP program and be eligible to write the ICCRC full-skills exam, learners need to complete all the assessments in each of the courses. Learners need to achieve a minimum, overall 70% average in all seven courses combined. Upon graduation, learners receive a UBC Certificate in Immigration: Laws, Policies and Procedures. Grading methods include quizzes, written assignments and exams. All the courses (except for the Practical Skills course) have an examination at the end of each course. In the Practical Skills course, learners complete a final project instead of the examination. Assignments are evaluated on the basis of developing a case strategy and applying facts to immigration law, accuracy in researching and using immigration law, and other criteria specific to each assignment.

Instructors

Courses in the UBC Certificate in Immigration: Laws, Policies and Procedures are taught by lawyers and immigration practitioners from across Canada who are highly experienced in the field of immigration. UBC's instructors are members in good standing of the Canadian Bar Association or ICCRC and have a broad scope of experience and knowledge in their area of immigration law, policy and procedures. They are able to draw upon a depth of examples, cases and practical experience from actively managing and conducting responsible and ethical practices of their own. For more information about each of the program's instructors and instructional assistants, please visit the program website at: cstudies.ubc.ca/cilpp.

Workload Expectations

Part-time students are expected to dedicate 18 hours per week to the program. Students taking the accelerated program have double the hours when taking more than one course at a time.

Part-time CILPP Program

The part-time CILPP is designed for working adults or those with other significant responsibilities.

- Learners taking the *blended* part-time program are expected to attend all in-class lectures (3 hours), as well as spend significant time (15 hours) on readings, assignments, and online discussions each week.
- Learners taking the *online* part-time program are expected spend a minimum of 18 hours on readings, assignments, online discussions and online assignments per week.

Accelerated CILPP Program

The Accelerated program is perfect for professionals who can take a few months off work to obtain the Certificate in Immigration in a faster time frame, or those who are able to dedicate a full day workload to the program for several months.

- Learners enrolled in the *Accelerated* CILPP Program begin the program by taking one course: the Introduction to Immigration Law, Policy and History course. Subsequently, between mid-February and mid-May learners take two courses at a time and can expect their course work to double. Starting mid-May and during the Practical Skills course, learners' workload expectations taper as you prepare your final project for submission at the end of June.

Program Fees (effective September 2016)

The total tuition cost of the CILPP program is \$6,090, plus a non-refundable \$175 application fee. You can save \$245 by paying by the early bird deadline. The CILPP program fee must be paid prior to the start of the program.

A flexible, pay per course payment option (\$945 per course) is also available and must be paid prior to the start of each course. All fees are payable in Canadian dollars. Registrants may pay by Visa®, MasterCard®, a bank draft payable to "UBC," or wire transfer. Early bird discounts are available for payment received three weeks before program or course start date. Please see cstudies.ubc.ca/cilpp for details. All fees in reference to certificate courses are exempt from tax. The UBC Certificate in Immigration: Laws, Policies and Procedures is a non-credit, part-time program and therefore is ineligible for student loan funding. Official tuition receipts (T2202A Forms) for tax return purposes will be issued in February for the preceding calendar year. In order to ensure you receive this form, it is your responsibility to keep your contact information up-to-date and inform us of any changes of address.

Please note that fees are subject to change on a yearly basis.

Program Policies

1. Curriculum Related Policies

1.1 Curriculum Updates

The curriculum of the UBC Certificate in Immigration: Laws, Policies and Procedures will change over time to reflect regulatory requirements, the needs of participants, developments in the field of immigration and program management, and the availability and best use of UBC resources.

- Participants need to keep abreast of the revisions and changes in the immigration legislation, case law, and policy, just as is required of anyone working in immigration consulting. The instructors will be available to help participants answer questions on the changes as they are

proposed or come into force, however it is the participants' responsibility to stay up to date on the changes.

- As the curriculum and regulatory requirements change over time, participants are expected to complete the overall requirements that were mandatory *at the date of their acceptance* into the program.
- In the event of a major program change, participants will be notified of options for completing under old or new program requirements.

1.2 Curricular Content

The learning content provided to learners (readings, handouts, practice exercises, videos, etc.) in the CILPP courses are designed to supplement and guide learners' reading of the primary sources for the program:

- the Immigration and Refugee Protection Act (the Act)
- the Immigration and Refugee Protection Regulations (the Regulations)
- Manuals and Operational Bulletins
- Case law

Learning materials are in themselves not a substitute for the primary resources. Learners must **always** consult the Act and Regulations, and the assessment in the course is based on the Act and Regulations.

In the event of any unintentional discrepancy between the online narrative content or in-class materials and the primary sources, the primary sources will prevail.

2. Assessment Policies

2.1 Review of assessments

Markers are very careful to be correct and fair when assessing students. Students are encouraged to contact their Instructor (in the online program) or Instructional Assistant (in the blended program) if they want to understand how they can improve their performance after the outcome of an assessment. If, however, you still have a question or concern about a mark on an assessment, please take the following steps:

- 1) If you note your assessment mark was incorrectly calculated, or a question was inadvertently not graded, bring this to the attention of the Instructor (online program) or Instructional Assistant (blended program) within one week of receipt of your grade so that this can be adjusted.
- 2) If, after speaking with the Instructor/Instructional Assistant you want an assessment to be re-marked by a different Instructor/Instructional Assistant, the following procedures apply:
 - Send an Application for Re-Mark of Assessment Form to UBC Continuing Studies within **two weeks** of the assessment mark being recorded.
 - A fee of \$100.00 for remarking assessment must be received by UBC Continuing Studies before remarking will be undertaken. This fee will be refunded if the mark is raised.

2.2 Late Submission of Assessments

Assessments must be submitted by the due date/time specified in the instructions. Late assessments will not be accepted, except in the case of family bereavement or sudden, serious illness of the student or immediate family member. Official documentation will be required.

2.3 Academic Misconduct

Academic misconduct includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage, in any of the actions described below:

1. Cheating, which may include, but is not limited to:
 - falsification of any material subject to academic evaluation, including research data;
 - use of or participation in unauthorized collaborative work;
 - use or possession in an examination of any materials (including devices) other than those permitted by the examiner;
 - use, possession, or facilitation of unauthorized means to complete an examination (e.g., receiving unauthorized assistance from another person, or providing that assistance); and
 - dishonest practices that breach rules governing examinations or submissions for academic evaluation.
2. Plagiarism, which occurs where an individual submits or presents the oral or written work of another person as his or her own.
3. Submitting the same, or substantially the same, essay, presentation, or assignment more than once (whether the earlier submission was at this or another institution) unless prior approval has been obtained from the instructor(s) to whom the assignment is to be submitted.
4. Impersonating a candidate at an examination or other evaluation, facilitating the impersonation of a candidate, or availing oneself of the results of an impersonation.
5. Submitting false records or information, orally or in writing, or failing to provide relevant information when requested.
6. Falsifying or submitting false documents, transcripts, or other academic credentials.
7. Failing to comply with any disciplinary measure imposed for academic misconduct.

The penalty for any academic misconduct mentioned above may include a failing grade in the assignment, exam or course, and/or suspension from the program for a specified period of time, or permanently. No makeup assignment or supplemental privileges are extended in cases where any of the above offences have occurred.

2.4 Word Limit on Written Assessments

Some assignments in the program require that they be completed within the allocated word limit. The purpose of word limits for written assignments is to encourage students to write concisely, as they would once they are practicing in the field; preparing documents when representing their future clients. The word limit for any written assessments includes anything that forms any part of your answer and/or argument/analysis, including, but not limited to, direct quotes of any length from any source anywhere in your assignment, as well as footnotes and/or references. Marking will stop at the stipulated word limit and anything written beyond that will not be considered.

2.5 Assessment Rescheduling Procedures

UBC Continuing Studies recognizes that learners' abilities to write examinations may be seriously affected by illness, family emergencies, or other special circumstances. Rescheduling of the multiple choice examination may be granted on medical or compassionate grounds or for travel arranged prior to the start of the program. Accommodations will also be made on religious grounds where religious holidays conflict with the multiple choice examination times, etc. The following procedures apply:

1. All requests for the multiple choice examination accommodation must be made to the CILPP Program Coordinator, and must be made in writing at least two business days before a scheduled examination. If an emergency occurs on the day of the exam, and students are not able to notify the Program with due notice, please notify the Program as soon as possible after the emergency. Oral requests and submissions will not be accepted.
2. Supporting medical documentation or documentation confirming travel arranged prior to the start of the program, should be attached to the accommodation request form if. In circumstances where the student cannot obtain documentation in time (e.g. a doctor's note cannot be obtained 24 hours before scheduled examination), the student must notify CILPP administrative staff of the difficulty and circumstances.
3. CILPP Program Coordinator will review the request and supporting documentation and communicate the decision to the student.

Students wishing to reschedule an assessment will be required to provide detailed reasons. Requests for rescheduling on medical grounds must be supported by a doctor's note explaining why the student cannot take the quiz or exam on the scheduled date. Rescheduling requests for personal reasons, such as family vacations or other personal travel arranged during the program will not be granted.

Accepted Reasons for the Multiple Choice Exam Rescheduling:

- Medical and/or Disability accommodations: It is the responsibility of the learner to establish a medical excuse entitling examination accommodation. The medical documentation must be signed by a practicing medical physician in Canada indicating reasons such as bereavement or a medical condition.
- Special circumstances such as pre-arranged business travel
A travel itinerary and letter from a supervisor explaining why the student must travel when an exam is scheduled.

The cost to reschedule the multiple choice exam, in all circumstances is \$200.

3. Accommodation for Learners with Disabilities

CILPP's goal is to ensure fair and consistent treatment of all learners, including learners with a disability, in accordance with their distinct needs and in a manner consistent with academic principles.

Services are available through the UBC Access & Diversity office, and candidates who have physical, sensory or specific learning disabilities are encouraged to contact CILPP administrative staff to make appropriate arrangements. Students requiring special exam accommodation must contact [UBC Access & Diversity](#) at least two months prior to their examination date.

4. Availability of Program / Course Cancellations

Program and course availability varies from year to year, depending on demand and availability of resources to offer the program. UBC Continuing Studies may sometimes cancel courses due to insufficient enrolment or other reasons. If this occurs, a refund is processed and mailed automatically. UBC Continuing Studies does not guarantee that a particular course will be offered at a particular time.

5. Program Completion Requirements

Learners must attempt all exams in each course and submit the final project in the Practical Skills course. Learners must receive a minimum 70% average across all courses combined, to receive the certificate and quality for the ICCRC full-skills examination. This means that learners may receive lower than 70% in any single course, as long as they wrote all exams, and the average of all seven courses is higher than 70%. There are no exemptions from particular requirements of the program. Learners must complete all courses.

6. Letters of Standing (LOS)

Former CILPP graduates and graduates of other immigration consulting programs who completed their program more than three years ago may apply to UBC Continuing Studies to upgrade their knowledge and attain a Letter of Standing (LOS) that qualifies them to write the ICCRC exam. The LOS confirms that a certificate is comparable in instructional time and content to current program graduates and enables CILPP graduates to register for the ICCRC [Full Skills Examination](#).

7. Prior Learning Assessment (PLA)

UBC Continuing Studies recognizes that some learners wishing to take the CILPP Program have previous experience in immigration, or have taken equivalent courses at another institution. UBC Continuing Studies permits learners to take up to three courses in the CILPP Program through the prior learning assessment process. To be able to apply for a PLA, students need to be in the program, or have applied, and been accepted to the program. Individuals wishing to apply for a PLA are requested to submit a Prior Learning Assessment (PLA) application along with the following supporting documents: a) a resume and if applicable, b) transcripts and syllabi for previously completed immigration courses. Upon approval of the PLA application, applicants can challenge an exam. This means that upon approval, applicants can move directly to the final exam whenever it is offered next (multiple-choice

exam and case study), without completing the coursework, for up to three courses in the program. Exams for each course can only be challenged once through the PLA process. Please contact program staff for the next available exam dates.

The following courses are eligible for prior learning assessment: Introduction to Immigration, Temporary Entry, Economic Classes, Family Classes, Humanitarian and Compassionate Applications, Appeals and Detentions and, Refugee Protection. The exam results of the PLA will count towards the overall average of the program. The overall average required to pass the CILPP Program is 70% and is based on the grades of all seven courses.

8. Course Repeat

Learners, who do not receive a minimum average of 70% across all seven courses combined, may choose to repeat specific courses to upgrade their marks. A student may repeat a failed course for a higher standing only once. Ability to repeat courses is based on course availability. All courses must be successfully completed within three years from the start of the program in order to obtain a CILPP Certificate. Students who do not achieve a passing grade of 70% after repeating the specific course(s) may be required to leave the program.

The cost to repeat one course is \$600. All course registration deadlines and withdrawal policies apply to returning students. The cost to repeat a course is subject to change without prior notice.

9. Withdrawal Policy

Learners who withdraw from the CILPP program/course 21 days before the program/course start date will receive a full refund, less a \$150 cancellation fee.

If you withdraw with less than 21 days' notice, you should notify UBC Continuing Studies in writing of the reasons for the withdrawal. After this date, tuition fees are non-refundable, except for serious reasons such as bereavement or a documented medical condition (supported by a doctor's letter from a practicing medical physician of Canada), in which case the refund will be processed on a pro-rated basis for the unfinished portion of the program. The refund will be pro-rated from the time the doctor's letter is received by the administrative staff and the \$150 cancellation fee will apply.

Should the learner decide to return to complete the remainder of the program/course subsequent to his/her withdrawal, applicable tuition fees will be in accordance with the most current tuition fees, and not that of the time when he/she first registered.

Students are expected to complete the CILPP program within three years. Otherwise, upgrading of knowledge may be required to meet the education requirements of ICCRC.

10. Academic Integrity

UBC Continuing Studies is committed to academic integrity and takes academic misconduct seriously. Penalties for cheating, plagiarizing or other academic misconduct may include dismissal from the program or course with a failing grade and no refund of fees. For information about UBC's policy on this matter, see universitycounsel.ubc.ca/policies/policy85.pdf.

11. Professional Conduct

UBC Continuing Studies fosters positive learning environments that respect the diversity of individuals and apply standards appropriate to professional workplaces. Students are expected to adhere to professional standards of behaviour. In particular, the ability to work respectfully in a team environment and with other students, instructors and staff is essential. UBC Continuing Studies reserves the right to require a student to withdraw from a program at any time for unsatisfactory professional conduct. In such cases there will be no refund of tuition.

12. Use of Information Technology

Learners are required to have access to a computer and internet to take either the fully online or the blended program. Learners taking the online program are additionally required to have a microphone and computer with a video camera in order to participate in webinars. A broadband or wireless Internet connection is required to take this program for all learners. There is no need to purchase additional software. Learners who enroll in the program will be given access to a secure online learning system where they will find their schedules, readings, assignments, and grades. Computer operating systems must meet the following minimum specifications:

PC: Windows XP SP2 Home/Pro

Mac: Mac OS x 10.4.

Learners must abide by the UBC Responsible Use of Information Technology policy. For details, see it.ubc.ca/service_catalogue/information_security/security/security_policies.html.

Application and Admission Information

Program Requirements

Program learners must have the following minimum computer requirements and abilities:

- Regular access to a computer with an email account and high-speed Internet access
- the ability to send and receive emails, use Internet search engines and find information using web browsers such as Mozilla Firefox or Internet Explorer

- At least 15 hours per week (for blended program), 18 hours per week (for 9-month online program) and 36 hours per week (for accelerated 6-month online program) to devote to the online portion of each course.
- The academic, interpersonal and communications skills sufficient to allow active participation in this program.

The CILPP program is open to applicants of all nationalities, regardless of residency or citizenship status in Canada. Please note, that for those wishing to write the ICCRC Full-skills exam and become an ICCRC member after completing this program, ICCRC requires proof of Canadian citizenship, or permanent residency status (effective August 1, 2016). Please visit the [Immigration Consultants of Canada Regulatory Council](#) (ICCRC) website for full details on how to become a Regulated Canadian Immigration Consultant (RCIC).

CILPP Program Admission Requirements

1. Post-secondary education OR immigration work experience (of at least two years)

For post-secondary education from a Canadian institution (completed degree or diploma or certificate or transcript of at least two years of education); - you may include a copy of your transcript (official or unofficial) or a copy of your degree or diploma or certificate.

For post-secondary education outside of Canada; (foreign degree or transcript) – you will need to provide a credential evaluation report on your foreign degree or transcript. Click here for a list of Canadian credential evaluation institutions (such as ICES, WES, IQAS). Processing time may take four to six weeks. The CILPP program only requires the “basic” credential evaluation report.

For immigration work experience in Canada (of at least two years) – you will need to provide a work reference letter from your current or past employer and it must specifically outline your immigration-related duties and your duration with the company. The letter must be on a letterhead and signed by your employer. Reference letters will be verified by UBC.

Note: If your post-secondary education or your immigration work experience in Canada is less than two years, we will accept a combination of your post-secondary education and your work experience for the at least two years duration.

2. Proof of English language proficiency

An English language test (and minimum score) is a mandatory admission requirement for all CILPP applicants. This is a mandatory program entry requirement of ICCRC and helps ensure that learners are prepared to succeed in this rigorous academic program. Below are listed some institutions at which you can complete the English language test. Please note that membership in ICCRC requires a higher minimum language score that is required in CILPP. Get more information on [ICCRC’s language requirement](#).

Test	Web Site	Minimum score for each competency
IELTS (Academic) – International English Language Testing System	ielts.org/default.aspx	Overall band score of 5.5 with a minimum score of 5.0 in each component (Reading; Listening; Speaking; Writing)

CAEL – Canadian Academic English Language Assessment	cael.ca	Minimum score of 50 in each component (Reading; Listening; Speaking; Writing)
MELAB – Michigan English Language Assessment Battery	cambridgemichigan.org/melab	81 (Composition; Listening; Grammar, Cloze, Vocabulary, Reading; Speaking)
CANTEST	cantest.uottawa.ca	4.0 in each component (Listening; Reading; Writing; Speaking)
CELP (Academic) * - Canadian English Language Proficiency Index Program	<i>* The CELPIP-Academic test is no longer available as of Sep 3, 2015</i>	Minimum score of 4L in each component (Reading; Listening; Speaking; Writing)

Note: If you have written one of the above English Language tests in the past, we will accept your English test even if it has already expired, providing it is one of the CILPP approved English Language tests and your test scores met the minimum required scores listed above.

Application Process

The admissions process helps to ensure that the needs, intentions and expectations of participants are adequately matched to the program's objectives and capabilities.

Before applying to this program please read and understand the terms and conditions in the program handbook. Read the handbook carefully as it contains important information about the program and its policies, and online learning and assessments.

Please note that the submission of the online application form and application fee does not guarantee a seat in the program if it has filled to capacity before the four-step application process is completed. Prospective students are encouraged to apply early, as the program fills quickly.

Step 1: Review the CILPP program admission requirements and compile your required documents.

Step 2: Submit the [CILPP application fee](#).

Step 3: Complete and submit the [CILPP application form](#) along with your admission documents.
(Once your application has been processed, you will receive an acceptance letter email)

Step 4: Upon receiving your acceptance letter, you need to register and pay tuition for the courses to hold your place in the CILPP program. Course registration is based on a 'first come, first served' basis.

Contact Us

For more information about the program, please contact us:

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