



# CERTIFIED ABORIGINAL PROFESSIONAL ADMINISTRATOR (CAPA) Online Program

**REGISTER NOW!**  
**Courses begin**  
**September 4, 2012**



The CAPA Online Program is specifically designed to set high quality competency standards and provide learning opportunities to enhance the knowledge and professional development of Senior Administrators and aspiring Senior Administrators working in Aboriginal communities and organizations on-reserve, off-reserve and in remote, rural and urban settings. Through this program, Administrators will learn how to significantly enhance their workplace performance and successfully fulfill their mandates to provide optimal service to meet the needs of their communities and organizations.

The following new online courses are available on the following topics:

- **Human Resource Management (CAPA 1)**  
This course provides the opportunity to acquire knowledge and skills necessary for senior Administrators, managers, and human resource professionals to create value through strategic management of human resources in the workplace.
- **Leadership (CAPA 2)**  
Aboriginal communities and organizations need senior Administrators and managers who can provide effective organizational and strategic leadership in pursuit of community/organizational goals.
- **Financial Oversight (CAPA 3)**  
This course provides a general overview of financial concepts, many practical examples and best practices, to assist senior administrators in the execution of their daily operations and planning processes.
- **Communications (CAPA 4)**  
Professional administrators working in Aboriginal communities and organizations, require excellent written and verbal and interpersonal communication skills. They also require knowledge in strategic approaches to communication in and outside of their organizations.
- **Governance Structures and Processes (CAPA 5)**  
For senior Administrators to function effectively in Aboriginal communities and organizations, it is necessary for them to have comprehensive knowledge of the historical, external, and local governance context, structures and processes within which they function.

**Join the growing number of professionals who are enhancing their management skills and start towards your Certified Aboriginal Professional Administrator (CAPA) designation today! Please see page 2 to register!**

**For more information:**

**Toll Free: 1-866-466-8408**

**Fax: 1-866-780-2188**

**Email: [AFOA@GoToRegister.ca](mailto:AFOA@GoToRegister.ca)**

**Web: [www.GoToRegister.ca/AFOAOnline](http://www.GoToRegister.ca/AFOAOnline)**



**AFOO**

Aboriginal Financial Officers Association of Canada



# Fax-Back Registration: 1-866-780-2188 AFOA Fall 2012 Courses, Start Date September 4, 2012

- AFM 3: Aboriginal Business Law**  
(Plus two mandatory textbooks below):
  - Contemporary Canadian Business Law  
\$126.95 (plus applicable taxes)
  - Aboriginal Law Handbook  
\$111.00 (plus applicable taxes)
- AFM 4: Strategy & Decisions**
- AFM 5: Values & Ethics in the Aboriginal Workplace**
- AFM 6: Aboriginal History & Developments** (Plus two mandatory textbooks below)
  - Sweet Promises  
\$33.95 (plus applicable taxes)
  - Skyscrapers Hide the Heavens  
\$ 41.95 (plus applicable taxes)
- AFM 14: Aboriginal Human & Fiscal Issues**
- AFOA 1: Community Economic Development**
- AFOA 2: Aboriginal Management Practices – Level I**
- AFOA 3: Aboriginal Program Management**
- AFOA 4: Aboriginal Management Practices – Level II**
- FSMA: First Nations Fiscal and Statistical Management Act** (Intro Course - First Nations Financial Management Standards)
- CAPA 1: Human Resource Management (NEW!)**
- CAPA 2: Leadership (NEW!)**
- CAPA 3: Financial Oversight (NEW!)**
- CAPA 4: Communications (NEW!)**
- CAPA 5: Governance Structures and Processes (NEW!)**

**Please note:** Textbook shipping & handling is an additional \$20.00

#### Cancellation/ Withdrawal Policy

- Cancellations/ Voluntary withdrawals should be sent in writing directly to AFOA Canada by Fax 1-866-780-2188 or email AFOA@GoToRegister.ca
- Cancellations will be accepted without penalty until **September 10, 2012**
- A \$250 Voluntary Withdrawal fee (plus taxes) will apply for Voluntary Withdrawals received between **September 4, 2012 and October 23, 2012**
- **No refund** for withdrawals after **October 23, 2012**
- AFOA Canada reserves the right to cancel the course, in which case refunds will be issued

#### CONTACT INFORMATION

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_  
 Province/Territory \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 Email \_\_\_\_\_

#### COURSE FEES

- Member ..... \$535 + Taxes Member # \_\_\_\_\_
- Non-Member ... \$645 + Taxes

*If you are claiming GST/HST exemption, please attach proof of exemption at time of registration. Payment must be received prior to semester start date September 4, 2012.*

Your signature is required as authorization of registration.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### INDICATE METHOD OF PAYMENT

- Cheque enclosed (*Payable to AFOA Canada*)  
*Note: NSF cheques will be subject to a \$37.50 fee*
  - Credit Card (*complete the following*):
    - VISA     MasterCard     American Express
- Credit Card Number: \_\_\_\_\_  
 Expiry: \_\_\_\_ / \_\_\_\_ (mm/yy)  
 Cardholder Name \_\_\_\_\_  
 Authorization Amount \$ \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_

**Fax completed form to 1-866-780-2188 and mail a copy with your payment to AFOA Canada 1066 Somerset Street West, Suite 301, Ottawa, ON K1Y 4T3.**

**For more information, please call 1-866-466-8408, email AFOA@GoToRegister.ca or visit GoToRegister.ca/AFOAOnline**

