CSIC e-Academy
SCCI e-Académie

Immigration Practitioner Diploma: Laws, Policies and Procedures

Assessment Factors

An applicant to CSIC e-Academy will be assessed on four factors:

1. Proof of status
2. Educational or professional background
3. Language skills

1. Proof of status

The applicant must be a citizen as defined in the Citizenship Act (Canada), or a permanent resident as defined in the Immigration Refugee Protection Act, or an individual registered as an Indian under the Indian Act (Canada). Acceptable proof may include one of the following Canadian government-issued documents*:

- Birth Certificate
- Passport
- Permanent Resident Card
- (Canadian) Indian Status Card

* Note that any document with an expiry date must be valid at date of application. The proof of status document may be scanned and emailed to CSIC e-Academy.

2. Educational or professional background

The applicant must provide **one** of the following:

- Proof of 2 years post-secondary education evidenced by a transcript **and/or** degree/diploma or equivalent from a recognized institution*;

  OR

- 2 years of related work experience ** evidenced by business license or letter from employer (must include term of employment, position held, duties performed and name/contact of supervisor)

*Recognized institutions include Canadian post-secondary institutions. International institutions may be considered recognized at CSIC e-Academy's discretion. Should the institution not be recognized, an equivalency will be required. The preferred equivalency service is WES; however, other equivalency services may be accepted at the discretion of CSIC e-Academy.

**The evaluation of previous work experience is at the sole discretion of CSIC e-Academy.

3. Language skills

The language requirement is to ensure that students have the requisite language skills to be successful in the online program. The applicant must provide a satisfactory language test score of a CSIC-approved language test, as per the standards indicated in the table below:

Language Test	Minimum Score for Each Competency
International English Language Testing System (IELTS – Academic)	Overall band score of 5.5 with a minimum scored of 5.0 in each component
Canadian Academic English Language Assessment (CAEL)	Minimum score of 50 in each component (Reading; Listening; Speaking; Writing)
Canadian English Language Proficiency Index Program (CELPIP-General)	Minimum score of 7 in each component (Reading; Listening; Speaking; Writing)
Michigan English Language Assessment Battery (MELAB)	81 (Composition; Listening; Grammar, Cloze, Vocabulary, Reading; Speaking)
CANTEST	4.0 in each component (Listening and Reading, Writing, Speaking)
CSIC e-Academy Language Test	Overall score of 3.5, with a minimum score of 3.0 in each component (Please refer to pages 6 and 7 of this document).

Please note that CSIC e-Academy reserves the right to request additional documentation as part of the assessment process.

Admissions Process

Complete the online application form, and pay the $175 application fee using your credit card. Once you have paid the fee, you may begin sending us your documents by both email and mail.

The following documents may be emailed to e-academy@csic-scci.ca:
- Copy of proof of status, such as Permanent Residence card or Canadian passport   - Copy of your degree/diploma, or, if applicable, foreign studies equivalency report   - Photocopy of your transcripts   - Copy of language test results

Admissions Policies

Student Admissions Policy

CSIC e-Academy is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

1. All inquiries are forwarded to either to the Administrative Officer or the Senior Education Administrator.

2. The Administrative Officer corresponds with the prospective student to discuss the program of interest.

3. Once the student has decided to proceed, the Administrative Officer reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.

4. The Administrative Officer obtains evidence (e.g. transcript, proof of age, etc.) from the student that he/she meets all of the program's admission criteria and places the evidence in the student file. The admission criteria cannot be waived by either the school or the applicant.

5. After receiving evidence that the prospective student meets all of the admission criteria, the Administrative Officer prepares a Student Enrolment Contract and corresponds with the prospective student to review the policies that will affect the student during his/her completion of the program of study and to review the contract. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the Administrative Officer provides guidance as to how to proceed with finalization of the contract.

6. The Administrative Officer or the Senior Education Administrator corresponds with the prospective student to discuss his/her educational goals and commitment to completing the program of study. Financial arrangements for payment of tuition are also discussed.

7. If the Senior Education Administrator and the prospective student agree on a financial arrangement, they sign the contract and the school delivers a copy of the signed contract, along with a copy of all student policies to the student.

Application Fee Policy

To submit your application for consideration, you must provide a $175 application fee. If you do not provide a fee, CSIC e-Academy will not accept your application.

The $175 application fee is non-refundable.

Prior Learning Assessment Policy

From time to time, applicants will have prior academic or professional immigration experience. Prior learning, based on recent academic or professional experience, may be evaluated by a committee of instructors at the request of applicants. Applicants are asked to contact Administration at the time of application to request a prior learning assessment (PLA).

The PLA committee will look for such things as:
*   Completion of relevant courses in Canadian immigration studies – specifically those from programs accredited by the ICCRC – completed within the past 2 or 3 years with a final grade of 70% or higher
*   A record of professional experience in a range of Canadian immigration law totaling at least 5 years

In addition to the regular admissions documents, PLA applicants would be asked to submit any combination of the following, as applicable:
*   Academic transcript(s) of Canadian immigration studies
*   Detailed resume outlining roles and responsibilities, with particular attention to immigration experience and responsibilities on any immigration case files
*   Job letter from an immigration employer outlining roles and responsibilities in an immigration capacity, as well as the specified period of employment

Applicants are also advised to downloaded and review the "Course Descriptions" (http://e-certify.ca/course-descriptions.php) to cross-reference their academic and professional experience. Although applicants may request advanced standing for each of our courses, applicants will be required to demonstrate current and extensive academic or professional experience to qualify. To promote consistency, prior PLA decisions may be taken into account when determining PLA decisions.

Please note, PLA assessments will be determined on a case-by-case basis, and not every applicant for PLA is successful. CSIC e-Academy values education and knowledge over expediting the academic experience. CSIC e-Academy's intention is to ensure that all graduates possess the skills and competencies that are covered in each course of the program. The fee for a formal prior learning assessment is $100, and is non-refundable irrespective of CSIC e-Academy's determinations. The decisions of the committee are final and there is no appeal process.

Contact Information

If you have any questions, please do not hesitate to contact us by email at e-academy@csic-scci.ca or by telephone at 1-888-228-4598. Our mailing address is listed below:

Mailing address:
CSIC e-Academy
#501-3292 Production Way
Burnaby, British Columbia
V5A 4R4

Immigration Practitioner Diploma: Laws, Policies and Procedures program

CSIC e-Academy Language Test

Applicants are asked to read a sample passage provided by CSIC e-Academy from the IRPA/IRPR, an OP, international trade agreement or other significant immigration document. The objective is to reflect and consider the immigration passage. This is not a research paper. No research is required to successfully complete this test. Evaluation will be based upon the applicant's ability to summarize, analyze and explain ideas in their own words. In addition, the applicant should demonstrate critical thinking skills in the context of immigration.

In your own words, compose an approximately 500-word response:

1) Summarize what **you** think the passage means
2) Explain how **you** feel this passage is relevant or important
3) Suggest any possible difficulties or challenges with the topic(s) covered in the passage

Assessment is based upon the Language Test Grading Rubric. Primary assessment factors are: focus, organization, purpose and analysis, word choice, and spelling and grammar. It is expected that applicants will present their best writing sample for assessment.

Plagiarism and copying the work of others, including copying from websites, will not be accepted. Applicants who are found to have copied from websites or the work of others will fail the CSIC e-Academy Language Test and may be refused admission to CSIC e-Academy.

CSIC e-Academy Language Test Grading Rubric

	4	3	2	1
Focus	There is one clear, well- focused topic. Main ideas are clear and are well supported.	There is one clear topic. Main ideas are clear but are not well supported.	There is a clear topic. Main idea is somewhat clear.	The topic and main ideas are not clear.
Organization	The introduction states the main topic, and provides an overview of the paper. Information is relevant and presented in a logical order. The conclusion is strong	The introduction states the main topic and provides an overview of the paper. A conclusion is included	The introduction does not clearly state the main topic. A conclusion is included	There is no clear introduction, structure, or conclusion.
Purpose and Analysis	The author's purpose of writing is very clear and there is evidence of analysis and refection.	The author's purpose of writing is clear and there has been some reflection on the topic.	The author's purpose of writing is somewhat clear and there is very little reflection.	The author's purpose of writing is unclear and there is no reflection on the topic.
Word Choice	The choice and placement of words seems accurate, natural, and not forced.	The author uses words that communicate clearly, but the writing lacks variety.	The choice and placement of words is inaccurate at times and/or seems overdone.	The author uses limited vocabulary. Jargon or clichés may be present and detract from the meaning.
Spelling and Grammar	All sentences are well constructed and have varied structure and length. The author makes no errors in grammar, mechanics, and/or spelling.	Most sentences are well constructed and have varied structure and length. The author makes a few errors in grammar, mechanics, and/or spelling, but they do not interfere with understanding.	Most sentences are well constructed, but they have a similar structure and/or length. The author makes several errors in grammar, mechanics, and/or spelling that interfere with understanding.	Sentences are awkward, are distractingly repetitive, or are difficult to understand. The author makes numerous errors in grammar, mechanics, and/or spelling that interfere with understanding.
Reviewer's Comments				