



## **National Aboriginal Lands Managers Association and Centre of Excellence for Matrimonial Real Property**

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### **Education and Training Policy**

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## Overview of NALMA and COEMRP Education and Training Policy

This document describes the policies that guide the delivery of NALMA and COEMRP's education and training programs. The policies covered in this document relate to the Professional Lands Management Certification Program (hereafter referred to as PLMCP) and NALMA and COEMRP Specialized Training and Toolkit deliveries. These policies are intended to guide decision-making and planning for NALMA and COEMRP's delivery of education and training to ensure consistency across students, programs, specialized training toolkit deliveries and academic years. In this document, references to NALMA include the COEMRP, where both names are not stated, it should be assumed that the policy applies to training delivered by either organization, as COEMRP is an organization operating under the NALMA umbrella.

This is a living document. It will be reviewed and updated regularly by NALMA's Professional Development Unit (PDU) and Policy Committee. The policies in this document should be synthesized with other relevant documents, such as the PLMCP student handbook, PLMCP Procedures and NALMA's Prior Learning Assessment and Recognition (PLAR) policy on a regular basis.

This policy is subject to change and readers should ensure they are viewing the most recent version of the document.

## Common Acronyms used in this Policy

This document contains some technical language related to the field of land management and particular to the National Aboriginal Lands Managers Association (NALMA). Here is a list of acronyms used in this document:

COEMRP: Centre of Excellence for Matrimonial Real Property

ED: NALMA's Executive Director

ETA: NALMA's Education and Training Administrator

DET: NALMA's Director of Education and Training

INAC: Indigenous and Northern Affairs Canada

MI: NALMA's Master Instructor

NALMA: National Aboriginal Lands Managers Association

PDU: NALMA's Professional Development Unit

PLAR: Prior Learning Assessment and Recognition

PLMCP: Professional Lands Management Certification Program

## Records Management

NALMA is working toward the development of a formalized database system to maintain detailed records of participants in both the PLMCP and specialized training. For certified land

managers, this system will enable NALMA to track their certification maintenance and ensure land managers are staying up to date in the field with respect to changes in legislation and technologies in the profession.

NALMA will seek funding to build a customized system, which will track students in both PLMCP and specialized training. Ideally, this database will also be used to generate official transcripts for other academic institutions who accept NALMA courses in transfer credit agreements. Access to this database will be restricted to NALMA's PDU and senior staff to ensure compliance with federal privacy laws.

Currently, NALMA maintains a detailed spreadsheet for each specialized training delivered, which includes participants who registered and attended the training. Records of training agenda, materials, and other relevant documents are kept at the NALMA head office. Scanned copies will be kept on file starting in the 2017-2018 fiscal year in the event a student loses their certificate and for future certification maintenance needs.

## Professional Lands Management Certification Program

NALMA's Professional Lands Management Certification Program (PLMCP) includes two components, post-secondary training (Level I) and technical training (Level II, delivered by NALMA). These two components are generally taken over two years to ensure learners are familiar with the necessary skills and knowledge competencies required to function as a general practitioner in First Nation Lands Management across Canada. For more information about PLMCP, visit [learn.nalma.ca](http://learn.nalma.ca) This section of the policy relates to the technical training delivered each year by NALMA.

Level II technical training includes the following course modules:

Module 101: History and Legislation  
Module 201: Fundamentals in Lands Management  
Module 301: Collective and Individual Interests  
Module 401A: Leasing I  
Module 401B: Leasing II  
Module 501: Permits

### Admission to Program

Applications to the program are typically due by the end of February each year. Students must complete an application form and submit it to the Education and Training Administrator via email, fax or regular mail. Applications will be reviewed by the PDU and spaces to the program are allocated on a first come, first served basis according to following priority categories:

Priority 1: Returning Students (students who have completed Level I)

Priority 2: Applicant is currently employed with a First Nation who operates under the Reserve Land and Environmental Management (RLEMP) program

Priority 3: Applicant is the second person from their First Nation to attend PLMCP

Priority 4: Applicant is currently employed by a First Nation that does not belong to a land management regime

Priority 5: Applicant is currently employed by a First Nation that is a signatory to the Framework Agreement or operates under comprehensive self-government

Priority 6: Applicant is currently employed with Indigenous and Northern Affairs Canada (INAC)

Priority 7: Applicant is currently employed by a government agency, other than INAC

Five spaces will be held for INAC-funded students until May of each fiscal year at which point these spaces will be released to any applicants on a waiting list for the program.

PLMCP applications are accepted past the due date until spaces are filled; spaces will be allocated to late applicants according to availability. If all spaces are filled, applicants will be placed on a wait list. The ETA will notify applicants on the wait list if a spot becomes available, in order of their application submission date.

Students will receive a letter notifying them if they have been accepted to the program or if they have been placed on a wait list.

NALMA accepts up to 20 students into PLMCP each year. Additional students may be permitted to enter the program at the instructor's discretion.

### [Student Attendance Requirements](#)

Each module in PLMCP includes 45 contact hours in order to comply with national standards for university level accreditation requirements across Canada, therefore students are expected to attend each module in full in order to meet the requirements of the program.

Attendance is taken on each day of the training in order to monitor student attendance and participation.

In the event that a student is unable to attend, for example, due to illness, family emergency, or late arrival because of travel delay, students are expected to communicate with the instructor regarding their absence from the training. Students are expected to make up any time they miss in each module. If a student is unable to attend one of the modules, they are expected to

attend the module the next time it is delivered in order to satisfy the requirements of the program. If a student is unable to attend Module 401A, they will be required to return the following year to attend module 401A and all remaining modules. Given that module 401A provides foundational learning for later modules, it is not recommended that students attend any of the later modules if they miss it.

### Evaluation Forms

Students are asked to complete an evaluation form at the end of each module in Level II. Completion of the evaluation form is voluntary and student grades will not be influenced by feedback shared through the evaluation process. Student feedback and evaluations will be kept on file at NALMA in both hard copy and electronic format. Feedback in evaluation forms may be shared anonymously in NALMA reports, however students will not be identified in the sharing of any of their comments or feedback. Feedback obtained through student evaluations will be retained for two years. After two years, evaluation forms will be destroyed.

### Student Leave from the Program

In extenuating circumstances, students may request a temporary leave from the program. In the event that a student requires leave from studies, they are expected to submit a written request to the instructor, indicating the reason for the leave and the length of their absence.

### Time to Completion

Students must complete the PLMCP Level II within 3 years of commencing the program, inclusive of any leave time. After three years, the student is required to retake Level II from the beginning due to continuous updates to course materials and content required to stay current in the field of land management.

### Release of Information to Third Parties

In accordance with the Federal Privacy Act, NALMA does not release student information to any third party without the express written consent of the individual. Information pertaining to student progress, attendance, success or any other details regarding the student's involvement in PLMCP will not be shared with anyone, including INAC funders or community leadership. Student files are stored in a secure location in a locked filing cabinet. NALMA's PDU and senior administrative staff are the only people with access to these files. Similar measures are taken for participants in NALMA's specialized training, however, additional staff have access to participation records for administrative purposes.

## Land Manager Certification

Students in PLMCP are eligible to receive their *National Certification as a Practitioner in First Nation Land Management* upon successful completion of both Level I and Level II of the PLMCP. Students must present their certificate from Level I to NALMA PDU before the completion of Level II. In order to successfully complete Level II of PLMCP, students must obtain a minimum grade level of 60% overall in both Level I and Level II.

## Cost of Training and Reimbursement of Expenses

For students who are funded by INAC, expenses to attend the training will be reimbursed following each training module. Students will be provided with a travel claim form for each module at the completion of the module. Students are asked to submit their travel claim forms as soon as possible following each module but they must be submitted within 60 days. Students are reimbursed for travel expenses at current treasury board rates. For a detailed list of eligible and ineligible expenses see page 9 of this document.

For students that are not funded by INAC, tuition for Level II is \$1500.00. Tuition must be submitted to NALMA prior to the commencement of module 101.

## Certification Maintenance

Staying current in the field of land management is critical for land managers and other lands staff. To this end, NALMA delivers specialized training at both the national and regional levels on important land management topics as they emerge (for example, changes to key legislation and subject-specific training on key areas of responsibility for lands staff or contemporary issues). It is essential for land managers to stay current in the field in order to execute their role as land managers effectively. NALMA offers training on an on-going basis to its members and others to support the on-going learning and networking required in the field of land management.

NALMA is developing a database and tracking system to maintain up-to-date records for PLMCP graduates and attendees to NALMA's specialized training. In the future, specific standards and policy for certification maintenance will be developed to refine the approach for determining that land managers remain current in the field. This section of NALMA's education and training policy will be updated continually to reflect any changes in policy regarding certification maintenance with specific standards required to maintain certification. If necessary, a separate policy on certification maintenance will be written.

## NALMA and COEMRP Specialized Training

### Registration and Waitlist

People who wish to attend NALMA's specialized training and toolkit deliveries are required to register online to indicate their interest in the training. Registration forms are available on NALMA's website and are processed in the order in which they are received. Due to demand and limited space, NALMA restricts attendance to one representative per First Nation. English specialized training events require a minimum of nine registered participants to go forward. If nine participants have not registered within 30 days of the event, it will be postponed or cancelled.

Upon receipt of registration forms, registrants will receive written confirmation of registration into the training or notification that they have been placed on a wait list if all available spaces have been filled for the training. Registrants are notified of their status once their registration form has been processed. NALMA attempts to respond to all registrants on the status of their registration within 1-2 business days of receiving the registration form.

NALMA specialized training events are in high demand and oftentimes have a waitlist of individuals who will attend the training at late notice if a spot becomes available. Out of respect for all NALMA members, training participants, instructors and staff we ask that registered participants notify the organization as soon as they become aware that they will not be able to attend an event. This will ensure that other potential participants can attend in their place and that NALMA can maintain full capacity at training events.

Registered participants must notify NALMA staff as soon as possible if they can no longer attend a training; this is so their spot can be offered to the next person on the waitlist. If a registered participant is unable to attend a specialized training event and does not communicate their absence ahead of the training, the person will first receive warning indicating the event that they missed and the consequence for missing another event, without communicating to their NALMA contact. If that same individual misses a second event they have registered for they will not be given priority to attend NALMA training and will be waitlisted for all NALMA training for up to one year. If they miss a third training event without informing NALMA written notice on NALMA letterhead will be sent to their First Nation indicating the staff person who has repeatedly missed training, will not be eligible to attend NALMA training.

These infractions will be monitored in NALMA databases and communicated between units to ensure consistency and penalties are in place for the appropriate amount of time. Registrants will be informed of these policies, in writing, upon notification that they have a confirmed seat at NALMA training.

For participants who continually cancel at the last minute, the third time they cancel they will receive a warning. Failure to attend the next training they register for will result in being on the waitlist for NALMA trainings for up to one year.

People who have already attended a toolkit and register for the same event again, will be placed on a waitlist in order to provide space for other interested participants who have not yet attended that particular training. If there are spaces left after registration closes repeat attendees will be offered a seat.

Note: NALMA training events are public photographed/video recorded events.

### Attendance Requirements

It is expected that registrants to NALMA's specialized training will attend each session in full in order to be eligible to have costs reimbursed. However, awarding of certificates will be at the instructor's discretion and based upon the individual's attendance and participation at the training. Participants at specialized training sessions are expected to communicate any absences to the instructor in order to be eligible to receive reimbursement funds and to receive a certificate of completion in the event that they cannot attend the training in full.

Attendance will be taken each morning and afternoon at specialized training to confirm each participant's presence. To facilitate this requirement, administrative staff will provide an attendance list to the instructor and support staff at each training session.

### Certificates of Completion

Certificates are awarded at each of NALMA's specialized training sessions. These certificates will be issued to participants who attend the training in full or have communicated any absences to the instructor. Certificates will be presented to attendees upon completion of the training, in cases where this is not feasible, certificates will be shipped to participants following the training. Certificates will be signed by the NALMA chair, not the instructor, in keeping with institutional approaches at colleges/universities and for ease of issuing certificates.

Certificates are issued and printed by the PDU for all NALMA training events. NALMA units that are coordinating training are asked to submit their registration lists to the PDU for certificates to be issued ahead of the training. This will ensure consistency of certificates issued, enable the PDU to maintain an accurate list of NALMA training events and registered participants and create a structure for monitoring certification maintenance.

### Distribution of Toolkits

NALMA toolkits are available in hard copy format to attendees at NALMA training and may be made available electronically to NALMA members upon request. In the event that NALMA

members request additional hard copies of toolkits, they will be asked to cover the cost of printing and shipment for the toolkits where NALMA budgets do not allow for printing/shipping.

Hard copies and digital copies of NALMA toolkits will be provided to government employees on case-by-case basis. NALMA's first recommendation is always for government staff to attend toolkit deliveries in person in order to learn the material, build relationships and receive a hard copy of the toolkit.

Electronic copies of toolkits, which are not currently offered through specialized training opportunities, will be available to NALMA members through the Peersite resource library. Electronic copies of toolkits should contain a "do not copy" watermark and will only be available for review on Peersite.

### Copyright of Toolkits

Copyright of NALMA toolkits remains with NALMA. Written permission is required if individuals, organizations or First Nations would like to reproduce toolkits, in part or entirety for their own use or purposes. NALMA toolkits will be updated to include copyright statements. The NALMA logo will be inserted below the copyright statement.

#### **Copyright statement to be included in toolkits**

Copyright © "publication year" by the National Aboriginal Lands Managers Association (NALMA). All rights reserved. This toolkit or any portion thereof may not be reproduced, distributed or used in any manner whatsoever without the express written permission of NALMA.

Print copies of the toolkit are made available to participants at NALMA's toolkit training. Electronic copies of the toolkit may be made available to NALMA members upon request. To request a copy of this toolkit please contact:

National Aboriginal Lands Managers Association  
Nalma.ca  
705-657-7660  
705-657-9992

### Cost of Specialized Training and Reimbursement

## Cost of Training and Reimbursement for First Nations

NALMA and COEMRP obtain funding to support First Nation representatives to attend specialized training. Specialized training events will be capped at 20 participants to ensure quality of training and instruction. Costs will be reimbursed for First Nation representatives at current treasury board rates up to a specified limit depending on the training budget available. NALMA requests up to \$2,500.00 (CAD) to support First Nations to attend the training. For communities who wish to send additional participants, an additional participant will only be admitted if there is space available and at the First Nation's expense. For participants travelling from northern/remote regions to attend training, if eligible expenses to attend the training are over and above \$2500.00, actuals will be reimbursed if budgets allow.

### **Examples of Eligible Expenses:**

- Hotel Accommodation
- Airfare (economy tickets only)
- Baggage Fee
- Meals while attending and travelling to/from training
- Incidentals
- Parking
- Mileage
- Taxi fare to/from airport
- Bridge Tolls (i.e. Bridge toll to Prince Edward Island)
- Road toll expenses evaluated on a case-by-case basis
- Private and non-commercial accommodation allowance: Provide accommodation allowance is reimbursed at current federal rate
- Seat Selection for air travel
- Internet/wifi in hotel room

### **Examples of Ineligible Expenses:**

- Rental Car
- Any meals provided throughout the training cannot be claimed as an expense
- Seat upgrades for air travel
- Mileage claimed over and above cost of economy airfare when a flight could be taken
- Alcohol
- Taxi fare to/from another hotel to host venue
- Flight change fees

### **Incidentals are eligible as follows:**

- 1-day event (no overnight stay)- no incidental
- Multi-day event- incidentals for each day away, including the day of return

\*in order to receive incidentals participants must be staying over night

**Meal Allowances as follows:**

- Breakfast, lunch and dinner are provided for each full day and night away
- Dinner provided on travel day when participant does not return home before 6pm or leaves home before 5pm
- Lunch provided on travel day when participant does not return home before 1pm or leaves home before 11am
- Breakfast provided in the morning on travel day or when participant leaves home before 8am on travel day

Note: The trainee must identify any allergies prior to the event. The venue is notified and a request is made for a separate meal to accommodate the allergy.

Travel claim forms will be provided to attendees at the event and will be processed within 7-10 business days of being received. Travel claim forms must be completed in full and submitted within 60 days of the date of the training. Travel claim submissions that are missing required elements (such as receipts) will not have those elements reimbursed. Forms submitted after the 60-day period will not be reimbursed. Reimbursements for training events attended in February and March must be submitted by March 31 of that fiscal year in order to be reimbursed.

Participants must attend specialized training events in full, or communicate any absences to the instructor, in order to be reimbursed for their costs to attend the training. The PDU in consultation with the course instructors will review situations where training participants do not attend the event in full on case-by-case basis and determine the appropriateness of reimbursement depending on context.

### [Costs to Attend for Participants NOT representing a First Nation](#)

Other attendees to NALMA and COEMRP specialized training are permitted to attend training provided there are spaces available after every First Nation registrant who wishes to attend has been provided with a space.

For INAC or other government employees, costs to attend will be covered by their agency or out of pocket. NALMA reserves 5 spaces for INAC staff to attend NALMA specialized training in order to support training of government staff and relationship building between First Nations and government.

For consultants, lawyers, academics or other non-First Nation and non-governmental employees, a tuition fee of \$500.00 will be charged to attend specialized training. Tuition must be paid prior to the training in order to secure a spot to attend.

### [PDU's Hands-on, Technical Training in Land Management](#)

NALMA offers hands-on, technical training in First Nation communities to provide direct support to land managers in setting up their lands office, developing policies and procedures, and other technical areas depending on community needs.

Availability of this training is subject to funding and the availability of NALMA's Master Instructor/NALMA representatives. NALMA maintains an on-going wait list for communities who wish to participate in the hands-on, technical training program. Each year, NALMA requests funding to support hands-on, technical training for 2 communities, one in Western Canada and the other in Eastern Canada. Priority is given to member communities, before offering the training to communities that are not NALMA members.

Currently, applications to participate in this program are accepted on an on-going basis. A written request submitted via email notifying the PDU of interest is sufficient. NALMA's PDU has developed an application form, which once approved, will replace written request submitted over email. This policy will be updated once an application form has been finalized and a new procedure is in place for requesting hands-on training.

NALMA's Education and Training Administrator maintains an on-going list of land manager/communities who have submitted a request for the hands-on land management training.