



# National Aboriginal Lands Managers Association

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## Education and Training Policy

Version 16

May 2023

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## Overview of NALMA Education and Training Policy

This document describes the policies that guide the delivery of NALMA's education and training programs. The information covered in this policy relates to the Professional Lands Management Certification Program Level II (hereafter referred to as Level II) and NALMA's Specialized Training. These policies are intended to guide decision-making and planning for NALMA's delivery of education and training to ensure consistency across students, programs, specialized training toolkit deliveries, and academic years.

This is a living document that will be reviewed and updated regularly by NALMA's Professional Development Unit (PDU) and Policy Committee. The information in this document should be synthesized with other relevant documents, such as the *Level II Students' Handbook*, *Level II 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 which is available online at <https://nalma.ca/professional-development>

## Common Acronyms used in this Policy

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

DET: NALMA's Director of Education and Training  
ED: NALMA's Executive Director  
ETA: NALMA's Education and Training Administrator  
ISC: Indigenous Services Canada  
MI: NALMA's Master Instructor  
NALMA: National Aboriginal Lands Managers Association  
PAS2: Program Administrative Support2  
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 Level II and specialized training. For certified land managers, this system will enable NALMA to track their certification maintenance and ensure land managers are staying current in the field with respect to changes in legislation and technologies in the profession.

NALMA utilizes a customized system, which tracks students in both Level II and specialized training. 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 is 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 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 Land Management across Canada. For more information about PLMCP, visit [learn.nalma.ca](http://learn.nalma.ca). This section of the policy relates to Level II delivered each year by NALMA.

Commencing in 2021, Level II: Technical Training is 18 Credits. Core courses are weighted at 3 credits each:

PLMC101: Laws (Treaties), Acts and Regulations

PLMC201: Environmental Management

PLMC301: Land Use Planning

PLMC401: Land Transactions

PLMC501: Land Administration

### ***In addition:***

2 Electives (1.5 credit each)

***Or***

1 Elective (3 credits)

## Admission to Program

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

Priority 1: Applicant is currently employed with a First Nation/Tribal Council/ Treaty Land Entitlement (TLE) Office and provides Land Management services to the Nation(s) who operates under the **Reserve Land and Environmental Management Program (RLEMP)** and has successfully completed Level I or PLAR and has been approved for funding through ISC.

Priority 2: Applicant is a returning student to Level II: Technical Training.

Priority 3: Applicant is currently employed with a First Nation/Tribal Council/ Treaty Land Entitlement (TLE) Office and provides Land Management services to the Nation(s) who operates under the **Reserve Land and Environmental Management Program (RLEMP)** and has successfully completed Level I or PLAR.

Priority 4: Applicant is currently employed by a First Nation/Tribal Council/Treaty Land Entitlement (TLE) Office who provides Land Management services to the Nation(s) that **does not belong to a land management regime** and has successfully completed Level I or PLAR.

Priority 5: Applicant is currently employed by a First Nation/Tribal Council/Treaty Land Entitlement Office who provides Land Management services to the Nation(s) that is a **signatory to the Framework Agreement or operates under comprehensive self-government** and has successfully completed Level I or PLAR.

Priority 6: Applicant is currently employed by a First Nation/Tribal Council/Treaty Land Entitlement (TLE) Office who provides Land Management services to the Nation(s) that does not belong to a land management regime.

Priority 7: Applicant who is currently employed by NALMA's Regional Lands Association or other Indigenous non-profit organizations.

Priority 8: Applicant is currently employed with Indigenous Services Canada (ISC).

Priority 9: Applicant is currently employed by a government agency other than ISC.

*In extenuating circumstances, the NALMA Professional Development Unit reserves the right to make program decisions regarding admission.*

Level II 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 Level II each year. Additional students may be permitted to enter the program at the instructor's discretion.

### Student Attendance Requirements

Each core course will be comprised of contact hours in order to comply with national standards for university level accreditation requirements across Canada, therefore students are expected to attend each course in full in order to meet the requirements of the program.

Attendance is taken regularly in order to monitor student attendance and participation.

Due to the concentrated focus and time constraints, students are strongly urged to attend all course commitments within their capacity. Students are expected to make up any time they miss in each course.

PLMC101 is a mandatory core course and is a pre-requisite for the remaining courses in Level II.

### Student Roles and Responsibilities

Regular attendance is an expectation of students in all classes (including lectures, tutorials, field trips, guest speakers, evening classes, and seminars.) Students are required to attend and be punctual to participate in all course activities. Attendance for Level II: Technical Training courses takes priority over other events hosted by NALMA or Regional Lands Associations.

During the Level II online delivery, students are expected to attend all live lectures, seminars, and presentations as required by the instructor. Failure to participate as required will impact overall successful course completion and may result in failure to achieve course requirements.

Students are encouraged to participate actively in classes, and to have their contributions treated respectfully by instructors and fellow students. Students will be expected to follow the general guidelines outlined for Discussion Board contributions as well.

Students are expected to show the same commitment and responsibilities to their studies as they would to their employment.

## Student Conduct

Students are expected to conduct themselves in a professional manner in and out of the classroom. Students must conduct themselves within the scope of the institutions' and/or association's rules, regulations, and by-laws. If students choose to have guests accompany them during a course, the student is responsible for the behaviour of their guests. Students' guests are expected to conduct themselves in accordance with the student conduct requirements.

Students can expect their instructors to prohibit verbal or physical behaviour in the classroom that is not respectful of others. Instructors expect students to cooperate in the maintenance of a climate that is free from personal intimidation, insult, and harassment.

Any inappropriate behaviour by the student or a student's guest that may reflect negatively on NALMA will not be tolerated and will result in disciplinary measures which could include dismissal from the program.

## Classroom Etiquette

To respect others in the class and avoid disruption please do not pursue personal side conversations during lectures and discussions, arrive late, or leave early from class. It is expected that cell phones will be turned off during class. Laptops are permitted for note taking and for course activities only.

## Evaluation Forms

Students are asked to complete an evaluation form at the end of each course 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 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.

Please Note: Your feedback and evaluations are important to us as we endeavour to meet identified needs to build upon our program.

## Student Leave from the Program

In extenuating circumstances, students may request temporary leave from the program. Students who voluntarily withdraw from the program must submit *Notice to Withdrawal* to the Education and Training Administrator as soon as possible so that they are withdrawn from remaining courses. Failure to attend classes and/or failure to complete the required

coursework will not constitute an official withdrawal from the program. All outstanding course requirements (completion of assignments, etc.) must be complete prior to re-entry to PLMCP Level II.

### 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.

Instructors may grant extensions on a case-by-case basis, a learning contract will need to be negotiated that sets deadlines to be met. If the student does not meet the dates provided in the learning contract, they need to re-take the program.

### Student Academic Appeals

#### ***Background and Purpose***

Occasionally, students have concerns about an academic judgement made by a member of the PDU instructional staff. For some academic matters, the NALMA Education Policy has procedures and expectations to be followed.

The purpose of this document is to summarize the process to be followed within Level II if a student wishes to appeal an academic judgement. Most often these judgements involve a grade on an assignment or in a course. The process described below will normally be followed for an appeal of a grade but also provides a general structure for appeals of other academic judgements (for example, results of comprehensive examinations). Appeals of academic judgements, especially those concerning grades on assignments and in courses, should normally be based on the belief that an unfair or improper assessment procedure was used. It is not enough for a student to feel they should have received a higher mark unless that feeling is based on the belief that the assessment process was flawed resulting in an unfair or unreasonable decision. Such flaws might include the following:

- an instructor not following the assessment process spelled out in the course syllabus,
- an instructor failing to provide timely feedback on assignments prior to issuing a final course grade,
- an instructor using irrelevant or incorrect information in reaching a judgement, or not considering relevant information that was available when the judgement was made.



## ***Academic Appeal Procedures***

In all cases of disagreements between instructional staff and students, the preferred course of action is for the student to raise the concern directly with the instructor who is obligated to listen to the concern and provide a timely, respectful response. If this response is not acceptable to the student, then the process described below should be followed.

1. The student should summarize in writing the nature of the academic judgement of concern, the basis for an appeal of that judgement, the process followed, and outcome of any effort made to resolve the matter with the instructor. If the matter concerns a grade on an assignment or in a course, the course outline should be provided along with the assignment(s) of concern including any feedback provided by the instructor. This summary and related materials should be submitted to the Director of Education and Training.
2. The PDU will review the information provided and consult with the instructor and others, as necessary.
3. The Education Committee will make an initial determination of the merits of the appeal and then meet with the student to discuss it within two weeks of the appeal being submitted. This discussion may include options available to resolve the concern if the appeal is judged to have merit.
4. If the matter is not resolved to the student's satisfaction their appeal can be taken to the NALMA Board of Directors.

## **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 Level II will not be shared with anyone, including ISC 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 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. In order to successfully complete Level II, students must obtain a minimum grade level of 60% in each course. The onus is on students to submit proof of Level I completion to be eligible for certification.

## Transfer of Credits and Student Transcripts

Students who successfully complete Level II may utilize their academic credits from NALMA to ladder into programs at NALMA's Partner Institutions (such as the University of Saskatchewan, Algoma University, Vancouver Island University, and Université du Québec en Abitibi et Témiscamingue). NALMA has negotiated a block transfer of credits that may be used toward specific diploma or degree programs at each institution. However, it is ultimately up to the individual institutions which credits are transferable.

In order to have these credits recognized you will require a transcript showing your achievements at NALMA. To request a transcript, please contact NALMA's Education and Training Administrator and clarify the recipient of the transcript (i.e., where the transcript should be sent and to whose attention). Transcripts will be generated and shipped out within 7-10 business days. Official transcripts include the following information:

- Student Name
- Courses taken including course dates and the grade level achieved
- Date the transcript was issued
- NALMA seal
- Transcripts are signed by NALMA's Director of Education and Training

## Cost of Training and Reimbursement of Expenses

### ***In-class Delivery only***

For students who are funded by ISC, expenses to attend the training will be reimbursed following each training course. Students will be provided with a travel claim form for each course at the completion of the course. Claims must be made on the Travel Claim provided and submitted to NALMA. NALMA will only process claims that are complete, have required receipts and are properly approved. Incomplete forms will be returned and will cause a delay in payment. **Note:** Travel claim forms for the course must be submitted for reimbursement on or before March 31<sup>st</sup> of the current fiscal year. Travel claims received after March 31<sup>st</sup> will **not** be reimbursed.

Students are reimbursed for travel expenses at current treasury board rates. For a detailed list of eligible and ineligible expenses see "Cost of Training and Reimbursement for First Nations" in this document.

For First Nation students from communities that are not funded by ISC, tuition for Level II is \$1,500.00. Any other applicants falling outside these parameters will be reviewed on a case by case basis. Tuition must be submitted to NALMA prior to the commencement of PLMC101.

## 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 Specialized Training

### Registration and Waitlist

People who wish to attend NALMA's specialized training 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 training; this is so their spot can be offered to the next person on the waitlist. If a registered participant is unable to attend an event and does not communicate their absence ahead of the training:

1<sup>st</sup> offence - receive a warning

2<sup>nd</sup> offence - will not be given priority for other NALMA events and will be waitlisted for up to one year

3<sup>rd</sup> offence - written notice sent to First Nation and the individual is no longer 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 training for up to one year.

People who have already attended a training and register for the same event again, will be placed on a waitlist 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 may be offered a seat.

#### [Consent to Recording and Collection of Personal Information](#)

**By registering for and participating in any NALMA event**, you consent to audio and video recording and their release, publication, or reproduction to be used for web casts, promotional purposes, inclusion on websites, social media, or any other purpose by NALMA. Images, photos, and videos may be used to promote similar NALMA events in the future. You release NALMA, and its employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of photographs, computer images, video and sound recordings.

All personal information collected is done so exclusively with your consent, by means of your registration. NALMA will not share your personal information with third parties without your permission. However, we may contact you in the future to provide additional information related to this event or to promote future events hosted by NALMA that may be of interest to you.

#### [Attendance Requirements](#)

It is expected that registrants to NALMA's specialized training will attend each session in full in order to be eligible for reimbursement. 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 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, 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 a case-by-case basis. NALMA's first recommendation is always for government staff to attend toolkit deliveries in person to learn the material, build relationships, and receive a hard copy of the toolkit.

Electronic copies of toolkits are available to NALMA members through the Peersite resource library. Electronic copies of toolkits should contain a "do not copy" watermark and are available as "read only" 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/manuals.

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. To request a copy of this toolkit please contact:

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

## Cost of Specialized Training and Reimbursement

### Cost of Training and Reimbursement for First Nations

NALMA obtains 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 \$3,000.00 (CAD) to support First Nations to attend the training. Participants are reimbursed for expenses incurred to attend the training including one day prior and one day following for travel purposes. *Students and participants are expected to book their flights as far in advance where possible to avoid unnecessary inflated charges and exceeding allowable funding levels.*

The NALMA Professional Development Unit will identify hotel accommodations and negotiate a group rate for a standard room. Prior to each session, students/participants are required to book their own rooms within a specified time and are **personally responsible for payment of any costs different from the negotiated rate.** Typically, the hotel will require you to secure your room with a credit card.

Reimbursement will be provided based on actuals up to the rate negotiated by NALMA. Claims for reimbursement must be accompanied by original receipts detailing expenses, or paid invoices. Photocopies, faxes, or emails may be accepted. **Credit card slips alone are not acceptable, as they do not provide sufficient detail.**

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 \$3,000.00, actuals will be reimbursed if budgets allow.

**Examples of Eligible Expenses:**

- hotel accommodation
- airfare (economy tickets only)
- baggage fees
- 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/Wi-Fi 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 or mileage to/from another hotel to host venue
- cost of accommodation over and above negotiated rate (either at another hotel or at host venue)
- flight change fees may be reimbursable at the discretion of the ED
- when an individual chooses to drive rather than fly to a training session there will be no travel expenses reimbursed if an overnight is required (i.e., hotel accommodations, incidentals, extra meal allowances)
- 407 toll highway expenses

\*If you are unable to fly due to medical reasons or require other special considerations, please inform NALMA ahead of time regarding your travel arrangements and reimbursement options.

**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 (unless provided at training);
- 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 submissions that are missing required elements (such as receipts) will not have those elements 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, 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 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 ISC or other government employees, costs to attend will be covered by their agency or out of pocket. NALMA reserves 5 spaces for ISC staff to attend NALMA specialized training 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 non-refundable registration fee of \$1,500.00 will be charged to attend specialized training. Fees must be paid prior to the training to secure a spot to attend.



## PDU's Hands-on, Practical Training and Direct Technical Support

NALMA offers Hands-on, Practical Training and Direct Technical Support 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.

Training is subject to funding availability.

Currently, applications to participate in this program are accepted on an on-going basis. Interested First Nations must complete and submit an Application. Upon approval the following Supporting Documentation (template will be provided) will be required:

- Terms of Reference
- Band Council Resolution
- Non-disclosure Agreement

Please contact the MI or ETA for information. The applicant is then placed in the queue for the next available spot in the program.