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## REGISTRATION GUIDE

Writing the RISIA Entry-to-Practice Exam  
and  
then applying to become a  
Regulated International Student Immigration Advisor (RISIA)



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## WELCOME

Welcome to the Immigration Consultants of Canada Regulatory Council (ICCRC). If you are not familiar with the Council, we are not a union, federation, membership club or association. ICCRC is a *regulatory and licensing authority* similar to the College of Teachers of Ontario, the law society, the college of physicians and surgeons, etc. Our mandate from the Canadian government is solely to protect consumers, not represent the interests of members or registrants.

This document has been prepared to assist you in applying to write ICCRC's **RISIA Entry-to-Practice Exam (RISIA EPE)** and, if successful, to then apply for registration by the Immigration Consultants of Canada Regulatory Council (ICCRC) as a **Regulated International Student Immigration Advisor (RISIA)**. This does not permit you to practice as a Regulated Canadian Immigration Consultant (RCIC). Despite working in the education sector, if you wish to become an RCIC instead of a RISIA, please refer to the general *Registration Guide* for RCICs on our website.

**The information in this document is valid as of 10 December 2018 and replaces any previous version of the *Registration Guide (the Guide)*. It is subject to change without notice.** It is strongly recommended that you read this document carefully through once and then follow the instructions when completing your application submission. **Please compare the version number of your *Guide* (at the top right corner of the title page) with the one on the online version posted on the ICCRC website. If the version number online is more recent, then you need to download the updated version. You are required to submit the all of the forms and declarations that are contained in the back of the *Guide*, including an updated Terms and Conditions Form. If the documents' content has changed, you will need to resubmit those previously submitted documents.**

For your convenience, certain fields in the documents at the back of the *Guide* can now be filled from your computer before printing. You can also print the documents and complete them by hand.

## MANDATORY REQUIREMENTS

To qualify to write the exam, and subsequently become a Regulated International Student Immigration Advisor, you must:

- Be at least [18 years of age](#);
- Be a [Canadian citizen, Canadian permanent resident, or a Canadian citizen who is a Registered Indian](#) within the meaning of the *Indian Act (Canada)*;
- Complete an [accredited educational program for RISIAs](#), as delivered by the Canadian Bureau for International Education (CBIE), within the past three (3) years OR graduate of an [accredited immigration practitioner's program for RCICs](#);
- Provide a satisfactory [RCMP Certified Criminal Record Check with fingerprints](#), issued within the past one (1) year;
- Satisfy the Registrar of your good character and good conduct by completing the [Statutory Declaration – Background and Good Conduct](#) attesting to good character and good conduct.

## EXAM FEE AND RE-WRITE TIME-LIMIT TO PASS

The RISIA EPE is currently offered every three (3) months concurrently with the RCIC EPE schedule for those wishing to become an RCIC. You are permitted a maximum of four (4) attempts to pass. The cost of writing the exam is illustrated in the table below.

If you are given permission to write your exam by remote invigilation rather than travelling to an exam centre, there will be an additional fee to cover ICCRC's added administrative work and courier expenses to prepare and ship a single exam package just for you. This added charge will be added to the regular fee for each exam attempt not completed at an exam centre (see table below).

### Exam fee before applicable taxes

Writing Session	CONFIRMED EXAM CENTRE	REMOTE INVIGILATION LOCATION	
		Within North America (including additional fees of \$100.00)	Outside North America (including additional fees of \$200.00)
First Attempt	\$500.00	\$600.00	\$700.00
Second Attempt	\$400.00	\$500.00	\$600.00
Third Attempt	\$400.00	\$500.00	\$600.00
Fourth/Final Attempt	\$400.00	\$500.00	\$600.00

If you fail to cancel your registration by the specified deadline, fail to appear on-time on exam day, or are expelled from the exam session after you arrive, you will be assessed a \$150.00 administrative fee to have your RISIA EPE registration reprocessed for a future writing session.

If the certified colour copy of your ID on exam day is not correct but you are permitted to write, you will be required to pay a \$150.00 administrative penalty before your exam is marked.

If you fail your first RISIA EPE attempt, you may register to re-write the exam at a future scheduled exam session upon payment of the appropriate fee for each re-write. There is no waiting or cooling-off period requirement between re-writes up to the fourth attempt.

If you fail the first RISIA EPE attempt, you will be considered to have withdrawn your application if you do not:

- (a) attempt at least one re-write exam within one (1) year of the date of the first RISIA EPE attempt, and/or
- (b) achieve a satisfactory (passing) result on a subsequent re-write attempt no later than 18 months following the date of the first RISIA EPE attempt.

Once your application file is closed you will have to re-apply, meeting all prevailing admission requirements at that time, and replacing any documents which have become stale-dated (see the Validity Period of Application and of Each Type of Document section).

If you unfortunately fail your fourth RISIA EPE attempt, you will be withdrawn as an exam-taker. Following a waiting period of at least one (1) year after the date of writing your fourth attempt, you may re-enrol as an exam-taker by meeting all prevailing admission requirements in force at the time of re-enrollment and replace any submitted documents which have since become invalid. Notwithstanding that academic qualifications from accredited Immigration Practitioner Programs (IPP) are deemed valid for three (3) years from the date of graduation or successful completion, if you have failed to pass the RISIA EPE four times, you will be required to successfully complete a new IPP program in its entirety before being permitted to attempt the RISIA EPE again.

## ZERO-TOLERANCE AND APPLICATION DEADLINES

As an immigration professional you will be required to work to unforgiving deadlines and ensure work is complete, correct and on-time. Failure to do so could negatively impact your students. Learning this key business practice starts with your own RISIA EPE registration right now. We average more than 500 online exam registrations for each RCIC/RISIA EPE exam session. To process this volume of applications efficiently together with the number of supporting documents, we have implemented a zero-tolerance policy with regards to exam-takers not complying with the various deadlines and/or not submitting all required documents on-time and in the proper format to write the exam.

If you miss any of the deadlines to register for the exam, fail to submit your documents complete and in the required format (original, colour, or certified copy), or miss paying the exam fee on time; your name will be removed from the master class list. You will be responsible for informing us of your new choice of exam writing date. **There are no exceptions or extensions beyond what is already outlined in this Guide.**

Please also arrive early for your exam with the correct identification. Late arrivals and/or improper documents could result in you being refused entry and sent home with a further \$150.00 administrative fee being assessed to reschedule for a future exam session.

With exam-takers writing across Canada, as well as internationally, by remote invigilation, the common deadlines by which the RCIC and RISIA EPE is administered is based on Eastern Time (ET) at Burlington, Ontario, Canada, the location of ICCRC headquarters.

Please note our new deadline schedule commencing with the August 2018 RISIA EPE:

EXAM DATE	DEADLINE TO...		
Sunday	complete your <b>online registration, submit all required documents, and request special accommodation</b>	<b>confirm the exam city</b> where you will write the exam or <b>defer without penalty</b>	<b>pay the exam fee</b> invoice online
	<b>Thursday</b> 5 p.m. (Eastern time)	<b>Thursday</b> 5 p.m. (Eastern time)	<b>Wednesday</b> 5 p.m. (Eastern time)
3 February 2019	* Wed. 19 December 2018	17 January 2019	23 January 2019
5 May 2019	11 April 2019	18 April 2019	24 April 2019
11 August 2019	18 July 2019	25 July 2019	31 July 2019
3 November 2019	10 October 2019	17 October 2019	23 October 2019
2 February 2020	12 December 2019	16 January 2020	22 January 2020
3 May 2020	9 April 2020	16 April 2020	22 April 2020
9 August 2020	16 July 2020	23 July 2020	29 July 2020
1 November 2020	8 October 2020	15 October 2020	21 October 2020

\* Note exception for February 2019 RISIA EPE

If you have not sat a first attempt of the RISIA EPE within one (1) year of your online application your file will be closed. Once closed you will have to complete a new online application and potentially submit new updated documents, to re-register as an exam-taker.

## VALIDITY PERIOD OF APPLICATION AND OF EACH TYPE OF DOCUMENT

ICCRC accepts RISIA EPE registrations up to a year or more in advance based on the two-year exam calendar. We also have exam-takers defer writing their exam from the date they originally picked with their online application to allow more preparatory time or for other reasons. As a result, the **validity period of each of your documents** starts on the exam Sunday date (green tone box in the table above) on which you actually sit the first attempt of the exam (not the date your documents are received at ICCRC headquarters or the document submission deadline published in this *Guide*). From your first attempt exam Sunday date, your documents are considered to remain valid for one (1) year regardless of any pre-printed expiry date on the document itself, or how many exam attempts you make. If you submit your documents too far in advance or keep deferring your first attempt from exam date to exam date, your documents may stale-date by the time you write. If this occurs, you will not be allowed to write until any stale-dated document is replaced.

If your submitted documents are valid on the exam Sunday you originally select, but for whatever reason you do not end up writing on that date and are deferred by us or by your own request to a future exam session, you must ensure that all your documents are still valid for the new exam Sunday date. Everything hinges on the date when you sit that first attempt.

Once you complete your initial online RISIA EPE application, you must sit a first attempt of the exam within one (1) year of the online application date to maintain your exam-taker status. After the lapse of one (1) year without sitting a first RISIA EPE attempt, we will consider that you have withdrawn your application and we will close your file. Once closed, you will have to submit a new application, together with replacing any now stale-dated documents. You will also have to meet all prevailing admission and membership requirements in force at that later time.

Further, while we will allow you a total of 18 months in which to pass the RISIA EPE by rewriting the exam, we will only allow documents to remain valid for one year. If your second, third or fourth/final re-write extends beyond 12 months, you will have to refresh your documents before completing any further re-writes.

**All documents received by ICCRC become the property of the Council and will not be returned to you even if your file is closed.**

## ACCOMMODATION FOR SPECIAL NEEDS

For ICCRC admissions purposes, we have the right to set limits for any special accommodation requests. We are not obliged to accept any determination or accommodation granted to you by any other organization.

You must request any special accommodation, supported by appropriate documentation, no later than the deadline to submit your documents for the exam session you select. If we do not receive adequate notice to consider your request, you will be given the option of sitting the exam without accommodations being made or to transfer to the next available exam session.

If you fail an attempt of the RISIA EPE and are registering for a re-write, you must indicate that you wish to attempt the re-write under the same special accommodations. An accommodation made for one specific exam date does not automatically carry forward for a re-write.

Contact [registration@icrc-crcic.ca](mailto:registration@icrc-crcic.ca) to obtain specific information about special accommodation. Use the e-mail subject line "RISIA EPE Special Accommodation".

## PROFESSIONAL CONDUCT

As stated previously, the Council is not an association, union, advocacy organization, or membership club. ICCRC is a regulatory and licensing authority whose mandate from the Canadian government is to protect consumers, not promote the interests of consultants or student advisors. This distinction is important to remember. Individuals registered as RISIAs are obliged to conduct themselves in accordance with the *RISIA Code of Ethics*. This includes communicating with others face-to-face, over the telephone, by e-mail or other written form. The Council expects no less from exam-takers who wish to become registered with the Council as a RISIA. Registration is a privilege not a right.

If you conduct yourself in a rude, disrespectful, aggressive, or otherwise unprofessional manner when dealing with our registration staff, you will be given one warning after which your name will be removed from the RISIA EPE class list for the exam session you are planning to write and placed on hold for at least one further session date as a period of exclusion. Likewise, if on exam-day, you act in a similar manner towards the on-site invigilating staff to the point that the invigilator feels it is necessary to telephone the Registrar, you will be directed to leave the exam and will have to write on a future exam-day.

## WARNING – UNAUTHORIZED PRACTICE – HOLDING YOURSELF OUT TO THE PUBLIC

Individuals waiting to write the RISIA EPE, MAY NOT practise as a Regulated International Student Immigration Advisor when dealing with international students and/or their dependents until they are notified that they have been registered as a RISIA. There are further steps to complete and documents to submit after passing the exam. Once your final candidate file and application is complete and correct, it will be presented to the Registrar for his formal consideration.

The "C-number" that will be issued to you when your initial exam application file is created is NOT an ICCRC registration number. RISIA registration numbers all begin with the prefix "S" (for student advisor). Your C-number stands for "exam-candidate" or "exam-taker" and does NOT confer any privileges of registration.

The Registrar, after reviewing your final complete application file, and by then signing your Letter of Authority, formally admits you as an official Registrant of the Council. That action also causes your existing C-number to change to an S-number. Until you receive that letter, you may NOT:

- hold yourself out to the public as a *Regulated International Student Immigration Advisor* (or "conseiller réglementé en immigration pour étudiants étrangers" in French), or
- hold yourself out to the public as a *RISIA* (or a *CRIEE* in French), or
- Say or publish in social media or include on a website that "*I am a registrant in good standing of ICCRC (or the Council)*"

Further, you may not use any other words or phrases which, to a reasonable person, would suggest or imply that you are a Regulated International Student Immigration Advisor, a RISIA, a Registrant of the Council, etc. The RISIA designation is NOT an academic degree such as B.A., M.A, PhD, etc. which is earned after passing your final exams. Also, the academic descriptor "PhD-candidate" does not have any crossover to the regulatory world. The phrase "RISIA-candidate" is NOT allowed.

All of the professional titles, post-nominal designations, etc., are federally-registered intellectual property of the Council that it guards very aggressively.

Being “overly eager” to get started is not recommended. A student, graduate, or exam-taker MAY NOT commence advising students and/or their dependents until he/she becomes a registrant in good standing with the Council. You cannot hold yourself out to the public as being a licensed professional until you are properly registered as a RISIA. This includes postings on Facebook, LinkedIn, or other social media and websites. Doing so too soon could be considered as a failure of good character and good conduct resulting in the Registrar refusing to register you for up to six (6) months as a consequence.

After you pass the RISIA EPE, part of the final good character and good conduct checks include a broad social media scan for infractions such as described above. If any of the protected titles, designations, logos, or insignias are found on social media, or a website by ICCRC staff suggesting you are already a licensed immigration professional, you will be reported to the Registrar as failing the good character and good conduct expectations of the Council. This will result in the Registrar refusing to sign your Letter of Authority for at least six (6) months from the date these infractions are discovered. If you are working on updates to a website, Facebook, LinkedIn or other media profile, check and recheck that it has not accidentally been turned on and is now “live.” Make sure any webmaster you are using is also aware of the consequences of this happening. YOU are ultimately and solely responsible for content concerning you.

**A RISIA may also NOT practise as a Regulated Canadian Immigration Consultant (RCIC).**

# STEPS TO WRITING THE EXAM

There are five (5) distinct steps to register to write the RISIA EPE:

## Step 1 Register Online

Visit the [registration page](#) on our website and complete the online application. Please enter information using a combination of upper and lower case letters. **Please do not send documents to us without first completing the online registration application** which will open an exam taker file and create an ID number. If there is a problem with any documents we receive about you, and you have not completed this step, we have no way to contact you to make the necessary corrections. Receipt of improper documents will not earn a deadline extension; you will have to wait until the next available writing session.

The screenshot shows the 'ONLINE APPLICATION TO WRITE THE ENTRY-TO-PRACTICE EXAM (EPE) – RISIAs' form. It is divided into two sections: '1. Introduction' and '2. Contact Information'. The '2. Contact Information' section is active and contains the following fields:

- Salutation: -- Please select --
- Family name: [text input]
- Given name(s): [text input]
- Date of Birth: [DD] [MM] [YYYY]

Below this is a section for selecting the exam date and location:

- Exam Date: 2013-05-05
- Location: Vancouver
- Time: 10:00 am Pacific Time

There is also a section for suggesting an alternative location:

- Exam Date: 2013-05-05
- Location: Please suggest an alternative location: [text input]
- Time: [text input]

Annotations with arrows point to various parts of the form:

- Enter your legal name(s) as it appears on your government issued documents. (points to Family name)
- Dates are displayed in YYYY-MM-DD format. Once registered for the session, you can request a change by e-mail provided the alternative session's registration deadline has not already passed. (points to Exam Date)
- The list of possible exam writing cities is based on locations where the RISIA EPE has been written in the past. It is subject to change without notice. We are unable to guarantee, just because a location was used in the past, that it will be available for the session you wish to write. If you wish to write in a location which is not listed, select "Please suggest an alternative location" in the drop-down list. (points to Location)
- The local RISIA EPE start time appears automatically. (points to Time)
- Enter the CITY, PROVINCE, and COUNTRY of the alternative location that you propose. The location that you enter is a suggestion only and ICCRC cannot guarantee that this alternative location will be selected. (points to alternative location text input)
- This area will remain blank. If your request for an alternative location is approved, the local start time of the exam will be set by the Registrar. (points to alternative location time input)

Exam writing centres are typically ONE college or university campus in a city or geographic area whose facilities we contract to use for the day together with the institution's own exam invigilation personnel.



We will confirm exact exam centre locations and addresses once registrations close. If we have insufficient registrations for a particular location, we reserve the right to cancel that centre and may require you to travel to the next closest location or to defer to a future exam date.

In situations involving extreme travel (not mere inconvenience), the Registrar may give you permission to write by remote invigilation. Such requests are considered on a case-by-case basis as this is the exception, not the norm, to writing the RISIA-EPE. Further information about remote invigilation can be obtained by contacting the Registrar at [registrar@iccrc-ercic.ca](mailto:registrar@iccrc-ercic.ca). Please note the additional administrative fee that will apply for approved remote invigilation.

## Step 2 **Submit Documents by Required Deadlines**

I. Read the following sections to make sure you submit the appropriate documents on time, in the proper format and manner:

- General Information (certification, completing statutory declarations and submitting documents)
- Deadlines
- Validity period of application and of each type of documents

II. Review instructions regarding specific documents to be submitted:

- Certified copy of valid government issued photo identification  
Have two copies of your ID certified. **Send one** with your application to ICCRC and **take the second** copy to the exam to hand in to the invigilator.
- Official academic transcript from CBIE — if not attempting the RISIA-EPE based on work experience or Official academic transcript from an accredited IPP education provider
- Original employment letter confirming employment as an International Student Advisor — if using experience instead of the CBIE education certificate
- Statutory declaration — Background and good conduct
- RISIA-EPE Registration details
- RISIA-EPE Terms and conditions

III. Verify the Checklist to make sure you have sent all required documents.

## Step 3 **Upon receiving an approval e-mail, confirm exam centre location and confirm the Official Language in which you wish to write the exam**

- Reply to the e-mail before the required deadline. This is your final chance to change your exam location from what you originally selected.
- The exam is offered in English or French — Canada's two Official Languages. You must confirm which ONE language you would like to write the exam in.

## Step 4 **Pay exam fee online**

- When the ICCRC accounting department sends you the exam fee e-invoice you must pay it online before the required deadline. If you are registering far in advance, you will not be invoiced until after the exam registration deadline.
- If you feel you are not ready to write the exam, this is also your last opportunity to request a deferment to a future exam date without incurring any further administrative costs. Deferring after this deadline date will incur a \$150.00 administrative fee.
- You may pay the exam invoice using VISA, MasterCard, or online banking (selecting "ICCRC" as the payee and using your exam taker ID number — including the starting letter — as your account number).

**Step 5****Download the *RISIA EPE Study Guide* and sample questions**

- It is your responsibility to regularly check our website to see if the [RISIA EPE Study Guide](#) has been updated between when you originally registered online and the actual date when you will write the exam.
- Sample questions listed at the end of the *Guide* may also be reviewed to give you an idea of the format and style of the RISIA EPE questions.

## GENERAL INFORMATION

### A. Language in Which to Submit Documents and Official Translations

All documents submitted in support of your application must be issued in either official Canadian language, English or French. Any document not issued in English or French must still be submitted (**ORIGINAL**) but accompanied by an **ORIGINAL** official translation that has been completed by a recognized certified or accredited translator. You may not translate your own documents, nor can you have a family member do this work even if you or they are a certified translator. For authentication purposes, we will examine the original document's security features, watermarks, stamps, seals, etc.

As previously stated, all documents received by ICCRC become the property of the Council and will not be returned to you even if your file is closed.

### B. Certifying Documents

Every organization can set its own rules with respect to who may certify documents for their purpose. For ICCRC exam and admissions purposes, the following individuals may certify copies of your documents where an original is not required:

- A Commissioner for Taking Affidavits or Oaths (if within the limits or restrictions imposed on his/her commission);
- A Notary Public;
- A lawyer, magistrate, justice of the peace or judge;
- ICCRC Registrar at ICCRC headquarters in Burlington, Ontario (by appointment only); or
- An official of a Canadian embassy, high commission, or consular mission.

Please note this is not the same list that is used by some Passport Offices. The individual you ask to sign your documents must hold a legal appointment – commissioner, notary public, lawyer, justice/judge etc. – and not merely possess a professional certification or licence such as, for example, a bank manager, engineer, or pharmacist.

To be accepted, a certified copy must contain:

- An appropriately worded certification statement such as “certified copy of original” in English or French;
- original handwritten signature of the person certifying the document;
- the date;
- the certifying person's official stamp or seal which clearly shows his/her name and authority by which the certification was done (i.e. commissioner stamp, notary stamp, embassy stamp, etc.); and
- in the case of any photographic image, your face and all facial features must be clearly distinguishable ([see examples](#) in section E) to the satisfaction of the Registrar.

Where a lawyer or paralegal who is a commissioner by virtue of office does not possess a notary or commissioner's stamp to affix to your documents, please ensure that he/she attaches a business card which clearly shows his/her name, law firm address and his/her law society licence/registration number for audit purposes. If he/she has a rubber stamp showing the firm's name and address, that stamp can be used as well. We receive documents from across Canada and around the world. We need more than an illegible signature for it to be a trusted properly-completed document. If we have any doubts, approval of your application will be delayed while we send your file for a secondary review. If that cannot be completed before the document submission deadline, you will not be allowed to write, but deferred to the next available exam after your application is approved.

### C. Completing a Statutory Declaration (stat-dec)

There are currently two statutory declarations (stat-decs) that every exam-taker must complete before writing the RISIA EPE, and if successful, further declarations pertaining to being a licensed professional and agreeing to be regulated. Depending on your personal circumstances, there may be additional declarations to be completed as well.

A statutory declaration is a legal document which carries serious consequences if it is false-sworn or false-affirmed. A stat-dec must be physically signed in front of a commissioner – someone who holds a legal appointment from the government to receive affidavits. Once completed and signed by the commissioner you cannot make corrections or adjustments at home. You need to begin again with a blank form.

Commissioners are busy people, so you need to call ahead and make an appointment for your documents to be commissioned. This includes the Registrar at ICCRC headquarters in Burlington. Do not just show up without an appointment. Commissioners may charge a reasonable fee for their services.

Before making your appointment:

- Read the declaration and make sure you understand it. If you do not understand something, get professional advice in advance
- You must have an original piece of government-issued photo identification, including your signature, with you for your appointment – photocopies are not accepted
- Ensure the document is completed in advance of your appointment – except for the *jurat* – the parts completed by the commissioner at the end – and remember DO NOT sign it until the commissioner tells you to do so.

### ~~D. Submitting Documents~~

~~Please mail, courier or hand-deliver your documents to:~~

#### ~~Immigration Consultants of Canada Regulatory Council (ICCRC)~~

~~Office of the Registrar  
5500 North Service Road, Suite 1002  
Burlington, ON  
L7L 6W6  
Canada~~

~~For inclusion on your package's waybill under "receiver's details" our telephone number is 1-877-836-7543.~~

~~Please note our office is located on the 10<sup>th</sup> floor of an office building that has restricted key-card access in evenings and on weekends. You may only drop off documents in-person during regular business hours.~~

## INSTRUCTIONS REGARDING SPECIFIC DOCUMENTS

### E. Identification and Status in Canada – Certified copy of government-issued ID

You must submit a **CERTIFIED, FULL-COLOUR, COPY of one or more pieces of valid government-issued photo identification** that provides your name, date of birth, current likeness, and legal status in Canada.

List of certified colour copies accepted for RISIA EPE purposes:

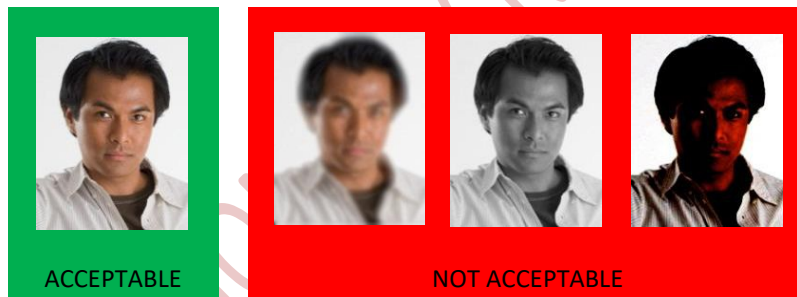
- Certified full-colour copy** of the details page of a valid Canadian passport.
- Certified full-colour copy** of both sides of a Canadian citizenship wallet-size card issued prior to 1 February 2012 if accompanied by a certified full-colour copy of an additional form of valid government issued photo identification bearing your current likeness.
- Certified full-colour copy** of both sides of the new-style Canadian citizenship certificate issued after 1 February 2012 if accompanied by a certified full-colour copy of an additional form of government issued photo identification bearing your current

likeness. As the photograph distributed with some of the new-style citizenship certificates are not embedded properly into the certificate paper, it is not considered a secure image for our purposes.

- Certified full-colour copy** of both sides of a valid Canadian Permanent Resident Card. Please note that if you are applying based on permanent residency, you will throughout the duration of your eventual registration have to maintain on file with us a certified copy of a valid PR Card to prove your continued status eligibility.
- Certified full-colour copy** of both sides of a valid **enhanced** Canadian provincial or territorial driver's licence. This is not a "regular" driver's licence. It contains special features for driving between Canada and the USA in lieu of using a passport. The front side says, "Enhanced Driver's Licence" ("plus" for Québec Driver's Licence) and the reverse side contains a panel with a series of chevrons (>>>) like the Machine-Readable Zone (MRZ) at the bottom of a passport details page.
- Certified full-colour copy** of both sides of a valid **enhanced** Canadian provincial or territorial photo identification card. This is not a "regular" ID card. It contains special features for driving between Canada and the USA in lieu of using a passport. The front side says, "Enhanced Identification Card" and the reverse side contains a panel with a series of chevrons (>>>) like the Machine-Readable Zone (MRZ) at the bottom of a passport details page.
- Certified full-colour copy** of both sides of a valid certificate of Indian status issued by Indigenous and Northern Affairs Canada; or a
- Certified full-colour copy** of a Canadian provincial or territorial birth certificate if accompanied by a certified copy of an additional form of government issued photo identification bearing your current likeness.

**Provincial health cards are NOT acceptable** (except for Québec where the provincial government does not issue a Photo ID Card for non-drivers).

The quality of the facial features must be clearly distinguishable. The acceptance of all submitted documents, especially those which include a photographic image, is at the sole discretion of the ICCRC Registrar.



The copy must be certified by an [approved person](#) (see section B) who hand-signs the paper in ink.

Since you need to have a certified copy for us with your initial application, and another copy to present to the on-site invigilator on exam day, **have the certifier hand-sign two copies of your ID at the same time**. Please send us the first certified copy with your other application documents. Please keep the second certified copy until your exam. On that day, the invigilator will examine your original ID and compare it to the certified copy. He/she will return your original ID to you and keep the certified copy which will be attached to your completed exam paper when it is returned to us for marking. If by accident the invigilator hands you back both your original ID and the certified copy, hand the certified copy back immediately. If a certified original copy of your ID is not attached, your exam paper will not be marked, and you will be required to pay an additional \$150.00 to re-write the exam on a future scheduled exam date. Ensure the certified copy is of the same original ID that you are presenting.

## **F. Education requirement**

There are three (3) ways to meet the academic requirements to become registered as a RISIA.

1. **ORIGINAL** employment letter(s) from one or more educational institutions that have a Designated Learning Institution (DLI) number which confirms that you have three (3) years or more of experience as an International Student Advisor (ISA) (not merely working in the International Student Centre). See [Section G](#) for details required in the employment letter.
  - If you have at least three (3) years' experience providing immigration advice to international students, you may apply to write a first attempt of the RISIA EPE without completing an accredited educational program for RISIA or

RCICs. This experience must be verified by providing us with **ORIGINAL LETTER(S)** from your current (or current plus past employers) which collectively confirm at least three (3) years of applicable experience. If you are permitted to write a first attempt of the exam but are unsuccessful, you will then have to successfully complete an accredited educational program for RISIAs or RCICs before attempting the exam again.

- Complete the ICCRC-accredited educational program for RISIAs that is offered by the Canadian Bureau for International Education (CBIE) **within the last three (3) years (the program must have been successfully completed less than three years before the exam Sunday date when you wish to write the RISIA EPE for the first time)**

You must submit an **OFFICIAL academic transcript** from CBIE bearing an appropriate notation such as “graduated”, “diploma/certificate issued”, “diploma/certificate awarded” or “successfully completed”.

The transcript must be **sealed in a CBIE envelope** and either sent to us directly by the CBIE; or if sent to you first, then it must remain in its sealed CBIE envelope when you forward it to us. **If you break the seal on the official transcript envelope before we receive it, your transcript will be refused.** Do not send us your original diploma/certificate.

- Complete an accredited “full” immigration practitioner program **within the last three (3) years (the program must have been successfully completed less than three years before the exam Sunday date when you wish to write the RISIA EPE for the first time)**. The current and past accredited programs are:

Institution	Campus	Program
Academy of Learning Centre College	Calgary AB Edmonton AB Mississauga ON Toronto ON (Bay/Bloor Campus) (Warden/Sheppard Campus)	Immigration Consultant Diploma
Anderson College of Health, Business and Technology	North York ON	Immigration Consultant Diploma
Ashton College	Online Abbotsford BC Vancouver BC	Immigration Consultant Diploma
Bow Valley College	Calgary AB	Immigration Practitioner Certificate
CDI College	Burnaby BC Mississauga ON North York ON Richmond BC Scarborough ON Surrey BC	Immigration Consultant
Cégep de Saint-Laurent	Montréal QC	Attestation d’études collégiales (AEC) de service-conseil en immigration
CSIC e-Academy	Online	Immigration Practitioner Diploma: Laws, Policies and Procedures
Herzing College	Ottawa ON Toronto ON	Immigration Consultant
Humber College	Toronto ON	Immigration Consultant
LaSalle College	Montréal QC	Immigration Consultant AEC
Seneca College	Toronto ON	Immigration Practitioner Certificate
University of British Columbia	Vancouver BC	Certificate in Immigration: Laws, Policies and Procedures
Vanier College	St. Laurent QC	Immigration Consulting AEC

Please note some of these programs may not be currently offered as the institution’s existing program is no longer accredited, or the institution has decided to suspend accepting new enrolments (refer to the section “[exceptional cases](#)” (2<sup>nd</sup> bullet) for additional information). That said, past graduates from when their program was offered and accredited may still be eligible for registration.

Students considering a future career as an immigration consultant are directed to the ICCRC website for a separate list of currently accredited institutions and programs.

For this option 3, you must submit an **OFFICIAL academic transcript** bearing an appropriate notation such as “graduated”, “diploma/certificate issued”, “diploma/certificate awarded” or “successfully completed”.

The transcript likewise must be **sealed in an educational institution envelope** and either sent to us directly by the institution; or if sent to you first, then it must remain in its sealed institutional envelope when you forward it to us. **If you break the seal on the official transcript envelope before we receive it, your transcript will be refused.** Do not send us your original diploma/certificate.

**Exceptional cases:**

- If you have written your final academic exams, together with completing any work term placement (and know that you have received a passing mark for everything) less than one month before the deadline to submit your documents, the ICCRC Registrar may accept a temporary letter from your institution while they are continuing to prepare your final transcript. In this specific scenario, your institution must e-mail this temporary notification directly to the ICCRC’s Registrar’s office. **We will still require you to send us your official final transcript prior to exam day or you will have to defer to another date.** If your academic program includes a practicum work placement component, it must be fully completed and assessed as acceptable – not just the classroom portion – before a letter of pending graduation or final transcript will be accepted. This message is sent to a special e-mail address that is not generally published. Your institution’s administration will know with whom they must directly connect, and whom on the institution’s staff holds the required rank-position to sign that e-confirmation for ICCRC.

EXAM DATE	COMPLETION DATE RANGE
<b>Sunday</b>	You must successfully complete all academic exams and work term (practicum) placements between these dates for a temporary letter to be accepted
3 February 2019	13 November 2018 – 19 December 2018
5 May 2019	11 March 2019 – 11 April 2019
11 August 2019	18 June 2019 – 18 July 2019
3 November 2019	10 September 2019 – 10 October 2019
2 February 2020	12 November 2019 – 12 December 2019
3 May 2020	9 March 2020 – 9 April 2020
9 August 2020	16 June 2020 – 16 July 2020
1 November 2020	8 September 2020 – 8 October 2020

- If you have successfully completed an accredited immigration practitioner program more than three years ago, your **OFFICIAL** academic transcript must be accompanied by an **ORIGINAL** Letter of Academic Standing issued by an educational institution currently accredited to offer the immigration practitioner program confirming that, in the educational institution’s opinion, you are deemed to be academically comparable to a current year’s graduate from that institution’s immigration program. Depending on how long ago you originally graduated, you may need to complete one, two or more refresher courses to receive the letter. Refresher training may consist of completing several challenge exams or enrolling in a new updated course and completing a new exam. The Letter of Academic Standing extends the validity period of your IPP education for a further three-years from its date of issue. If your original academic institution is no longer in business, no longer offers the immigration practitioner program, or has lost its ICCRC accreditation status, then you will have to approach a different academic institution which is offering an ICCRC-accredited program to complete the assessment and issue the letter. This letter must state in part that, despite how long ago you originally graduated, in the institution’s opinion you are deemed comparable to a current graduating immigration practitioner student. The Letter of Academic Standing must be issued on institutional letterhead and signed by an appropriate authorized official within the institution’s Registrar’s office or academic division/department at the level of program chair or academic dean (or equivalent).

**G. Letter of Employment**

While you do not need to be employed as an ISA to write the RISIA EPE (if becoming an ISA as a future career is your goal), for final registration as a RISIA your employment in the Education Sector advising international students and their dependents is essential. If you leave your ISA position to accept a completely different job with your employer, or alternatively leave the academic institution,

your registration as an RISIA will be held in abeyance until you submit a new employment letter advising that you are once again working as an ISA.

To confirm your employment as an ISA for exemption from completing the educational component or for final registration, we require an **ORIGINAL LETTER** on institutional letterhead, signed by your supervisor or someone from the institution's human resources department with the rank position of manager or above that includes the following details:

- The date;
- Your name;
- Your initial date of employment with the academic institution;
- Your date of appointment/employment specifically as an ISA (if different to when you were initially employed in a different position);
- That your customary duties specifically include advising students about study permits and related immigration matters (not merely that you are employed in the International Student department);
- That you are covered under the academic institution's corporate errors and omissions insurance for work you perform as an ISA advising international students and their dependents;
- That the academic institution recommends you for registration as a RISIA and supports your application.

SPECIAL NOTE: Recently we have received several institutional letters that failed to specifically outline the employee's duties of advising international students – this is essential. Some letters generalized that the employee “worked in the International Student Centre”, one letter indicated that the employee was an airport greeter when international students arrived and that they conducted the students on campus tours. Those duties do not qualify for exemption from completing the formal educational requirements. Please check the specific content of your employment letter before sending it to us.

## **H. Police Certificate**

You must prove your good character and good conduct specifically by having no convictions under any statute in Canada or abroad or pleadings or findings of guilt in which discharges resulted, excluding pardoned offences as well as parking and non-criminal traffic offences, which in the opinion of the Registrar reflects adversely on your honesty, trustworthiness, or fitness to practice as an immigration/citizenship consultant. Police certificates that you may have obtained several years ago are not acceptable as they no longer reflect an up-to-date opinion.

With respect to your Canadian police certificate, this is specifically an **ORIGINAL** RCMP Certified Criminal Record Check with fingerprints (visit the RCMP website at <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>) which has been issued **within the past one (1) year** (based on the date of your application for registration and licensure as an RISIA after passing of the RISIA EPE). Please select the “Employment-Private Industry” category when filling your application. The only acceptable RCMP certificate is black/white and bears the issuing office address of RCMP, 1200 Vanier Parkway, Ottawa, Ontario, K1A 0R2 in the top left corner. The image of your two thumbprints and two index fingerprints appear in the middle of the document. It may, or may not, also include your black/white photograph. The certification statement will read, “*This certifies that a search ... the person whose fingerprints, name, and date of birth appear below...*”

While you may be able to request the RCMP certificate from your local police service office and have your fingerprints taken, a local police service-issued *Certificate of Good Conduct* is not acceptable. In parts of Canada where the RCMP is also the local police service, the detachment may issue their own equivalent to a *Certificate of Good Conduct* that is stamped in the local detachment while you wait. Even though it is from the RCMP, this is the wrong version. The proper RCMP certificate will take several weeks to arrive (so don't wait until the last minute). It must look like the sample version below with the GREEN border showing a “Vanier Parkway, Ottawa, Ontario” issuing address. To ensure that the police officer processing your application at the counter requests the correct certificate (with fingerprints) for our purposes, it is strongly suggested that you take this *Guide* with you when filing the request and having your fingerprints taken. Most people needing a police certificate check only require the locally-produced good conduct certificate (by whatever name it is called) like the image below with the RED border. This is not the case for ICCRC registration purposes. In some parts of Canada, the local police service may not provide fingerprinting services, in which case you will have to contact an accredited fingerprinting agency to make the submission on your behalf.

If you encounter a problem or confusion at the police station as to which certificate you should order, our telephone number is on the front cover – have the officer telephone ICCRC. We do not require Vulnerable Sector screening.



CORRECT RCMP CERTIFICATE



NOT ACCEPTABLE

### Deadline to Order Police Certificate

Police certificates especially when being issued from a centralized national processing centre, may take weeks if not months to process depending on the time of year. Please ensure that you request your RCMP certificate far enough in advance that it will be received by us around the estimated time when we will be processing your RISIA registration/licensure application AFTER successfully passing the RISIA EPE. That said, do not order your certificate so far in advance that you use up most of our one-year validity period before you even write the exam for the first time. We count from the date the certificate was issued, not the date we receive them at ICCRC headquarters.

### **I. Background and Good Conduct**

In addition to criminal records checks, you must satisfy the *Good Character and Good Conduct Regulation* to the satisfaction of the Registrar that there is no element of character or conduct which reflects adversely on your honesty, trustworthiness, or fitness to practice. This is done by completing and submitting the [Statutory Declaration – Background and Good Conduct](#) after passing the RISIA EPE so your answers are current and right up-to-date. The form is included in this *Guide* for your detailed review “now”, so you are aware of the requirements. Specific conduct, incidents or offences committed in your past may not necessarily bar you from writing the RISIA EPE and, if successful, proceeding to ICCRC registration, but your past conduct and/or incident(s) must first be reviewed and accepted by the Registrar.

Where you are unable to answer and affirm a specific statement in the statutory declaration, you must provide a written explanation on the last page. If needed, you may attach additional pages which you will have to sign and date before a commissioner when you are declaring the statutory declaration.

Please note that this is an ongoing obligation of registration. Once you become a RISIA, you will have to reconfirm your continued good character and good conduct as part of the annual reporting obligation.

The Registrar when assessing your past conduct and/or incident(s) will consider as a guide the following elements of good character:

- a) fairness and open-mindedness;
- b) honesty and truthfulness;
- c) integrity and trustworthiness;
- d) moral or ethical strength;
- e) respect for and consideration of others;
- f) respect for the rule of law and legitimate authority;
- g) responsibility and accountability.

Evidence that may put your character into question includes that you:

- a) are currently the subject of any criminal proceedings or have criminal charges filed against you for which the final disposition or judgment has not yet occurred;
- b) are currently subject to any outstanding arrest warrants in any province/territory or internationally;



- c) have been notified by any professional organization that you are the subject of a complaint that remains open;
- d) have ever pleaded guilty to, or been found guilty or convicted of, any criminal or other statutory offence in any jurisdiction (other than parking and non-criminal traffic offences) for which a record suspension (formerly a pardon) has not been granted, which in the opinion of the Registrar reflects adversely on your honesty, trustworthiness, or fitness to practise;
- e) have ever been found guilty in a civil proceeding involving fraud, dishonesty, or theft;
- f) have ever disobeyed an order of any court in any jurisdiction;
- g) have ever been the subject of a human rights finding, or have been suspended, disqualified, censured, expelled or otherwise disciplined (other than for non-payment of dues and fees, or for failing to maintain continuing professional development requirements) by any court, tribunal, licensing or regulatory body, or professional organization, in Canada or internationally, for any offence that constituted misconduct or professional misconduct (regardless of how defined), or for any offence that affected members of the public, or for any offence that was deemed to bring that profession into public disrepute;
- h) have ever been refused admission as an applicant, or had a membership in a licensing or other professional organization revoked for reasons relating to a lack of good character;
- i) have ever been penalized or sanctioned in any way (other than minor reduction in a non-final grade) for misconduct or plagiarism while enrolled in any educational institution;
- j) have ever violated the *Immigration and Refugee Protection Act (Canada)* by representing immigration clients for a fee without authorization under that Act or Regulations;
- k) have ever had a claim paid out under an errors and omissions insurance program for work in which you were involved.

In determining your fitness to write the RISIA EPE and, if successful to become a RISIA, the Registrar will consider among other factors:

- a) your candour, sincerity, and attitude towards making a full disclosure related to your character and fitness;
- b) the number and nature of the conduct, incidents or offences and the parties involved, including the record of any court, tribunal, licensing or regulatory body or professional organization involved;
- c) your age and maturity when the conduct, incidents or offences were committed;
- d) any explanation provided by you including your attitude and/or remorse concerning the conduct, incident(s) or offences;
- e) any extenuating circumstances, including but not limited to social or historical context, contributing to the conduct, incidents, or offences;
- f) the materiality of any omissions or misrepresentations in any disclosure if it/they later becomes known;
- g) the length of time that has elapsed since the conduct, incidents or offences occurred;
- h) any rehabilitative treatment undergone, or restitution made since the conduct, incidents or offences occurred;
- i) your conduct since the conduct, incidents or offences occurred;
- j) based on all information available, balancing the probabilities of reoccurrence, whether the conduct, incidents or offences will likely be habitual or will occur again;
- k) whether the conduct, incidents or offences would constitute a breach of the Council's own By-law or *RISIA Code of Ethics*;
- l) considering your entire record, whether the conduct, incidents or offences would, if became publicly known, adversely affect the confidence of the public in the Council and/or the profession as an honourable, ethical, and competent profession.

Upon receiving information which questions your character or conduct, the Registrar may:

- a) take no action and permit you to write the RISIA EPE and, if successful, proceed to becoming a RISIA;
- b) issue a Registrar Caution that will remain on your registration file for up to two (2) years from the date of your registration as a RISIA;
- c) refuse granting you permission to write the RISIA EPE and/or proceed to becoming a RISIA for a period not to exceed five (5) years, during which you are expected to show improved and sustained good character and conduct.

If you have incidents of conduct and/or behaviour which you feel may disqualify you from being approved as Registrant and licensed as a RISIA after passing the RISIA EPE, you should tick  the "I am concerned" box on the *RISIA Entry-to-Practice Exam Registration Details* form and request the Registrar complete an initial review of your background before enrolling in accredited educational program for RISIAs or RCICs and paying your tuition, preparing to write the RISIA EPE, and pay any ICCRC exam fee. You may contact the Registrar by e-mail at [registrar@icrc-crcic.ca](mailto:registrar@icrc-crcic.ca) **with just a written explanation of your background and concerns – attachments and appendices are not required.** Please note these "pre-reviews" are done by the Registrar personally in addition to his other duties and responsibilities. Depending on the Registrar's calendar and appointments, please allow several weeks to receive a reply with his pre-determination. Please be aware, that if you complete all the steps outlined in the *Guide*, up to and including the successful passing of the RISIA EPE but are then refused registration because of criminality or other incidents in your past or present, ICCRC will **NOT** provide any form of refunds for fees paid. If there is the smallest amount of doubt, ask for a pre-review.

## PROCESSING TIME

We receive applications and supporting documents from exam-takers wishing to write on a variety of exam dates at any one time. Accordingly, applications are processed in batches in exam writing date order, especially when a document submission deadline is imminent. Due to the volume of applications being processed, it may take up to one (1) month to receive a reply from us. **Please do not telephone or e-mail inquiring about the status of your application, or if a document has been received, until one (1) month has lapsed from when you sent your documents to us.**

If you wish to know if your application has been received, and you sent your documents via Canada Post's Xpresspost™ or registered mail service, or used a courier company, use the tracking number on the waybill, and simply visit that company's website for your document delivery details.

- Be sure to take a photocopy or screen shot with your phone of the completed waybill portion of the Xpresspost™ envelope or courier package before shipping or mailing your envelope which clearly shows the addressee where it was being sent (such as ICCRC in the case of your exam or registration application), your name/address, and the package tracking number.
- Do not drop a pre-paid Xpresspost™ envelope in a corner letterbox but take it to a local Canada Post office or authorized agent such as some Shopper's Drug Marts in Canada and physically hand it in to a clerk who will hand-stamped your waybill or give you a printed receipt so there is no doubt that your envelope was entered in the delivery system on a specific date. You can then track the delivery of your envelope on-line referencing back to the tracking number which appears on your waybill. The same applies with a prepaid courier package waybill which needs to be handed in at an authorized drop-off counter or depot.
- Please note the Council's exam schedule and deadlines, together with specific document requirements, continue in the event of a postal disruption. You will need to use a courier service or hand-delivery to Burlington, Ontario, if necessary, to get your application package to the Council on-time.

## FINAL CHECKLIST

### IDENTIFICATION AND STATUS IN CANADA

- One (1) full-colour copy to be sent now (**make a second** copy to be handed-in to the exam invigilator, as per section F)
- Government-issued photo ID that proves both your identity AND your status in Canada. A Canadian passport or Canadian Permanent Resident Card is best but there are other options
- ID must be valid as of the exam Sunday date you selected to write, not just unexpired on the date you are sending it to us
- Must include a "certified copy of original." statement in English or French, the date, and hand-signed by the Commissioner
- Must include the Commissioner's official stamp or seal or some other mark so their name and authority is legible for audit purposes

### REGISTRATION DETAILS FORM

- Original form only
- Completed in FULL CAPITAL LETTERS only
- Good character, good conduct, police background check section answered with  by one answer
- Must be the current version, completed and hand-signed by you

### TERMS AND CONDITIONS FORM

- Original form only
- Must be the current version, completed and hand-signed by you

### PROOF OF EDUCATION

#### • ACADEMIC TRANSCRIPT FROM CBIE OR AN ACCREDITED IMMIGRATION PRACTITIONER PROGRAM

- Original document only
- Must be received in a sealed official CBIE or academic institution envelope (as applicable) whether dropped off by you or mailed directly to us by CBIE or the educational institution
- When we open the envelope and inspect the transcript, it must indicate you "graduated", "successfully completed", or were "awarded" a diploma/certificate from CBIE for the special ISA education program or alternatively for an accredited Immigration Practitioner Program (IPP). Ask the registrar at the IPP educational institution to ensure what they are issuing a "final" version of your school records with final grades for all required subjected posted
- Must show your successful completion date is less than three years from the date of your selected upcoming exam Sunday. There are other procedures if your education is more than three years old
- Do not send your original diploma/certificate. Everything we need is included on the official transcript

- **EMPLOYMENT LETTER CONFIRMING EMPLOYMENT AS ISA**

- Original document(s) only
- Issued by a Designated Learning Institution (DLI)
- Contains information about the duties of current and/or past employment which is clearly related to advising international students and not merely general employment at the educational institution over at least three (3) years

**POLICE CERTIFICATE (RCMP Certified Criminal Record Search)**

Due after you successfully pass the RISIA EPE before you are approved to become a RISIA

- Original document only
- Must be the correct version of the RCMP Certified Criminal Record Search from Vanier Parkway in Ottawa and match one of the two images in section H surrounded with a green boarder
- Issue date less than one year from the date of your application for registration/licensure as a RISIA

**STATUTORY DECLARATION – BACKGROUND AND GOOD CONDUCT**

Read and review now – complete and submit once you successfully pass the RISIA EPE and are ready to apply to become a RISIA

- Original document only
- Current version completed
- “Complete and correct” with no blank page 3
- Properly commissioned and hand-signed by a Commissioner

## EXAM RESULTS

Marking the RISIA EPE does not commence until all exams have been received back from the various exam centre locations, including those completed by remote invigilation. The certified copy of your ID that was handed-in to the invigilator is next compared to the certified ID we have on-file that was submitted with your initial documents. If there is a problem with the copy of your ID that is received from the exam centre, we will contact you by e-mail to try to resolve the problem before your exam is marked.

The RISIA EPE pass-mark is determined using the *Modified Angoff Method* (you may search the Internet for an explanation).

Based on the size of recent exam writing cohorts, we anticipate being able to e-mail you your results by 5:00 p.m. Eastern Time on the fifth Friday after the exam writing day. Please note **this is not a guarantee** as exceptional circumstances beyond our control could delay the release of your results. To be fair, results are released to all exam-takers at the same time. Circumstances leading to delays could include:

- issues with Canada Post and courier companies returning exam packages back from exam centres across Canada.
- not receiving all exam packages. As we use the *Modified Angoff Method*, we cannot begin the next phase until every exam package has arrived.
- a statutory or civic holiday in an exam centre area or invigilation site whereby local courier services are closed even if ICCRC HQ in Ontario may be open. In addition to statutory holidays, the November RISIA EPE occurs within one week of ICCRC’s Annual Meeting which will delay the pass-mark setting phase when ICCRC HQ is closed.
- one or more of the professional members who serve on the Angoff exam pass-mark panels is unavailable due to illness or other business commitments on the proposed marking day.
- a larger than average exam writing cohort which dramatically increases the number of notification letters that must be prepared and sent. Marking each exam and preparing the results letters is largely a manual process.

Do not contact ICCRC before the applicable “exam results” date listed below to see if the exam results have been released. There is no express marking service. For privacy reasons your results are not provided over the telephone.

EXAM-DATE	EXAM-RESULTS
<b>Sunday</b>	Anticipated non-guaranteed release date of results by e-mail (5 p.m. Eastern Time) on the fifth <b>Friday</b> after exam day
3-February-2019	8-March-2019
5-May-2019	7-June-2019
11-August-2019	13-September-2019
3-November-2019	6-December-2019
2-February-2020	6-March-2020
3-May-2020	5-June-2020
9-August-2020	11-September-2020
1-November-2020	4-December-2020

Like many other regulatory and professional organizations, we will not provide you with your actual mark but will simply advise if you were “successful” (passed) or “unsuccessful” (failed). If you were unsuccessful, the e-mail will also mention in which of the knowledge areas included on the exam that you scored poorly. This means that you correctly answered less than one-half of the total number of questions on that subject. This is provided to help you focus your further studying to attempt the exam again.

## NEXT STEPS... TO BECOMING A RISIA AFTER YOU PASS THE EXAM

If you are successful in passing the RISIA EPE you are still not a registrant and RISIA yet. You will have six (6) months from the date we e-mail your exam results to complete the final steps of registration. If you miss completing your registration during this period, then your RISIA EPE passing results will expire and you will have to retake the exam.

**WARNING!** By passing the RISIA EPE you are not a Regulated International Student Immigration Advisor (RISIA) yet. Please read the Warning – Unauthorized Practice section.

Doing so before the date when you become a *bona fide* RISIA could lead to criminal prosecution together with your RISIA EPE application and/or final registration steps being rejected, or a recently-approved Letter of Authority cancelled. Being overly eager could result in an exclusion being issued by the Registrar banning you from practice for a significant period of time.

### Step 1 Apply to become a RISIA

The RISIA EPE passing e-mail contains links to the following items that you must submit to register as RISIA:

- Police Certificate  
Read [section H](#) for details about the RCMP Certified Criminal Record Check and the deadline to order.
- [Statutory Declaration – Background and Good Conduct](#)  
Print, complete, declare before a commissioner and return. In accordance with the Council’s By-law (as amended), and the *Good Character and Good Conduct Regulation*, an applicant seeking registration shall demonstrate that he/she is of good character and good conduct, to the satisfaction of the Registrar. A RISIA shall, as an ongoing obligation once registration has been granted, demonstrate continuing good character and good conduct so as to protect the public interest and maintain confidence in the profession.  
(Read again [section I](#) for more details)
- [Statutory declaration – Agreement to regulation](#)  
Print, complete, declare before a commissioner and return. This document confirms that you agree to be regulated by us in terms of how you conduct yourself advising international students and their dependents; to promptly pay your registration fees, fines and penalties; and to abide by the *RISIA Code of Ethics*.

- Proof of professional liability insurance**  
As a RISIA you will be required to maintain a professional liability insurance. You must provide ICCRC with a copy of your academic institution's valid professional liability insurance that covers you for work advising international students and their dependents. If you have not already provided this when claiming exemption from the academic requirement or when submitting your initial employment letter, it must be done now.
- ICCRC Registration Fees Method of Payment form**  
This advises the accounting department how you wish to pay your annual registration fees. You may change your selection later by e-mailing the accounting department.

## Step 2

### Other steps to follow once you are approved to become a RISIA

The Registrar will inform you that you have been approved to become a RISIA by sending you a Letter of Authority. At the time of the reception of the letter, you will need to:

#### I. Pay registration dues

- Upon receipt of the ICCRC e-invoice, pay your initial RISIA registration fees.  
The annual registration fees are \$913.00 plus applicable tax. (Effective July 2015 and subject to change without notice).  
You will initially be invoiced a pro-rated portion of the annual fees to cover the period between becoming registered and the registration year-end which is 30 June. Thereafter you will be invoiced annually as of 1 July.

#### II. Provide proof of current employment as an ISA in the Education Sector

- If not already provided with your initial application, provide confirmation of your current employment as an ISA in the Education Sector, on institutional letterhead signed by your immediate supervisor or someone from the institution's human resources department with the rank position of manager or above.

## PROCESSING TIME FOR FINAL LICENSING AS RISIA (SUCCESSFULLY PASSED RISIA EPE )

Applications to write the RISIA EPE, as well as the final application for final licensing as a RISIA are processed in batches. These applications start arriving immediately after the RISIA EPE results are announced from those exam-takers who were successful in passing the exam. There are further documents and statutory declarations which must be completed. Due to the volume of applications it may take up to one (1) month to be formally register you with the Council and issue your Letter of Authority. This Letter entitles you, once you receive it, to practise as a RISIA until your frameable wall certificate/licence arrives. These are produced one-by-one by a designated printer. **Please do not telephone or e-mail inquiring about the status of your final application until one (1) month has lapsed from when you sent your documents to us.** In fairness to all successful exam-takers, applications are processed on a first-come, first-serve basis.

Please re-read the [WARNING](#) section once again on page 5. You are not an RISIA yet. Registration is **NOT** automatically conferred by virtue of passing the RISIA EPE.

## ONGOING RISIA REGISTRATION OBLIGATIONS

Once you become a RISIA, aside from the annual registration fees and the professional liability insurance that are paid annually (by you or your employer), there are other ongoing obligations that you should be aware of. There is a lot more to being a licensed professional than paying an annual fee. Some of these obligations are:

- **Become familiar** with our [Articles](#), [By-law](#), [RISIA Code of Ethics](#) and various [Regulations](#) and administrative [policies](#) posted on our website. Check back from time to time to keep up to date on any regulatory changes. The same applies to regularly visiting the IRCC website for updated bulletins and announcements concerning various government programs.

- **Complete 6 hours of Professional Development activities each calendar year** which relate to a RISIA's scope of practice (i.e. study permits, temporary resident visas and how study permits relate to other currently available Canadian immigration programs). ICCRC does not offer professional development activities or events itself but approves events/seminars, etc. which are submitted for consideration. Seminars typically involve an attendance fee that is paid directly to the organizer. Some events/seminars are also recorded by the organizer with online downloads being available for sale separately. These you may purchase and watch to earn professional development credit within prescribed time limits following the in-person presentation. There are penalties for not completing your full professional development obligation as well as reporting what you have completed by a specified reporting deadline.
- Complete all mandatory **Practice Management Education (PME) courses** deemed appropriate to the practice of RISIAs by the Director of Education.
- **Comply with annual reporting obligations** each year.

SOME INFORMATION MAY NO LONGER BE VALID