

ELIGIBILITY TO OBTAIN THE RCIC-IRB CLASS OF LICENCE POLICY

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Table of Contents

PURPOSE	2
OBJECTIVE.....	2
APPLICATION AND SCOPE	2
INTRODUCTION.....	2
DEFINITIONS	3
1. POLICY REQUIREMENTS.....	4
2. SELECTION OF AN APPROVED PATHWAY.....	4
3. EXEMPTIONS FROM APPROVED PATHWAYS.....	4
4. DUAL LICENSEES	4
5. COMPLETION OF APPROVED PATHWAYS	5
6. THE COLLEGE'S SPECIALIZATION PATHWAYS.....	5
7. SPECIALIZATION EXAM	5
8. SPECIALIZATION PROGRAM AND ASSOCIATED FEES.....	6
APPROVAL AND REVIEW	7

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PURPOSE

This policy sets out the criteria for a Regulated Canadian Immigration Consultant (RCIC) to obtain the RCIC-IRB Class of Licence, authorizing them to practise before the Immigration and Refugee Board of Canada (IRB) as of July 1, 2023.

OBJECTIVE

The objective of this policy is to outline the requirements to obtain the RCIC-IRB Class of Licence. This RCIC-IRB Class of Licence will be required for all RCICs who wish to practise before the IRB as of July 1, 2023.

APPLICATION AND SCOPE

This policy applies to RCICs wishing to obtain the RCIC-IRB Class of Licence authorizing them to practise before the IRB as of July 1, 2023.

INTRODUCTION

Practice before the IRB becomes a Restricted Area of Practice as of July 1, 2023. In support of the College's mandate to protect the public, only RCICs with the RCIC-IRB Class of Licence will be authorized to practise before the IRB as of July 1, 2023. Non-graduates of the Graduate

Diploma Program can qualify for this licence by successfully completing one of the Specialization Program pathways and then passing the Specialization Exam.

DEFINITIONS

In this policy, capitalized terms, unless otherwise defined herein, have the same meaning as they do in the By-law and/or Regulations.

Assessment – Refers to any form of licensee activity in a Course where a grade is to be granted. [*évaluation*]

Course – A set of classes or a plan of study on a particular subject. Courses may be offered online, face-to-face or as a combination of the two. [*cours*]

Education pathway – Refers to the College's specialization Education pathway to obtain the RCIC-IRB Class of Licence. [*voie de la formation*]

Immigration and Refugee Board (IRB) – Refers to the Immigration and Refugee Board of Canada and includes all four divisions: Immigration Division (ID), Refugee Protection Division (RPD), Immigration Appeal Division (IAD), and Refugee Appeal Division (RAD). [*Commission de l'immigration et du statut de réfugié (CISR)*]

In Good Standing – refers to an individual who is not in arrears in respect of any amount payable by such individual to the College for a period longer than the time specified in the By-law, is current and in full compliance with the requirements of section 1.1(oo) (New-Licensee Mentoring Program), section 36 (Learning and Development) and section 41 (Professional Liability Insurance), and whose licence with the College is not under suspension for any cause whatsoever. [*en règle*]

Prior Learning Assessment and Recognition (PLAR) pathway – Refers to the College's Prior Learning Assessment and Recognition pathway which requires eligible RCICs to demonstrate their knowledge, skills and judgment in the Restricted Area of Practice to determine their eligibility to write the Specialization Exam. [*voie de l'évaluation et de la reconnaissance des acquis (ÉRA)*]

Program Fees – Refers to the cost of taking a College education Program, plus all applicable taxes. [*frais rattachés aux programmes*]

RCIC-IRB Class of Licence – Enables the licensee to use the RCIC-IRB designation and to represent or assist in the representation of clients before the Immigration and Refugee Board of Canada (IRB). [*catégorie de permis CRIC-CISR*]

Restricted Area of Practice – Representation of, or assisting in, the representation of a client before the Immigration and Refugee Board (IRB). [*domaine d'exercice restreint*]

Specialization Exam – A competency-based exam used to qualify an RCIC for the RCIC-IRB Class of Licence which permits the RCIC to practise before the IRB. The exam consists of two parts: (1) a multiple-choice exam and (2) a practical exam. [*examen menant à la spécialisation*]

1. POLICY REQUIREMENTS

Eligibility Requirements

- 1.1 An RCIC is eligible to apply for the RCIC-IRB Class of Licence if:
- (i) the RCIC is a member In Good Standing with the College;
 - (ii) they have completed all requirements of an approved pathway as detailed below; and
 - (iii) they have successfully completed the Specialization Exam.

2. SELECTION OF AN APPROVED PATHWAY

- 2.1 The College reserves the right to determine whether an RCIC's training or prior experience meet the admissions criteria to the appropriate pathway.
- 2.2 An RCIC may only attempt the Specialization Exam if they have completed:
- the College's Education pathway; or
 - the College's PLAR pathway; or
 - a combination of these two pathways.

3. EXEMPTIONS FROM APPROVED PATHWAYS

- 3.1 Graduates from the Queen's University Graduate Diploma in Immigration and Citizenship Law program and the D.E.S.S. en réglementation canadienne et québécoise de l'immigration offered by the Université de Montréal who are successful in the College's Entry-to-Practice Exam will be issued the RCIC-IRB Class of Licence and will be exempt from having to take the approved pathways.

4. DUAL LICENSEES

- 4.1 RCICs who are also paralegals and are actively registered with the Law Society of Ontario (i.e., dual licensees) are authorized to practise in the Restricted Area of Practice provided they are practising under their paralegal licence and not their RCIC licence.
- 4.2 RCICs who are also paralegals and are actively registered with the Law Society of Ontario who wish to practise before the IRB under their RCIC licence must complete one of the approved pathways and pass the Specialization Exam.

4.3 Dual licensees must disclose to their clients the licence under which they are practising.

5. COMPLETION OF APPROVED PATHWAYS

5.1 Eligibility for the RCIC-IRB Class of Licence requires satisfactory completion of all requirements related to the College's approved pathways and the Specialization Exam.

6. THE COLLEGE'S SPECIALIZATION PATHWAYS

6.1 Education pathway:

Successful completion of the following 5 Courses: Foundations of the IRB, Foundations of the ID, Foundations of the IAD, Foundations of the RPD, and Foundations of the RAD.

6.2 PLAR pathway:

Demonstration of sufficient evidence of IRB prior learning and experience in related competencies for all 5 Courses listed above.

6.3 Hybrid pathway (combination of Education pathway and PLAR pathway):

Successful completion of a combination of the above pathways.

7. SPECIALIZATION EXAM

7.1 The exam consists of two parts: (1) a multiple-choice exam and (2) a practical exam. Specialization Exam fees are not included in the Pathway fees.

8. SPECIALIZATION PROGRAM AND ASSOCIATED FEES

Education Pathway Fees	
Full Program (All 5 Courses)	\$1,000
PLAR Pathway Fees	
PLAR (Competency assessed in all areas)	\$350
Hybrid Pathway Fees	
Combination of Education and PLAR Pathways	
PLAR Application (1 PLAR credit)	\$250
PLAR Application (2 PLAR credits)	\$250
PLAR Application (3 PLAR credits)	\$300
PLAR Application (PLAR Pathway)	\$350
Retake or Reassessment Fees	
Individual Course	\$200
Individual PLAR	\$50
Specialization Exam Fees	
Specialization Exam	\$450
<p>Fees do not include taxes. Applicable taxes will be added based on RCIC's province of residence. As per College policies, refunds will not be issued.</p>	

APPROVAL AND REVIEW

Version	Details <i>If relevant, add notes to alert readers about the modifications to the document (ex.: updated wording from Council to College)</i>	Approval Authority	Date
Original Approval 16/04/2021	Revisions to update relevant terminology	Board of Directors	10/03/2023