Business Leadership Program for In-House Counsel

Application Form

ADMISSION PROCESS

Admission to the Business Leadership Program for In-House Counsel is the first step in the designation process for the Certified In-House Counsel - Canada (CIC.C) designation. Interested students are encouraged to submit a completed application to the CIC.C Admissions Committee for consideration as soon as possible. The Committee will meet each month to review applications prior to the program start date.

Application Checklist:

☐ Completed application form
☐ Current CV
☐ Letter of interest (detailing your reasons for applying, what experiences and skills you bring to the program, and

Applicants will be informed of their acceptance in writing within 4–6 weeks of receipt of their application.

APPLICANT INFORMATION

Program start date: ____________________________
First name: ____________________________ Last name: ____________________________
CBA/CCCA member ID: ____________________________ Year of Call: ____________________________

ORGANIZATION INFORMATION

Organization name: ____________________________ Title: ____________________________
Organization address: ____________________________
City: ____________________________ Province: ______ Postal Code: ____________________________
Phone number: ____________________________ Email: ____________________________
Industry sector: ____________________________ Type of organization: ____________________________
Who do you report to? ____________________________ What is their title? ____________________________
Do you have any direct reports? ____________________________ If yes, how many?
Years of In-house Counsel Experience: ____________________________
Please describe your current role: ____________________________

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REFERENCES

Please provide the name and contact information of two references:

Name of Reference "1: __________________________

Organization: __________________________________________________________

Title: _________________________________________________________________

Relationship to applicant: _______________________________________________

Telephone: _____________________________________________________________

Email: __________________________________________________________________

Name of Reference "2: __________________________

Organization: __________________________________________________________

Title: _________________________________________________________________

Relationship to applicant: _______________________________________________

Telephone: _____________________________________________________________

Email: __________________________________________________________________

PROGRAM FEES

The full program fee is $9600.00 (plus applicable taxes).
Payment is due in full upon enrollment. A payment plan is available upon request.

Scholarship:
The Legal Leaders for Diversity Scholarship is available for applicants that meet the required criteria. Please visit the link below for more information:
https://www.ccca-accje.org/CBAMediaLibrary/cba_cc/PDF/Professional-Development/CIC-C/LLD-Scholarship.pdf

Grant:
This program may be funded by a Canada Job Grant. Please visit:

CANCELLATION POLICY

Refunds will be provided to students who send a written cancellation by August 1, 2020. A cancellation fee of $500.00 (plus applicable taxes) will be charged to your credit card. Written cancellations are accepted by email to Lindsey Victor at lindseyv@ccca-cba.org. Refunds are not provided after the cancellation deadline, or in the event of non-attendance or withdrawal from the program.
CIC DESIGNATION TERMS OF USE

After successful completion of the program, in order to use the CIC.C designation, graduates must:

i. have 3 (three) years’ experience as an in-house counsel;
ii. be a member in good standing of a provincial or territorial law society in Canada, and;
iii. be a member in good standing of the Canadian Bar Association.

COLLECTION OF PERSONAL INFORMATION

For more information on the privacy policy, please visit http://www.cba.org/CBA/Info/Main/privacy.aspx

HOW DID YOU HEAR ABOUT THE PROGRAM?

How did you hear about the program? (please check all that apply)

☐ CCCA website  ☐ CCCA Magazine  ☐ Rotman eblast  ☐ CCCA eblast
☐ Rotman website  ☐ Colleague  ☐ Other

DECLARATION

I hereby certify that all statements on the application and in any material filed in support hereof are true, correct and complete and all material information has been disclosed. I understand that if the CCCA finds to the contrary, my association with, admission to, or registration in the program may be rescinded and cancelled upon notice in writing being provided to me. I pledge to conduct myself in a manner of integrity, honesty and respect for individuals in the CIC.C community. If I am found to act in a manner contrary to the aforementioned values, I understand that I may be required to withdraw from the program.

Signature: ___________________________________________ Date: ___________________________________________

Please send the completed application form and current CV to:

CIC.C Admissions Committee c/o CCCA
20 Toronto Street – Suite 300, Toronto, ON M5C 2B8
certification@ccca-cba.org