



2015

NATIVE COUNSELLOR TRAINING PROGRAM  
Graduate Refresher  
Information & Registration Package



ONTARIO NATIVE EDUCATION  
COUNSELLING ASSOCIATION

37A Reserve Road, Box 220,  
Naughton, ON P0M 2M0

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## Cultural & Community Activities

Students' learning experience is further enhanced through extracurricular activities and a variety of student support services. A variety of activities are planned weekly throughout the duration of the program. These activities are scheduled outside of regular class schedules and are designed to reinforce cultural curriculum within the program as well as to build a sense of community by providing opportunities for students, Team Members and their families to interact.

Examples of activities include:

- Tutoring
- Sweat Lodges
- Circles
- Craft workshops
- Personal wellness workshops
- Community Feasts
- Recreational Activities
- Movie Nights

## Admission Requirements

Applicants must meet the following criteria to gain entry into the program.

1. Be a graduate of the NCTP program (completed Part I, II & III)
2. **ALL** students are required to submit a CPIC.

## Program Information

**Location:** Laurentian University, Sudbury, Ontario

**Start Date:** **July 13, 2015**

**End Date:** **August 7, 2015**

**Application Due Date:** **June 2, 2015**

### **FOR MORE INFORMATION OR TO REGISTER CONTACT:**

Ontario Native Education Counselling Association  
37A Reserve Road, Box 220,  
Naughton, Ontario P0M 2M0  
Email: [oneca@oneca.com](mailto:oneca@oneca.com) Website: [www.oneca.com](http://www.oneca.com)  
Telephone: (705) 692-2999 or Fax (705) 692-9988

## Housing

A block of rooms are set aside for the Program. Students are responsible for making arrangements and paying for their own accommodations at Laurentian University Residence. **Deadline for applications to residence is June 6, 2015. After this date, these rooms will be released and occupation will be on a first come, first serve basis.** You must provide your own linens and blankets unless you state otherwise. You must request linen on your residence application and it will be provided for an additional cost. **\*\* All students must abide by the Laurentian University Residence Regulations.** [residence.laurentian.ca/](http://residence.laurentian.ca/)

Single and family units (3-4 people or up to 6 people) are available. Students opting for single occupancy can expect to share an apartment unit with up to 3 other NCTP students.

**Family rates apply to the family unit consisting of mother, father, sons and daughters. Sisters, Brothers, Cousins, Aunties and Uncles do not fall under this definition in the agreement.** (See Fee Schedule & Other Costs).

### **Library Access & Services**

Students will be required to purchase an ID card in order to access the library resources. (See Fee Schedule & Other Costs).

### **Computer Use**

Students must provide their own laptop.

### **Printing & Copying**

Unless otherwise stated by a facilitator, Students will be required to submit hardcopies of their assignments. Printer/Photocopier cards are available for purchase through automated machines located in the computer labs.

### **Fitness Facility**

Participants of the Graduate Refresher program will be provided with the opportunity to use Laurentian University's fitness facilities on campus at no cost.

### **Parking**

Designated Parking Lots are assigned to the Graduate Refresher program. Passes for the duration of the program can be purchased the first day of classes at the Native Affairs Office. Note: ONECA secures a designated parking lot – Students will be held responsible for any and all parking violations and fines associated with parking in undesignated areas)

### **Food Services**

A cafeteria and Tim Horton's are located on campus for students and their families wishing to purchase food/beverages. Snack and beverage vending machines are also located throughout the University.

### **Telephones & Cable**

Pay telephones are available throughout the campus. Arrangements can be made for phone hook ups in residence rooms via Bell Canada

### **Supplies**

Students are required to supply their own paper, writing, etc. supplies. (See Fees & Other Costs for approximate expense amount and textbook requirements).

## Extra-Curricular Activities

There are risks involved in participating in all extra-curricular activities and field trips. All students willing to participate or are involved with all ONECA activities and field trips must sign a consent form.

## Check Outs

It is the responsibility of the students to return all keys to the residence office upon departure. Please ensure that the condition of your room is left as you received it. Dispose of all garbage in appropriate disposals.

## Transportation

Taxis and city transit is available. Bus tickets/passes may be purchased at the bookstore. [http://www.greatersudbury.ca/cms/index.cfm?app=div\\_transit&lang=en&currID=7980](http://www.greatersudbury.ca/cms/index.cfm?app=div_transit&lang=en&currID=7980)

## Things to Bring

### For your Kitchen (Residence apartments are equipped with a fridge and stove)

- ✓ Pots, Pans and Dishes
- ✓ Dish towels, dish clothes
- ✓ Small microwave
- ✓ Toaster
- ✓ Coffee maker
- ✓ Cutlery, can opener
- ✓ Kettle
- ✓ Dish soap

### For your Bedroom

- ✓ Fan
- ✓ Towels
- ✓ Sheets & Blankets
- ✓ Pillows
- ✓ Alarm Clock
- ✓ Mattress pad for extra comfort (recommended)

**Linen can be provided at an additional cost (not included in residence fees).**

### For your Bathroom

- ✓ Bath mat
- ✓ Towels, face clothes
- ✓ Bath supplies, soap, shampoo etc.
- ✓ Cleaning Supplies

### For the Children

- ✓ Swimming suits
- ✓ Sunscreen
- ✓ Hats
- ✓ Shorts
- ✓ Jacket
- ✓ Warm clothing
- ✓ Rain Gear
- ✓ Bug Spray
- ✓ Water Bottle
- ✓ Back pack or carrying bag
- ✓ Appropriate foot wear (hiking boots, shoes)

## Fee Schedule & Other Costs

EXPENSE ITEM	COST	PAYMENT DUE DATE	PAYABLE TO
<b>Tuition</b> Note: Tuition fees are non-refundable after the 3 <sup>rd</sup> day of class.	\$1500	Prior to First Day of Classes	ONECA
<b>Mandatory Fees</b>			ONECA
<b>Application Processing Fee (non-refundable)</b>	\$50.00	With Application	
<b>Student Activity Fee</b>	\$100.00	Prior to First Day of Classes	
<b>Books</b>		Prior to First Day of Classes	ONECA
	\$253		
<b>Housing</b>			Laurentian University (Conference Services)
Single (Share apartment unit with up to 3 other NCTP students)	\$600.00	June 16/15	
Family Rate A (3-4 people)	\$700.00	June 16/15	
Family Rate B (Up to six people)	\$800.00	June 16/15	
Linen (optional) – Individual Package (set of bedding & towels)	\$60.00	With Application	
<b>Parking</b> \$10 deposit required for swipe card	\$45.00	First day of classes	Laurentian University (Conference Services)
<b>Library Access Fee</b>		First day of classes	Laurentian University (Library)
<b>Computer Use</b>	Students must provide their own laptop		
<b>School Supplies</b> – Approximate paper and writing supplies		N/A	N/A
<b>Printing &amp; Copying</b> – cards can be purchased in \$5.00 & up denominations. Approximately 0.8 - .10 cents per copy.	To be determined	N/A	N/A
<b>Local Transportation</b> – Taxis and city transit is available. Bus tickets/1 month passes can be purchased at the bookstore. (One-time picture fee of \$6.00 on initial pass purchase) <b>Note: fees may be subject to change.</b>	31 day pass Adult \$80 Student \$74 Children \$48	N/A	N/A
<b>Food Services</b> - Available to students and their families on a “for service” basis		N/A	N/A
<b>Telephones</b> – Pay telephones are available throughout the campus.		N/A	N/A



# NCTP Graduate Refresher

## Application Form

Forward completed application along with the non-refundable processing fee of **\$50.00** to:

**ONECA - NCTP Graduate Refresher Program**  
**37A Reserve Road, Box 220, Naughton, ON, P0M 2M0**  
**Please make cheque payable to O.N.E.C.A.**

Course	Institution	Date
<b>NCTP Graduate Refresher</b>	<b>Laurentian University</b>	<b>July 13 - August 7, 2015</b>

### SECTION A (Type or print in block letters)

Applicant Information:			
Surname	First Name	Middle Name	Age

Home Address:			
Street # & name, Apt./Unit #	City	Province	Postal Code
Home telephone number	Date of Birth (mm/dd/yyyy)		
Email address			

<b>Employment Information:</b>			
Place of Employment:	Work telephone number	FAX number	
Street # & name, Apt./Unit #	City	Province	Postal Code

**SECTION B**

<b>PRE-REQUISIT</b> Must be a graduate of the Native Counsellor Training Program	Person to contact in case of emergency.	Telephone number of emergency contact
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**SECTION C {this section MUST be completed for your application to be considered}**

Sponsoring Agency	Recommending Officer (please print)	Title	Date
Agency Address			
Street # & name, Apt./Unit #	City	Province	Postal Code

\*\*\*\*\*

**IMPORTANT:**

**ALL students must provide a current CPIC. Original copy of CPIC may be included with this application package. CPIC must be submitted no later than June 02, 2015.**

\*\*\*\*\*



All fees (tuition fees, processing fees, student activity fees) are due prior to the first day of classes. Tuition cost is **\$1500.00** and is determined annually and is non-refundable after the third day of class.

<b>FOR OFFICE USE ONLY</b>	<b>Date Received</b>	<b>Receipt #</b>	<b>Cheque attached:</b>
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### Sponsorship

Your sponsorship letter should include:

- Tuition Fees
- Book costs
  - ONECA supplies all books, please be sure to include this in your sponsorship letter
- Processing fees
- Residence fees
  - Will be collected by ONECA, an invoice will be provided

Sponsorship letters can be addressed to ONECA to ensure that payments and fees can be processed in a timely manner.

**NOTE:** please do not delay payment or this may result in the student being denied access to the program and/or residence.

# ONECA ACCOMMODATIONS

## Laurentian University Residence Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel. # \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Occupancy from: \_\_\_\_\_ to \_\_\_\_\_

### **Single Students Residence (5 weeks)**

Single (\$600.00) \_\_\_\_\_

Family (\$700.00) \_\_\_\_\_ \* (3-4 people)

Family (\$800.00) \_\_\_\_\_ \* (up to 6 people)

**\*Definition of Family: Family rates apply to the Family unit consisting of mother, father, sons and daughters. Sisters, brothers, cousins, aunties and uncles do not fall under this definition. All children under the ages of sixteen (16), must be supervised by an adult.**

Single Occupancy - preferred apartment mates:

\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_

### **Family Occupancy (include yourself plus all family members)**

Name	Relationship to the Student	Age
1.		
2.		
3.		
4.		
5.		
6.		

Page 2 - Residence Application Form

## Linen Request

Linen will not be provided. Please bring your own sheets, blanket, pillow, pillow case, towels and facecloths. If you are unable to bring your own, linen can be provided for an additional fee. Individual Linen Packages include: 1 set of bedding (sheets, pillow, pillow case and blanket) and 1 set of towels (bath towel and facecloth). Please complete the area below **IF** you will require linen be provided.

Number of People	Cost Per Package	Total Cost
	\$ .00	\$ .00

## Garbage

Must be brought to the garbage chute at the end of the corridor on every floor in West Residence, in SSR garbage must be brought to garbage room on the first floor.

**RESIDENCE APPLICATION SUBMISSION DEADLINE: June 6, 2015**

Check in will begin on July 12, 2015. Keys can be picked up at the Porters' Desk located in the Single Student Residency (SSR). **ALL FEES MUST BE PAID NO LATER THAN June 16, 2015.** **LAURENTIAN WILL NOT HOLD SPACE IN RESIDENCE IF FEES ARE NOT PAID BY THE DEADLINE**

**\*\*ALL students must abide by the Laurentian University Residence Regulations.**  
[residence.laurentian.ca/](http://residence.laurentian.ca/) \*\*

Please enclose a certified cheque or money order made payable to Laurentian University for the amount owing. If you have not paid in full by the deadline date, a room will not be guaranteed.

Signature: \_\_\_\_\_

Mail Application to: Conference Services Attn: ONECA  
Laurentian University  
OR 935 Ramsey Lake Road  
Sudbury, Ontario, P3E 2C6

Fax Application to: Conference Services Attn: ONECA  
(705) 675-4853

Contact: Julie Ceming, Assistant Manager Conference Services  
Phone: (705) 675-1151 Ext. 3002  
Email: [jceming@laurentian.ca](mailto:jceming@laurentian.ca)

# ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

## Student Emergency Contact Information

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Birth (mm/dd/yy): \_\_\_\_\_

### EMERGENCY INFORMATION

Name of person(s) to be notified:

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ontario Health Card Number: \_\_\_\_\_

**(must be entered)**

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Do you have any allergies or health concerns we should know about? (e.g. Diabetes, etc.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please describe and provide explanation of specific procedures that need to be taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

## Acknowledgement Form

I have read, understand, and agree to adhere to the expectations of a student in the NCTP Graduate Refresher Program, as stated in the Native Counsellor Training Policy and Procedure Manual.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Please print your name)

Signature: \_\_\_\_\_

# ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

## Abstinence Agreement

### ONECA ALCOHOL & DRUG USE POLICY

The ONECA creates and thrives in a healthy community life for all students, staff and our families. One of the integral aspects of that community life is the agreement by all community members to abstain from drugs and alcohol (other than those prescribed by a physician) during the 5-week period of the program. This commitment enhances our atmosphere of respect and healing while at the same time guides us on a healing path and acknowledges our position as role models and helpers.

In recognition of the above and in keeping with past recommendations of students and staff, we ask that all Program Team Members and Students sign this Abstinence Agreement to solidify our commitment and direction throughout the program. Please read and sign below:

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I acknowledge my obligation to remain drug and alcohol free upon arrival at the host delivery site and throughout the entire duration of the program up to and including day of departure. Further, to support the ONECA community I also acknowledge and agree to bring to the attention of the Program Coordinator any infractions in order to protect the positive and responsible environment we are attempting to create for our children, other community members and ourselves.

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Name of student/Program Team Member (please print)

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Date

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Student/Program Team Member Signature

# ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

## Confidentiality Declaration

I, \_\_\_\_\_, hereby declare I will hold in confidence any information that comes to my attention pertaining to any Student or Program Team Member of the NCTP Graduate Refresher Program during my participation in the program. I agree not to disclose any information regarding meetings, counselling sessions or the affairs of the Ontario Native Education Counselling Association.

Name: \_\_\_\_\_

(Please Print)

Please check the appropriate box

Student  Program Team Member

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

## Authorization Form

### ***TO ALL STUDENTS:***

The Program Coordinator is responsible for the maintenance and the security of all student records. Each student is required to sign an *Authorization Form* as written permission to release student information to outside individuals or agencies.

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I, \_\_\_\_\_, a student of the NCTP Graduate Refresher Program, consent to the release of information regarding my attendance and progress in the aforementioned program to an authorized representative of the Ministry of Education and Training and/or sponsoring agency.

I, \_\_\_\_\_, a student of the NCTP Graduate Refresher Program, do hereby grant unrestricted permission to the Ontario Native Education Counselling Association (ONECA) to use my image(s) in the promotion of programming. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs and images taken of me for use in materials that include, but may not be limited to printed materials such as brochures and newsletters, videos, and digital images such as those used on the ONECA Web Site.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

## Extra-Curricular/Field Trip Form

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Completion of this form is required in order to participate in an extra-curricular activity or ONECA sponsored field trip.

By completing this application, I agree that I will attend/plan to attend one (or more) activities or field trips during the \_\_\_\_\_ program year. I understand that I will be attending an activity of the Native Counsellor Training Program and that there are risks involved during my participation, including any travel to and from the activity. Nonetheless, I assume all related risks, whether known or unknown to me. As a field trip participant, I agree to follow the guidelines listed below:

1. I will not participate in any risky or inappropriate behaviours during the field trip events as outlined in the Policies and Procedures Manual (i.e., Alcohol and Drug Policy).
2. I will report any student discipline issues to the ONECA staff member/instructor in charge of the activity.
3. I will report to the event coordination site on time and leave promptly after the conclusion of the event.

Date of Application: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Address: \_\_\_\_\_

Health: (Any physical limitations) \_\_\_\_\_

\_\_\_\_\_  
Student Signature