



2017-2018 HOUSING MANAGERS CERTIFICATE PROGRAM

**START DATE CHANGED TO OCTOBER
STILL TIME TO APPLY!!**

The Housing Managers Certificate Program is a 2-year certificate program offered to current and future First Nation Housing Managers. The ideal candidate for this program is employed in the Housing Department and a motivated, mature learner who has the desire to specialize in Housing Management.

Participants will be provided with skills and knowledge to effectively manage the elements of on-reserve housing through completing a series of 12 modules held every 4-6 weeks over 3 days at the SAIT campus in Calgary, AB.

Please see the registration form for exact dates of courses.

Successful completion of the 2 year program will provide the participant with a Certificate of Achievement from Southern Alberta Institute of Technology (SAIT). Successful applicants will be eligible for full tuition coverage for the 2 year program.

The Housing Manager Certificate Program is funded by: Canada Mortgage and Housing Corporation (CMHC) and Indigenous and Northern Affairs Canada (INAC).



Indigenous and
Northern Affairs Canada

Affaires autochtones
et du Nord Canada

Applications must include:

- Complete Registration Form
- Letter of Support from Chief and Council
- Supervisor Reference Letter

Applications will be reviewed on a first-come-first served basis. The final selection will be based on successful telephone interviews.

A travel stipend per course will be reimbursed to the First Nation for each completion of a course module. Participants are responsible for own travel and accommodation arrangements.

For more information and to register please contact:

Jenn Cardinal

(780) 483-8601 Ext. 155

jcardinal@tsag.net



First Nations Technical Services Advisory Group Inc.

Santa Fe Plaza, 18232 - 102 Avenue NW, Edmonton, Alberta T5S 1S7
 P: 780.483.8601 F: 780.483.8632 W: www.tsag.net

HOUSING MANAGERS CERTIFICATE PROGRAM REGISTRATION FORM

(Please Print)

The ideal candidate for the Housing Managers Certificate Program (HMCP) is employed in the Housing Department and is a motivated, mature learner with work experience and the desire to specialize in Housing Management. The HMCP will appeal to those who want to develop professional management skills through an applied and focused program. *Please ensure the course dates will be attended 100% as attendance is key for acceptance into this program.*

Today's date:						
APPLICANT						
Last name:		First:	Middle:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.		
Is this your legal name?	If not, what is your legal name?			Birth date: mm/dd/yy	Age:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No				/ /	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address/P.O. box:		City:		Province:	Postal Code:	
First Nation:		Treaty No.				
Mobile:		Home:		Email:		
Employer:		Position:		How long have you been employed here?		

Please provide letters of support from the following:

LETTERS OF SUPPORT	
Supervisor	Supervisor Reference Letter attached: Yes No
Chief and Council	Chief & Council Letter of Support attached: Yes No



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PROGRAM DATES

PLEASE NOTE DATES HAVE CHANGED

October 17-19, 2017	Role of Housing Manager & Community Profile
November 14-16, 2017	Introduction to Financial Management for Housing
December 12-14, 2017	Working with Budgets and Audits
January 16-18, 2018	Developing Effective Policies
February 27-March 1, 2018	Client and Workplace Relations
April 24-26, 2018	Charging and Collecting for Housing Services
May 29-31, 2018	Property and Home Maintenance Management
September 18-20, 2018	Developing Housing Proposals
November 6-8, 2018	Construction Project Management
December 11-13, 2018	Tendering and Project Management
January 15-17, 2019	Introduction to Geographical Information Systems (GIS) for Housing
February 12-14, 2019	Site Planning
February 15, 2019	Graduation Ceremony

By signing below you agree to attend every course (exceptions will be made only in special case circumstances). 100% attendance is required to pass and obtain the Certificate of Achievement, any classes missed will result in immediate removal of the program. Please ensure your schedule permits before sending in applications.

Print Name

Date

Signature

All documentation can be submitted to TSAG

Attention: Jenn Cardinal

[Jcardinal@tsag.net](mailto:jcardinal@tsag.net)

Phone: (780) 483-8601 Ext. 155