

EDUCATION AND I&R EXPERIENCE

Attach a copy of your degree/diploma or an educational transcript as proof of education; Applications **WILL NOT** be processed without proof of education unless a minimum of 5 years experience in I&R has been achieved.

	(Mark the applicable level of education and experience)
	University Degree or higher with at least 1 year I&R experience
	College Diploma with at least 2 years I&R experience
	High school Diploma with 3 years I&R experience
	5 Years I&R experience without proof of minimum education

I&R EMPLOYMENT RELATED EXPERIENCE

Describe your paid and volunteer work experience in I&R.

CIRS exam applicants the essential elements of I&R include assessment, identification of resources, referrals, documentation, follow up and knowledge of issues and ethics.

CRS exam applicants the performance based competencies include knowledge of standards, resource database maintenance and classification of information using approved taxonomy, and team work with community partners and internal staff.

ORGANIZATION NAME AND ADDRESS

Supervisors name and contact email or phone (may be contacted for verification)

Your Job Title _____

Start Date _____ End Date _____

Your Major Responsibilities

Attach additional paper as required to detail your number of years performing in an I&R capacity

EXAM FEE PAYMENT INFORMATION

InformCanada Members \$80 InformCanada Member ID # _____
Non-Members \$250
Exam Retake (everyone) \$40
Cheque made payable to InformCanada (included)
Credit Card Visa MasterCard Amex
Credit Card Number _____ Expiry Date _____
Card Holder's Name _____ Card Holder's Signature _____

RELEVANT INFORMATION

- A list of recommended study materials is available on the AIRS Web site: www.airs.org. such as the ABCs of I&R and AIRS online training are available for purchase. These materials and the tests are available only in English.
- It is not the intent of AIRS or InformCanada for certification to be used as a sole condition of employment.
- You will receive an exam communication letter or email no later than 15 business days before your exam date. If you do not receive this communication, **Contact InformCanada at info@informcanada.ca**
- Recertification is required every 2 years. In order to qualify, the certified individual must document the fact that they have received at least 10 hours of training and professional development in the field of Information and Referral. A second examination is not required for recertification unless the individual has allowed their certification to lapse beyond the expiration date noted on their certificate.

DISCLAIMER FOR ALL CERTIFICATION APPLICANTS

- The undersigned understands that the AIRS/InformCanada Certification Program is voluntary, and participation in or completion of this process will not guarantee certification.
- The AIRS/InformCanada Certification Program will provide written notification to those candidates who do not meet the eligibility requirements.
- The undersigned agrees that neither AIRS, InformCanada, its officers, members nor other persons involved in the AIRS/InformCanada Certification Program shall be held liable for the failure of any candidate to receive Certification.
- It is understood that the certification fee is non-refundable and non-transferable.
- AIRS and InformCanada makes public a list with name, organization and province of all who hold certification. If you do not wish to be included in the list please check .

SIGNATURE OF APPLICANT: I have read and understood the above "Disclaimer" and by my signature as the applicant, I certify that the information I have provided is true and accurate and understand that the penalty for intentional misrepresentation is immediate revocation of AIRS/InformCanada certification.

Print Name _____ Date _____

Signature _____