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Exam Application for CANADIAN CRS and CRS-DC

- All sections of the application must be completed and sent to InformCanada with full payment **30 days prior** to the exam date.
- Make cheque payable to InformCanada and mail with completed application.
- Applications may be emailed or faxed if payment by credit card.

INDICATE CERTIFICATION EXAM TYPE AND DATE APPLYING TO WRITE THE EXAM

- Certified Community Resource Specialist (CRS)
 Certified Community Resource Specialist – Database Curator (CRS-DC)
 Retake Exam

Retake Exam Date _____

Retake Exam Location _____

Upcoming exam dates, times and locations can be found at www.informcanada.ca/certification

EXAMITY AS AN ALTERNATE TO ATTENDING AN EXAM SITE

Examity is an online proctoring option via webcam and high-speed internet connection. If you choose this option you must complete the following:

Examity Exam Date Requested: _____ (Must be at least 30 from your application date)

Examity Exam Time Requested: _____ (Please provide a window of at least 2 hours)

There is an additional \$30USD fee that must be paid to Examity.

ADDRESS AND CONTACT INFORMATION (Print in block letters)

Mailing address: Work or Home

Name _____
 First Last Initial

Organization Name _____

Mailing Address _____
 Apt/Unit # Number Street City/Province Postal Code

Work Phone _____ Work Fax _____

Work Email _____ Work Web Site _____

Home Phone _____ Home Email _____

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 4 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
	4 Years I&R experience without proof of minimum education

I&R EMPLOYMENT RELATED EXPERIENCE

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

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

CRS-DC 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 \$95 InformCanada Member ID # _____
- Non-Members \$250
- Exam Retake Members \$45
- Exam Retake Non Members \$80
- Cheque made payable to InformCanada (included)
- Credit Card Visa MasterCard Amex

Credit Card Number _____

Expiry Date _____

Card Holder's Name _____

Card Holder's Signature _____

**** All fees are subject to change**

REVELANT INFORMATION

- A list of recommended study materials is available on the AIRS Web site: www.airs.org. such as the AIRS Training Manual 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 _____