



2012

NATIVE COUNSELLOR TRAINING PROGRAM INFORMATION BOOKLET



**ONTARIO NATIVE EDUCATION
COUNSELLING ASSOCIATION**

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

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NATIVE COUNSELLOR TRAINING PROGRAM

Background

The Native Counsellor Training Program (NCTP) was established in 1977 as a result of the diverse challenges faced by First Nation Education Counsellors and the lack of culturally specific programming available for individuals wishing to pursue careers in education counselling or professionals currently in the field seeking to enhance their skills and knowledge. NCTP funded by Indian & Northern Development Affairs Canada (INAC) and the Ontario Ministry of Education and administered by the Ontario Native Education Counselling Association (ONECA).

In 2006, enhancements to program curriculum resulted in the advancement of Ontario Ministry of Education recognition to Certificate Accreditation status. Graduates of NCTP receive a Certificate issued by the Ministry.

Program of Study

Curriculum focuses on the study of education counselling theories and techniques from a First Nations perspective and provides the opportunity for on-the-job application. The program is three (3) years in duration and is delivered in five (5) week sessions over the course of three (3) summers:

1st Year – Part I

- COUNSEL-1: Counselling Practicum & Theory Part I
- SCH-CAR-GUID: School & Career Guidance Part I
- SOC-NAT-PEOP: Sociology of Native People
- ED-SYS-ONT: Education Systems in Ontario

2nd Year – Part II

- COUNSEL-2: Counselling Practicum & Theory Part II
- SCH-CAR-GUID-2: School and Career Guidance Part II
- NAT-ISS: Native Issues
- INFO-PRO: Information Process/Career Planning

3rd Year – Part III

- Field Practicum – 5 week placement in local agencies/organizations

Cultural & Community Activities

Students' learning experience is further enhanced through extracurricular activities and a variety 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

Employment Opportunities

Graduates of the Native Counsellor Training Program will be equipped with the skills required to perform in numerous work environments. Previous graduates have found employment in various sectors of the Counselling field such as: youth workers, prevention, student support, elder programming, health care workers, government agencies, and community initiatives.

Admission Requirements

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

1. High School Diploma **OR**
2. Successfully completed grade 11 and have at least 1 year Counselling experience **OR**
3. Successfully completed and passed the GED and have at least 5 years counselling experience
4. A mature student and a letter of recommendation from either a First Nation Administrator or an official of the Native Organization
5. **ALL** Part III students who will be going on placement must submit proof of a current First Aid/CPR certificate.
6. **ALL** students are required to submit a CPIC.

Program Information

Location: Laurentian University, Sudbury, Ontario

Start Date: July 2, 2012

End Date: August 3, 2012

Application Due Date: June 4, 2012

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 Website: 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 4, 2012. 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/

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 User Fees

Students may be required to pay a one-time computer user fee to access labs outside of what may be provided by NCTP. (See Fee Schedule & Other Costs).

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 NCTP 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 NCTP program. Passes for the duration of the program can be purchased the first day of classes at the Native Affairs Office. Note: NCTP 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).

Day camp & Youth camp

Two camps are available for students' children. The Spotted Eagle Youth Camp is designed for ages 7 through 16 and the Binoojiinag Centre is designed for ages 2 through 6.

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 NCTP 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

Things to Bring

For returning students

- ✓ **Your Books from Last Year!!!!**

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
Tuition (Part I, II, III) Note: Tuition fees are non-refundable after the 3 rd day of class.	\$1400.00	Prior to First Day of Classes	ONECA
Mandatory Fees			ONECA
Application Processing Fee (non refundable)	\$50.00	With Application	
Student Activity Fee	\$100.00	Prior to First Day of Classes	
Books		Prior to First Day of Classes	ONECA
Part I	\$477.75		
Part II	\$100.00		
Part III	\$143.95		
Day Camp & Youth Camp – Fees are per week payable in advance at the NCTP Office	\$50.00	Up to the First Day of Classes	ONECA
Housing			Laurentian University (Conference Services)
Single (Share apartment unit with up to 3 other NCTP students)	\$570.00	June 18/12	
Family Rate A (3-4 people)	\$670.00	June 18/12	
Family Rate B (Up to six people)	\$770.00	June 18/12	
Linen (optional) – Individual Package (set of bedding & towels)	\$60.00	With Application	
Parking	\$55.00	First day of classes	Laurentian University (Conference Services)
Library Access Fee		First day of classes	Laurentian University (Library)
Computer User Fees		First day of classes	Laurentian University (Accounting Department)
School Supplies – Approximate paper and writing supplies		N/A	N/A
Printing & Copying – cards can be purchased in \$5.00 & up denominations. Approximately 0.8 - .10 cents per copy.		N/A	N/A
Local Transportation – Taxis and city transit is available. Bus tickets/1 month passes can be purchased at the bookstore. (One-time picture fee of \$5.00 on initial pass purchase) Note: fees may be subject to change.	(1 month)	N/A	N/A
Food Services - Available to students and their families on a “for service” basis		N/A	N/A
Telephones – Pay telephones are available throughout the campus.		N/A	N/A

NATIVE COUNSELLOR TRAINING PROGRAM

Booklist

PART I	
Mishomis	\$32.00
Counselling in Schools: Essential Services and Comprehensive Programs	\$135.00
Aboriginal Peoples in Canada: Contemporary Conflicts	\$116.75
The Sacred Tree	\$18.00
The Helping Relationship	\$136.00
Ethical Guidelines for Ontario School Counsellors	\$15.00
Required Readings for Education Systems in Ontario	\$25.00
Current Ministry Documents	\$Free
TOTAL	\$477.75

PART II	
Career Counselling for Aboriginal Youth (Participant & Facilitator Manuals)	\$70.00
First Nation Young People: Becoming Healthy Leaders for Today and Tomorrow Part II	\$30.00
Choices into Action	\$Free
TOTAL	\$100.00

PART III	
The Internship, Practicum and Field Placement Manual	\$143.95
TOTAL	\$143.95

Texts are available for purchasing from Ontario Native Education Counselling Association. Students can either purchase the books at the time of their arrival or the cost can be included in the sponsorship letter and ONECA will invoice the sponsor for the books. **Note: Students will be required to have ALL texts on the first day of class. PLEASE INDICATE ON YOUR SPONSORSHIP LETTER IF BOOKS ARE BEING PURCHASED UNDER THE AGREEMENT OR WHETHER STUDENT(S) WILL BE PURCHASING THEM DIRECTLY.**



Native Counsellor Training Program

Application Form

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

Native Counsellor Training Program, 37A Reserve Road, Box 220, Naughton, ON, P0M 2M0

Please make cheque payable to O.N.E.C.A.

Course: (Please check one)	Institution	Date
Native Counsellor Training Program: <input type="checkbox"/> Part I <input type="checkbox"/> Part II <input type="checkbox"/> Part III	Laurentian University	July 2 - August 3, 2012

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			

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

SECTION B

<p>Select last level of education successfully completed on the menu below or hand write if completing form manually (copy of diploma, transcripts, etc. required) PART I STUDENTS ONLY.</p> <p> <input type="checkbox"/> GED <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> University <input type="checkbox"/> Other : _____ </p>	<p>Person to contact in case of emergency.</p>	<p>Telephone number of emergency contact</p>
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SECTION C

<p>PART I STUDENTS ONLY</p> <p>The following documents must be included with application form:</p> <ol style="list-style-type: none"> Three (3) Reference Letters (to be attached with application). A brief personal biography and reasons for enrolling in the NCTP summer program. 	<p>PART III STUDENTS ONLY</p> <p>The following documents must be included with application form:</p> <ol style="list-style-type: none"> Current First Aid/CPR TB Test Immunization Record
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SECTION D {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 04, 2012.

All fees (tuition fees, processing fees, student activity fees) are due prior to the first day of classes. Tuition cost is **\$1400.00** and is determined annually and is non-refundable after the third day of class.

FOR OFFICE USE ONLY	Date Received	Receipt #	Cheque attached:
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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 (\$570.00) _____

Family (\$670.00) _____ * (3-4 people)

Family (\$770.00) _____ * (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.		

Linens Request

Line 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 4, 2012

Check in will begin on June 30, 2012. Keys can be picked up at the Porters' Desk located in the Single Student Residency (SSR). **PAYMENT OR SPONSORSHIP LETTER MUST BE RECEIVED NO LATER THAN June 18, 2012.**

****ALL students must abide by the Laurentian University Residence Regulations.**
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: NCTP
Laurentian University
OR 935 Ramsey Lake Road
Sudbury, Ontario, P3E 2C6

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

Contact: Julie Ceming, Assistant Manager Conference Services
Phone: (705) 675-1151 Ext. 3002
Email: 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 Native Counsellor Training Program, as stated in the Native Counsellor Training Policy and Procedure Manual.

Name: _____

Date: _____

(Please print your name)

Signature: _____

Part I: ____ Part II: ____ Part III: ____ ENRICHED: ____

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

Abstinence Agreement

NCTP ALCOHOL & DRUG USE POLICY

The NCTP 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:

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 NCTP 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.

Name of student/Program Team Member (please print)

Date

Student/Program Team Member Signature

Note: Please bring this document with you when you attend the first day of NCTP

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 Native Counsellor's Training 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 NCTP Program Team Member

Signature: _____

Date: _____

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.

I, _____, a student of the Native Counsellor Training 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 Native Counsellor Training Program, do hereby grant unrestricted permission to the Ontario Native Education Counselling Association (ONECA) to use my image(s) in the promotion of NCTP. 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

Day Camp - Application Form

In order for us to provide quality care for your child, **PLEASE** complete all information requested.

Child's Last Name: _____

Child's First Name: _____

Nicknames – if applicable: _____

Date of Birth (mm/dd/yy): _____

Name of parent(s)/Guardian(s): _____

Which PART of NCTP is parent registered in? (please circle)

PART I PART II PART III ENRICHED

EMERGENCY INFORMATION

Name of person(s) to be notified other than parent.

1. Name: _____

Phone: _____

Relationship: _____

2. Name: _____

Phone: _____

Relationship: _____

Ontario Health Card Number: _____

(must be entered)

Family doctor _____ Phone: _____

Address: _____

Does your child have any allergies? Yes _____ NO _____

If yes, what are they and please explain any procedures that need to be taken:

ADDITIONAL INFORMATION

Has your child attended day care before? Yes NO How long? _____

Does your child nap in the afternoon? Yes NO How long? _____

Does your child have a good appetite? Yes NO

Does your child have a favourite toy? Please bring it with him/her.

Does your child speak/understand: English Native Language
(Please specify) _____

Please provide additional information regarding your child(ren) that might help us to make day camp an enjoyable time.

The child named in this application form has my permission to participate in the day camp program and all related activities.

Name of parent/guardian: _____ Date: _____

Signature: _____

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

Youth Camp Application Form

Name of child: _____

Date of Birth (mm/dd/yy): _____

Nicknames: _____

Parent(s) name(s): _____

Which PART in NCTP is parent registered in? (please circle one):

PART I PART II PART III ENRICHED

NOTE: Children must attend daily and participate fully in the activities. Children are not allowed to leave without parental consent.

EMERGENCY INFORMATION:

Name of person(s) to be notified other than parent.

1. Name: _____ Phone: _____
Relationship: _____

2. Name: _____ Phone: _____
Relationship: _____

Ontario Health Card Number: _____
(must be entered)

Family doctor _____ Phone: _____

Address: _____

Does your child have any allergies? Yes _____ NO _____

If yes, what are they and please explain any procedures that need to be taken:

The child named in this application form has my permission to participate in the youth camp program and all related activities.

Name of parent/guardian: _____ Date: _____

Signature: _____

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

Parental Consent

Name of child(ren):

I hereby give consent to have my child(ren) examined by the Medical Officer, as necessary.

Name (please print)

Signature

Date

Witness

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

Day/Youth Camp Guidelines & Expectations

****All children are required to participate and attend 100% in daily Day/Youth Camp Activities****

Failure to do so will result in:

CONSEQUENCES:

1ST Time – Verbal warning with child/youth

2nd Time – Verbal warning with child/youth and parent/guardian

3rd Time – Child/youth will be terminated from the Day/Youth Camp for the remainder of the camp

Child Care will be the sole responsibility of the parent/guardian should the child be terminated from camp.

I, _____ understand and agree to comply/ensure the compliance of my child(ren) with the Day/Youth Camp Guidelines.

Parent/Guardian: _____

Date: _____

RULES:

- 1) 100% participation
- 2) Hands off Policy
- 3) No swearing
- 4) Respect yourself/others

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

Extra-Curricular/Field Trip Form

Completion of this form is required in order to participate in an extra-curricular activity or NCTP 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 NCTP Policies and Procedures Manual (i.e., Alcohol and Drug Policy).
2. I will report any student discipline issues to the NCTP 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