



AAPI

Association des professionnels en accès
à l'information et en protection de la vie privée

Association of Access to Information and Privacy Professionals

Access to Information and Privacy ATIP Training Program - Federal Institutions (ATIPTP-FI) Module A – Integration to the ATIP analyst function – Winter-Spring 2022

REGISTRATION FORM – ENGLISH SESSION – MARCH 2022

Please complete this registration form and send it to the AAPI by email (aapi@aapi.qc.ca) or by fax (418 624-0738). An invoice will be sent to you, confirming your registration. If you encounter any problems in transmitting the form, please contact us by email (aapi@aapi.qc.ca).

CONTACT INFORMATION AND ADDRESS OF THE PARTICIPANT

Last name, First name	
Function	
Institution	
Mailing address	
Email address	
Phone n°	
Fax n°	

CONTACT INFORMATION OF THE PERSON RESPONSIBLE FOR THE INVOICE

Last name, First name	
Email address	
Phone n°	

<u>REGISTRATION to MODULE A of the ATIPTP-FI Winter-Spring 2022</u> <u>The applicable HST (13 %) in addition to the amounts indicated for the pricing</u>	Individual pricing	Individual group pricing*
✓ Program – Module A – 4 courses - spread out over 6 days English Presentation : March 8-9-10 et 15-16-17, 2022	2 320 \$	2 157 \$
✓ Exam - Obtaining ATIP Certification	165 \$	165 \$
✓ Recognized units via a continuing education program called Faculte Education permanente (FEP) - Université de Montréal – Value 60 \$	Include	
TOTAL – Check the applicable rate	<input type="checkbox"/> 2 485 \$	<input type="checkbox"/> 2 322 \$

The pricing for registration in Module A includes access to AAPI advisory services, learning materials sent by email, participation in the six PFAIPRP-IF-Module A courses, continuing education units issued by the Université de Montréal's FEP, examination and certification fees, and administrative management of the file.

* Individual Group pricing: Applicable 2 persons and+ per FI

Registration fees can be paid by credit card.
Contact the AAPI - aapi@aapi.qc.ca

750, côte de la Pente-Douce, bureau 205, Québec (Québec) G1N 2M1
Tél. : 418 624-9285 / Téléc. : 418 624-0738



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GENERAL TERMS

AAPI – ATIP Skills Development

Your participation in the Program allows you to have access to the products and services offered, to develop your skills and to obtain a certificate of successful completion of the Program issued jointly by the Université de Montréal and the AAPI. In addition, your participation in the Program allows you to benefit from cutting-edge ATIP advisory services and expertise through an experienced person who has worked in federal institutions, Ms. Marie-Claude Juneau.

General information

Broadcast in French and English – Winter-Spring 2022 Sessions

- Module A is 42 hours long and is broadcast over a minimum period of 2 weeks or a maximum of 5 weeks. Each 7-hour course day is broadcast by videoconference from 8:30 a.m. to 4:30 p.m. in the presence of ATIP practitioners.

Video conferencing – In addition to health breaks and dinner, short 5-minute breaks are inserted during the day to avoid participants having to maintain continuous attention for 2 consecutive hours of video conferencing.

Registration fees and teaching materials - The pricing for each registration is indicated on the registration form. Pedagogical documentation included: for each course, the participant will receive the following documentation: (1) the Instructions and Procedures document, (2) the course book, (3) the workbook and operational practices, (4) the list of preliminary readings, if applicable, and (5) the assessment questionnaire.

Act respecting the protection of personal information in the private sector (Quebec) - In accordance with section 8 of the Act respecting the protection of personal information in the private sector, the information collected is used for the management of your file and, as such, is only accessible to AAPI staff. You have a right of access and rectification to the information contained in your file, which is kept at the offices of the AAPI, 750, côte de la Pente-Douce, suite 205, Québec.

Politique d'annulation

Your registration is valid upon receipt of the form – As the number of participants is limited, we invite you to register as soon as possible, by completing the electronic registration form available on the AAPI website or by sending it to us by fax at 418 624- 0738, and then sending it with your cheque to the order of the Association sur l'accès et la protection de l'information (AAPI) at the following address: Vocational training AAPI, 750, côte de la Pente-Douce, suite 205, Quebec (Quebec) G1N 2M1. Registration fees for Module A of the ATIP/FI Training Program can be paid by credit card. Please contact the Association. In addition, 'AAPI reserves the right to cancel a course or module if it deems the number of participants insufficient.

In order to preserve the quality of teaching and the fulfillment of our commitments to participants in the ATIP-FI Training Program, the AAPI has established its cancellation policy by prioritizing the replacement of the participant under the following conditions:

Registration for the Program Replacement of the participant - The replacement of a participant is accepted free of charge until the beginning of the first course. No replacements are accepted once the regular program has begun.
Cancellation fees in case of non-replacement

- **Between 7 and 15 business days before the start of the Program: 40% of the registration fee is payable.**
- **Less than 7 business days before the start of the Program: the fee is due.**