



AAPI ATIPTP-FI

Access to Information and Privacy (ATIP)

Training Program

Federal Institutions (FI)



REGISTRATION FORM

MODULE B

Perfecting the processing of ATIP requests and complaints

Please complete this registration form and send it to the

AAPI by email :

registrationpfairpr-if@aapi.ca

You will receive an acknowledgment, confirming your registration.

CONTACT INFORMATION - PARTICIPANT

First Name :	<input type="text"/>	Last Name :	<input type="text"/>
Position :	<input type="text"/>	ATIP Experience :	<input type="text"/>
Institution :	<input type="text"/>		
Email :	<input type="text"/>	Phone :	<input type="text"/>

CONTACT INFORMATION - MANAGER

First Name :	<input type="text"/>	Last Name :	<input type="text"/>
Email :	<input type="text"/>	Phone :	<input type="text"/>

CONTACT INFORMATION - PERSON IN CHARGE OF THE INVOICE

First Name :	<input type="text"/>	Last Name :	<input type="text"/>
Email :	<input type="text"/>	Phone :	<input type="text"/>

Module B

Fall 2024

3 sessions | 6 days each

CHOOSE YOUR TRAINING SESSION

ENGLISH

<input type="checkbox"/>	Session BE-092024 September 17-18-19 24-25-26
<input type="checkbox"/>	Session BF-102024 October 22-23-24 29-30-31
<input type="checkbox"/>	Session BE-112024 November 12-13-14 19-20-21

REGISTRATION TO MODULE B | ATIPTP-FI 2024

✓ Program – Module B 4 courses spread out over 6 days	2 157 \$
✓ Exam – Obtaining ATIP Certification - Recognized units via a continuing education program called Faculté Éducation Permanente (FEP) by the University of Montreal	165 \$
✓ Membership	
Registration fees can be paid by credit card or wire transfert. Contact the AAPI. The applicable HST (13%) is in addition to the amounts indicated for the pricing.	Total 2 322 \$

The registration fee includes access to AAPI consulting services, learning materials sent by email, participation in the six ATIPTP-FI Module B courses, continuing education credits issued by FEP of the Université de Montréal, exam and attestation fees as well as administrative management file.

Questions ?



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GENERAL TERMS

AAPI - ATIP Skills Development

Your participation in Module B of 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 University of Montreal and the AAPI. **In addition, your participation in the Program allows you to benefit from consulting services and advanced expertise in ATIP through an experienced person who has worked in federal institutions, Ms. Marie-Claude Juneau.**

General Information

Broadcast in English - 2024

Sessions Module B is 42 hours long and is spread out over a two-week period. Each day of the 7-hour course is delivered via videoconference from 9:00 a.m. to 4:30 p.m. with ATIP practitioners and a logistics support person in attendance

Videoconference Broadcast

In addition to the lunch period, health breaks of 15-20 minutes are inserted during the morning and the afternoon.

Registration fees and teaching materials

The registration fee is indicated on the registration form. Teaching documentation included: for each course, the participant will receive the following documentation: (1) the Instructions and Course Outline document, (2) the course workbook, (3) the workbook of exercises and operational practices, (4) the list of prior reading, if applicable, and (5) the evaluation questionnaire.

Act respecting the Protection of Personal Information in the Private Sector

In accordance with section 8 of the Act Respecting the Protection of Personal Information in the Private Sector, the information collected is used to manage your file and, as such, is accessible only to AAPI staff. You have the right to access and rectify the information contained in your file, which is kept at the offices of the AAPI, 750 côte de la Pente-Douce, Suite 205, Quebec City.

Cancellation Policy

Your registration is valid upon receipt of the form.

Since the number of participants is limited, we invite you to register as soon as possible by filling out the registration form available on the AAPI website and sending it to us by e-mail or by fax at 418 624-0738. Registration fees for the ATIPTP-FI can be paid by bank transfer, by cheque payable to the **Access and Privacy Association (AAPI) and mailed to** the following address: Formation professionnelle AAPI, 750 côte de la Pente-Douce, Suite 205, Quebec City, Quebec G1N 2M1, or by credit card. In the latter case, please contact the Association.

Furthermore, the AAPI reserves the right to cancel a course or module if it deems the number of participants to be insufficient.

In order to preserve the quality of the education and the respect of our commitments to the participants of the ATIPTP-FI, the AAPI has established its cancellation policy by favouring the replacement of the participant under the following conditions:

Program Registration | Participant Substitution

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 fee in case of non-replacement

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

Questions ?

Please contact : **Marie-Claude Juneau**
 ATIP Training Programs Coordinator - Federal Institutions
mcjuneau@aapi.ca | 819-209-7877

