



Immigration Consultant Certificate Program Brochure

**For further information
contact:**

The Faculty of Business

Humber College ITAL

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Immigration Consultant Certificate

Humber's Immigration Consultant certificate is an accredited program governed by the Immigration Consultants of Canada Regulatory Council (ICCRC), an independent, self-regulating body for immigration consultants in Canada. Anyone wishing to legally act as an immigration consultant must become a licensed member of ICCRC. The program concentrates on areas of ethics, immigration, refugee law and procedures required for licensing with ICCRC.

Students are responsible for meeting all ICCRC requirements. For more information, visit ICCRC's website at icrc-crcic.ca.

Admission Requirements

To qualify for admission into the Immigration Consultant program students must meet **ONE** of the following three criteria:

1. A Canadian University Degree
 - A copy of degree
 - Official Transcripts
 - A Humber Student ID # (Please contact registration at 416-675-3111 to request an ID if you do not already have one)
2. A Canadian public two or three-year college Diploma.
 - A copy of diploma
 - A copy of transcripts
 - A Humber Student ID # (Please contact registration at 416-675-3111 to request an ID if you do not already have one)
3. International University Degree that is equivalent to a Canadian university degree.
 - A copy of degree
 - Official Transcripts
 - A copy of a basic Canadian assessment evaluation (i.e. World Education Services, or University of Toronto)
 - A Humber Student ID # (Please contact registration at 416-675-3111 to request an ID if you do not already have one)
 - Language Requirement- IELTS (Academic) with a minimum score of 6.5 for each section, including speaking, listening, writing, and reading.

4. Private Career College- Paralegal diploma only. (must be equivalent to a Canadian public two or three-year paralegal diploma.)
 - Copy of Diploma
 - Copy of Official Transcripts
 - Copy of Paralegal License
 - Language Requirement- IELTS (Academic) with a minimum score of 6.5 for each section, including speaking, listening, writing, and reading.
 - A Humber Student ID # (Please contact registration at 416-675-3111 to request an ID if you do not already have one)

Contact Information & Application Process

The Business School – North Campus

205 Humber College Blvd.

Toronto, ON M9W 5L7

Telephone: 416-675-6622 ext 4174

Fax: 416-675-1609

Email: cebusiness@humber.ca

Students must provide all necessary admission requirements and a student number to The Business School prior to registering in courses through email, fax or in-person.

This is a part-time program and you will need to register directly through Humber College (this program is not found on OCAS).

IELTS Testing @ Humber College

IELTS testing is available at Humber College, please visit the Humber IELTS Test Centre for more information and to register for a test at <https://humber.ca/ielts>

Humber Curriculum

- BICC 109 Accounting for Immigration Consultants
- BICC 110 Professional Conduct: Authorized Practice and Ethics
- BICC 111 Immigration and Refugee Law 1
- BICC 112 Effective Business Writing
- BICC 150 Legal Research for Immigration Consultants
- BICC 151 Business Planning and Management for Immigration Consultants
- BICC 152 Immigration and Refugee Law 2
- BICC 202 Immigration Law: Economic Classes
- BICC 203 Immigration and Refugee Board
- BICC 204 Citizenship Law, Procedure and Practice

Course Descriptions

BICC 109: Accounting for Immigration Consultants (60 hours)

Prerequisite = None

This course addresses accounting fundamentals within the context of an immigration practice. Students will become well-equipped to identify accounting issues, analyze them, and make informed business decisions while they comply with the Immigration Consultants of Canada Regulatory Council requirements for the maintenance of financial books and records.

BICC 110: Professional Conduct: Authorized Practice and Ethics (60 hours)

Prerequisite = None

This course is designed to explore professional conduct, ethics and authorized practice issues in both a broad and specific sense for immigration consultants. The course focuses on the current responsibilities of consultants in terms of the nature of their work, as well as their obligation to adhere to the Codes of Professional Ethics as set out by the Immigration Consultants of Canada Regulatory Council (ICCRC) and its related Regulations. The prospective immigration professional will learn the importance of following the regulatory standards while building a relationship with their clientele.

BICC 111: Immigration and Refugee Law 1 (60 hours)

Prerequisite = None

This course will provide an overview of the framework of Canadian immigration law and policy at the federal level as well as certain categories of permanent residence and inadmissibility. In particular, it will focus on refugee claims and family class sponsorships, as well as medical and financial inadmissibility. It will also cover residency requirements imposed on permanent residence. Ethical issues arising specifically in these areas of immigration will also be addressed.

BICC 112: Effective Business Writing (45 hours)

Prerequisite = None

This course is designed to significantly improve the business writing skills of individuals entering or currently in the workforce. Students will learn how to select and organize pertinent information according to purpose and audience and will practice presenting their ideas clearly, precisely, and effectively in various written formats. BICC 112 begins with a brief review of grammar and proceeds to style and organization, the writing of letters, memos, e-mails, and format reports. It concludes with an introduction to the writing of longer documents such as formal reports. The focus of the course is on developing writing strategies that will make significant improvements to a participant's professional writing.

BICC 150: Legal Research for Immigration Consultants (60 hours)

Prerequisite = BICC 110 AND COM. 101

This course provides an Immigration Consultant student with foundational knowledge of how to conduct legal research of statutes, regulations and case law using different research media (books, loose-leaf services, and online research databases) with an emphasis on locating immigration statutes and decisions.

More particularly during this course, students will become adept at conducting legal research on three of the most common legal databases: CanLII, Quicklaw and Westlaw. They will learn to utilize secondary sources such as annotated statutes, the Canadian Abridgment, and the Canadian Encyclopedic Digest. They will leave the course able to locate, update, and analyze case law from various immigration tribunals and federal courts. Students will further discover how to locate and update relevant regulations and statutes like the Immigration Refugee Protection Act.

BICC 151: Business Planning and Management for Immigration Consultants (60 hours)

Prerequisite = BICC 111

This course is designed to serve as an introduction to business planning for self-employment and small business management for immigration consultants. It will introduce the concepts of entrepreneurship, developing a business plan, and marketing a business. Students will gain a basic understanding of the considerations involved in deciding to enter into an independent business and the steps involved in starting a new business in the immigration consulting field.

BICC 152: Immigration and Refugee Law 2 (60 hours)

Prerequisite = BICC 111

This course will cover the theory, procedure and practice relating to temporary residents, including visitors, students, and workers as well as an overview of classes of economic immigration. The course will expand on the knowledge acquired in Immigration and Refugee Law I by covering additional grounds of inadmissibility, as well as applications to overcome those inadmissibilities, including temporary resident permits and humanitarian and compassionate applications. Also, pre-removal risk assessments will be taught in this course. A focus of the class will be on the ethics surrounding the practice of immigration law in Canada.

BICC 202: Immigration Law: Economic Classes (60 hours)

Prerequisite = BICC 151 AND BICC 152

This course will evaluate the theory, procedure and practice relating to Canada's immigration laws as they apply to economic immigrants who seek to obtain permanent residency in Canada. In particular, this course will address the substantive and procedural requirements for the relevant federal and provincial/territorial programs and some of the relevant legal principles, rules and standards that have been developed and applied by the courts, tribunals and government officials. Students will develop the necessary skills to select the most effective course of action for their clients to obtain permanent residence status under one of the economic paths available to them. Students will also develop the necessary skills to advise employers in Canada with respect to their role and some of their responsibilities in hiring employees through these programs.

BICC 203: Immigration and Refugee Board (60 hours)

Prerequisite = BICC 152 AND BICC 150

This course is designed to give the immigration consultant student an understanding of the procedural aspects by which laws in general, and immigration and refugee law in particular, are created, applied and adjudicated upon.

The place of the Immigration and Refugee Board (IRB) in Canada's judicial and administrative law system will be identified, and the course will examine the structure of the four branches of the IRB – the Immigration Division, the Immigration Appeal Division, the Refugee Division and the Refugee Appeal Division – and the procedures and practices in dealing with and/or appearing before each branch. This will entail an understanding and application of the principles of administrative law, including procedural fairness and natural justice. Advocacy skills and procedures before the IRB are emphasized.

BICC 204: Citizenship Law, Procedure and Practice (60 hours)

Prerequisite = BICC 152

This course will evaluate the theory, procedure, and practice relating to Canada's citizenship laws. In particular, this course will address some of the relevant legal principles, rules, and standards that have been developed and applied by courts, tribunals, and government officials to individual cases. The course will also address the loss of citizenship and of permanent resident status, the grounds of inadmissibility, and the removal process. Students will develop the necessary skills to select the

most effective course of action for their clients to obtain citizenship, and to avoid loss of permanent resident status and removal from Canada.

Program Details

Semester Start Dates: We offer this program three (3) times per year, Fall (September - December), Winter (January – April) & Summer (May – August).

Program Duration: A minimum of 1 year to a maximum of 3 years part-time

Location: Online or in-class (evenings from 6 – 10 pm @ North Campus)

Fee: \$598.00 per course (fees are subject to change by The Business School, Humber College)

OSAP: because this program is part-time, there is no OSAP in the traditional sense. For more information, please contact Financial Aid

Program Schedule

Semester 1

- BICC 109 Accounting for Immigration Consultants
- BICC 110 Professional Conduct: Authorized Practice and Ethics
- BICC 111 Immigration and Refugee Law 1
- BICC 112 Effective Business Writing

Semester 2

- BICC 150 Legal Research for Immigration Consultants
- BICC 151 Business Planning and Management for Immigration Consultants
- BICC 152 Immigration and Refugee Law 2

Semester 3

- BICC 202 Immigration Law: Economic Classes
- BICC 203 Immigration and Refugee Board
- BICC 204 Citizenship Law, Procedure and Practice

* Paralegal students applying for exemptions for BICC 112, BICC 150 & BICC 151 as outlined below, will want to adjust their schedule and take BICC 109 in semester 2 so that they are taking two or three courses in semester 1, two courses in semester 2 and three courses in semester 3.

*Students do not need to follow this exact schedule if they do not intend to do more than one course per semester. It is just a sample of the quickest way to complete the program that takes into account mandatory prerequisites. You have 3 years to complete the certificate otherwise you will be required to go through an upgrading process.

Graduation

Students must complete all course in the 10-course curriculum and obtain a minimum grade of 70% in all required courses except BICC 109 Accounting for Immigration Consultants and BICC 112 Effective Business Writing, which require a grade of no less than 50% pass.

Transfer Credits

The only course in the Immigration Consultant program that you are able to apply for a transfer credit is BICC 112 Effective Business Writing. In order to qualify for the transfer credits students must have completed a similar course (minimum 80% of the same learning outcomes) at another Ontario Public College or University

PLAR Process for Paralegal Graduates

Students who have graduated from a public college with a paralegal diploma may apply for a Prior Learning Assessment and Recognition (PLAR) for the following two courses: BICC 150 Legal Research and BICC 151 Business Planning and Management for Immigration Consultants. The PLAR process for these two courses includes a challenge evaluation in the form of assignments to bridge the gap between paralegal and Immigration courses that are taught from a strictly Immigration perspective.

In order to qualify for the PLAR process students must have achieved a minimum grade of 70% or B in their paralegal Legal Research and Practice Management courses. Students must submit a copy of the PLAR form, fee and official transcripts (sealed by their college) to the registration office at Humber College.

The PLAR application form can be found at the following link:
<http://humber.ca/admissions/transferoptions/transfer-in/plar.html>

Requirements for ICCRC

Students are responsible for meeting all ICCRC requirements. This includes, but is not limited to:

- Be at least 18 years of age
- Be a Canadian Citizen, Permanent Resident or Registered (Status) Indian within the meaning of the *Indian Act (Canada)*.
- Graduate from an accredited immigration practitioner's program

- Language Assessments
- Police Certificate (from every country in which you have lived for 6 months or longer since age 18)
- Statutory Declaration – Places of Residence
- Background and Good Conduct
- Bankruptcy, Creditor Proposal or Garnishment
- Official Translations
- Certifying Documents

For more information and to print the ICCRC Full Skills Exam Registration Guide, please go to ICCRC's website at <http://iccr-crcic.info/become-a-immigration-professional/>

Note: students must complete the licensing exam within 3 years of graduation from an accredited immigration practitioner's program.

ICCRC Registration Process

- Register online at secure.iccr-crcic.ca/admissionexam/en
- Submit documents by required deadline
- FSE Terms and Conditions
- Statutory Declaration - Places of Residence
- Statutory Declaration - Background and Good Conduct
- Certified copy of valid government-issued photo identification (have two copies certified, one to send to ICCRC with your application, the other copy will be handed in to the invigilator during the licensing exam)
- Official academic transcript (must be sealed and sent directly from the college - DO NOT OPEN)
- Language ability test score results
- Original police certificates
- Upon receiving an approval email from ICCRC, confirm exam centre location
- Pay exam fee online

- Download the FSE Study Guide and sample questions
- For a copy of the detailed registration guide for ICCRC licensing, please [click here](#)