



Protect Your License Guide:

Avoiding Fraud & Ethical Violations

1. Understanding the Risks of Fraud in Immigration Consulting

As a Regulated Canadian Immigration Consultant (RCIC), your reputation and license depend on ethical practice. Involvement in fraudulent activities—whether intentional or due to negligence—can lead to disciplinary action, fines, suspension, or revocation of your license.

2. Key Areas of Risk for Immigration Consultants

A. Client Misrepresentation

- Submitting false documents or fabricated information can result in bans for clients and disciplinary action against consultants.
- **How to Protect Yourself:** Always verify client documents with due diligence and educate clients on the consequences of misrepresentation.

B. Improper Processing of IRCC Forms

- Signing IRCC forms on behalf of clients.
- **How to Protect Yourself:** Ensure all clients personally sign forms and maintain proper documentation.

C. Unauthorized Representatives & Third-Party Agents

- Collaborating with unauthorized representatives who are not licensed by CICC can result in ethical breaches.
- **How to Protect Yourself:** Work only with authorized representatives and report unauthorized representatives. Comply with the [Agents Regulation](#) of the College; before engaging an agent, do due diligence to ensure the agent will comply with IRPA, IRPR, the Code of Professional Conduct, and CICC regulations.

D. [Fee Transparency](#) & Contracts

- Charging undisclosed fees, failing to provide invoices, or operating without a retainer/service agreement violates professional standards.



- **How to Protect Yourself:** Always follow the Code of Professional Conduct and the [Retainer Agreement Regulation](#) of the College, including providing a written contract outlining all fees and services.

3. Best Practices to Safeguard Your License

- ✓ Keep detailed client records following the [Client File Management Regulation](#) of the College, including signed agreements and communication logs.
- ✓ Regularly update yourself on CICC regulations and attend ethics training.
- ✓ Educate clients about fraud risks and encourage them to verify consultants on the CICC website.
- ✓ Report UAPs and unethical practices within the industry to protect the profession's integrity.

4. How to Report Unethical Practices

If you witness fraudulent activities, report them to:

- ✦ **CICC Public Complaints:** www.college-ic.ca/public-complaints
- ✦ **Canadian Anti-Fraud Centre:** www.antifraudcentre-centreantifraude.ca
- ✦ **Canada Border Services Agency:** <https://www.cbsa-asfc.gc.ca/contact/investigation/menu-eng.html>
- ✦ **Immigration, Refugees and Citizenship Canada (IRCC):** <https://www.canada.ca/en/immigration-refugees-citizenship/services/protect-fraud/report-fraud.html>
- ✦ **Royal Canadian Mounted Police (RCMP):** [National Home Page | Royal Canadian Mounted Police](#)

Upholding ethical standards ensures trust in the immigration profession and protects your license.