



IMPORTANT INFORMATION ON CPD

Immigration and Citizenship consultants (RCICS/licensees) are required to obtain 16 CPD hours per CPD year. 6 CPD hours can be carried over to the next CPD year.

If CPD hours have been accorded to an event, please remember that you must report your hours. CAPIC does not forward in person attendance lists to CICC.

You must advise CICC of your CPD hours and CPD events attended/watched during your annual renewal time which takes place June 1 to June 30. Please note the CPD year is from July 1 to June 30 of the following year. Currently, we are at the end of this CPD year that is from July 1, 2022, to June 30, 2023.

You can find information about CPD policy, by laws and regulations on the CICC website:

[Continuing Professional Development \(CPD\) Regulation for RCICs \(UPDATED\) \(college-ic.ca\)](https://college-ic.ca/continuing-professional-development-cpd-regulation-for-rcics-updated)

[Continuing Professional Development \(college-ic.ca\)](https://college-ic.ca/continuing-professional-development)

It is your responsibility to ensure the CPD hours have been forwarded and credited to your account and as well that you note required timelines and expiry dates!

CPD Forms and Instructions

CICC has now provided instructions for your 2022-2023 CPD reporting (see below).

Along with submitting your CPD hours within the required time, you are required to update any necessary information, pay any fees that are due and comply with other requirements.

We have prepared a list of ALL CAPIC events between July 1, 2022, and June 30. You can find a list of all events, CPD hours, and expiry dates [here](#).

Please check your CAPIC [My CPD Programs](#) account to note which CPD events you attended and watched.

You can find all your invoices under [Invoices](#). If an invoice noted CPD hours pending, [check this list for CPD hours](#) or refer to the seminar card.

It is perfectly fine to submit information for events that you attended several months ago. As long as you attended or watched those events before CPD expiry, the CPD hours should be counted ensuring you submit them in the appropriate CPD year.



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If you still need CPD hours before June 30, 2023, [there are numerous CAPIC events with valid CPD hours still available.](#)

Information regarding the NCIC 2022 and NCIC 2023 is also included the CPD list of events. **Agenda copies are below:**

[NCIC 2022 Agenda](#)

[NCIC 2023 Agenda](#)

For questions regarding CAPIC CPD events, please contact seminars@capic.ca.

Important information from CICC for this CPD year July 1, 2022, to June 30, 2023.

Submission of Annual Renewal Form and payment of annual fees

Every year, licensees (RCICs and RISIAs) must participate in an annual renewal process to meet their licensing obligations and pay their annual fees.

You must complete the Annual Renewal Form between June 1, 2023, 12:01 am ET and June 30, 2023, 11:59 pm ET.

If you do not complete the Annual Renewal Form by the deadline, you will be assessed a late fee and may receive a notice of suspension for non-compliance.

How can I submit the Annual Renewal?

On June 1, 2023, you received an invite email [from noreply@mail.smapply.net](mailto:noreply@mail.smapply.net).

Click on the “Join now” button to access the SMAApply portal.

If it is your first time using SMAApply, please create a password and click “Create an account”.

If you have already used SMAApply in the past, please enter your password.

For further information, please visit our [2023 Annual Renewal webpage](#).

Once you have logged in, please click the “Apply” button to begin your Annual Renewal. The Annual Renewal is split into several forms that you may save as you progress through the renewal. Once all forms are completed, please click the “Submit” button to submit your Annual Renewal.

Payment of Annual Fees



At the beginning of July, you will receive an email with your annual fees invoice which will be payable according to the instructions provided and through the usual FreshBooks platform. Failure to pay by the invoice deadline will result in additional penalties and the suspension of your licence to practise.

Questions? Read our [FAQs](#)

Contact us at registration@college-ic.ca

Important Information on Seminars and Events

NOTE THE TERMS AND CONDITIONS BEFORE YOU PROCEED

REGISTRATION

Pre-registration is required for all CAPIC seminars and events, including Seminar Bundle subscribers. Registration is on a first-come, first-served basis. For planning purposes, we cannot accept registration at the door.

CAPIC reserves the right to close registrations whenever we deem suitable, at which point the link to the respective registration form will be removed.

If you are an authorized representative as defined by the IRPA, please have your professional registration number (i.e. CICC ID or law society ID), CAPIC member ID number (if applicable), and your credit card ready in order to register. Your registration is confirmed once you have submitted your form and payment. Attention RCICs: it is your responsibility to provide CAPIC with your correct ID. Registration for in-person attendance without your ID will not be reported to the CICC. CAPIC is not responsible if you provide incorrect registration information.

If you are not an authorized representative as defined by the IRPA, your registration will not be confirmed until further notice. We request that students of an accredited immigration practitioner training program send a copy of their current student ID card or registration document to seminars@capic.ca. We will contact you further for information if you are neither an authorized representative nor a student. Special documents are required if you are not a student. Please [contact CAPIC](#) for more information.

CANCELLATION

Payment is non-refundable.

If you have registered for in-person but cannot attend, you must notify CAPIC at least three (3) days in advance of the event. Your registration will be switched to either webinar or video.



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For cancellations of webinar registration (if applicable) within 24 hours of the start time, you will be given access to the video recording of the event, if available.

A \$50 administration charge will apply if you are a Seminar Bundle subscriber and have registered to attend a seminar in person but fail to comply with the cancellation requirement.

If a seminar is eligible for CPD hours, registrants authorize CAPIC to submit attendance to the regulatory body in accordance with its current policy.

Typically, CAPIC seminars are available for in-person attendance or by webinar, and each has its own registration form. Webinars are broadcast on the internet at the same time as the seminar. Please check your local time and your schedule before you register. Please also ensure that you meet the system requirements to view the webinar. To learn more about CAPIC events, [click here](#).

When circumstances permit, CAPIC also provides recordings of seminars for purchase. These recordings are for online viewing. Login information for the recording is usually distributed within 48 hours from the time the purchase is completed. CPD hours for recordings, if any, are valid for up to one year the date of the actual event. Please ensure that you watch the recording before the expiry date. There is no refund or exchange for recordings purchased.

If you are an CICC licensee and have attended a CPD program or if you have watched a CPD video, please ensure that you report your CPD hours directly to the CICC as required.

All CAPIC seminar recordings and materials are for the professional development of the paid registrants only. Any further distribution or duplication of seminar materials is strictly prohibited.

Thank you for your interest in CAPIC Seminars/Events. Please inform CAPIC if you have any questions or concerns regarding the Terms and Conditions, at seminars@capic.ca.