



FORM 28B

**CIC® Chapter of the Year Award Application Form  
For the Year: \_\_\_\_\_**

**Chapter Name:** \_\_\_\_\_  
**Application Preparer’s Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**Award Description:** This \$750 education grant is an annual award to acknowledge the IPAC Canada chapter that has the largest increase of eligible\* members who recertified – or became newly certified – from January 1 to December 31<sup>st</sup> during the award year. The winning chapter will be announced at the IPAC Canada National Education Conference.

Chapters are awarded points on **three different criteria**, along with bonus points available to the chapter that shows the greatest percentage of eligible members achieving new certification:

**1. Percent of eligible members who obtained new CIC® certification or who were CIC® recertified during the award year (maximum 25 points)**

Points will be awarded to applicants based on the following scale:

- Chapters with 1-35% of eligible members newly or recertified **10 points**
- Chapters with 36-49% of eligible members newly or recertified **15 points**
- Chapters with 50-74% of eligible members newly or recertified **20 points**
- Chapters with 75%-100% of eligible members newly or recertified **25 points**

\*The current eligibility requirements are listed at <https://www.cbic.org/CBIC/Candidate-Handbook/Eligibility-Requirements.htm>

Chapters are responsible to poll their members to determine number of eligible members. Consult the monthly Excel list of your chapter’s current members (sent to Chapter Treasurers and Membership Directors). The spreadsheet includes the current CIC® status of chapter members, their last renewal year, and their eligibility (if known). The latter information is not always provided to IPAC Canada.

**2. Chapter activities promoting certification (Maximum 50 Points)**

Chapters will be awarded points based on activities/projects undertaken in the last year to promote certification of chapter members. For example: recognition or awards for certification; educational assistance; scholarships; study or support groups, etc. Please describe activities/projects and provide documentation to support your chapter’s activities with this application.

**3. Professional appearance of the application (Maximum 10 points)**

Chapters will be awarded points based on the completeness of the application, in addition to professional appearance of the accompanying documentation/presentation.

**Bonus:** The Chapter that shows the greatest increase in the percentage of **newly certified** eligible members during the year will receive **15** extra points.

**Complete this Application Form, Form 28 CIC® Chapter of the Year Award Calculations Form, and submit with any accompanying documentation (see #2 above) by March 31 to:**

[executivedirector@ipac-canada.org](mailto:executivedirector@ipac-canada.org)