



# Application Form: Level 1 Cohort 25 (North America)

Please complete in full (legible handwriting or typed) and submit via one of the following:

Email: [christian@eem.ca](mailto:christian@eem.ca) (preferred method by email)

Fax: +1 (514) 481-4679

Mail: EEM Inc., 6104 Sherbrooke Street West  
Montreal, Quebec, H4A 1Y3, Canada

Course Title:	Partnership Brokers Accreditation Scheme: Skills for Successful Multi-sector Partnering
Start Date:	<b>July 11, 2010 (18:00)</b>
Application deadline:	<b>May 14, 2010 (Early bird discount deadline March 5, 2010)</b>

### Personal details

Title (Mr, Ms, Dr etc.) \_\_\_\_\_

Last Name \_\_\_\_\_

First Names \_\_\_\_\_

Address: Home

Work

Number & Street: \_\_\_\_\_

Apt: \_\_\_\_\_

City/Town: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Gender: Male

Female

Is English your first language? Yes

No  If no, please enclose evidence of  
proficiency in English



# Partnership Brokers Accreditation Scheme

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## Professional details

Job Title: \_\_\_\_\_ Organisation: \_\_\_\_\_  
Sector: \_\_\_\_\_ Geographic Area: \_\_\_\_\_

Relevant Higher Education and/or Professional Qualifications:

Key Skills:

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## Additional information

Please indicate whether you can demonstrate any (or all) of the following:

- past or present engagement in multi-sector partnerships, as either a convenor, advisor, negotiator, partner or third-party facilitator
- preparation of detailed case-studies or impact evaluations of partnerships for sustainable development
- professional training and field experience in 'interest based negotiation', be that in relation to partnering, facilitation of multi-stakeholder dialogue, or dispute resolution.

Please indicate who will pay the course fee:

Employer     Yourself     Other (please specify): \_\_\_\_\_



## Partnership Brokers Accreditation Scheme

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What are your reasons for applying for this course?

Please state in the box below why you would like to take part in the Partnership Brokers Accreditation Scheme Level 1 and how you would apply the skills developed during the residential course in your role (you are very welcome to supply additional pages in answer to this question).

I confirm that the information provided in this application is complete and true.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Partnership Brokers Accreditation Scheme

## ANNEXE 1 – COHORT 25 NORTH AMERICA

### LEVEL 1: SCHEDULE OF DATES & DEADLINES

All dates are subject to change – applicants will be notified of any such changes

<b>March 5, 2010</b>	<b>Deadline for early bird discount applications to <a href="mailto:christian@eem.ca">christian@eem.ca</a></b>
<b>March 19, 2010</b>	<b>Deadline for early bird discount fee to be paid</b>
<b>May 14, 2010</b>	<b>Deadline for Applications to <a href="mailto:christian@eem.ca">christian@eem.ca</a></b>
May 21, 2010	Applicant notified whether their application has been successful
<b>June 4, 2010</b>	<b>Deadline for fee to be paid</b>
June 18, 2010	Candidates sent 'Important Information' about Level I: Residential Skills Training Course, the PBAS Handbook, and core texts (only after payment received)*
<b>July 3, 2010</b>	<b>Presentation to be submitted to <a href="mailto:christian@eem.ca">christian@eem.ca</a></b> (Full details to be included in Notification of Acceptance)
<b>July 11-16, 2010</b>	<b>Level I: Residential Skills Training Course in Montreal, Canada</b>

*\* If, for whatever reason, a formally accepted applicant does not attend the PBAS Scheme, they are expected to return the reading materials and core texts.*

### LEVEL 2: SCHEDULE OF DATES AND DEADLINES

Level 2 is a rolling programme, running twice per year. Participants must start Level 2 within 12 months of Level 1.

### LEVEL 3

Participants achieving a distinction at Level 2 will be invited to undertake Level 3, completing within 12 months of completion of Level 2.

For more information on Levels 2 and 3 please download the PBAS brochure at [www.partnershipbrokers.org](http://www.partnershipbrokers.org)



# Partnership Brokers Accreditation Scheme

## ANNEXE 2 – FINANCIAL DETAILS

The fee for PBAS Level 1 is CDN\$ 3,450 (applicable taxes not included). There is an early bird discount of CDN\$ 2,950 plus taxes available for applications received by March 5, 2010. Fees are payable by cheque, wire transfer, or PayPal.

The fee covers:

- All tuition fees
- All course materials (i.e. background reading, course handouts)
- 5 nights of accommodation
- All breakfasts, lunches, and dinners (15 meals)
- All meeting facilities and equipment

The fee does NOT include:

- Travel costs involved in attending the Level I: Residential Skills Training Course
- Per diems for candidates during the residential course
- Chargeable telephone calls and other incidental expenses during the residential course
- Any fees and costs for Levels 2 and 3.

Once an applicant has been formally accepted and offered a place on PBAS, the nominated organisation or person (as specified in the application form) will be issued with an invoice for fees. This must be paid before the Fee Deadline Date stated in Annexe 1. The candidate is responsible for the payment of this invoice, regardless of the donor. If the fee is not honoured before the start date of Level 1, the candidate may not be allowed to participate.



# Partnership Brokers Accreditation Scheme

## ANNEX 3 – CANCELLATION OR POSTPONEMENT POLICIES

### Cancellation by candidate:

If the candidate withdraws from the course before the payment deadline, June 4, 2009 (March 5 in the case of the early bird deadline), but after their invoice has been issued, a cancellation fee of 20% of fees plus applicable taxes will be due to cover administrative expenses.

If the candidate withdraws after the payment deadline (June 4; or March 5 for early bird), payment of 100% fees will be required unless evidence of significant extenuating circumstances (e.g. illness, loss of job) can be produced.

### Cancellation by organisers:

If, for whatever reason, this Level 1 Residential Skills Training Course is postponed or cancelled by the organisers, applicants will be notified at least one month before the residential of any such changes. In the event of the course being cancelled all registration fees paid by candidates will be fully reimbursed.

## **CHANGES**

The organisers reserve the right to make changes without notice where necessary. Such changes, including substituting trainers, will only be made in extenuating circumstances generally beyond the organisers' control.

## **DISCLAIMER**

All details contained in this Application form were correct at the time of printing.