

IPWEA Professional Certificate in Asset Management Planning

Course Terms and Conditions

FCM Special Conditions

1. Only staff and elected members from Canadian municipalities allowed
2. Maximum of 5 participants per municipality across all FCM MAMP subsidized Professional Certificate courses
3. Submission of a signed letter of commitment & support to undertake the course from the municipality (template will be provided later)

Cancellation

Refunds will not be provided in the event of cancellation once the course has commenced.

Extensions

1. Extensions to complete work/assignments which are due will only be given in the following circumstances:
 - a. Illness or injury of the candidate or his/her immediate family where the candidate is one of the primary caregivers;
 - b. Death or incapacity of a family member or close relative;
 - c. Absence of the candidate's manager, where the manager must sign-off any assignment;
 - d. Abnormal or unanticipated work load resulting from entity restructures or severe natural weather events such as earthquakes, storms, floods.
2. Only one extension of time to complete work/assignment will be granted per course.
3. Requests for extension of time due to any inability to balance competing priorities (such as leaving course work to the last minute) will not be granted. The ability to learn to balance competing objectives is a core skill to be acquired as part of successfully completing the course.
4. Unemployment, retrenchment, relocation, secondment, changing employer – these are special circumstances and may result in allowing the candidate additional time to complete. Such matters are considered on a case by case basis. Application should be made in writing to the course administrators.

Assignment submissions

1. Assignments must be the participant's own work. We acknowledge collaboration can occur within an entity. However, submissions must be the participant's own work.
2. Participants must follow the format of the Asset Plan as per the course. Assignments must be consistent with the course format and templates.
3. In accepting a position in this course that has been subsidised by the Federation of Canadian Municipalities (FCM), participants acknowledge that all assignment submissions will be shared with FCM.

Privacy

1. Personal information will be handled in accordance with IPWEA's privacy policy, available on IPWEA's website.