

Application Form

IABC and Royal Roads University Executive Accreditation Seminar

6-11 May 2012

Victoria, British Columbia

Application deadline: 20 January 2012

About the EAS program

The Executive Accreditation Seminar (EAS) program is offered by the International Association of Business Communicators (IABC) and Royal Roads University. This intensive accreditation program is designed for senior-level communicators who wish to achieve the Accredited Business Communicator (ABC) designation, a global standard of professional achievement for business communicators, through a leadership-focused, peer-interactive experience.

The process begins with the application deadline on 20 January 2012. Accepted candidates are matched with a mentor who provides guidance on development of the pre-event deliverable—a single-project portfolio that exemplifies the candidate's best work. Mentors also provide support for exam preparation. Candidates then attend a six-day event in Victoria, British Columbia on 6–11 May 2012, where they will participate in a Leadership Challenge group project, fulfilling the second portfolio requirement.

The seminar includes an assessment of candidates' oral skills and responses as well as the written accreditation exam. Only candidates who pass the first portfolio project qualify to attend the week-long seminar and write the accreditation exam at the conclusion of the seminar. Those candidates who successfully pass through all stages of the accreditation process will receive the ABC designation. All participants will receive a certificate of completion from Royal Roads University.

Application requirements

To be considered for the program, applicants must:

1. Be a member of IABC
2. Be full-time, professional communicators
3. Work with, or at, an executive level
4. Meet one of the following criteria:
 - Bachelor's degree and a minimum of 10 years of experience in business communication (organizational communication, public relations or communication management)
 - 15 years of experience in senior communication roles
 - 15 years of combined post-secondary education and/or business communication experience.

The IABC accreditation committee will consider a candidate's depth, breadth and scope of experience in organizational communication as important factors in deciding on acceptance to the program. A diversity of experience and responsibilities is recommended.

Please provide the following personal information:

Last name _____

First name _____

Company/Organization _____

Mailing address _____

City _____ State/Province _____ Postal/Zip Code _____ Country _____

Phone _____ Fax _____ E-mail _____

Years in the communication profession _____ Years of post-secondary education _____

IABC membership number _____

(If you need your membership number, call +1 415.544.4700 or e-mail member_relations@iabc.com.)

How did you learn about this program? _____

Some IABC chapters track which of their members are involved in the accreditation program. Do you give permission for your name and contact information to be shared with your local chapter/region?

____ Yes, my local chapter may contact me.

____ No thank you, I'd prefer to keep my participation private.

Statement of intent

Please describe your personal and professional career aspirations as they relate to this program and/or accreditation. Describe your expectations for this program and your chief reasons for applying. What do you hope to gain as a result of the experience? Describe the value that you will bring to your peers in this interactive program. Why are you the right candidate for this program? (Limit: 750 words)

Previous work experience (optional)

To further expand on your résumé, you may explain how your job experience relates to your career growth and depth of experience in organizational communication. Include any related volunteer experiences (limit 750 words).

What to include with your application:

1. Completed application form with payment
2. A letter of reference from one of the following:
 - a) Accredited member familiar with your work as a communication professional
 - b) Your boss or direct supervisor
3. Résumé

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Payment

Upon notification of your acceptance to the program, your credit card will be charged the full seminar fee of CND\$4,600 plus a 12% Canadian Harmonized Sales Tax. Alternatively, you may submit a check payable to Royal Roads University. Refunds minus a 20% administrative fee are only provided to applicants who do not pass the first portfolio. No other refunds will be provided, no exceptions. Royal Roads University processes all payments.

To pay by credit card: Go to <http://www.iabc.com/abc/eas.htm#fee>

_____ I have submitted my credit card payment on the site listed above.

To pay by check: _____ Enclosed is my check or money order in the amount of **CND \$5152 payable to Royal Roads University**

Signature

Date

Send this form with attachments and submit payment no later than 20 January 2012 to:

Email: IABC@royalroads.ca

By mail:

**Calvin Roberts
Royal Roads University
2005 Sooke Road
Victoria, B.C. V9B 5Y2**

If you have questions about this program, please contact IABC at:

Email: recognition@iabc.com

Phone: +1 415.544.4700

Fax: +1 415.544.4747