

- have practice experience in at least one of the following areas of practice:
 - citizenship
 - economic classes
 - family classes
 - study permit
 - temporary foreign workers
 - super visa
 - refugee and humanitarian considerations
 - Quebec-specific classes
- be available for a stipulated number of hours per month, for up to a 12-month period;
- be available to complete onboarding sessions; and
- be proficient in written communications and accurate documentation skill

9. REPORTING OF LICENSEE CONDUCT

- 9.1 Licensee's must meet all professional behaviour standards as set out in the [Code of Professional Conduct for College of Immigration and Citizenship Consultants Licensees](#) (Code).
- 9.2 If a licensee has knowledge of, or suspects that a fellow licensee, has or is violating, or attempting to violate by engaging in any of the conduct outlined in the Code or any applicable regulations and policies, the licensee has a professional and ethical duty to report the licensee's conduct to the College immediately.
- 9.3 A licensee who fails to report a fellow licensee's violation of the Code or any applicable regulations or policies is subject to expulsion from the education Program.

10. PROGRAM AND ADMINISTRATIVE FEES FOR THE NEW-LICENSEE MENTORING PROGRAM

- 10.1 Following submission of a completed application and immediately following the invoice being issued, each licensee is required to pay the non-refundable Program Fees to register in the New-Licensee Mentoring Program;
- 10.2 If the licensee is unsuccessful in completing the New-Licensee Mentoring Program, they must pay 80% of the Program Fees to re-register in the next available intake;
- 10.3 A licensee who is required to take the Mentoring Program but fails to complete any Registration Requirements set out in section 2 must pay an additional administrative fee of \$150 and will be required to re-register in the next available intake.

