

RCIC RENEWAL INFORMATION SHEET



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The YM online portal allows you to complete the information update portion of your Annual Renewal. We thank you for your assistance in ensuring that the Council has the most accurate information in our database.

STEPS TO RENEW BY JULY 9, 2021

Step 1 – Before you begin

- Collect the information detailed in the following “NECESSARY INFORMATION FOR THE ANNUAL RENEWAL” section.
- Clear your browser’s cookies, as they can cause the browser to auto-fill the fields incorrectly.

Step 2 – Login

- Login to the online YM portal using your username and password.

Step 3 – Complete the Information Update

- In your profile, click the “edit” icon
- Review and complete all data fields and questions that apply to you, making sure that all information is complete and correct and that you provide any needed updates to the information.

Step 4 – Declaration

- The declaration will be provided as a downloadable PDF, which must be downloaded, filled out, and uploaded through the portal where prompted.

Step 5 – Save Changes

- Once you have reviewed and updated all relevant information, be sure to save the changes by clicking on the “save” button at the bottom of the page.
- If mandatory fields are left blank, or if information has been entered in the incorrect format, the page may show an error indicating which fields should be corrected. After correcting those fields, click the “save” button again.

Step 6 – Payment of Fees

- An invoice for your membership dues will be emailed to you separately, with specific instructions on how to log in to the separate invoicing portal, and make payment.

Please note you must review and update your information, as well as pay the invoice for your membership dues. If you do not complete all steps, your Annual Renewal will not be considered completed. Licensees who do not complete the Annual Renewal will be assessed a late fee and will receive a notice of suspension for non-payment of dues.

NECESSARY INFORMATION FOR THE ANNUAL RENEWAL

Section 1: Personal Information

- You must provide your basic information, including your full name (1), suffix (2), maiden name if any (3), citizenship status (4), country of birth (5), business and personal email address (6), gender (7), preferred contact language for ICCRC correspondence (8), and full mailing address including postal code (9).
- You must specify which of Canada's official languages – and which foreign languages – you are able to provide immigration and citizenship services in (more than one can be selected).
- If you are a Canadian permanent resident (PR), you must provide the expiry date of your PR card and upload an image of your PR card.

Section 2: Professional Information

Places You Practise

- You will need to provide the complete business names and information regarding the business where you use your designation as an RCIC, including address (1), phone numbers (2), website (3), your starting date (4), your ending date if applicable (5), your title (6), and the company's legal structure (7).
- These business names should have been previously approved by the Council. Alternatively, if you are not self-employed, you should have provided the Council with a letter of employment. Please see the [Business and Business Name Registration Regulation](#) for more details.

Client Accounts

- You will need to confirm if you have a client account, if you're using Model 1 or Model 2, if you are approved to hold a client account in a foreign bank, or if you have applied for a Client Account Exemption.
- If you have a client account, you will need to provide the following information for each account: banking institution name (1), date account opened (2), account number (3), transit number (4), account type (5), branch telephone number (6), institution number (7), type of change (opening or closing) (8), and full branch address including postal code (9).

Agents

- You will need to compile a full list of your Agents (if applicable), with a breakdown of their duties.
- If you have an Agent, you will need to provide the following information for each Agent: Agent's full name (1), Agent's business name (2), Agent's full business address including postal code (3), Agent's business phone number (4), Agent relationship start date (5), Agent's email address (6), and if applicable, Agent relationship end date (7).

Section 3: Additional Information

You will be asked several questions about your practice, including how many hours a week you work on your immigration cases, what areas your practice focuses on (such as family class or study permits), how many clients you had in the last year, etc.

In addition, we recommend gathering information regarding the following:

- Your Errors & Omissions Insurance, including policy provider, policy number, coverage type, coverage amount, and policy period (start and end dates).
- Your total CPD hours taken in the past year (2020).
- Your CPD Attestation Form for the 2020 reporting term.
- Your total CPD hours that you want to carry over to the next reporting term (2021).
- Provincial and foreign immigration consultant registrations (MIFI, FWRISA, OISC, MARA, IAA, etc.), including your registration number, registration date, and current standing.
- Your participation in other regulated professions (CPA, licensed translation, insurance broker, licensed paralegal, licensed realtor, licensed financial planner, etc.) including your registration date, registration number, and current standing.
- If you own your own immigration consulting business, you will need to provide the following information about your Planned or Unplanned Absence designate(s): type of designate (Authorized Representative/Responsible Person) (1), designate's full name (2), designate's R number if applicable (3), designate's full address including postal code (4), designate's phone number (5), and designate's email address (6).

DECLARATION AND SIGNATURE

- The declaration will be provided as a part of the Annual Renewal, in a fillable PDF format. You will answer several questions to establish good character and good conduct.
- It is your obligation under the [Good Character and Good Conduct Regulation](#) to provide us information regarding any criminal proceedings, conduct, incidents, bankruptcy, etc., that you are currently involved with or have been in the past year.
- Please read the declaration thoroughly and ensure that you fully understand it before completing the document. If you do not understand the declaration, you must get professional advice in advance.

PAYING YOUR DUES

An email will be sent to you with your new membership dues invoice, and specific instructions on how to log in and make payment. This invoice will be issued as usual at the start of July, so be sure to keep an eye out for it in your mailbox. Make sure ICCRC is added to your safe sender list, and that the invoice email does not get forwarded to your spam or junk folder.