

Memorandum

To	Potential Module 6 Reviewers	From	Scott Sinclair, FCA
Subject	2010 Application form		Module 6 Coordinator
Date	April 7, 2010		

There is a significant change to the Module 6 review process for 2010 due to CASB's transition to new assessment software. **ALL applicants** are required to complete an on-line training session using the assessment software. In addition, NEW applicants (i.e. those who have never evaluated M6 before) are required to attend an in-person training session. There is no remuneration for the on-line and in-person training sessions nor are travel or accommodation costs reimbursed.

All contractors who are chosen for M6 Reviewing will be required to sign a contract which will include the following terms:

- The Contractor agrees that, during the terms of this contract and for one year following, he or she will not seek or accept employment, either permanent or contractual, from another business or organization that provides student study preparation for the CASB modules, for the CASB evaluation sessions, or for the CICA National Uniform Evaluation (UFE).

CASB recognizes that some contractors may individually tutor a small number of students for fees. The Contractor may tutor a maximum of eight students for fees. The Contractor must inform the students that tutoring of this kind is not under the auspices of CASB and that any agreement made between tutor and student is separate and unrelated to CASB business.

- In addition, all applicants will be required to sign the confidentiality agreement appended to this memo as **APPENDIX A**.

The deadline for submission of applications is May 15th, 2010. Please [click here](#) for the application form.

Staffing for Module 6 will be completed in June and July as registration numbers are finalized. Successful completion of training is required but does not guarantee that a review contract will be offered.

CASB retains the right to confirm that you are in good standing as a student or regular member with your provincial institute.

Reviewers are required to bring a laptop installed with the most recent version of Firefox browser for use with the assessment software.

Please see **APPENDIX B** for information related to remuneration, training sessions and the review centre schedule.

If you have any questions on the application process, please email M6reviewerapplication@casb.com

APPENDIX A

Confidentiality Agreement

WHEREAS the CA School of Business agrees to furnish the participant certain confidential information relating to the delivery and assessment of its education and evaluation processes for the purpose of training the participant to potentially contract as an M6 (UFE Prep) reviewer.

WHEREAS the participant agrees to review, examine, inspect or obtain such confidential information only for the purposes described above, and to otherwise hold such information confidential pursuant to the terms of this Agreement.

WHEREAS the CA School of Business has or shall furnish to the participant certain confidential information and may further allow participant the right to discuss or interview representatives of CA School of Business.

FOR GOOD CONSIDERATION and in consideration of potentially being contracted by the CA school of Business, the undersigned contractor hereby agrees and acknowledges:

1. The participant agrees to hold confidential or proprietary information or trade secrets (“confidential information”) in trust and confidence and agrees that it shall be used only for the contemplated purposes, shall not be used for any other purpose, or disclosed to any third party.
2. No copies will be made or retained of any written information or prototypes supplied without the permission of CA School of Business.
3. At the conclusion of any discussion, or upon demand by CA School of Business, all confidential information, including copies, written notes, photographs, sketches, models, memoranda or notes taken shall be returned to CA School of Business.
4. Confidential information shall not be disclosed to any other persons or third party unless they agree to execute and be bound by the terms of this Agreement, and have been approved by CA School of Business.
5. This Agreement and its validity, construction and effect shall be governed by the laws of either British Columbia, Alberta, Manitoba or Saskatchewan, where applicable.
6. This agreement shall be binding upon me and my personal representatives and successors in interest, and shall inure to the benefit of the CA School of Business, its successors and assignees.

AGREED AND ACCEPTED BY:

PARTICIPANT: _____
(please print name)

SIGNATURE: _____

DATE: _____

APPENDIX B

Remuneration:

Simulation of the Day	\$225 flat rate	
Comprehensive simulations	\$65 per response \$45 per one hour counselling session	\$150 training allowance if more than nine responses are reviewed.
Multi-simulations	\$16 - \$25 per response, depending on the simulation	\$50 training allowance if more than 20 simulations are reviewed.

Completion of On-line training Sessions (All reviewers)

Available between late May and June 15th and must be completed prior to attendance at the in-person session.

In person training (New reviewers only) – the start time for in-person sessions is listed and sessions last about three hours.

Winnipeg	Thursday June 3, 6:30 pm
Calgary Session 1	Saturday June 12, 9:00 am
Calgary Session 2	Thursday June 17, 7:00 pm
Edmonton	Sunday June 13, 8:30 am
Vancouver Session 1	Wednesday June 9, 7:00 pm
Vancouver Session 2	Saturday June 12, 9:00 am
Other locations	June 24, 7:00 pm MDT(Via teleconference)

Review Centre Locations

Simulation of the Day #1 Tuesday July 20 th	Expected to run in Calgary, Winnipeg, Vancouver, Kelowna, Edmonton, Regina, Saskatoon, Red Deer, and Lethbridge
Practice Simulation #1 (Comprehensive) July 24 th – 25 th	Expected to run in Calgary, Winnipeg, Vancouver, Kelowna, Edmonton, Regina, Saskatoon, Red Deer, and Lethbridge
Simulation of the Day #2 Tuesday July 27 th	Expected to run in Calgary, Winnipeg, Vancouver, Kelowna, Edmonton, Regina, Saskatoon, Red Deer, and Lethbridge
Practice Simulation #2 July 31 st – August 1 st	Calgary, Winnipeg, Vancouver and Edmonton
Simulated UFE Day 1 (Comprehensive) August 6 th – 8 th	Calgary and Winnipeg
Simulated UFE Day 2 (Multi-simulations) August 6 th – 8 th	Edmonton
Simulated UFE Day 3 (Multi-simulations) August 6 th – 8 th	Vancouver