



Indigenous Education & Training Institution

Business, Healthcare, Human Service & Technology



***Online Programs with Continuing
Education Courses & Workshops***

Academic Year
2026/2027



ietc.college

CALL TODAY 1.800.267.2577



IETC

Hello Community Managers, Employees, and Citizens,

Greetings from Larry Stewart and the IETI team-the **Indigenous Education & Training Institution**. We are proud to announce our evolution as a recognized **Indigenous Institute**, operating under the authority of the **Indigenous Institutes Act, 2017**. This designation affirms our mandate to provide culturally relevant, high-quality post-secondary education and training. We operate with a ro **Online Virtual Learning Management System Platform (LMS)** that provides Indigenous Canada, USA Tribes, and mainstream **corporate** with a quick enrollment process.

Our flexible learning model offers up-to-date academic diploma programs, continuing education courses, and capacity-building workshops with daily, weekly, and monthly start dates. These programs are designed to enhance participant skills for their current positions or open doors for entry-level employment.

We continue to maintain strong partnerships, including our work with Contact North Ontario, **Ontario Community Colleges, and Private Career Colleges**. Check us out at <https://ietc.college/websit> your Indigenous **Institution for post-secondary learning**.

MISSION STATEMENT

To provide Indigenous Communities and Organizations with vocational diploma programs and capacity-building workshop courses. Our services are delivered online and community-based throughout North America. Your experience with the **Institution** will be encouraging, edifying, and educational, enabling students to complete their life-long learning journey.

CONTACT INFORMATION

Larry Stewart
Program & Services
larry@nativetc.com
Toll Free: 1.800.267.2577
Text/Cell: 705.494.4700

Waylon Stewart
Operations
waylon@nativetc.com
Toll Free: 1.800.267.2577

Mailing Address
90 Division Street
North Bay, ON
P1B 8Z4

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School of Health Sciences



Register Online at : <https://ietc.college/website/>

Mental Health & Addictions Worker

The Mental Health and Addictions Worker diploma program will empower you with the knowledge and skills you need for a rewarding career to address two of Canada's leading health care issues. Learn to deliver responsive, culturally relevant, client-centered assessment and treatment to diverse individuals and groups. Practice ways to effectively collaborate and transform lives as a valuable part of a professional support team. You will acquire the knowledge, skills and abilities required by front-line workers to deliver effective mental health and addiction services while promoting empowerment, self-determination, and optimum quality of life to individuals with addictions and mental health issues. Recovery principles, empowerment practice, and the impact of early and ongoing trauma in the lives of individuals across the lifespan are examined in the curriculum. **Total Fees: \$7,500.00**

Community Health Promotion Diploma

The Community Health Promotion (CHP) entry to practice program is designed to provide students with the skills and knowledge they need to effectively deliver community health promotion education by providing quality health promotion, prevention and healthy lifestyles in the community. As a member of the interdisciplinary Health Care Team, the Community Health Promotion (CHP) worker is responsible for liaising between patients, families, community and health care providers to ensure community members understand

their lifestyle and Community Health Promotion (CHP) workers educate, promote and monitor the community for general health, trends and lifestyles. Students will complete their structured online program based on 16 hours per week over a span of 104 weeks. Course topics include, health promotion, assessing health needs, health promotion in action, communicating health promotion information, community mobilization & building community capacity, diversity and inclusiveness and partnership and collaboration strategies. At the end of semester two and semester four, students will have the opportunity to apply their acquired knowledge and develop their skills in designated practicum locations. Advanced standing may apply for students who are already working within the Community Health Promotion field and is awarded via a completed and assessed application process on registration. **Total Fees: \$7,500.00**

Community Health Representative

The Community Health Representative (CHR) is responsible for participating in the delivery of high standard Community Health, treatment and surveillance programs in order to provide quality health prevention and treatment in the community. As a member of the Health Care Team, he/she is also responsible for liaising between patients, families, the community and health care providers to ensure patients and families understand their conditions and treatment and are receiving appropriate care. The incumbent will also educate and monitor the community for

general health, and in epidemics and emergencies. This program is designed to provide participants with the skills and knowledge they need to effectively manage health care service, and act as a community health representative and advocate. **Total Fees: \$7,500.00**

Diabetes Education Worker

AB of 2008, there are 2.8 million Canadians diagnosed with Diabetes. Making diabetes education available to your First Nation is essential to the wellbeing of your community members. AB a Diabetes Education Worker, part of your job is to increase the knowledge of other health professionals and providers in the community who are involved with the care of people with diabetes, ensuring continuity and quality of diabetes care for the client. Students graduate with the knowledge and practical skills necessary to assist in the development and deliverance of relevant and essential diabetes services at the community level. Diabetes Education Workers are knowledgeable about, and understand that indigenous laws, protocols, languages and holistic teachings are integral to the survival of healthy individuals, families and communities, and must be respected and promoted at all times. The Diabetes Worker applies culture standards and indigenous knowledge in the performance of their duties when working with indigenous individuals, families, communities and Elders. On completion of the program, students may write the exam with the Canadian Diabetes Association for the designation Certified Diabetes Educator. There are additional requirements in becoming recognized as a Diabetes Educator through the Canadian Diabetes Educator Certification Board.

Total Fees: \$7,500.00

Personal Support Worker

The Personal Support Worker (PSW) program prepares graduates to provide supportive care to individuals across the lifespan including clients experiencing cognitive impairment, physical disability and mental health challenges, by assisting them with their activities of daily living. Graduates may find entry-level employment in a variety of care settings including community, retirement homes, long-term care homes and hospitals.

Total Fees: \$7,500.00

Health Services Management

If you are an experienced health care professional and would like to pursue a management position, or if you are already in management and would like to

expand your skills and knowledge, the health care management certificates can help you to further your career. Students will learn practical management skills and gain knowledge in areas such as health care law, health information systems, budget and financial planning, human resources, labour relations, change management, and more. This program enables individuals to contribute to the advancement of First Nations health management and provides opportunities to achieve their peak professional growth. **Total Fees: \$7,500.00**

Medical Office Administration

Students of the Medical Office Administration program manage office scheduling and organization to meet the demands and priorities in a variety of health services environments. Students establish and administer health records management systems ensuring security and confidentiality of electronic and paper records. Students apply advanced office technology and keyboarding skills in the creation and production of health correspondence, documents, reports and financial and client billing records. Students possess strong interpersonal and client service skills which enable them to communicate effectively with diverse clients, their families and health care providers. In some instances, Students perform non-invasive clinical tasks to support the effective and efficient operation of health services settings. As members of the health services team, Students demonstrate professionalism and the ability to work independently as well as collaboratively with health care professionals. Students act in accordance with all relevant legislation, codes of ethics and the health setting's procedures and policies. Students of the Office Administration program find entry-level jobs as health records clerks, administrative assistants, unit clerks, medical office assistants and health services receptionists. Employment opportunities exist in a broad range of health service settings including health care service offices (e.g., offices of physicians, surgeons, optometrists, chiropractors or other health practitioners), hospitals, clinics, residential care facilities, pharmaceutical companies, health research settings, government professional organizations and remote nursing stations in First Nation Communities. **Total Fees: \$7,500.00**

Community Home Care Coordinator

Our CHCC coordinates with the community's RN and PSW's to coordinate the community's home & health care needs on an on-going basis. These services assist people who have chronic and acute illnesses receive the care they need in their home or community. Care provided in these familiar

Community Home Care Coordinator Continued...

settings allows Indigenous peoples to be close to their loved ones as long as possible and to keep their independence culturally, spirituality and wellness. **Total Fees: \$7,500.00**

Community Health Promotion Certificate

The Community Health Promotion (CHP) entry to practice program is designed to provide students with the skills and knowledge they need to effectively deliver community health promotion education by providing quality health promotion, prevention and healthy lifestyles in the community. As a member of the interdisciplinary Health Care Team, the Community Health Promotion (CHP) worker is responsible for liaising between patients, families, community and health care providers to ensure community members understand their lifestyle and are receiving appropriate care and health education. Community Health Promotion (CHP) workers educate, promote and monitor the community for general health, trends and lifestyles. Students will complete their structured classroom program based on 25.2 hours per week over a span of 25 weeks. Course topics include health promotion, assessing health needs, health promotion in action, communicating health promotion information, community mobilization & building community capacity, diversity and inclusiveness and partnership and collaboration strategies. **Total Fees: \$7,500.00**

Community Service Worker - Gerontology

Community Service Workers administer and implement a variety of social assistance programs and community services and assist clients to deal with personal and social problems. They are employed by social services and government agencies, mental health agencies, group homes, school boards, correctional facilities and other establishments. **NET** College of Business, Healthcare, Human Services, and Technology offers a 45-week Community Services Worker diploma program for students who are dedicated to helping at-risk individuals, their families, and the community at large. Students in the Community Service Worker Program will take part in three practicum sessions to apply their learning incorporating 1000 hours of theory and practical activities and 336 hours of practicum for a total of 1336 hours. Upon completion students are awarded the Community Service Worker Diploma. Upon completion students are awarded the Community Service Worker Diploma. **Total Fees \$7,500.00**

CPR & First Aid Training Course

Offered In-class monthly or Community based Learning a few simple yet effective techniques while utilizing the materials at hand will give you the necessary skills to help sustain life until EMS (Emergency Medical Services) arrive to take over. Assured Response CPR & First Aid Training programs are designed to be fun, easy and interactive. By receiving quality training that uses a combination of humour, theory and realistic scenarios requiring quick response and hands-on application, participants will leave with the knowledge, confidence and skills necessary to anticipate and avoid potential hazards and, if necessary, respond to emergencies. **Fee \$150.00**

Development Services Worker

Upon successful completion of the Developmental Services Worker program, graduates are prepared to act in a professional, ethical, competent and accountable manner. They work in accordance with human rights, the Developmental Services Worker Standards of Practice, legal and ethical requirements and policies and practices of the developmental services sector. They have a legal responsibility to maintain zero tolerance of all forms of abuse. Students of the Developmental Services Worker program are trained to provide person-directed supports and services for people with developmental disabilities in a manner that is respectful and fosters self-determination and empowerment. Additionally, graduates are prepared to promote the development of inclusive communities. In practice, graduates demonstrate qualities such as creative problem solving, resiliency and initiative as outlined in the Developmental Services Human Resources Strategy Core Competencies. They can teach skills using strategies that are adapted to individual learning styles and to communicate effectively using a variety of forms. Students are trained to maintain the health and safety of the people they support; provide health care, perform health care procedures and administer medications within their scope of practice. Developmental Services Worker program graduates can work in a variety of areas including education, accommodation, employment support, advocacy and recreation. Graduates of the Developmental Services Worker program recognize that ongoing professional development is

Development Services Worker Continued essential to ensure that they continue to provide quality support to people with developmental disabilities. Students are employed as support workers by developmental services agencies which offer accommodation, community participation, employment support and leisure support services. Graduates are also employed as educational assistants by boards of education. **Total Fees: \$7,500.00**

<https://nativetc.com/website/education/diploma-programs/>

New Programs Coming Soon...

School of Human & Community Services



<https://ietc.college/website/>

Indigenous Early Childhood Education – 2 Years

Custom tailored to meet the unique needs of First Nations communities, families and children, the Native Education & Training College's Early Childhood Education Program prepares graduates to work with infants, toddlers, preschool and school-aged children and their families in a variety of early learning settings including childcare centers, community child and family support centers, home-based child care, Full Day Early Learning Kindergarten programs, school readiness as well as early intervention programs.

Graduates have knowledge of current legislation related to early learning environments and recognize the interconnection of governing legislation, code of ethics, professional practice standards, and administrative responsibilities in order to provide support and guidance to children and their families and serve as positive role models. Aboriginal Early Childhood Education diploma graduates enter a uniquely dynamic, challenging work environment. Accordingly, in addition to these core competencies, to be effective in contributing to their community, graduates will be exposed to a wholistic approach to teaching, learning, working and living on a balanced path which includes a demonstration of respect for, connection with, and understanding of First Nations traditions, values, and beliefs. They are well prepared to work in an intercultural, multilingual society where they can use all their acquired knowledge, skills, and attitudes to serve their communities.

Total Fees Per Academic Year \$7,500.00

Adult Educator

This program focuses on the principles of teaching and learning in adult training and education. Designed by professional educators, this program aims to provide

trainers and adult educators with an opportunity to enhance their abilities to deliver education and training services consistent with the demands of adult student learners. Participants will acquire an enhanced understanding of self, theoretical and practical skills necessary to effectively teach adults, current curriculum development and evaluation techniques, knowledge of the private & public college systems, organizational structure, and a basic set of research skills. **Total Fees: \$7,500.00**

Child Day Care Management

This program will help you train for a rewarding future in child day care management. Our child day care management program has all the latest information to prepare you to manage a daycare facility. You will have the opportunity to learn about children and their development, financing and budgeting, staffing, licensing and certification, equipment, and more. Even students who have already completed their early childhood education (CECE) requirements enroll in our Child Day Care Management program in order to complement their expertise in working with children with learning how to own or operate a daycare centre. This program is available by distance learning, on-the-job-training and for small groups in your community.

Total Fees: \$7,500.00

Classroom Educational Assistant

The Educational Assistant diploma program prepares graduates for a rewarding career supporting student success in the classroom. In this program you will learn how to work with diverse students in an inclusive environment and understand how to help them to

succeed in school. As an Educational Assistant, you will be working in pre-school, Head Start and Grades Kindergarten -12 within a school, but with the qualifications that extend to job opportunities in specialized settings outside of schools. The outstanding students in this program are flexible thinkers who are creative and caring and believe that every child can succeed. You interact well with others and can work collaboratively and independently while able to take direction from your colleagues. You are a good communicator. You listen, speak and write well. The most important quality, however, is a genuine love of learning and a positive attitude to motivate and inspire students as you guide them to be the very best they can be! The First Nations beliefs, culture and language are an integral part of the courses offered and within this lays a need to also remain current and relevant to new changes that could impact the community as a whole.

Total Fees: \$7,500.00

Education Director Management

In this three-semester diploma program, we look at educational administration, concepts and practices. The administration and supervision specialization is designed for managers / educators interested in gaining knowledge and expertise in the area of educational administration. The program curriculum is focused on educational administration, management, and the role of the director, manager, principal, community relations, and supervision of personnel. Graduates of the program seek professional opportunities as education managers and directors.

Total Fees: \$7,500.00

Child & Youth Care Worker

A career as a youth worker can be mentally draining and difficult, but it is also one of the most rewarding jobs. You see firsthand how your help leads to better lives. There are thousands of children and youth each year who could benefit from the support of a professional in this field. Our youth worker diploma programs provide students with the knowledge and experience needed to make a positive impact on those who need it. This program is designed to prepare the motivated and mature individual for a career working with a wide range of troubled youth. The youth worker is educated to recognize and address the social and emotional needs of children and adolescents and is also concerned with the total individual, his or her family, education and rehabilitation. A strength-based philosophy committed to creating competence in youth is the cornerstone of the program curriculum.

Total Fees: \$7,500.00

Healing and Wellness Counsellor

Community Healing & Wellness Counsellors use their skills to assist individuals to identify, understand, and overcome personal problems or achieve personal objectives. In qualifying for a rewarding future as a counselor, the student will have the opportunity to learn from the theory how people think about problems, how to modify their behavior, and how to change their attitudes or their ways of experiencing life. The touchstone for beginning counsellors is to begin thinking about how to choose to fit counseling into a personal life view, how to relate to other people, and how to value process, and outcome. The course will also incorporate an Aboriginal cultural component. **Total Fees: \$7,500.00**

Membership Clerk

The Membership Administrator oversees the Indian Registry program in accordance with First Nation policy and procedures and the Indian Act. Graduates will learn to assist Band Members in registering various reportable events including births, deaths, marriages and process status cards and provide application forms for registration. Graduates who are employed and considering this program should be aware that they would need to enjoy working with people and have fair problem-solving skills. This program fully prepares graduates to be successful in this field. **Total Fees: \$7,500.00**

Pastoral Pentecostal Ministries

Participants enrolling in this three-semester diploma program will meet the 12 educational requirements for recognition of ministries credentials through the Independent Assemblies of God Canada. Each course will consist of:

Video Lectures - the lectures will range from 30 minutes to 70 minutes each. We estimate the student will need to set aside 2 to 3 hours per week in order to view class lectures and keep up with the recommended timetable.

Reading - while each course differs, we estimate students will need to set aside 1 to 3 hours per week for reading assignments.

Previews / Quizzes/ Exams -we estimate that the viewing of previews or taking quizzes and the taking of exams will require 1 to 2 hours per week. This will vary week by week.

Total Fees: \$7,500.00

Early Childcare Assistant

Students gain practical experience in our practicum under the guidance of qualified early childhood educators. This clinical placement will enable students to explore childcare and learning centers as work environments and develop confidence while practicing teaching and leadership skills. Graduates of our ECA program will be prepared to work in daycare centers, nurseries and early learning centers assisting preschool teachers. **Total Fees: \$7,500.00**

Post-Secondary Counsellor

Post-Secondary Counsellors are vital to the education department and your community as a whole. They may have three primary job functions, research and develop relationships with a broad range of post-secondary institutions, private career colleges and training centers, focusing specifically on college academic education and training programs, work with students to develop their post-secondary plan and help them find the best possible fit, and coordinate with advisory, department heads and other staff as necessary to help organize an effective post-secondary strategy for the student. **Total Fees: \$7,500.00**

Social Development Worker

The Social Development Worker program provides you with the knowledge and skills required to make a meaningful contribution in the human service field. You will be challenged to examine your own beliefs and values, develop interpersonal communication skills and promote social justice, human dignity and equity. Your success in this program will be measured by both your ability to grow and change and your academic performance. Your studies will include: interviewing; counselling and relationship-building capabilities; effective membership and leadership in group settings; working with families; the creation and maintenance of helping relationships; and practice in such specialized areas as case management, community development and social policy. **Total Fees: \$7,500.00**

Social Services Administration

This program focuses on developing skills in administering public, private or non-profit community organizations. Students will gain knowledge of community development methods and will learn strategies for relationship building, community outreach and community leadership. Participants will have the opportunity to enhance their understanding of community-based social policy and public administration, and gain perspectives on social policy and public administration, and gain perspectives on social cultural and political issues. **Total Fees: \$7,500.00**

Firefighter

The Firefighter Program is designed for First Nation communities at a community volunteer level. Participants in the program will gain the knowledge, skills and basic techniques required for basic firefighting services. They will learn fire apparatus operations, safety devices and features of fire fighting vehicles and equipment, and the occupational health and safety requirements of the job. **Total Fees: \$7,500.00**

Tourism and Travel

Graduates of our Tourism and Travel program may be employed in a wide range of settings and under a variety of job titles in the Tourism Industry. While many of these positions require specific knowledge or a higher level of a particular skill, it is clear that a cluster of common skills, knowledge, and attitudes essential to all entry-level employees in the Tourism Industry, have been identified. Participants of this program will learn effective interpersonal skills, strong sales abilities, capacity for accurate work, and the ability to research and communicate product knowledge. The industry makes extensive use of computerized reservation systems for which graduates need in-depth preparation, and finally, graduates need to have a realistic view of the industry and its expectations of entry-level personnel. Thus, it is unlikely that graduates could be appropriately prepared without some opportunity to gain and reflect on practical experience during their time in the program. **Total Fees: \$7,500.00**

Indigenous Social Services Worker

Our program is designed to prepare aboriginal students or those with strong ties to aboriginal communities to work with First Nations people to enhance their self-reliance both on and off reserves. Students will gain knowledge of community development methods and will learn strategies for relationship building, community outreach and community leadership. Human resources, financial management, project management, entrepreneurship in social enterprises, principles of management as well as business development and fundraising will also be addressed. Participants will have the opportunity to enhance their understanding of community-based social policy and public administration, and gain perspectives on social, cultural and political issues. **Total Fees \$7,500.00 - Per Academic Year**

Teacher Professional Development

To maintain their standards of excellence, teachers need to be continually and actively engaged in their own learning throughout their career. The IETC is committed to supporting teachers in this pursuit. Are you a teacher looking to expand your knowledge and skills while sharing promising practices with others? The Teacher Professional Development Program is a learning opportunity for experienced classroom teachers. This program prepares teacher candidates and in-service teachers to understanding how digital technologies can be integrated into teaching practices to enhance student learning. Emphasis is placed on 21st century skills and competencies such as teaching students with special needs in inclusive settings, networking, critical thinking, and media literacy. **Total Fees: \$7,500.00**

Recreation Therapy -Gerontology

Therapeutic Recreation is a health care profession that utilizes a therapeutic process, involving leisure, recreation and play as a primary tool for each individual to achieve their highest level of independence and quality of life. Graduates of the Therapeutic Recreational Therapy with a specialization in Gerontology work in a variety of health care settings. Developed using the standards within the Essential Competency Framework for Therapeutic Recreation the curriculum articulates the competencies necessary to practice as a Therapeutic Recreation Professional in Ontario. **Total Fees \$7,500.00**

<https://ietc.college/website/>

School of Trades and Technology



<https://ietc.college/website/education/apprenticeship-training>

Apprenticeship Training

Apprenticeship is an on-the-job training program for people who want to work in a skilled trade or occupation and includes learning new skills from skilled journeypersons. Apprenticeship training provides access to well-paying jobs that demand a high level of skill, judgement and creativity. Apprentices are paid while gaining work experience, and their wages increase with their level of skill. Our Pre-Apprenticeship Training Program's helps potential entrants to the apprenticeship system develop their job skills and trade readiness so that they will be prepared to find work as apprentices. Programs are 52 weeks in duration and may include the Level 1 apprenticeship in-school training or relevant apprenticeship training, and relevant safety training. Participants will start with a 52-week pre-apprenticeship program; during this time, they will be registered as a 1st year journeyman and placed with a licensed trades company for the duration of the apprenticeship.

Apprenticeship Programs offered at IETC:

- General Carpenter
- Electrician
- Plumber
- Craft Residential Construction Worker
- Heavy Equipment Operator
- Water Treatment Plant Management

All of our Apprenticeship programs are delivered in partnership the **Ontario Community Colleges and Private Career Colleges.**

Call today for further information at 1.800.267.2577.

Trades in Ontario

<https://www.ontario.ca/page/skilled-trades>

Construction Worker

This program is designed to provide the basic skills needed for entry-level work on a residential or industrial construction site. Students will develop skills in construction academics, site safety, the use of hand tools and the basics of the construction industry. Participants will have an opportunity to explore and develop a good understanding of the work involved in several trades such as carpentry, electrical, plumbing, drywall, and roofing.

Total Fees: \$9,000.00

Electrical Techniques

This program provides students with the theoretical knowledge to perform most basic electrical techniques. At the completion of the program, students are ready to apply for work as an Electrician's helper or apprentice. Students and community employees have a total of fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. Graduates of this program are well prepared to enter directly into an apprenticeship, or other employment in the electrical field. **Total Fees: \$9,000.00**

Environmental Technician

Environmental protection is a cross disciplinary element of the growing environment industry, which requires knowledge of the present state of the environment combined with techniques for preventing, minimizing, or recovering from environmental stresses. Determining the state of the environment is a science-based occupation, requiring the ability to obtain samples and measure or analyze them using chemical, biological or instrumental techniques. Dealing with environmental stresses requires knowledge of pollution prevention, control and remediation techniques along with the management framework within which these are applied.

Total Fees: \$9,000.00

Facilities Building Maintenance Technician

This program offers online theory and hands-on practical training. It is designed for trades people who are interested in general building and facilities maintenance systems.

Employees and students have a total of fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. A Facilities Building Maintenance Technician is responsible for the maintenance, inspection and repair of the inside, outside and exterior areas around large buildings and complexes (including the roof), as well as the various systems within the facility, including

ventilating, humidifier and air conditioning, water and water treatment, heating and electrical systems. A Facilities Technician checks and inspects fire safety equipment and performs grounds maintenance as well as maintenance around the inside, outside and exterior of smaller sized apartment buildings. A Facilities Technician monitors and operates electrical and plumbing systems and inspects and verifies emergency power, fire suppression and sprinkler systems, in addition to the above duties. **Total Fee: \$9,000.00**

General Carpentry

This program provides theoretical knowledge of the carpenter trade and practical skills to complement apprentice on-the-job training. Students and employees have a total of fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. Carpenters are employed in all aspects of the building industry, in new construction, renovation and maintenance of structures and buildings. Employers include private contractors, institutions and industries, with job opportunities ranging from heavy concrete formwork to fine interior finish work. **Total Fees: \$9,000.00**

Heavy Equipment Operator

In this 52-week program you will learn about the operation and preventative maintenance of heavy construction equipment. You'll develop the theoretical skills you need to use bulldozers, skid-steer loaders, tractor loader backhoes, hydraulic excavators, rock trucks and various other construction site equipment. What you will learn will focus on the essentials to help you master your operating skills. Heavy equipment operators (HEO) not only work on regular construction building jobs, but also on infrastructure projects (roads, bridges, and ports, otherwise called non-building construction), and in *Heavy Equipment Operator Continued* ... mining and timber operations. A trained and experienced equipment operator provides necessary skills for any project that requires moving and transporting heavy materials, or that demands any kind of earthmoving. **Total Fees: \$9,000.00**

IT & Computer Systems Technician

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, this course is the first step in your preparation. The course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills

IT & Computer Systems Technician Continued... and concepts that you will use on the job. In this course, you will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. Employees and students have fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. Graduates of our Information Technology & Computer Systems Technician Program have honed their abilities, acquiring the expertise to support the use of computers and networks in many facets of our daily lives. *AB* such, graduates can work individually or as part of a team to implement and maintain information technology solutions that correspond to the day-to-day requirements of individuals and organizations. From repairing desktop computers to maintaining network components, graduates work in a broad range of employment settings in a variety of sectors in both large and small organizations.

Total Fees: \$9,000.00

Plumbing Techniques

This program provides students with the theoretical knowledge to perform most basic plumbing techniques. Students will be exposed to topics including health and safety, reading of drawings, applied math, communications, plumbing code, plumbing theory, practical application and installation practices. Plumbing Techniques focuses on residential, commercial and industrial applications in the plumbing industry. Employees and students have a total of fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. Graduates may find employment as an apprentice in the plumbing field and also possess technical knowledge to pursue employment in commercial and/or residential plumbing sales and service.

Total Fees: \$9,000.00

Public Works Construction Worker

This 52-week Diploma Program, offered online, provides public works professionals with the specialized knowledge to make tangible differences in their organizations and in the quality of life of their communities. This diploma program is conveniently delivered in an online format, meaning you can earn your diploma and complete all coursework from your own home with minimal disruption to your personal or professional life. Public Works Construction Technicians perform a variety of general labor duties, typically in a municipal, local government or First Nation setting.

Therefore, it is important for workers to know the role and purpose of local government and relevant provincial, federal and First Nations regulations and legislation governing their work. Workers in this field are expected to work independently and as part of a team and communicate effectively with co-workers, supervisors and the general public. **Total Fees: \$9,000.00**

Public Works Management

This course of study is ideal for public works professionals looking to assume positions of greater responsibility. The concentration, offered through our online diploma program, provides public works professionals with the specialized knowledge to make tangible differences in their organizations and in the quality of life of their communities. This diploma program is conveniently delivered in an online format, meaning you can earn your diploma and complete all coursework from your own home with minimal disruption to your personal or professional life. *AB* writing and comprehension skills are fundamental to any supervisory or leadership position, the program begins by ensuring that students have a reasonable capability in this area. **Total Fees: \$9,000.00**

Water Treatment Plant Management

This program covers all topics of drinking water treatment: source water quality, conventional treatment processes and chemicals, membrane treatment, finished water quality, and drinking water regulations. Participants will study specific treatment processes in detail. This course also examines common operating problems and suggests solutions to ensure water quality. During the first semester participants will be introduced to the complex functions of water treatment plants. This program explains all the major unit processes from pre-treatment and filtration through disinfection and fluoridation. **Total Fees: \$9,000.00**

<https://ietc.college/website/>

Online Training & Performance Solutions for a Skilled Workforce



IMPROVE PERFORMANCE. STRENGTHEN COMPLIANCE. REDUCE RISK.

RedVector leverages over 30 years of industrial training experience and a network of more than 200 subject matter experts to provide industrial facilities with engaging course content and technology-based training solution that helps assess and improve employee skills performance and productivity.

Skills Gap

Companies are facing a serious shortage of qualified industrial personnel, driven by a generational shift in the workforce, efficiency pressures, regulatory requirements and new technology. Integrated online training and cross-training can be used for onboarding and apprentice programs and can help ensure safe operation of new equipment, controls or plant additions.

Risk Mitigation

Poor training exposes employees and companies to unplanned events resulting in injury, property loss, lost revenues, lower productivity and litigation. Help your workforce maintain the required level of knowledge to reduce error and downtime, minimize risk and ensure regulatory compliance.

INSTRUCTIONAL DESIGN FOR KNOWLEDGE TRANSFER AND BEHAVIOUR CHANGE.

RedVector's dedicated team of instructional designers work to create engaging, focused training that helps employees actively participate to develop job skills, manage technology changes and maintain baseline knowledge and compliance. Real.: World video and 3D graphics put your students "on location" and improve retention on procedures, troubleshooting and hazardous event management.

Course Include:

- Real-world Situations
- Interactive approach
- Comprehensive evaluations and progress tracking

Highlights Include:

- Course introduction
- High-resolution 3D models and studio-quality motion graphics
- Stated learning objectives
- Learning Aids - Including a main menu with a course outline and glossary of terms
- Interactive Course Modules - In depth content, using any combination of demonstrative examples, integrated video, review activities, practice questions and rolling audio transcription.
- Pre and Post Test/Exams - To validate learning and the level of achieved skill knowledge after training.
- **Fees for Bundles Packages \$9,000.00a**



School of Business & Management



<https://nativetc.com/website/education/diploma-programs/>

Administrative Assistant

This program is an introduction to office administration and combines complete and accurate coverage of the basic skills needed to perform effectively as an administrative assistant in today's fast-changing work environment with a broader focus on important issues such as professionalism, time management, and making progress in one's chosen career.

Total Fees: \$7,500.00

CEO & Governance & Management

This three-semester diploma program in management operations provides graduates with the knowledge and skills necessary to help administer the delivery of all Band programs and services in order to ensure that the needs of Band Members are met in a reasonable, effective and efficient manner. Current managers and candidates who are employed and considering this program should be aware that they would need to enjoy working with people and have good problem-solving skills. To be successful in this field they will need to acquire human relations and interpersonal skills and will learn to work under pressure when responding to executive team and community members and many other situations and crisis. Graduates who meet these learning outcomes have the skills and flexibility to apply their knowledge in a variety of levels and First Nation management positions in the Aboriginal sector, community service, and First Nation government organizations. **Total Fees: \$7,500.00**

Business Administration

An Institution education in Business Administration will take your career to the next level. Graduates are prepared to work in diverse team settings and contribute to projects with practical presentation and research skills. Use a range of fundamental knowledge and skills in areas such as finance, accounting, human resources, operations management, marketing, sales, and information and communication technology.

Total Fees: \$7,500.00

Business Management

A Institution education in Business Management will take your career to the next level. Change the course of your life by training in the IETC's Campus or Distance Education/Online Business Management Diploma Program. You can earn a diploma in business sectors such as human resources, business administration, accounting, finance, or management, etc. The skills you learn in your business management program can be applied to almost any industry or field of study. **Total Fees: \$7,500.00**

Chief and Band Councilor Management

Experienced or newly elected chief and councilors will look at public administration and its current trends in contemporary business issues. The Management component will build upon the multi-stream understanding that effective management involves balancing a broad set of criteria, ranging from

community enhancement and ecological sustainability to meaningful work and financial viability. Throughout this program, captivating experiences and stories from actual managers and leading organizations demonstrate managers making a difference. We have also included number modules that will help with the day-to-day challenges one might face. The program will consist of reading and writing assignments, coupled with online activities including discussion questions, PowerPoint lectures, and practical case studies.

Total Fees: \$7,500.00

Community Economic Development

The Community Economic Development diploma program blends the strengths of two management perspectives. This management program establishes a strong traditional management foundation while addressing the issues that today's millennial students will face in their future careers. Your First Nation supports and enhances business in the community and is always looking for ways to improve communication with the business sector. The Economic Development Officer works directly with clients, site selectors and consults to help facilitate business development and the site selection process. The Economic Development Officer program provides skills and competencies to help the community businesses grow and prosper in your economic development position and career. Let us be your first point of contact for business development and career advancement.

Total Fees: \$7,500.00

Executive Assistant

Our Executive Assistant diploma program will open doors for you from within your First Nation Community as an executive assistant, working directly for the chief and or council and for the community as a whole. Are you an Administrative Assistant ready to enhance your career? Do you want to improve your skills, and handle more responsibility with confidence? Take the next step to become an Executive Assistant. This diploma program will build your confidence and improve your professional skills in order to provide administrative support to the community's professional teams.

Total Fees: \$7,500.00

Finance & Accounting Clerk

Many individuals trained in Accounting use their expertise as a stepping-stone for positions at the senior management level, while others prefer to use their skills to work part-time, or to work from home preparing

tax returns for individuals and business. The Native Education and Training College will help to prepare you for a rewarding career in Accounting. Our Finance & Accounting Clerk Program will provide you with the basic and intermediate principles and theory required to enter the field, as well as the training in specialized areas needed for advancement into supervisory positions within the accounting profession. **Total Fees: \$7,500.00**

Finance Management

This advanced accounting program will be essential to your First Nation Community. Our Finance Management Diploma Program is an extension of the Finance & Accounting Clerk program. It is designed for those students who wish to continue their accounting studies into more advanced areas of financial accounting and finance. **Total Fees: \$7,500.00**

Employment & Training Management

Our Employment and Training Program gives you the practical skills you need to contribute as a training coordinator in a first nation organization, company or government agency. The role of the employment and training coordinator has grown steadily in importance. Hands-on learning techniques are used to teach the skills required in actual job situations. The activities you undertake in this program will help prepare you for a career in today's human resources field. This Employment and Training Management diploma program will enhance your marketability and give you the relevant professional skills and knowledge that employers in today's marketplace are looking for. The program gives you the opportunity to acquire a comprehensive background in the functions of Human Resources from both theoretical and practical perspectives, including employment law, recruitment and selection, training and development, reward systems and compensation. The focus of the program is on applied, relevant and current learning. **Fee of \$7,500.00**

Receptionist

IETC's Receptionist Diploma Program fully prepares graduates to work in a busy office environment. This program will give student's an in-depth knowledge of all business procedures; from maintaining correspondence and data files to arranging appointments, answering inquiries, correspondence and more.

Total Fees: \$7,500.00

Housing Management

This Diploma Program will train housing managers, so they can do their work more efficiently and effectively. It will enable First Nations housing managers to assist communities to benefit from affordable, healthy, high quality, and well-maintained housing. The program provides learners with the opportunity to develop management skills through a combination of theory and practical application. The interactive approach to learning new skills encourages participants to test new ideas, fine tune relevant skills and share experiences and expertise with other housing managers in a supportive learning environment. The program is intended to provide training to housing managers who work with on-reserve housing programs, or those who may do this work in the future. It will also benefit others involved in First Nations governance or administration. **Total Fees: \$7,500.00**

Human Resources Assistant

Are you serious about meeting the challenges of working in human resources? Are you interested in making a strategic contribution in your first nation organization? Then you need this program. Acquire theoretical and practical knowledge and the skills required to become a successful practitioner of Human Resources in the areas of recruitment, training, performance management, compensation, health and safety, labor relations, and business management. This program introduces students and to all of the human resources technical areas including the role of human resources within. This three-semester program is current and comprehensive and engaging. **Total Fees: \$7,500.00**

Human Resources Management

This comprehensive Human Resources Management diploma program covers all the key functions in this diverse field, including employment law, labour relations, training and development, pension and benefit plans, occupational health and safety, compensation, recruitment and selection. The expertise, knowledge and management skills you acquire here can be applied to any organization. This program prepares you to work in all areas of human resources. Core concepts are studied in an online setting. In three semesters you will gain the knowledge, skills and experience to become a highly marketable human resources manager. **Total Fees: \$7,500.00**

Lands & Resources Management

The Lands and Resources Management Program is a uniquely designed Diploma Program that is focused on providing a broad range of topic areas specific to the management of lands and resources on Federal Reserve lands. Participants will examine basic environmental, legal and economic aspects of land and resource management in Aboriginal communities. The program also provides students with the opportunity to increase skill levels in communications, computers, time management, leadership, research and project management. **Total Fees \$7,500.00**

Motel & Restaurant Management

In our Motel and Restaurant Management Program, the focus will be on the practical aspects of hospitality service. The program has been designed so that students develop and acquire the skills and knowledge necessary to enter the workforce in their community and to perform their roles at the front desk, restaurant and in key management functions. Students will be instructed in customer service, Motel services, and menu planning and design. They will also be provided with an introduction to managerial concepts including accounting, marketing, law and human resource and the four functions of management. Graduates will have a good understanding of the front and back operations of a restaurant, Motel, resort and lodge and the basic managerial skills necessary to coordinate the day-to-day operation.

Total Fees: \$7,500.00

Small Business & Entrepreneurship

Graduates of the Small Business & Entrepreneurship diploma program carry out a variety of business functions within their small business settings. They will have demonstrated a practical understanding of key principles and practices necessary for success in the field of business. Graduates are prepared to work in individual settings and contribute to self-paced projects with practical presentation and research skills. Graduates use a range of fundamental knowledge and skills in areas such as finance, accounting, human resources, operations management, marketing, sales, and information and communication technology. In addition, these graduates use their functional knowledge in many areas of an organization to achieve strategies within cross-functional settings. **Total Fees: \$7,500.00**

Education Director Management

In this three-semester diploma program, we look at educational administration, concepts and practices. The administration and supervision specialization is designed for managers / educators interested in gaining knowledge and expertise in the area of educational administration. The program curriculum is focused on educational administration, management, and the role of the director, manager, principal, community relations, and supervision of personnel. Graduates of the program seek professional opportunities as education managers and directors.

Total Fees: \$7,500.00

Office Management

This 52-week Diploma Program prepares students for positions as supervisors, office managers, and administrative or executive assistants. Students participate in online discussion groups, activities, projects, and Internet research. They are encouraged to draw on their own experiences to help relate theory to practical work situations. During the program, students learn a range of invaluable skills. They develop confidence in organizational management, leadership and supervision. They practice written and oral business communication and learn how to prepare and deliver a variety of creative, powerful presentations. They also learn how to effectively plan a business event. Students are introduced to human resource management, and cover topics such as human rights legislation, recruitment, training, and performance appraisals. They also learn interpersonal communication, negotiating skills, and conflict resolution. Students are provided with an introduction to office systems and essential computer skills. Topics such as designing office systems, social and ethical issues involving computers, privacy and security, and maintaining effective records management are explored. **Total Fees: \$7,500.00**

Youth Recreation Management

This three-semester diploma program is designed to provide recreation service practitioners with the opportunity to acquire specialized skills, knowledge and attitudes related to youth and essential youth services. As a graduate of the youth recreation management program, employment opportunities would exist in many agencies, including: your first nation communities, municipalities, youth centres, non-profit agencies, group homes and private industry.

Total Fees: \$7,500.00

Child Day Care Management

This program will help you train for a rewarding future in child day care management. Our child day care management program has all the latest information to prepare you to manage a daycare facility. You will have the opportunity to learn about children and their development, financing and budgeting, staffing, licensing and certification, equipment, and more. Even students who have already completed their early childhood education (ECE) requirements enroll in our Child Day Care Management program in order to complement their expertise in working with children with learning how to own or operate a daycare center. This program is available by distance learning, on-the-job-training and for small groups in your community.

Total Fees: \$7,500.00

Water Treatment Plant Management

This program covers all topics of drinking water treatment: source water quality, conventional treatment processes and chemicals, membrane treatment, finished water quality, and drinking water regulations. Participants will study specific treatment processes in detail. This course also examines common operating problems and suggests solutions to ensure water quality. During the first semester participants will be introduced to the complex functions of water treatment plants. This program explains all the major unit processes from pre-treatment and filtration through disinfection and fluoridation. **Total Fees: \$7,500.00**

Health Services Management

If you are an experienced health care professional and would like to pursue a management position, or if you are already in management and would like to expand your skills and knowledge, the health care management certificates can help you to further your career. Students will learn practical management skills and gain knowledge in areas such as health care, law, health information systems, budget and financial planning, human resources, labour relations, change management, and more. This program enables individuals to contribute to the advancement of First Nations health management and provides opportunities to achieve their peak professional growth. **Total Fees: \$7,500.00**

<https://ietc.college/website/education/diploma-programs/>

Indigenous Education & Training Institution

90 Division Street
North Bay, ON P1B 8Y4
Phone: 705.494.4700
Toll Free: 1.800.267.2577

Registration Form

Personal Information

Given Name _____ Family Name _____

Preferred Name _____ Gender _____

Date of Birth _____ Telephone _____

Address _____

IETI Email _____

First Nations/ Aboriginal Organization: _____

Name of Program/Course/Workshop: _____

Employment & Academic Background

Current Job Title/Position _____

Please Include a copy of your Transcript

Highest Grade Completed _____

High School Attended _____

College Or University Attended _____

Diploma ☐ *Degree* ☐ *Trade* ☐





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