

# Chapter Guide

LLQP Study Group

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### Pricing (Members and Non-members)

1. Members: Fee determined by the Chapter
2. Non-Members: Not available

Chapters will be responsible for refunds related to registrants.

### Requirements to be a Facilitator

1. An Advocis Member in good standing
2. Must hold a current life license
3. Must have relevant experience facilitating a training session (formal or informal)
4. Must complete the Third-Party Uniform Declaration form

### Requirements to be a Participant

5. An Advocis Member in good standing
6. Must be enrolled in the Advocis LLQP

### Promoting the Program

The main vehicles for chapters to promote the LLQP Study Group will be email, “word-of-mouth” marketing, and the display and distribution of collateral materials.

The target audiences for this course are:

- Candidates currently enrolled in the Advocis LLQP

### Content Access and Your Role

- Upon completion of the Third-Party Uniform Declaration form, Advocis National will provide access to the LLQP content in the online learning environment for a one-year period. This includes access to live and recorded webinars, SeeWhy Learning and practice quizzes. It does not include access to the Certification Exams.
- The materials are only for the Chapter Facilitator to use in Study Groups and cannot be shared with anyone other than the registrants in the study group program.
- Determine your study group time and location. These can be in person or virtual. The Facilitator is responsible for notifying registrants of any changes to meetings. The Facilitator must send a list of registrants to Advocis National in advance to verify that each person is currently enrolled in the Advocis LLQP. Please allow 48 hours for confirmation to be provided from Advocis National. Send the list to: [CE@advocis.ca](mailto:CE@advocis.ca)

- The Facilitator oversees and moderates all communication in the study group, including written (emails, chat, Q&A, etc.), and oral communication. The Facilitator must always strive to maintain a professional and amicable environment.
- The Facilitator must notify Advocis National in writing if the study group will be discontinued and if new members are joining. The Facilitator should also notify Advocis National of the progress of the study group, members who have successfully completed the LLQP and any other relevant information to gauge the effectiveness of the study group.
- Set up your event as an Eventbrite registration. Once you complete this, your event will be posted to the Advocis events calendar:

<http://www.advocis.ca/chapters/EventCalendar.aspx>

### Distribution of Invitations and Other Collateral Materials

Although collecting information on your own through publicly available websites may seem like an easy way to get the names of potential members in your area, serious privacy concerns can arise. In order to ensure the information is being collected and used properly, we must insist that only Advocis National engage in any such actions.

Flyers and other marketing pieces have been created to assist you in the marketing and promotion of this course to members and non-members in your region and are available through Chapter Central at: <http://www.advocis.ca/secure/chapters/programs.aspx>.

These documents can be: attached; included in your communication sent from the Event Portal; printed out and distributed prior to the course at a chapter meeting; posted on a notice board in an employee lunchroom; and/or distributed internally via a company intranet.

### Seminar Registration Process (Members only)

All registrations must utilize Eventbrite. This allows for seamless email communication and financial security of registration fees. The steps are:

1. Set up your event for Eventbrite registrations.
3. Invitations can only be sent for your seminar to members of Advocis from Eventbrite and include a direct link to register.
4. Your chapter will be able to access a list of registrants with their ID numbers which will be submitted and reviewed by Advocis National.
5. A list of attendees does not need to be submitted after the event as the study groups are not accredited for CE.

## Continuing Education (CE) Accreditation

The LLQP Study Group is not formally accredited for CE credits however, once the LLQP is successfully completed the whole program is accredited with multiple regulatory bodies across Canada.

### FAQ

#### **Can I include non-Advocis members into the study group?**

No, only Advocis members who have already received their CIPR number and have enrolled in Advocis LLQP program can join a chapter study group.

#### **Can I bring any kind of learning material to the study group?**

Only learning material that is directly offered by Advocis (such as Advocis webinars and practice questions) or approved by Advocis (such as SeeWhy Learning) are allowed in a study group.

#### **Do we need to adhere to any timelines?**

There are no prescribed deadlines, but Advocis recommends following the Customizable Study Schedule that can be easily accessed online in the Learning Environment.

#### **Can we offer one-on-one training sessions?**

The structure of a study group, be it one-on-one coaching, group sessions, or any other kind of meeting, is completely up to the Facilitator. Advocis does not offer its own one-on-one sessions, but highly encourages candidates to attend webinars and drop-in review sessions hosted by Advocis.