

Deadlines and Requirements

Committed Level Deadline and Requirements

Deadline: Ongoing

To qualify for the PAR Committed Level all companies are required to pay and sign the PAR participation agreement.

Required Documents for **Regular Committed Level Criteria**

- I. 2023 PAR Report (keep submission to 24 pages)
- II. Completed Documentation and Target Checklist
- III. Annual Application Fee to CCAB (\$1000). Please email PAR Admin for invoice.
- IV. PAR Verifier booked for high level feedback. Choose your verifier (see list of verifiers below), please email CCAB Admin team and inform them of your selection.

Price of Committed Review by Verifier

- ✓ \$1,000 + HST paid directly to Verifier. Please contact your verifier for the invoice.
- ✓ Verifiers must be booked upon completing either phase level. All reports will be required to be reviewed by PAR Verifier and cleared before accessing next level.
- ✓ The PAR Awards is in October of every year. Companies that reach the PAR Committed Level will be announced onstage.

Understanding PAR Committed Level Fee Structure – Regular Committed

PAR Year	Stage	Program Fee	PAR Verifier Review Fee	Total/YR
1	Phase 1	\$1000.00	\$1000.00	\$2000.00
2	Phase 2	\$1000.00	\$1000.00	\$2000.00
3	Phase 3	\$1000.00	\$1000.00	\$2000.00

Note: All committed level companies must complete Phase 3 verification by December 2023 if intent on applying for PAR Certification for April 1, 2024 deadline.

Required Documents for Small Business Committed Level Criteria

- V. 2023 PAR Report (keep submission to 24 pages)
- VI. Completed Documentation and Target Checklist
- VII. Annual Application Fee to CCAB (\$500). Please email PAR Admin Staff
- VIII. PAR Verifier booked for high level feedback. Choose your verifier (see list of verifiers below), please email PAR admin team and inform them of your selection.

Price of Committed Review by Verifier

- ✓ \$1000 + HST paid directly to Verifier. Please contact your verifier for the invoice.
- ✓ Verifiers must be booked upon completing either Phase level. All reports will be required to be reviewed by PAR Verifier and cleared before accessing next level.
- ✓ The PAR Awards is in October of every year. Companies that reach the PAR Committed Level will be announced onstage.

Understanding PAR Committed Level Fee Structure – Small Business

PAR Year	Stage	Program Fee	PAR Verifier Review Fee	Total/YR
1	Phase 1	\$500.00	\$1000.00	\$1500.00
2	Phase 2	\$500.00	\$1000.00	\$1500.00
3	Phase 3	\$500.00	\$1000.00	\$1500.00

Certified Level Deadline Requirements – Regular Criteria

Deadline: April 1st of every year (5PM EST)

To qualify for the PAR Certified Level all following documentation must be in by April 1st.

Required Documents

- I. **Reporting Period is 3 years.** You need to submit reports for years 2020, 2021. and 2022 into one report called “2023.”
 - II. Completed Documentation and Target Checklist & Data Trend Chart
 - III. Application Fee to CCAB (\$1000). Please email Luanne Whitecrow (lwhitecrow@ccab.com) for invoice.
 - IV. PAR Verifier booked for *Onsite Verification* to company office by April 1, 2023. Choose your verifier (see list of verifiers below), please email Luanne Whitecrow (lwhitecrow@ccab.com) and inform her of your selection and date.
- ✓ Onsite verifications will start April 15, 2023 and must be complete by July 1, 2023.
 - ✓ The Jury will meet in late July to award company standing.
 - ✓ The PAR Awards is in October 2023. Companies that reach the PAR Certified Level will receive a certificate onstage.

Price of Verification (Highlighted in Yellow)

PAR Year	Stage	Program Fee	PAR Verifier Fee	Opt Review	Total/YR
4	Certify	\$1,000.00	\$4500.00 plus HST	\$1000.00	\$5,500.00
5	Cert Year 2	\$1,000.00		\$1000.00	\$1,000.00
6	Cert Year 3	\$1,000.00		\$1000.00	\$1,000.00
7	Recertify	\$1,000.00	\$4500.00 plus HST	\$1000.00	\$5,500.00

Verification fee is paid directly to verifier. Companies will also be required to pay for accommodation and travel. Please contact your verifier for the invoice.

Certified Level Deadline Requirements - Small Business Criteria

Deadline: April 1st of every year (5PM EST)

To qualify for the PAR Certified Level all following documentation must be in by April 1st.

Required Documents for Small Business Certified Level Criteria

- V. **Reporting Period is 3 years.** You need to submit reports for years 2020, 2021. and 2022 into one report called “2023.”
- VI. Completed Documentation and Target Checklist & Data Trend Chart
- VII. Application Fee to CCAB (\$500). Please email Luanne Whitecrow (lwhitecrow@ccab.com) for invoice.
- VIII. PAR Verifier booked for *Onsite Verification* to company office by April 1, 2023. Choose your verifier (see list of verifiers below), please email Luanne Whitecrow (lwhitecrow@ccab.com) and inform her of your selection and date.
 - ✓ Onsite verifications will start April 15, 2023 and must be complete by July 1, 2023.
 - ✓ The Jury will meet in late July to award company standing.
 - ✓ The PAR Awards is in October every year. Companies that reach the PAR Certified Level will receive a certificate onstage.

IX. Price of Verification (Highlighted in Yellow)

PAR Year	Stage	Program Fee	PAR Verifier Fee	Opt Review	Total/YR
4	Certify	\$500.00	\$2500.00 plus HST	\$1,000.00	\$3000.00
5	Cert Year 2	\$500.00		\$1000.00	\$500.00
6	Cert Year 3	\$500.00		\$1000.00	\$500.00
7	Recertify	\$500.00	\$2500.00 plus HST	\$1000.00	\$3000.00

List of Verifiers

British Columbia

CLAIRE MARSHALL, President

Marshall & Associates

604-801-5203

claire@marshallassociates.ca

COLE RHEAUME

Cole@coleassociates.ca

Ontario

ELLEN PERRY

Perry & Associates

Suite 3308

2045 Lake Shore Blvd. West

Toronto, ON, M8V 2Z6

(416) 251-7187

ellen_1029@sympatico.ca

DAVID FLOOD

Wahkohtowin Development GP Inc.

828 Fox Lake Road, PO box 1049

Chapleau, ON, P0M 1K0

(705) 622-9581

wdgpi.gm@wahkohtowin.com

DEBRA DONOVAN, President

IPM Integrated Project Management Inc.

Toronto, ON

(647) 617-4769

ddonovan@integrated-pm.ca

Progressive Aboriginal Relations

List of Verifiers Continued

Ontario continued...

JOHN HILL

Pioneer Performance Inc.
Barrie ON,
(416) 460 9280
johnhill.sales@bell.net

Alberta

SANDI MORRISSEAU, Vice President

3 S Consulting Services Inc.
726-15th Street NW
Calgary, AB
(403) 710 6391
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STEVE FRANCIS

stevefrancis@shaw.ca