

**APPLICATION FOR MEMBERSHIP**  
**Association of Independent Assessment Centres**

Name of Corporation applying: \_\_\_\_\_

E-mail address for electronic correspondence: \_\_\_\_\_

Complete mailing and courier address: \_\_\_\_\_

Thank you for your interest in the Association of Independent Assessment Centres (AIAC). This Application Form provides the AIAC with information to demonstrate a prospective member's compliance with membership eligibility criteria. The steps for application are:

1. Please submit your application to the individual who contacted you.
2. Your application will be acknowledged within 10 business days.
3. Your application will be reviewed and you will be informed within 30-60 days.
4. Please attach additional pages as needed.
5. Information submitted shall be considered confidential to the AIAC Application Committee.

Your company's federal or provincial incorporation number: \_\_\_\_\_

Company's controlling Shareholder: \_\_\_\_\_ others \_\_\_\_\_

Company's controlling Director \_\_\_\_\_ others: \_\_\_\_\_

Company provides therapeutic treatment for claimants who have been assessed by the Company: (check one) NO \_\_\_ YES \_\_\_

Does the Company routinely perform assessments in its corporate facilities? Yes \_\_\_ No \_\_\_

Please attach a Certificate of Insurance \_\_\_\_\_

Please attach your corporate address and a list of your assessment facilities in Ontario \_\_\_\_\_

Please attach a description of your internal quality assurance and service standards \_\_\_\_\_

Please attach a statement describing how your company can contribute to AIAC objectives \_\_\_\_\_

Your company agrees to pay membership fees as determined by the AIAC Board. Currently, the initiation fees are \$2,500. There are no fixed annual dues. Going forward, members vote on contributing additional funds to cover specific, justified expenses. AIAC expenses are disclosed to members and all expenses are evenly split amongst members.

Your company has signed the AIAC's agreement to confidentiality and ethics (attached) \_\_\_\_\_

Your company agrees to represent the interests of The AIAC in compliance with the AIAC official position papers, printed material, and AIAC correspondence. Members shall not represent the AIAC without approval. Members agree to participate in the tasks of the association as delegated by the Executive Committee.

Corporation Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Member's Name (Print) \_\_\_\_\_ Member's Signature \_\_\_\_\_

AIAC Executive Signature \_\_\_\_\_ Executive's name \_\_\_\_\_



**STATEMENT OF CONFIDENTIALITY AND ETHICS FOR AIAC MEMBERS**

In consideration of the benefits and obligations of membership in the AIAC,

I, \_\_\_\_\_, principal owner of \_\_\_\_\_,  
on this date, \_\_\_\_\_, hereby declare that I  
will not knowingly use any proprietary information concerning member companies obtained  
through my involvement with the Association of Independent Assessment Centres (AIAC)  
companies to the advantage of me, personally, or my Independent Assessment Company.

I also declare that I and company will represent AIAC and its member companies in a  
professional manner at all times, and when the situation arises, I will speak of AIAC member  
companies in the manner in which I would expect my company to be spoken of and  
represented.

Further, I will not release information obtained from participation in AIAC, including AIAC  
documents, to others who are not represented by AIAC, without the express permission of AIAC.

Corporation Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Member's Name (Print) \_\_\_\_\_ Member's Signature \_\_\_\_\_