



Confidential Letter of Reference
Applicant for the Advanced Specialty Certificate in Community Care Licensing

Directions to referee: Once completed, please return this form to the applicant in a **sealed envelope with your signature across the seal**. Alternatively, you may send this form electronically to admissions@jibc.ca with “CLO Reference” and the name of the applicant in the subject line. The form should be sent from your **professional** email account (i.e., not gmail, yahoo, etc.).

The applicant is applying for admission to the Advanced Specialty Certificate in Community Care Licensing program at the Justice Institute of British Columbia (JIBC). We would like an honest appraisal of the ability of the applicant to undertake a rigorous program of study at an advanced level. It is understood that this letter of reference is supplied in confidence unless you specifically state otherwise.

Applicant Information			
Applicant Name			
Referee Information			
Name of Referee		Title/Position	
Institution/Agency/Organization			
Address			
City		Province	Postal Code
Phone	Email		
I have known the applicant in my capacity as a			
I have known the applicant for _____ years.			
Signature		Date	

The information on this form is collected for the purpose of processing the applicant’s application for admission. The information will be used to verify qualifications and decide eligibility for admission. Upon admission and registration at the JIBC, this information will form part of the student record. The British Columbia *Freedom of Information and Protection of Privacy Act* allows an applicant to have access to the information contained in his/her letters of reference where that can be done without disclosing the identities of the referees who supply a reference in confidence. It is understood that the letter of reference is supplied in confidence unless the referee states otherwise.

Thank you very much for providing this letter of reference. The information you provide will be very helpful in making an admissions decision.

Please rate the following qualities as you have observed them in the applicant, and provide supportive examples, elaborations, and comments. If you do not know whether the applicant possesses the following qualities, or are unable to provide supportive examples, please check “cannot comment” and explain why.

Commitment to inquiry: engages in intentional critical reflection and action in relation to practice; is curious, questioning, exploring, and experimenting in relation to practice; adopts a disposition of inquiry as a learner; is committed to advancing practice in meaningful ways				
<input type="checkbox"/> Limited: this quality is just developing and is not frequently demonstrated	<input type="checkbox"/> Satisfactory: this quality is present, but is not demonstrated in a consistent manner	<input type="checkbox"/> Strong: this quality is well developed and demonstrated consistently	<input type="checkbox"/> Exemplary: this quality is very highly developed and is demonstrated frequently	<input type="checkbox"/> Cannot Comment
Examples, elaborations, and comments				

Perseveres when faced with challenges: seeks alternative solutions to problems; addresses barriers/challenges in unique, creative, or innovative ways; is open to trying new methods; takes appropriate risks in relation to practice				
<input type="checkbox"/> Limited: this quality is just developing and is not frequently demonstrated	<input type="checkbox"/> Satisfactory: this quality is present, but is not demonstrated in a consistent manner	<input type="checkbox"/> Strong: this quality is well developed and demonstrated consistently	<input type="checkbox"/> Exemplary: this quality is very highly developed and is demonstrated frequently	<input type="checkbox"/> Cannot Comment
Examples, elaborations, and comments				

Contributes professionally to the learning of others: shares professional knowledge through formal and/or informal channels; contributes to professional learning of others as a supportive colleague; makes practice public

<input type="checkbox"/> Limited: this quality is just developing and is not frequently demonstrated	<input type="checkbox"/> Satisfactory: this quality is present, but is not demonstrated in a consistent manner	<input type="checkbox"/> Strong: this quality is well developed and demonstrated consistently	<input type="checkbox"/> Exemplary: this quality is very highly developed and is demonstrated frequently	<input type="checkbox"/> Cannot Comment
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Examples, elaborations, and comments

Works collaboratively, respectfully, and meaningful with others: works collaboratively with colleagues and stakeholders; is open to suggestions and willing to consider new ideas; shows respect for different cultures and points of view

<input type="checkbox"/> Limited: this quality is just developing and is not frequently demonstrated	<input type="checkbox"/> Satisfactory: this quality is present, but is not demonstrated in a consistent manner	<input type="checkbox"/> Strong: this quality is well developed and demonstrated consistently	<input type="checkbox"/> Exemplary: this quality is very highly developed and is demonstrated frequently	<input type="checkbox"/> Cannot Comment
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Examples, elaborations, and comments

Please indicate your overall recommendation by checking one of the following categories:

<input type="checkbox"/> Not a Suitable Candidate: Do not recommend at this time. The candidate is not ready for the rigours of the program.	<input type="checkbox"/> Suitable Candidate: Recommend with qualifications. The candidate could probably complete the program, but will need support in one or more areas.	<input type="checkbox"/> Strong Candidate: Recommend. This candidate is ready to continue his/her studies and would most likely succeed in the program.	<input type="checkbox"/> Outstanding Candidate: Highly recommend. The candidate would undoubtedly excel in the program and contribute to the learning of others.
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Comments