



# COMMUNITY PEACE OFFICER INDUCTION PROGRAM

## APPLICATION FOR ENROLLMENT

### Public Application Form

GENERAL INFORMATION:	
<b>Application Forms:</b>	Must be complete and include all attachments. See below and Part 5 for specific requirements. Submit as soon as possible as candidates will be assigned on a first-come-first-served basis.
<b>Course Fees:</b>	<b>The fee for the course is \$10,399 + GST (including accommodations)</b> <b>The fee for the course without accommodation is \$8,899.00 + GST</b> Participants will receive a receipt once full payment has been received.
<b>Required Equipment:</b>	Applicants: You will be required to purchase these items. <ul style="list-style-type: none"> <li>- Black duty boots (must not be steel-toed)</li> <li>- Black leather belt with silver buckle</li> <li>- Belt keepers</li> <li>- Search gloves</li> </ul>
<b>Medical Consent Form:</b>	Must accompany the application. This form is attached for your reference. Your doctor must sign this form declaring your fitness to participate in this course and is valid within six months of the course start date. <i>(This is not the same as a PARE or COPAT certificate.)</i>
<b>PARE Test:</b> <i>(See approved physical abilities evaluation test box on next page)</i>	Must accompany the application. Valid for six months only. If the PARE or COPAT expires before the first day of class, a new PARE test result must be submitted two weeks before the course date. Lac La Biche County does offer this testing. Please reach out to our office via email at <a href="mailto:training@laclabichecounty.com">training@laclabichecounty.com</a> for arrangements and pricing.
<b>Letters of Reference</b>	All participants are required to provide three Letters of Reference with their application. One should be from a current employer and two from a past employer, teacher, coach or mentor.
<b>Supporting Documents</b>	<p><b>All participants will be required to provide a clean Criminal Record Check, with a Vulnerable Sector Check and a Drivers Abstract (all within the last 6 months)</b></p> <p><b>All participants are required to submit the following:</b></p> <ul style="list-style-type: none"> <li>- Cover Letter (This should state why you wish to receive this training, and any applicable training, schooling, or job functions you have completed prior to attending training),</li> <li>- Resume,</li> <li>- Valid First Aid/CPR-C certificate,</li> <li>- Copy of High School Diploma or equivalent with transcripts,</li> <li>- Copies of any applicable courses, certificates that you feel relate to your success in this program.</li> </ul>



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<b>Interview</b>	All participants will be subject to a panel interview with the program administrator and core instructors. Upon successful screening, Training Centre staff will work with municipalities to have you sponsored to attend training. There is no obligation for the municipality to offer you employment, however, the interested municipality may simply examine the potential of hiring a Community Peace Officer. All participants can apply to any authorized employment or agency who is hiring.
<b>Accommodations:</b>	Accommodations are provided to those that require and request them. The accommodations provided will be single or double occupancy rooms, with shared common facilities. Bedding and communal kitchenware and cooking items are available.
<b>Confirmation of Enrollment:</b>	An expression of interest confirmation e-mail will be sent upon receipt of your application.
<b>Reserved Spaces:</b>	In order for a candidate to reserve a spot in the training program, they will be required to <b>pay half</b> of the course fees upon successful completion of the screening process and acceptance into the program. The remaining half must be paid <b>no less than 30 days prior</b> to the course start date.
<b>Cancellations and Withdrawals:</b>	Cancellations and withdrawals from participants less than 20 business days before the course start date or within the first three (3) weeks of the course will forfeit all (100%) of the course fee.
<b>Course Cancellation:</b>	If insufficient applications are received, the course may be <u>cancelled</u> . Applicants will receive notice 3 weeks before the commencement date and will automatically be enrolled in the next scheduled course date or receive a full refund.
<b>An approved physical abilities evaluation test:</b>	Physical Abilities Requirement Evaluation (PARE): This is the current standard for many Alberta police agencies and can be completed at several institutions in Alberta. For the purposes of this program a passing score is at or under 00:04:45  Other currently approved tests are: - Correctional Officer Physical Aptitude Test (COPAT) - Police Officer Physical Aptitude Test (POPAT) - Alberta Physical Readiness Evaluation for Police (APREP) - Other tests may be approved after submission and upon review by the Training Director.



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#### APPLICATION REQUIREMENTS:

- ☐ Completed application form
- ☐ Resume / Cover letter
- ☐ Attach Letters of Reference
- ☐ Attach current PARE or equivalent test results

- ☐ High School Diploma / equivalent with transcripts
- ☐ Attach current Medical Consent Form
- ☐ First Aid / CPR- C Certificate
- ☐ Criminal Record Check with Vulnerable Sector

\*Course fee: The participant will receive a receipt once full payment has been received.

#### PART 1 - APPLICANT INFORMATION

Surname	First Name	Middle Name
Address (incl. Apt/Suite #)		
City	Prov	Postal Code
Daytime Phone	Home Phone or Cell	Date of Birth (yyyy-mm-dd)
E-mail address	Gender M F	

#### PART 2 – Current Employer Endorsement (Could be employer, coach, or a teacher)

**This Section is an endorsement from a current/past employer, teacher or coach.  
This should be different from your Letters of Reference.**

Name of Authorized Employer		
Address (incl. Unit/Suite #)		
City	Prov	Postal Code
Immediate Supervisor Name		Phone
Supervisor's E-mail		



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#### PART 3 – Previous Applications to any Police Service

List all applications to any police service. Attach any applicable deferral letters received.  
Part 3 is required if you have applied to any police service.

Police Agency	Application Date (YY/MM/DD)	Status (reason for non-selection if applicable)
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#### PART 4 - COURSE DATE & ACCOMMODATION

Please specify the course date below

- ☐ **CPOIP #9: November 24, 2025 – February 26, 2026**
- ☐ **CPOIP #10: March 2 – May 21, 2026**

**ACCOMMODATION:** Do you require accommodation at Shoreside Lodge while attending this Induction Program?

YES

NO



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### PART 5 - DOCUMENT CHECK LIST

- ☐ Completed application
- ☐ Letters of reference
- ☐ Criminal Record Check with Vulnerable Sector Clearance
- ☐ Resume
- ☐ Cover Letter
- ☐ Valid First Aid/CPR-C Certificate
- ☐ Medical Physician Fitness Consent Form
- ☐ PARE or equivalent test results (must be no more than six months old)
- ☐ High School Diploma or equivalent with transcripts

### PART 6 – DECLARATION & AUTHORIZATION

*I declare that the information provided in this application is accurate, and I understand that providing false or misleading information may result in my removal from the program.*

Name (print)	Signature	Date

#### PLEASE SEND ALL APPLICATIONS TO:

ATTN: Director of Training  
Alberta Law Enforcement Training Centre  
PO Box 1679  
9110 Beaverhill Road  
Lac La Biche, AB T0A 2C0

OR

Email: [training@laclabichecounty.com](mailto:training@laclabichecounty.com)

\*Incomplete applications will not be accepted.\*

#### OFFICE USE ONLY:

APPLICATION RECEIVED:  
REVIEWED BY:  
CONFIRMATION SENT: