



BYLAW ENFORCEMENT OFFICER INDUCTION PROGRAM APPLICATION FOR ENROLLMENT PUBLIC APPLICATION FORM

GENERAL INFORMATION	
Application Forms	Must be complete and include all attachments. See below and Part 4 for specific application requirements. Submit as soon as possible as candidates will be assigned on a first come-first-serve basis.
Course Fees	The fee for the course is \$4,535 + GST (including accommodations). The fee for the course without accommodation is \$3,800 + GST.
Medical Consent	Must accompany the application. This form may be one that the Authorized Employer uses for employment or a doctor's physical assessment. 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.
Accommodations	Accommodations are provided to those that require them. However, the accommodations provided will be single or double occupancy rooms and shared common facilities. Bedding and common cooking items are available.
Letters of Reference	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.
Supporting Documents	All participants are required to submit the following: <ul style="list-style-type: none"> - 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), - Resume, - Criminal Record Check with Vulnerable Sector - 3-year Drivers Abstract - Valid First Aid/CPR-C certificate, - Copy of high school diploma or equivalent with transcript.
Uniform Requirements	Participants will be provided with a uniform for the duration of training. Participants will need to purchase the following items: <ul style="list-style-type: none"> - Black duty boots (must not be steel-toed) - Black leather belt with silver buckle

	<ul style="list-style-type: none"> - Belt keepers - Search gloves
Confirmation of Enrollment	A confirmation email will be sent upon receipt of the application. The application must be completed in full.
Cancellations and Withdrawals	Cancellations and withdrawals from agencies less than 20 business days before the course start date course will be required to pay 100% of the course fee.

Part 1 - Applicant Information

Surname	First Name	Middle Name
Address (incl. apt/suite)		
City	Province	Postal Code
Cell Phone	Other Phone	Date of Birth (yyyy-mm-dd)
Email Address		Gender

Part 2 - Previous Application to Any Police Service

List all applications to any police service. Attach any applicable deferral letters received.

Police Agency	Application date (yyyy-mm-dd)	Status (reason for non-selection)
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Part 3 - Course Date & Accommodations

Course dates are as follows:

October 20, 2025 - November 7, 2025

Do you require accommodation at Portage College while attending this Induction Program?

Yes

No

Part 4 - Document Checklist

- Completed application
- Letters of reference
- Cover letter
- Resume
- Criminal Record Check (with vulnerable sector)
- Valid first aid/CPR-C certificate
- Medical Consent Form
- High School diploma or equivalent
- High School transcripts

Part 5 - Participant Declaration

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	Signature	Date (yyyy-mm-dd)

Please send applications to:

ATTN: Director of Training
Lac La Biche County Law Enforcement Training Centre
PO Box 1679
9110 Beaverhill Road
Lac La Biche, AB T0A2C0

OR

Email: training@laclabichedcounty.com

incomplete applications will not be accepted