



COMMUNITY PEACE OFFICER INDUCTION PROGRAM

APPLICATION FOR ENROLLMENT

Municipal Application Form

GENERAL INFORMATION:	
Application Forms:	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-serve basis.
Course Fees:	<p>The fee for the course is \$8,000 + GST (This includes accommodations) The fee for the course without accommodation is \$6,089.00 + GST</p> <p><i>Applicants:</i> An invoice will be sent to the Authorized Employer one month before the course start date for payment. The Government of Alberta does not subsidize this training program</p>
Medical Consent Form:	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 valid within six months of the course start date. <i>(This is not the same as a PARE or COPAT certificate.)</i>
PARE / COPAT Tests:	Must accompany the application. Valid for six months only. If PARE 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 for arrangements and pricing.
Accommodations:	Accommodations are provided to those that require them. However, the accommodations provided will be shared four-bedroom townhouses. A kitchen is provided in all units, no dishes or pots/pans provided or bedding are provided.
Confirmation of Enrollment:	An expression of interest confirmation email will be sent upon receipt of the application.
Reserved Spaces:	Employers may continue to reserve seats as needed. However, the employer may be liable for 100% of the course fee should they cancel the reservation for any reason within 20 business days of the course commencement. Where a waitlist exists and Lac La Biche County Enforcement Services can fill the cancelled seat, no charges will apply.
Cancellations and withdrawals:	Cancellations and withdrawals from agencies less than 20 business days before the course start date or within the first three (3) weeks of the course will be required to pay 100% of the course fee.
Course Cancellation:	If insufficient applications are received, the course may be <u>cancelled</u> . Applicants will receive notice three weeks before the commencement date and will automatically be enrolled in the next scheduled course date or if you wish be given a full refund. Keep in mind this is a first come first served course.



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APPLICATION REQUIREMENTS:

APPLICANTS:

- Completed application form; Supervisor signature must appear in Part 6
- Attach current Medical Consent Form
- Attach current PARE test results
- Course fee: The employer will be invoiced at the start of the course

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 - AUTHORIZED EMPLOYER INFORMATION

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 - COURSE DATE & ACCOMMODATION

Please specify the course date below.

April 25 – July 7 , 2022

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

YES

NO

PART 4 - DOCUMENT CHECK LIST

Completed Application

Medical consent form

PARE test results (must be no more than six months old)

PART 5 – 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

Supervisor Authorization for Attendance and Payment

Name (print)	Signature	Date

PLEASE SEND ALL APPLICATIONS TO:

Attention: CPOIP Application
Lac La Biche County Enforcement Services
Box 1679
Lac La Biche, AB T0A 2C0
E-mail: training@laclabichedcounty.com

Application received on: _____

Reviewed by: _____

Confirmation sent on: _____