



# 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 \$9,975.00 ( includes GST &amp; Accomodations)</b> <b>Pricing without accommodations is \$8,064.00</b> <i>Applicants:</i> A receipt will be sent to you 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</li> <li>- Tie</li> <li>- Tie clip (plain silver)</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 and attached for your reference. A doctor must sign this form declaring your fitness to participate in this course and it is valid within six months of the course start date. ( <i>This is not the same as a PARE or COPAT certificate.</i> ) See attached.
<b>PARE Test:</b>	Must accompany the application. Valid for six months only. If PARE expires before the first day of class, a new PARE test result must be submitted two weeks before the course date. This testing is offered through Lac La Biche County. Please contact our office 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>	<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> <b>All participants are required to submit the following:</b> <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 highschool 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.
<b>Accommodations:</b>	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 or bedding are supplied. <b>Fee: \$1,911.00 (this includes GST) (See course fees above)</b>
<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 (\$4,987.00)</b> upon successful completion of the screening process and acceptance into the program. One month prior to the commencement of training the remaining half <b>(\$4,987.00)</b> will be required to be paid.
<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 . Note that it is a first come first served.

#### APPLICATION REQUIREMENTS:

##### APPLICANTS:

- |  |  |
|--|--|
| Completed application form                       | Resume / Cover letter                        |
| Attach Letters of Reference                      | Attach current PARE test results             |
| Highschool 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.



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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 <div style="text-align: center; margin-top: 5px;">M      F</div>

<b>PART 2 – Current Employer Endorsement (Could be employer, coach, or a teacher)</b>
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**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		

<b>PART 3 - COURSE DATE &amp; ACCOMMODATION</b>
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Please specify the course date below.

***April 25 – July 8 , 2022***

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

YES

NO



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## PART 4 - 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 consent form
- PARE test results (must be no more than six months old)
- High school diploma or equivalent with transcripts

## 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

### 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](mailto:training@laclabichedcounty.com)

Application received on: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Confirmation sent on: \_\_\_\_\_