



COMMUNITY PEACE OFFICER INDUCTION PROGRAM

APPLICATION FOR ENROLLMENT

Public 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-served basis.
Course Fees:	The fee for the course is \$9,975.00 (includes GST & Accomodations) Pricing without accommodations is \$8,064.00 <i>Applicants:</i> A receipt will be sent to you once full payment has been received.
Required Equipment:	Applicants: You will be required to purchase these items. <ul style="list-style-type: none"> - Black duty boots - Tie - Tie clip (plain silver) - Black leather belt with silver buckle - Belt keepers - Search gloves
Medical Consent Form:	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.
PARE Test:	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.
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 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) 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 - Valid First Aid/CPR-C certificate - Copy of highschool diploma or equivalent with transcripts - Copies of any applicable courses, certificates that you feel relate to your success in this program



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Interview	All participants will be subject to a panel interview with the program administrator and core instructors.
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 or bedding are supplied. Fee: \$1,911.00 (this includes GST) (See course fees above)
Confirmation of Enrollment:	An expression of interest confirmation e-mail will be sent upon receipt of your application.
Reserved Spaces:	In order for a candidate to reserve a spot in the training program they will be required to pay half (\$4,987.00) upon successful completion of the screening process and acceptance into the program. One month prior to the commencement of training the remaining half (\$4,987.00) will be required to be paid.
Cancellations and withdrawals:	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.
Course Cancellation:	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 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 #)		
Cit/Towny	Prov	Postal Code
Immediate Supervisor Name		Phone
Supervisor's E-mail		

PART 3 - COURSE DATE & ACCOMMODATION

Please specify the course date below.

August 22 - November 3, 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

Application received on: _____

Reviewed by: _____

Confirmation sent on: _____