

COMMUNITY PEACE OFFICER INDUCTION PROGRAM APPLICATION FOR ENROLLMENT

For more information:

Phone: 780-422-6598

Email: training.academy@gov.ab.ca

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:	Fee structure is under review <i>Sponsored Applicants:</i> An invoice will be sent to the Authorized Employer one month prior to the course start date for payment.
Medical Consent Form:	Must accompany the application. Signed by your doctor declaring your fitness to participate in this course. (<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 prior to first day of class, new PARE test result must be submitted two weeks prior to the course date.
Accommodations/Meals:	Lunch is provided on instructional days. Accommodation is not guaranteed and is only available to applicants residing more than 1 hour outside of Edmonton if space is available. Fee: Under review
Confirmation of Enrollment:	An acceptance e-mail will be sent upon receipt of your application.
Reserved Spaces:	Employers may continue to reserve seats, as needed. However, the employer may be liable for 50% of the course fee should they cancel the reservation for any reason within 15 business days of the course commencement. Where a waitlist exists and the Training Academy is able to fill the cancelled seat, no charges will apply.
Cancellations and withdrawals:	Cancellations and withdrawals, less than 15 business days prior to the course start date or within the first three (3) weeks of the course will be required to pay 50% of the course fee. Withdrawals after Week 3 of the course will be required to pay the full course fee.
Course Cancellation:	In the event that insufficient applications are received the course may be <u>cancelled</u> . Applicants will receive notice two weeks prior to the commencement date and will automatically be enrolled in the next scheduled course date.

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APPLICATION REQUIREMENTS:

SPONSORED APPLICANTS:

1. Completed application form; Supervisor signature must appear in Part 6
2. Attach current Medical Consent Form
3. Attach current PARE test results
4. 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)
Email address		Gender <input type="checkbox"/> M <input type="checkbox"/> F

PART 2 - AUTHORIZED EMPLOYER INFORMATION

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

PART 3 - COURSE DATE & ACCOMMODATION

Please specify course date below. See Peace Officer Program Bulletins at the following links for dates:
http://www.solgps.alberta.ca/programs_and_services/public_security/peace_officers/Pages/default.aspx

CPOIP COURSE DATE

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ACCOMMODATION: Do you require accommodation at the Training Academy while attending this Induction Program (see General Information above for criteria)?

YES NO

PART 5 - DOCUMENT CHECK LIST

- Completed Application
- Medical consent form
- PARE or COPAT test results (must be no more than 6 months old)

PART 6 – DECLARATION & AUTHORIZATION

I declare that the information provided in this application is true 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:

Attn: CPOIP Application
 JSGTraining Academy
 1568 Hector Road Edmonton AB T6R 2H2
 Email: training.academy@gov.ab.ca

Application received on: _____

Reviewed by: _____

Confirmation sent on: _____