



Mission: To inspire lifelong learning and leadership through experience, excellence and innovation.
Vision: Transforming the future through innovative learning.
Values: We value learner success, integrity, respect, community, excellence and innovation.



APPLICATION TO HOST A COURSE

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under the Act. Information is collected for the purpose of hosting a course. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator (5707 College Drive, Vermilion AB; 780-853-8524; FOIP@lakelandcollege.ca).

HOST INFORMATION Please print clearly.		
Host Department or Company Name		Contact Person
Shipping Address		
Town / City	Province	Postal Code
Email	Business Number	Cell Number

SHIPPING INFORMATION Please print clearly.		
<input type="checkbox"/> Email course material to the email address above		
<input type="checkbox"/> Courier course material collect using the following courier information		
Canada Post Collect	Loomis Account #	Purolator Account #

COURSE INFORMATION Please print clearly.	
Course Name	Course ID#
Textbook Used (including edition)	Number of Candidates
Preferred Start Date	Expected End Date
Written Examination Date	Practical Evaluation Date
Approved Site Location	ETC File # (interoffice use only)

INSTRUCTOR INFORMATION Please print clearly.		
Surname	First Name	Middle Name
Birthdate	Student ID #	
Email	Contact Number	

PROCTOR INFORMATION Please print clearly.		
Surname	First Name	Middle Name
Shipping Address		Courier & Account #
Town / City	Province	Postal Code
Email	Birthdate	Contact Number

EVALUATOR INFORMATION Please print clearly. <input type="checkbox"/> same as proctor		
Surname	First Name	Middle Name
Shipping Address		Courier & Account #
Town / City	Province	Postal Code
Email	Birthdate	Contact Number

DECLARATION	
THE EMERGENCY TRAINING CENTRE HAS THE RIGHT TO AUDIT AN EXAMINATION IN PROGRESS WITHOUT PRIOR NOTICE.	
It is expressly understood that the Emergency Training Centre shall assume no liability for any actions resulting from the presentation of any sponsored or prepared course, which is presented in a "distance learning" series/course situation. The department will conduct the course according to accepted norms and practices, including NFPA 1403 Live Fire Training Standard and in such a manner as not to violate any local regulations, municipal bylaws, and provincial and/or federal legislation.	
I confirm that all information on this form is accurate and complete in all respects.	
Applicant's Signature	Date

