

ADVANCED.fst[®] Examination Request Form

Orders for exams should be received at least 2 weeks before the examination date



Section 1- Class Information (Please list one examination date per request form)

Date request sent to TRAINCAN	Sponsor, company, assoc. or school name	Location of exam (e.g., Province, City)
Trainer name	Trainer I.D. number (mandatory)	
Work phone	Home phone	
Contact name (if different from trainer)	Contact phone	
Examination date/time	Number of training sessions	Hours per session

Section 2-Mailing Address and/or Person for Exams

Name	
Address (no P.O. boxes)	
City, Province, Postal Code	
Phone number	Fax number
E-mail address	

Mailing Address and/or Person for Certificates

Name	
Address (no P.O. boxes)	
City, Province, Postal Code	
Phone number	Fax number
E-mail address	

Section 3—Examination Request

Please indicate the type of exam and the quantity of exam questionnaires you need.

Exams*: _____ English _____ French
Retest*: _____ English _____ French

Is this class open to the public? Yes ___ No ___
Will you accept retests to proctor? Yes ___ No ___
Post this course on www.traincan.com? Yes ___ No ___

You must ensure that you have scantrons for all students. Scantrons may be ordered below at a cost of \$37.00 each. Scantrons are non-returnable and non-refundable. Any exam or retest completed without a scantron will be subject to a \$62 charge for hand marking.

ADVANCED.fst[®] Scantrons: Please send _____ with my examination order. Please provide credit card information for scantron order:
quantity

Name on credit card	Credit card number	Exp. Date
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Section 4-Document Request Options

Please note that wallet cards take 2 weeks to produce. If you wish to receive a certificate in addition to the wallet card please indicate below. Document orders will apply to the entire class – not individual students.

I wish to receive a certificate in addition to my wallet card I wish to receive a certificate only

- Please fax your request to **416-646-0877**, or email to shipping@traincan.com, then *immediately* call **1-888-687-8796** or **416-447-9588** to verify that it has been received. *Please do not mail your request after faxing it!*
- Trainers are responsible for giving examinees scores and certificates.
- As a trainer, it is your responsibility to be sure you are conducting classes in accordance with the guidelines set by your provincial or local health department. Please check with them to ensure you are meeting their requirements. Consult the *JOINT Examination Protocol for Trainers and Proctors* or call Course Administration at 888-687-8796 or visit www.TrainCan.com for more detailed information.

The exam questionnaires and completed scantrons must be returned via traceable delivery. They must be **shipped within 24 hours** of the Examination date noted above to: TrainCan, 85 Scarsdale Rd. Suite 101, Toronto, ON M3B 2R2