

BASICS.fst[®] Examination Request Form

Orders for examinations 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

Mailing Address and/or Person for Certificates

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

Section 3 - Examination Request - I need: 3rd ed exam or 4th ed exam

Please indicate the quantity of exam questionnaires you need.

Exams*: _____ English _____ French

Retest*: _____ English _____ French

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|--|
| 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 you have scantrons for all students. Scantrons may be ordered below at a cost of \$20.00 each. Scantrons are non-returnable and non-refundable. Any exam or retest completed without a scantron will be subject to a \$45 charge for hand marking.

BASICS.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 |
|---------------------|--------------------|-----------|

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

AFTER THE EXAMS HAVE BEEN COMPLETED

Mail **ALL** the exams, (used & unused) and completed answer sheets **by traceable delivery** to:
Course Administration, TRAINCAN, Inc., 101 - 85 Scarsdale Rd, Toronto, ON M3B 2R2

- 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 confirm receipt.
- 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 state 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.

TRAINCAN Use Only

Verified By: _____ Date: _____

Revised 09/12/16