



Examination Request – ONLINE: **ADVANCED.fst** **BASICS.fst 3<sup>rd</sup>** **BASICS.fst 4<sup>th</sup>**

- ✓ EXAMINATIONS SHOULD BE ORDERED 7 DAYS BEFORE THE EXAM DATE.
- ✓ NOTE THAT OUR OFFICE HOURS ARE MONDAY – FRIDAY, 8:00 – 4:00 EST. ONLINE EXAMS CAN BE SCHEDULED FOR HOURS OUTSIDE OF THESE, BUT WE WILL NOT BE AVAILABLE FOR ASSISTANCE UNTIL THE FOLLOWING BUSINESS DAY.
- ✓ USE SEPARATE REQUEST FORMS FOR **ADVANCED.fst@** AND **BASICS.fst@**.
- ✓ LIST ONE EXAMINATION DATE PER REQUEST FORM.

**Section 1 - Exam Information**

Date exams requested	Location of exam ( <i>City, Province</i> )	Examination date & time
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Proctor or Trainer name	Proctor or Trainer ID	Email address
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Signature of Proctor – verification that all details on this request for examination are verified and true

**Section 2 – Exam Centre Details**

**Mailing Address for Certification Documents**

CHECK HERE IF SAME AS EXAM CENTRE

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (no P.O. boxes)

\_\_\_\_\_  
Address (no P.O. boxes)

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Phone number

I require certificates in addition to wallet cards    Yes    No

**Section 3 – Student PIN verification**

**IMPORTANT:** You will NOT be able to access the examination if the student has not completed the online course, or if you have not provided complete details on in class training dates and times.

STUDENT NAME	PIN	or	IN-CLASS DATE & TIME	RETEST (Y/N)

**PLEASE EMAIL THE COMPLETED FORM TO [SHIPPING@TRAINCAN.COM](mailto:SHIPPING@TRAINCAN.COM)**

Please contact us with any questions or concerns:

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