

Examination Request Form

EXAM ORDERS SHOULD BE RECEIVED 2 WEEKS BEFORE THE EXAM DATE.

EXAMS RECEIVED AFTER THIS MAY BE SUBJECT TO A RUSH FEE.

PLEASE EMAIL COMPLETED REQUEST TO SHIPPING@TRAINCAN.COM.

CONTACT US IF YOU DO NOT RECEIVE A CONFIRMATION WITHIN 48 HOURS OF ORDERING.



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

* INDICATES A MANDATORY FIELD

DATE REQUEST SENT TO TRAINCAN*	SPONSOR, COMPANY, OR SCHOOL*	LOCATION OF EXAM (CITY, PROVINCE)*
EXAMINATION DATE/TIME*	TRAINER/ PROCTOR NAME*	TRAINER/PROCTOR ID NUMBER*
WORK PHONE*	HOME PHONE	EMAIL*
DID STUDENTS STUDY IN CLASS OR ONLINE?*	NUMBER OF TRAINING SESSIONS* (INCLASS ONLY)	HOURS PER SESSION* (INCLASS ONLY)
CONTACT NAME (IF DIFFERENT FROM TRAINER)	CONTACT PHONE	CONTACT EMAIL

Section 2 - Mailing Address and/or Person for Exams

NAME	
ADDRESS (NO P.O. BOXES)	
CITY, PROVINCE	POSTAL CODE
PHONE NUMBER	FAX NUMBER

Mailing Address and/or Person for Certificates

NAME	
ADDRESS	
CITY, PROVINCE	POSTAL CODE
PHONE NUMBER	FAX NUMBER

Section 3 - Examination Request

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

If you have any additional requests, please detail them in your accompanying email.

EXAM TYPE:

LANGUAGE:

QUANTITY:

Please specify BASICS(3rd or 4th) or ADVANCED.
Use separate order forms for each exam type.

BASICS 4th exams are available in simplified Chinese & Arabic as well as French & English.
ADVANCED exams & BASICS 3rd exams are currently available in French & English only.

If any of the above exams are retests, please note the quantity here: _____

You must ensure you have **scantrons** for all students. Scantrons may be ordered using the Material Order Form. Any exam or retest completed without a scantron will be subject to a \$25 charge for hand marking plus the cost of a scantron.

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 certificates in addition to the wallet cards:

I wish to receive certificates only:

AFTER THE EXAMS HAVE BEEN COMPLETED

All exam questionnaires (**used and unused**) and completed scantrons must be delivered to a **courier service (signature required)** for return to TrainCan within 24 hours of exam completion. Exams completed on a Friday may be couriered out on the following Monday.

TRAINCAN, Inc.
Att: Course Administration
101 - 85 Scarsdale Rd
Toronto, ON
M3B 2R2

Ph: 416-447-9588
Toll free: 888-687-8796
Fax: 416-646-0877

- ✓ 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.