

# 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 [ORDERDESK@TRAINCAN.COM](mailto:ORDERDESK@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

## Mailing Address and/or Person for Certifications

CHECK HERE IF CERTIFICATION ADDRESS IS SAME AS EXAM ADDRESS

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

NAME	
ADDRESS (PLEASE INCLUDE P.O. BOX IF APPLICABLE)	
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(3<sup>rd</sup> or 4<sup>th</sup>) or ADVANCED.  
Use separate order forms for each exam type.

BASICS 4<sup>th</sup> exams are available in additional languages other than English & French.  
ADVANCED exams & BASICS 3<sup>rd</sup> exams are available in French & English only.  
Please contact TrainCan for a complete list.

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 - Wallet Cards

Please note that wallet cards take 2 weeks to produce and are mailed to the address provided above.

## Section 5 - Certificates

Certificates are available at a cost of \$10.00 each. Certificates ordered at a later date will be charged at \$22.00 each.

Do you wish to have certificates printed for this group?

YES, please print certificates for me at a cost of \$10.00 per certificate.

NO, I do not wish to receive certificates

## 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  
1840 Clements Road, Suite 100  
Pickering, ON  
L1W 3Y2

Ph: 905-420-4222  
Toll free: 888-687-8796  
Fax: 905-420-8884

- ✓ Trainers are responsible for giving examinees scores and wallet cards.
- ✓ 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](http://www.TrainCan.com) for more detailed information.