

# ADVANCED.fst<sup>®</sup> Examination Request Form

This Master may be used to make copies for all your future classes



## 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

Exam booklets must be ordered two weeks prior to your examination date. Requests received with less than 14 days to the examination date will be charged a \$25 administrative fee in addition to shipping costs; you must provide a credit card number with these requests.

Name on credit card	Credit card number	Exp. Date
<input type="checkbox"/> FedEx <input type="checkbox"/> Purolator <input type="checkbox"/> Other	Account number _____	
Preferred service <input type="checkbox"/> Priority <input type="checkbox"/> Ground	<i>TRAINCAN reserves the right to send exam booklets by any service necessary despite identified preference.</i>	

Please indicate the quantity of exam booklets you need, for which edition and in which language.

Exams: _____ English	_____ French	ADVANCED.fst
Retests: _____ English	_____ French	Answer Sheets*: _____ (\$37.00 each) *required for retests or coursebooks without answer sheets.

## Section 4-Document Request Options

Please select your document option below:

- Wallet Card (no additional charge)
- Printed Certificate 8 1/2" X 11" (no additional charge)
- Both Wallet Card and Certificate (\$1.00 charge will apply per individual)

- Please fax your request to **416-646-0877**, 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](http://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, 23 Lesmill Rd. Suite 103, Toronto, ON M3B 3P6