

# BASICS.fst<sup>®</sup> Instructor Application Form

This application must be completed by all applicants who wish to be registered as an instructor of the BASICS.fst<sup>®</sup> food safety training program and will be kept on file permanently by TRAINCAN, Inc. Please type or print the information requested below. Sign the completed application and return it with the required documentation to TRAINCAN, Inc., Course Administration Dept., 23 Lesmill Rd. Suite 103, Toronto, ON M3B 3P6, or fax it to (416) 646-0877.

Name

Title

Company

Mailing Address

City

Province

Postal Code

Telephone

Fax

Email

## Applicants must meet the following minimum requirements:

- I have taken the ADVANCEDfst<sup>®</sup> certification course within the past five years and received a score of 90% or above. My ADVANCEDfst<sup>®</sup> certification # is : \_\_\_\_\_. Date: \_\_\_\_\_.

AND .....

**You must meet at least one of the following requirements and provide documentation. Please check all applicable boxes.**

- I have taken the TrainCan<sup>®</sup> Train-the-Trainer seminar. Date: \_\_\_\_\_.
- I am a Registered Dietitian or Nutritionist or equivalent.
- I am a Public Health Inspector. Name of Health Unit: \_\_\_\_\_.
- I have an extensive food safety and training background subject to approval by TRAINCAN, Inc. (*please submit detailed documentation*)

## ALL APPLICANTS: We require the following documentation to process your enrollment:

- 1) A current job description, business card, resumé, TrainCan Train-the-Trainer certificate or equivalent proof of training experience.
- 2) A letter on organization letterhead from your employer verifying your employment
- 3) Signed *Mutual Nondisclosure and Confidentiality Agreement*

## Trainers must hold a current ADVANCEDfst<sup>®</sup> certificate at all times.

By the signature on my application to be a BASICS.fst<sup>®</sup> Instructor, I acknowledge that I meet the requirements checked. By the same, I acknowledge that I have read, understood and agree to abide by TRAINCAN, Inc. guidelines stated in the *TrainCan Joint Examination Protocol*. I also understand that my courses may be audited at any time and that TRAINCAN, Inc. has a right to investigate any allegation of violation of the guidelines. Furthermore, TRAINCAN, Inc. reserves the right to revoke my instructor privileges at will. I also understand my listing in the BASICS.fst<sup>®</sup> *Instructor Registry* does not designate me as a "Certified" Instructor and I will not portray my enrollment as such.

**Unsigned forms and/or those without documentation will not be processed.**

SIGNATURE

DATE



### OFFICE USE ONLY:

SIGNATURE IS VERIFICATION THAT ALL DOCUMENTATION HAS BEEN RECEIVED.

\_\_\_\_\_ DATE \_\_\_\_\_ INSTRUCTOR ID \_\_\_\_\_ REVISED 02/24/06