BASICS.*fst*® Examination Request Form

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

Orders for examinations should be received at least 2 weeks before the examination date.

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

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

Exams*: _____ English (2nd ed.) _____ English (3rd ed.) _____ French _____ AB _____ BC

Retest*: _____ English (2nd ed.) _____ English (3rd ed.) _____ French _____ AB _____ BC

*You must ensure you have scantrons for all students. Scantrons may be ordered below at a cost of $20.00 each. Scantrons are non-returnable and non-refundable. Any exam or retest completed without a scantron will be subject to a $45 charge for hand marking.

BASICS.*fst*® Scantrons: Please send _____ with my examination order.
quantity

Please provide credit card information for scantron order:

Name on credit card | Credit Card Number | Exp. Date

Section 4 - Document Request Options

Please note that wallet cards take 2 weeks to produce. All students will receive both documents. If you do not wish to receive both documents please indicate which **you would like to receive** below. Document orders will apply to the entire class – not individual students.

□ Wallet Card □ Printed Certificate 8 ½" X 11"

AFTER THE EXAMS HAVE BEEN COMPLETED

Mail **ALL** the exams, **(used & unused)** and completed answer sheets **by traceable delivery** to:

Course Administration, TRAINCAN, Inc., 103-23 Lesmill Rd, Toronto, ON M3B 3P6

- Please fax your request to **416-646-0877**, then *immediately* call 1-**888-687-8796 or 416-447-9588, ext. 233** to confirm receipt.
- 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 state 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.

TRAINCAN Use Only

Verified By: _____ Date: _____ Revised 1/5/11