

BASICS.fst[®] 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, assc. 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

Mailing Address and/or Person for Certificates

Name	
Address (no P.O. boxes)	
City, Province, Postal Code	
Phone number	Fax number
E-mail address	

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 an examination date will be charged a \$25 late 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 questionnaires you need and in which language and / or version.

Exams: _____ English	_____ French	_____ BC	Answer Sheets*: _____	Answer Sheets are billable and non-refundable (\$20.00 each)
Retest: _____ English	_____ French	_____ BC	_____ without answer sheets.	

Section 4- Document Request Options	Please select your document option below:
<input type="checkbox"/> Wallet Card (no additional charge) Please note wallet cards will be sent 2 weeks after you receive your marks	
<input type="checkbox"/> Printed Certificate 8 1/2" X 11" (no additional charge)	
<input type="checkbox"/> Both Wallet Card and Certificate (\$1.00 charge will apply per individual)	

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. 275**, 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 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.