

TrainCan Paper Exam Request Form



- Please email this form to orderdesk@traincan.com OR submit it at www.shoptraincan.com
- All students must have scantrons for the exam
- Scantrons can be purchased at www.shoptraincan.com while submitting the exam request
- Orders must be submitted a minimum of 2 weeks prior to the exam date
- Exams received within 2 weeks of the exam date are subject to a rush fee

Section 1 – Exam Information

DATE REQUEST SENT TO TRAINCAN	EXAM DATE	LOCATION (City, province)
SPONSOR, COMPANY OR SCHOOL	TRAINER/PROCTOR NAME	TRAINER/PROCTOR ID NUMBER
ONLINE OR INCLASS STUDY? ONLINE INCLASS	PHONE NUMBER	EMAIL ADDRESS
	NUMBER OF TRAINING SESSIONS	HOURS PER SESSION

Section 2 – Exam Type

Exam Type (BASICS.fst or ADVANCED.fst)	Exam Language	Quantity (Number of Exams Needed)	If any of the exams needed are retests, please provide the quantity above.
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Section 3 – Mailing Address and Contact for Exams

Contact Name	Phone Number	Email
Address (street, city, province, postal code)		

AFTER THE EXAMS HAVE BEEN COMPLETED

All exam questionnaire booklets (used and unused) and scantrons must be delivered to a courier service (signature required) for return to TrainCan within 24 hours of exam completion.

Digital QR Certificates and Wallet Cards will be available to students starting the same day you receive your exam results. Please have students follow the instructions provided to you to access their Digital Certificate and Wallet Card.

TrainCan, Inc
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Pickering, ON L1W 3V5
905-420-4222 | 888-687-8796
info@traincan.com | www.traincan.com

Additional Information

- Trainers are responsible for giving examinees scores and providing test-takers the steps for retrieving their certificate/wallet card.
- 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 contact us at info@traincan.com with any questions.
- Damaged scantrons that result in hand-marking are subject to an additional charge