

# Langara College

## Animal Control Basic Training Short Certificate Program

**PROGRAM DATES:** January 29, 2024 to March 15, 2024

### NON-ENFORCEMENT OFFICER request for enrolment (Form B)

Use this form if you are **not currently working** as a Bylaw Officer, Animal Control Officer, or other regulatory official, and are taking this program for personal or career development (please review prerequisites required in the checklist below). Working officers should complete Request for Enrolment (Form A).

#### IMPORTANT DATES

**Program Fee:** \$1,543  
 (With 10% early bird discount,  
 \$1,388.70)

**Application Deadline:**  
 January 3, 2024

**Program Dates:**  
 January 29, 2024 to March 15,  
 2024 (*Self-directed and  
 scheduled Zoom timetable TBD*)

**Early Bird (10% Discount)  
 Application Deadline:**  
 December 15, 2023

**Notification of acceptance status:**  
 On or before January 9, 2024  
 (lottery - 3 spots)

#### 1. APPLICANT PERSONAL INFORMATION

Last Name (legal)	First Name (legal)	Preferred First Name (if different than legal)
Home Address (include City)		Postal Code
Home Phone	Cell Phone	Work Phone
Email address		Date of Birth (YEAR-MM-DD)

#### 2. REQUIRED PREREQUISITE/DOCUMENT CHECKLIST FOR NON ENFORCEMENT APPLICANTS

You may submit this form before all requirements are complete, however specific dates of when the remainder will follow is required.

- Langara CS Application Fee (see payment directions on the back of this document) Confirmation No.: \_\_\_\_\_
- Registered in/or Completed Langara CS "Introduction to Animal Control Course" ACBT1050. Completion Date \_\_\_\_\_
- Supporting letters/documents, and contact information to confirm a minimum of two ride-alongs (or equivalent – see website) with an Animal Control Officer and/or a SPCA officer, within the last six months,
- Copy of current resume, including contact information for at least two references
- High school transcript showing Grade 12 English (or equivalent documentation),
- Transcript / certificate reflecting successful completion of JIBC Bylaw Level 1 or equivalent. Completion Date \_\_\_\_\_
- Professional reference letter.** Provide a reference from someone who has known you for at least 5 years, and is not a family member. For consistency, a professional is considered to be anyone who has a BA or equivalent university or college degree, or working in a professional management role for 3 or more years. The reference must outline the context of the relationship and must be able to attest to your characteristics of perseverance and ability to deal with stressful situations.
- Written response to:** Explain why you are a good fit for becoming an Animal Control Officer, including both why and how you came to decide to study this field of training, and other relevant animal related experience (prepare in Word document, 1.5 line spacing, 12pt font, with your name and contact information at the top).

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### 3.

#### APPLICATION FEE: \$40.00 (non-refundable)

Payable now by:

- A cheque or money order in Canadian Funds, made payable to “Langara College Continuing Studies” or
- Credit card payment via fee portal. See details below on accessing the secure payment fee portal.

#### PROGRAM FEE: \$1,543 (2024 program is entirely online)

Details of program fee payments to be requested once accepted into the program.

10% Early bird discount available for completed applications received on or before December 15, 2023 (payable: \$1,388.70)

### 4. ADDITIONAL INFORMATION FOR NON ENFORCEMENT OFFICIALS

Applications and supporting documents, must be received no later than January 3, 2024. A review of all non-enforcement applications will be conducted between January 4 and 8, 2024. Successful applicants will be entered into a draw and be notified no later than January 9, 2024 if they have been accepted into the program (and will have 3 business days to accept or decline their seat before moving to the next applicants).

Seats for Non-Enforcement Officers are limited to three per intake.

### 5. APPLICATION PROCESS

- **APPLICATION FEE:** Visit [www.feeportal.langara.ca](http://www.feeportal.langara.ca) to complete and submit your *Application for Admission* form along with your \$40 application fee payment. Payment may also be made in person at the Continuing Studies office main campus. Cash payment not accepted.
- Complete and submit this *Enrolment Request* form to [acotraining@langara.ca](mailto:acotraining@langara.ca). All sections of this form are **MANDATORY**. Where not applicable please indicate N/A (or date when they will be sent).
- **PLEASE PRINT CLEARLY** - Parchments will be printed with the full name as it appears on this application.
- Once accepted, all Program Fees are due immediately to secure your spot.
- If you have a sponsoring employer or service agent, you may request to be invoiced. Please email [acotraining@langara.ca](mailto:acotraining@langara.ca) with your request for the required documents.

### 6. APPLICATION SUBMISSION:

Submit your completed enrolment request to:

**MAIL**

Animal Control Basic Training  
Langara College CS  
100 W. 49<sup>th</sup> Ave,  
Vancouver V5Y 2Z6

**FAX:**

604.323.5899  
Attn: ACO TRAINING

**EMAIL:**

[acotraining@langara.ca](mailto:acotraining@langara.ca)

*note: application fee payments to be made in person, or at [www.feeportal.langara.ca](http://www.feeportal.langara.ca)*

### Learn more.

Brennen Smith | Program Coordinator, Continuing Studies  
[acotraining@langara.ca](mailto:acotraining@langara.ca) | [www.langara.ca/pets](http://www.langara.ca/pets)

**Langara.**

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