

Supplemental Information

Animal Control Basic Training Certificate Program

PROGRAM DATES: APRIL 27-MAY 2, 2020

Link to online registration form and application fee payment:

<https://langara.ca/departments/registrar-and-enrolment-services/student-forms/domestic-application.pdf>

Please attach a PDF of this SUPPLEMENTAL INFORMATION to your application in the link above, or email this form to: kramdsen@langara.ca noting your APPLICATION FEE CONFIRMATION NUMBER: _____

1. APPLICANT PERSONAL INFORMATION		
Name: Last	First Name	Date of Birth (YEAR-MM-DD)
Home Phone	Cell Phone	Work Phone
Preferred Email		Date
2. PROGRAM FEE PAYMENT - \$1,471 (Early bird discount available).		
<p>Fees: \$1,323.90 if payment request received on or before February 15, 2020. After this date the charge will be \$1,471.00. <i>Once your application and documents are received, our staff will review your submission and contact you via email to inform you of your acceptance status, and to provide you with details regarding payment processing.</i></p> <p>Please select preferred payment option</p> <p><input type="checkbox"/> A cheque or money order in Canadian Funds, made payable to “Langara College Continuing Studies”</p> <p><input type="checkbox"/> Credit card payment: If you choose this option, you will be sent information regarding payment process</p> <p><input type="checkbox"/> Employer invoice at the address shown below (or email kramdsen@langara.ca with alternate billing information)</p>		
3. ADDITIONAL APPLICANT INFORMATION		
<p><input type="checkbox"/> I am currently employed as a Bylaw Officer, Animal Control Officer, or other regulatory official (please fill out employer authorization information located below.) You do not need to complete item #5</p> <p><input type="checkbox"/> I am not currently an officer (as per statement above) and am taking this program for personal or career development (please submit prerequisite documentation as outlined on the next page. You do not need to complete #4 below.</p> <p>Note: Program may fill in advance of application deadline. You are encouraged to complete your application as early as possible. Seats are assigned on a first-come, first-served basis to applicants who meet the enforcement officer criteria and who have made program payment. Please direct any inquiries and questions about the program to our Program Coordinator at kramdsen@langara.ca</p>		
4. EMPLOYER AUTHORIZATION/CONTACT INFORMATION		
<p>By signing below you certify that you approve this employee’s enrollment in the Langara CS Animal Control Basic Training Program. Invoice options are available. Please email kramdsen@langara.ca to inquire.</p>		
Applicant’s Current Employer:		Applicant’s Title:
Employer Address (include city and postal code):		Manager Name
Manager Signature	Manager Email	Manager Phone

See next page side

5. REQUIRED PREREQUISITE/DOCUMENT CHECKLIST FOR NON ENFORCEMENT OFFICIALS

Applications must be received no later than March 15, 2020. A review of all non-enforcement applications will be conducted between March 15 and March 22, 2020. Seats are limited to 3/intake. Qualified applicants will be entered into a draw and be notified no later than 3/25/20. Do not include your program fees until approved.

- Registered in/or completed Langara CS "Intro to Animal Control Course" ACBT1050. Completion Date: _____
- Supporting letters/documents, and contact information to confirm a minimum of two ride-alongs (or equivalent) 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 passing 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. 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.
- 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).

6. ACCEPTANCE CRITERIA

This program is open to those who are 19 years of age and:

- Are currently working in the enforcement field OR
- Have worked as a bylaw or animal control officer in the last 5 years OR
- Wish to enter the Animal Control field and have met the required prerequisites. Space is limited at 3 spots/intake.

To apply for the Animal Control Training program, please follow this process:

- i. Download and complete the Continuing Studies (CS) application form for [Domestic students](#) (or the [International students](#) if applicable). Certificates will be printed, as the name appears on this application.
 - If applying with employer approval, your academic record is not required.
- ii. Submit your completed CS application (from item 1). The \$40 application fee will be processed through the [Fee payment portal](#) as noted on this application form.
- iii. Submit your completed Animal Control supplemental information form (this document) that indicates your completed prerequisite checklist or employer approval, and your preferred payment option for program fees. This form may be attached as a PDF to the CS Application form noted in item 2 above, and submitted through the Fee Payment Portal. Alternatively, this document only may be emailed directly to kramsdn@langara.ca
 - If applying as a non-officer, please also include Proof of English language proficiency (details here).

NOTE: Documents may also be submitted in person to:

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

7. IMPORTANT DATES

Early Bird Discount (10%)

Deadline:

February 15, 2020

Application Deadline:

March 20, 2020

(or until program is full)

Program Dates:

April 27-May 2, 2020

Exam Date:

May 2, 2020*

**exam may be proctored off-site with prior approval*

Learn more.

Karen Ramsden | Program Coordinator, Langara CS

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kramsdn@langara.ca | www.langara.ca/pets

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