

Langara College

Animal Control Basic Training Certificate Program

APPLICATION FORM

PROGRAM DATES: APRIL 29-MAY 3, 2019

1. APPLICANT PERSONAL INFORMATION		
Name: Last	First Name	Date of Birth (YEAR-MM-DD)
Home Address (include city and postal code)		Home Phone
Preferred Email	Cell Phone	Work Phone
2. APPLICATION FEE PAYMENT - \$40.00 (non-refundable)		
<input type="checkbox"/> A cheque or money order in Canadian Funds, made payable to "Langara College Continuing Studies" or <input type="checkbox"/> Credit card payment (please provide name on credit card information below):		
<input type="checkbox"/> Visa Number:	<input type="checkbox"/> MasterCard Number:	Expiry Date:
Authorized credit card signature:	Name on Credit Card:	Phone number of card holder:
3. PROGRAM FEE PAYMENT - \$1,471 (Early bird discount available).		
Please select payment option: <input type="checkbox"/> A cheque or money order in Canadian Funds, made payable to "Langara College Continuing Studies" <input type="checkbox"/> Credit card payment: \$1,323.90 if payment request received on or before February 15, 2019. After this date the charge will be \$1,471.00. If a card, different from above, should be charged for this portion, please provide this information. <input type="checkbox"/> Employer invoice at the address shown below (or email kramsdn@langara.ca with alternate billing information)		
4. ADDITIONAL APPLICANT INFORMATION		
<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 #7 <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 #5 below.		
5. EMPLOYER AUTHORIZATION/CONTACT INFORMATION		
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 kramsdn@langara.ca to inquire.		
Applicant's Current Employer:	Applicant's Title:	
Employer Address (include city and postal code):	Manager Name	
Manager Signature	Manager Email	Manager Phone
6. APPLICANT ACKNOWLEDGEMENT		
By signing below you certify that all statements on this application and attachments are accurate and that you approve this employee being enrolled in the Langara CS Animal Control Basic Training Program		
Applicant's Signature	Date:	

7. REQUIRED PREREQUISITE/DOCUMENT CHECKLIST FOR NON ENFORCEMENT OFFICIALS

Applications must be received no later than March 15, 2019. A review of all non-enforcement applications will be conducted between March 15 and March 22, 2019. Successful applicants will be entered into a draw and be notified no later than 3/25/19 if they have been accepted into the program. Seats are limited to 3/intake.

- Registered in/or Completed Langara CS "Introduction to Animal Control Course" ACBT1050.
Date of Completion: _____
- 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, and high school transcript showing Grade 12 English (or equivalent documentation)
- Transcript / certificate reflecting successful completion of JIBC Bylaw Level 1 or equivalent. Date of Completion _____
- 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).

8. APPLICATION PROCESS

- Only complete applications will be processed.
- Review "Application Instructions" included with this application form or on the website www.langara.ca/pets
- All sections of this application are **MANDATORY**. Where not applicable please indicate **N/A**.
- **PLEASE PRINT CLEARLY** - Certificates will be printed, as the name appears on this application.
- Note: Program may fill in advance of application deadline. You are encouraged to complete your application as early as possible. Seats are limited and are assigned on a qualified, first-come-first-served basis.
- If you are being sent by your employer you may request to be invoiced. Please email kramsdn@langara.ca with completed application and request for invoicing.

9. Submit your completed application, documentation, application fee and program fees (if applicable) to:

MAIL OR IN PERSON

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

FAX*:

604.323.5899

EMAIL*:

kramsdn@langara.ca

*Fees may be paid by Visa or MasterCard.
Note: Original application form must follow by mail.

10. IMPORTANT DATES

Early Bird Discount (10%)

Deadline:

February 15, 2019

Application Deadline:

March 20, 2019

(or until program is full)

Program Dates:

April 29-May 3, 2019

Exam Date:

May 4, 2019*

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

Learn more.

Karen Ramsden | Program Coordinator, Langara CS
T 604-323-5926 | F 604-323-5899 | kramsdn@langara.ca | www.langara.ca/pets