



Kingston Regional Training Center Application Form

500 O'Connor Drive
Kingston ON K7P 1N3
Tel: 613-548-4001 ext 5210
Fax: 613-384-8100
mjones@cityofkingston.ca
www.cityofkingston.ca

PART I – APPLICANT / COURSE INFORMATION

			Male	Career
			Female	Volunteer
Surname	First Name	Middle Initial		

Enter course name, Course date(s) and course number in the boxes below:

Course Name	Course Date	Course Number
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PART 2 – FIRE CHIEF OR DESIGNATE INFORMATION

Fire Department or Organization Fax #:

Contact Telephone #: Ext. Email:

By signing below, you agree to the following:

1. All documentation related to prerequisites for this course resides at the department and will be provided to the OFC if requested for audit purposes.
2. The student-learner registering for training is capable of performing all the physical and mental duties expected of a firefighter in this department.
3. The student-learner will abide by the Kingston Fire and Rescue / City of Kingston policies, such as the Workplace Violence and Harassment and Code of Conduct, and other applicable legislation in Ontario.
4. Fire departments will be charged a course registration fee per day for each student-learner accepted into the course. The registration fee is not charged for cancellations received a minimum of 45 days prior to the course date. Fire departments will be sent an invoice from the City of Kingston.
5. Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner attending this course by the Ontario Fire College. The registration fee is not charged for cancellations received a minimum of 45 days prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Name of Fire Chief / Manager or Designate

Signature of Fire Chief / Manager or Designate