



Ontario Recreational Canoeing and Kayaking Association

Basic Canoeing Instructor Course - Accreditation -

ORGANISATION'S NAME AND ADDRESS FOR SHIPPING		MEMBERSHIP NO.
CONTACT'S NAME	WILL THE COURSE BE AVAILABLE TO THE PUBLIC?	

WHAT IS THE REASON FOR THE BASIC CANOEING INSTRUCTOR COURSE?			
COURSE DATES	COURSE LOCATION	DIRECTOR'S NAME	DIRECTOR'S CERTIFICATION
WHO ELSE IS INSTRUCTING ON THE COURSE?		WHO WILL TEST THE PADDLING SKILLS OF THE PARTICIPANTS?	

Three weeks notice is required to produce and mail the materials required for the course staff and participants. If fewer than three weeks notice is given, an additional administrative fee will be applied as described: less than three, but more than two weeks' notice - **\$25**; less than two, but more than one week's notice - **\$50**; less than one week's notice - **\$75**.

CALCULATION OF COURSE FEE	
NUMBER OF PARTICIPANTS () X FEE/PARTICIPANT (\$85.00)	
PLUS 5 % GST (GST # IS 12613682)	
PLUS 8 % PST	
PLUS SHIPPING AND HANDLING (MIN OF \$10.00)	
TOTAL COURSE FEE PAYABLE TO ORCKA (TOTAL OF THE ABOVE FOUR LINES)	

If you have a complete course itinerary/schedule, please enclose it with this form; otherwise, give a brief account of the course itinerary/schedule on the back of this form. You must include the number of days, the hours each day and the topics to be covered each day. You will also send a detailed course itinerary/schedule to the office as part of the post-course report.

Revised in January of 2009 and is effective in 2009

METHOD OF PAYMENT		
CHEQUE	VISA	MASTER CARD
CARD NUMBER		
EXPIRY DATE		
NAME ON CARD		

OFFICE USE ONLY
Date "Accreditation" form received:
Date materials forwarded:
Amount of payment enclosed:
Is the Organisational Member current?
Are the Director and Instructors current and qualified?