



# Flatwater Kayaking Instructor Course - Accreditation -

Ontario Recreational Canoeing and Kayaking Association

ORGANISATION'S NAME		MEMBERSHIP NO.
COMPLETE MAILING ADDRESS		POSTAL CODE
CONTACT'S NAME	CONTACT'S E-MAIL ADDRESS	
WHAT IS THE REASON FOR THE FLATWATER KAYAKING INSTRUCTOR COURSE?		COURSE AVAILABLE TO PUBLIC?
COURSE DATES	COURSE LOCATION	DIRECTOR'S NAME
NAME OF DIRECTOR & EACH INSTRUCTOR *		CERTIFICATION OF DIRECTOR & EACH INSTRUCTOR

\* Please do not enter the name(s) of unqualified "instructors".

**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.

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

**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**.

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

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