



Kayaking Instructor 1 and 2 Courses - Accreditation -

Ontario Recreational Canoeing and Kayaking Association

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

** 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 must 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 PROGRAM FEE/PARTICIPANT (\$85.00)	
PLUS 5% GST (GST #: 12613682)	
PLUS 8% PST.....	
PLUS SHIPPING AND HANDLING (MIN. 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?