\All these documents need to be submitted to the Training Department **NO LATER THAN TUESDAY NOVEMBER 27, 2018.**

**Important Dates:**

**a. 12 Jan 19 – Flying Scholarship exams are written;**

**b. 14 Jan 19 – National Course Interview schedules are released;**

**c. 26 Jan 19 – National Course Interviews – All courses**

1. International Air Exchange

2. Power Pilot Scholarship

3. Glider Pilot Scholarship

4. Advance Aviation Technology – Airport Operations

5. Advance Aviation Technology – Aircraft Maintenance

6. Advanced Aerospace

Below is a chart with all the required documents for the course you want to apply for. Check off each box as you complete it.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| Report Card & Timetable |  |  |  |  |  |  |
| Narrative Signed & Dated |  |  |  |  |  |  |
| Height & Weight Form |  |  |  |  |  |  |
| Copy of proof of Birth and Nationality |  |  |  |  |  |  |
| Passport Photo | **3 PHOTOS** |  |  |  |  |  |
| Copy of TC Cat 3 Medical Certificate |  |  |  |  |  |  |
| IACE information form x3 |  |  |  |  |  |  |
| Height, Waistband, Shoe Size |  |  |  |  |  |  |

**Document Details**

**Final Report Card and Timetable:** A report listing the courses and levels of achievement during the semester or at the end of the school year. This report issued in June 2018.

Each candidate must submit a school report card issued in June 2018 with his or her application.

Each candidate is also requested to include a copy of his or her current school timetable of the courses studied as of October 15th, 2018.

**Home-Schooled Candidates:** It is the right of every parent to provide an education to his or her child, through a process called “Home Schooling”. Cadets that are home-schooled are eligible to apply for all courses, but will undergo a different process in order for Selection Board to arrive at a score for their educational assessment.First-time home-schooled course applicants will be invited to and must attend an in-person Home Schooled interview – date and location to be determined based on the applications received. The cadet will have a separate interview for the National Course(s). During the for home school interview, Cadets will be given the opportunity to show what they are studying, including samples of work, essays, assignments, projects, textbook lists, course outlines, etc. Cadets are encouraged, therefore, to bring any documentation relating to their home- schooled program, along with samples of their work.Through this interview process, the home-schooled Cadet will be given an education score that will be included in his or her Merit List score, in the same manner as for Cadets attending, Public, Catholic or private schools.

**Narrative:** Each cadet candidate is required to write a narrative that deals with the following three (3) subjects:

a) The accomplishments of the cadet, e.g. medals, trophies, team sport trophies, Squadron Commanding Officer commendations, etc., over the cadet’s career to date;

b) The understanding the cadet has of the course content, the value of the course to her/him and to the Squadron and explaining why it is important for the cadet to take the course; and;

c) The extra-curricular activities of the cadet with emphasis on those activities that might relate to the training and qualifications provided by the course for whichthe cadet is applying.

**Narrative Specifics and Limitations:** To encourage cadets to plan their narratives carefully and to be concise, the following limitations and specifics must be observed:

1. The narrative must be on one page only (U.S. letter size, 21.6 cm x 27.9 cm);

2. The narrative should be typed. Hand written narratives, on one page only, will be accepted, but must be accompanied by a reason the narrative could not be typed;

3. The body of the text should be in an 11 or 12 point business-type font, single spaced;

4. The cadet can choose the format of the narrative. No non-textual characters or images shall be used;

5. The maximum number of words is 600;

6. The paper used must be plain, white;

7. The cadet’s rank, given name, surname and Squadron must be at the top of the page;

8. The cadet must sign the narrative at the bottom of the page. This signature will attest that the narrative was composed entirely by the cadet applying for the national course.

***Cadets applying for more than one (1) national course must submit a narrative for each course.***

**Height and Weight Form:** Applicants for the PPS and GPS must submit the Height and Weight form located in CATO 54-26 Annex B (GPS) and CATO 54-27 Annex B (PPS). The form will be distributed by the training staff to applicants.

**Copy of Proof of Birth and Nationality** (required for IACE, PPS and GPS). This can be one of

the following:

1. Birth Certificate;

2. Passport;

3. Canadian Citizenship card;

4 Landed Immigrant status card; or

5. Permanent Resident card;

**Passport Photos (For IACE Only):** Colour passport photo(s), stamped, but not signed – 3 for (Please attach photos directly to the IACE info forms).

**TC Medical Certificate:** If you have a Medical Certificate, please submit a copy of it. If you do not have one, please book an appointment for no later than mid-March. A list of these physicians can be found at [**www.tc.gc.ca/eng/civilaviation/opssvs/cam-menu.htm**](http://www.tc.gc.ca/eng/civilaviation/opssvs/cam-menu.htm)

The Medical Certificate must be a **CLASS 3 or higher** and must be submitted no later than 1 Jun 18.

**IACE Information Form:** The form must be filled out in triplicate (three copies) with a passport photo glued in the appropriate box. The form will be handed out by the training staff to the applicant.