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Regional Cadet Support Unit (Northwest)

Brandon Cadet Training Centre

Joining Instructions for Course and Staff Cadets

Issued on the Authority of the Commanding Officer

OPI: J35 Operations & Plans

2022-06-15

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PURPOSE

1. The purpose of these joining instructions is to provide course cadets, staff cadets, and their parents with the necessary information for course participation. It is important to read this document in full as it contains important information about the cadet's participation at the Brandon Cadet Training Centre (Brandon CTC)

COURSE DETAIL

2. The Brandon CTC is located in the city of Brandon, Manitoba. Brandon is located 210 km west of Winnipeg, Manitoba. Brandon CTC hosts and supports the following courses:

- a. Glider Pilot Training Course (GPTC) – Training 30 cadets over one intake on location; and
- b. Power Pilot Training Course (PPTC). – Brandon CTC provides support and oversight to the 5 detached training locations for PPTC. **Additional information regarding the Power Pilot Course can be found in [Annex A](#).**

3. Cadets who arrive in Brandon for the GPTC outside of the weight and height limits for a glider will be returned to unit in accordance with CATO 54-26. The limitations are as follows:

	Height	Weight
Minimum	5 ft 0 in (152.4 cm) in socks	90 lbs (40.82 kg)
Maximum	6 ft 3 in (190.5 cm) in socks	200 lbs (90.72 kg)

PREPARATION

ESSENTIAL DOCUMENTS FOR GPTC

4. Cadets attending the GPTC are required to bring the following documentation to Brandon CTC. See [Canadian Aviation Regulations \(CAR\) 421.06](#) for complete information.

Document Requirement	Original (no copies)	Reason
Proof of Citizenship - Birth Certificate, Passport, Citizenship or Landed Immigrant Status	Passport, Birth certificate or other as indicated at link	Required for licence application
Proof of Age - See CAR 421.06 for complete information at:	Passport, Birth certificate or other as indicated at link	Required for licence application
Transport Canada Medical Certificate (Category 1 or 3)	Original	Required for licence application, required to begin training
Passport Photograph (1)	Original, stamped and dated by the company that took the photo, DO NOT SIGN THE BACK OF THE PHOTO	Required for licence application

5. Cadets attending the GPTC are required to pay fees for a Transport Canada licence application and written exam. It is preferred that these fees are paid in advance through the Transport Canada Online Payment System. Step-by-Step instructions to pay these fees online are provided in [Annex J](#).

PRE-DEPARTURE CHECKLIST

6. A pre-departure checklist is at [Annex B](#). Please review it and post it on your refrigerator as a reminder to help you prepare to send your cadet away to the Cadet Training Centre. Please ensure that your cadet has all the information in this checklist, as it will assist them with travel and having an enjoyable summer.

CLOTHING AND EQUIPMENT REQUIREMENTS

7. Cadets attending the GPTC will be issued with appropriate clothing for flying operations. Cadets on course do not wear flight suits; therefore there is no requirement for cadets to bring them to the Brandon CTC. All of the required flying manuals will be issued at the training centre.

8. Issued and civilian clothing and equipment requirements are detailed in the Joining Instructions Kit List found at [Annex C](#). All items should be clearly marked with the cadet's name and initials in permanent ink. Accouterments including; but not limited to, ceremonial white belts, white lanyards and white gloves are not required and must not be brought to the CTC.

9. Cadets MUST ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are no facilities for clothing exchange at the CTC. Any necessary clothing exchanges must be completed at the local corps/squadron.

10. With the exception of PT gear, there is no need for cadets to wear civilian clothing. However, the Brandon CTC CO may authorize wearing appropriate civilian clothing during off hours provided it is not defaced, cut, ripped, or has drawings, lettering, or other adornment on it that is offensive in nature. Civilian clothing may be permitted during non-training activities and relaxed periods. Appropriate PT gear is outlined in [Annex C](#).

11. Lockers/Personal Storage. Personal storage space within Brandon CTC accommodations tends to be limited. Cadets are thus discouraged from bringing any items not specifically described in the relevant Kit List. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Armed Forces accepts no responsibility for personal property. All personal items should be documented on a Record of Valuable Items found at [Annex D](#), which should accompany the cadet.

12. Course Clothing. Cadets may elect to purchase course specific clothing as a memento of their course. These items are offered for purchase at the individual's expense. The training bonus may be used to offset these costs.

TRANSPORTATION ARRANGEMENTS

13. RCSU Northwest Movements staff will arrange transportation to and from the CTC. Details will be made available in Fortress (the administration system of the Canadian Cadet Organizations) to Corps/Squadron's Commanding Officer and Zone Training Officer who will

provide cadets with the necessary instructions and/or documents. Parents/Guardians must ensure they understand the time & location for dropping off and picking up their cadets. Consult with Corps/Sqn CO if unsure. A contact list of Regional Movements Officers is to be carried by the cadet, and used if required while travelling. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU Northwest Movements Officer is:

- a. Toll Free: 1-855-761-3747; and
- b. for out of region personnel attending Brandon CTC, contact your applicable region movements staff.

14. Uniform while Travelling. When travelling to and from the CTC, cadets shall wear Service Dress C3E IAW [CJCR Dress Instructions](#) (C365 login required). Dress shirt and tie are to be packed in the cadet's luggage. The dress and deportment of all cadets shall be above reproach at all times. Cadets are NOT to wear ceremonial accoutrements while travelling, including but not limited to medals, kilts, white gloves, brass belts, white lanyards for air cadets etc.

15. All cadets must have a valid government issued identification card prior to their departure from home to the CTC. The name must be identical to the legal name submitted when they applied for a CTC. For air travel, as a minimum, cadets under age 16 must have either one piece of photo identification or two pieces of identification, one of which specifies gender, date of birth, and legal name. Documents such as a health card or birth certificate satisfy this requirement. Cadets aged 16 and over must have identification with photo. In both circumstances, a valid passport fulfills the requirements. School identification or Cadet Corps/squadron I.D. cards are not accepted. Cadets whose 16th birthday falls within their summer training period will be required to hold the higher level of documentation for their homeward journey.

16. Under the Government of Canada's Passenger Protect program, for all air travel, full legal names must be used. Cadets' names as registered with their home Cadet Corps/squadron MUST match the identification being carried.

17. Cadets and Staff Cadets travelling by air will have the cost of their first bag paid for. Additional baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. Baggage must be tagged with identification tags, displaying cadet's name, address, telephone number and Cadet Corps number, and must not exceed 50 lbs/22 kg;
- b. Garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. Do not carry breakables in your baggage as DND or the air carrier cannot guarantee they will arrive undamaged;
- d. Aerosols, liquids, gels are only permitted in carry-on luggage in limited amounts. In checked luggage the items together cannot exceed: 2L, or 2kg (75 fl. oz.);

- e. Due to increased security, items considered dangerous are not to be packed in carry-on luggage. These include items such as nail files, nail clippers, box cutters, scissors, sewing kits, etc;
 - f. A full list of permitted and none permitted items allowed on aircraft can be found at the [Canadian Air Transport Security Authority website](#); and
 - g. Carry-on luggage should be no larger than a school backpack.
18. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc.) it is the travelling individual's responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. The Movements Officer shall assist in locating the lost baggage.
19. Meals appropriate to the time of day are provided enroute if a cadet's travel extends over a meal period.
20. Cadets are not authorized to bring private motor vehicles of any type to CTC. Parents/guardians may transport cadets to and from the training centre if prior arrangements are made with the Movements Officer through the Squadron Commanding Officer or summer contact officer. Parents/Guardians are to complete the [Parental Pick Up/Parental Drop Off Form](#) and submit it to the Movements Officer to ensure all personnel are made aware of the request.

TRAVEL TIPS

21. Always make a checklist of everything in the cadet's checked baggage and carry-on. This will assist the cadet in filing a claim should it become lost. It will also assist the cadet in packing considerations for their next experience at a CTC.
22. The cadet must always have their travel orders and identification available and on their person, not packed in their luggage.

CADET CODE OF CONDUCT

23. In order to participate at a CTC, course cadets and staff cadets must complete and submit upon arrival at the CTC the code of conduct located in [Annex E](#) of the joining instructions and arrive with a signed copy of their offer of participation.

CEASE TRAINING CRITERIA

24. Cadets attending PPTC or GPTC, must be aware that there are Cease Training criteria that may result in the cadet being Returned To Unit (RTU) without the completion of a pilot licence. The criteria are:
- a. does not meet the required physical limitations as listed in para 3;
 - b. lack of aptitude, motivation and/or application;
 - c. misconduct;

- d. repeated air sickness;
- e. poor academic performance;
- f. for Glider Pilot Training Course candidates
 - (1) failure on the initial trial of the Transport Canada (TC) written examination. However, provided that academic performance leading up to the TC written examination has been acceptable, the student may be allowed to rewrite this examination, the expense of which is the responsibility of the student;
 - (2) failure on the rewrite of the TC written examination;
 - (3) failure to fly solo; or
 - (4) failure to pass the final flight test.
- g. for Power Pilot Training Course candidates:
 - (1) failure on the initial trial of the TC written examination. However, provided that academic performance leading up to the TC written examination has been acceptable, the student may be allowed to rewrite this examination, the expense of which is the responsibility of the student;
 - (2) failure on the rewrite of any of the four sections of the TC written examination;
 - (3) failure to fly solo after 14 hours of dual flying instruction. The Flight Training Unit (FTU) CFI may request from the OC Air Operations authorization for an additional 2 hours of dual instruction to a maximum of 16 hours dual instruction before the CT process is initiated; and
 - (4) failure to pass the final flight test. However, provided that student is eligible, the FTU CFI may allow a repeat to a final flight test item.

MEDICAL AND DENTAL CARE

25. Medical Services. Both Brandon CTC and deployed PPTC locations will use civilian medical facilities located within the metropolitan area where they are located. Cadets must ensure to bring with them their Provincial Medical Card.

26. Dental Services. Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

27. Further details on prescription medication, over the counter medication, eyeglasses, and making a claim can be found at [Annex F](#).

28. Immunizations. All cadets must be current, to their applicable age, with immunizations in accordance with provincial standards, in addition to the meningococcal immunization. Immunizations will not be provided by Canadian Forces Health Services. Cadets may be

excluded from training during certain disease outbreaks, if the cadet is not immunized against communicable diseases.

ACCOMMODATION PLAN REQUIREMENTS

29. RCSU Northwest is committed to attempting to resolve requests for accommodations including, but not limited to, gender related requests, except where accommodation would constitute “undue hardship”. Common requests in the CCO are for religious, gender, and medical (mental, physical disability, etc.) accommodations.

30. Requests for food related preferences, intolerances, and/or allergies cannot be accommodated. Requests for food related requirements based on religious reasons must be indicated to RCSU Northwest via email as described below.

31. Until such time as Fortress is able to provide functionality in advising of accommodation plan requirements, RCSU Northwest will implement a regional work process as follows:

- a. cadet corps shall handle requests for accommodations for the local program internally, except in the case of not accommodating based on “undue hardship”, which should only be determined in consultation with their Zone Trg O; and
- b. requests for accommodations for all other activities including Brandon CTC should be made with as much notice as practicable to NorthwestPlans@forces.gc.ca. If the specifics of the request cannot be emailed, please use email to request follow-up with RCSU Northwest staff by phone.

TRAINING CENTRE ROUTINES

IN-CLEARANCE

32. All cadets are processed through an in-routine upon arrival and will be required to provide the following:

- a. name;
- b. course attending;
- c. health card (confirmation cadets have it in their possession);
- d. eyeglasses and other prescriptions (if applicable);
- e. all required paperwork outlined in the checklist ([Annex B](#));
- f. any travel documents/tickets;
- g. original Transport Canada Medical Certificate (PPTC and GPTC only);
- h. passport photo with stamp, date, and address of studio (PPTC and GPTC only); and

- i. original Birth Certificate, Passport, Citizenship or Landed Immigrant Status documentation (PPTC and GPTC only).

33. Personal luggage will be subject to inspection upon arrival to ensure that no unsafe or prohibited items are brought into the training centre.

TRAINING CENTRE SERVICES AND INFRASTRUCTURE

34. Cadet Banking. A banking system will be in place for cadet use. Cadets are encouraged to limit their spending money on hand, and bank the remainder as a safeguard against loss or theft. The training centre provides an on-site banking service. Cadets are encouraged to deposit any large amounts of money they bring with them upon arrival to the training centre. They may withdraw their money as required throughout the summer. Bank accounts are reconciled and the cadet is issued a cheque for the remaining balance upon their departure from the Brandon CTC.

35. There are ATMs (Automated Teller Machines) located within the Training Centre and within the local area.

36. Canteen. A limited canteen, located on-site through Brandon University Accommodation Services is available to GPTC cadets attending Brandon CTC. There are also vending machines on site that have various light refreshments, including soft drinks, chocolate bars and other snack food items. Trips to local stores will be made available to cadets to allow them to purchase items needed at CTC.

37. Haircuts. Cadets will have access to hair cutting services on the CTC. Payment will be cash.

38. Barracks. Depending on location, the barracks and personal storage space will vary.

- a. Brandon CTC. Cadet accommodations are multi-occupant, gender-specific, and access-restricted. Sleeping equipment consists generally of single beds, with two occupants per room. All bedding (sheets, blankets, pillows) is provided, each room is lockable and has open closets.
- b. PPTC locations. Cadet accommodations are multi-occupant, gender-specific, and access-restricted. Sleeping equipment consists generally of bunk beds, or single beds and may have steel lockers, barrack boxes, or lockable closets available for personal storage. Cadets are expected to bring their own padlocks

39. Meals. Meals are served to cadets in a cafeteria style mess-hall environment three times daily. CAF facilities do not offer allergen-free foods or food preparation conditions and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, and shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.

40. Postal Services. Postage deliveries and pickups occur daily at CTC. Cadets desiring to mail letters should bring a supply of postage stamps.. Anyone wishing to send mail to a cadet or to a Training Centre headquarters should refer to the address in paragraph 61.

41. Laundry. Full service laundry services are provided to all cadets and staff cadets while they attend training at the Brandon CTC. Cadets are not required to bring laundry detergent or other items to the training centre.

42. Worship Services and Spiritual Guidance. Not all the CTCs have chapels or religious facilities. Where onsite facilities do not exist, arrangements may be made for cadets who wish to attend religious services at local places of worship upon request and if the CTC is able to accommodate. CTC Chaplains will be available for counselling or spiritual guidance if requested. Time will be allocated for personal reflection in a private setting if requested..

TRAINING ALLOCATION

43. Course cadets qualify for a training allocation of \$10.00 per day starting on the first day of training, to a maximum of \$60.00 per week for all courses IAW [CATO 17-32](#). The training allocation is paid in installments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim instalments are deposited into the cadet's account (detailed above) and the final installment is paid by cheque.

44. Staff cadets will receive payment on the 15th and 30th of each month via direct deposit.

PERSONAL APPEARANCE

45. The standards of personal dress, appearance, and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating at a Training Centre. Personal appearance will adhere to the regulations contained within [CJCR Dress Instructions](#) (C365 login required).

VISITS, LEAVE AND PASSES

46. Cadets attending the Training Centre are considered undergoing training. Parents are reminded that training occurs seven days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day. Due to the unique requirements of the GPTC the cadet training day may be extended until 2100 hrs if required.

47. Cadets require parental consent to depart the CTC. The cadet must be accompanied by a responsible individual, authorized by the parent/guardian and normally identified in Fortress. The names of these individuals can be communicated to Corps/Sqn staff for input in Fortress. Questions on authorized adults stored in Fortress can be directed to your Administration Officer. In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

48. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail, fax, or scanned and emailed.

49. Leave periods vary according to the training requirements on each course and parents should consult with the CTC Staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.

50. Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town. Staff Cadets are to bring with them the [Parental Consent Form – Staff Cadet Unsupervised Day Trips](#) indicating if their parent/guardian authorizes unsupervised day trips. The form can be found at [Annex G](#).

SMOKING, ALCOHOL, AND DRUGS

51. Smoking. All Cadet Training Centres have a NO SMOKING policy for all cadets. Course cadets and staff cadets are not permitted to smoke either on or off CTC property. If a cadet attends a training centre with a smoking addiction parents are expected to provide their cadet with smoking cessation products.

52. Alcohol. All Cadet Training Centres have a **NO ALCOHOL** policy for all cadets.

53. Drugs. Drugs are prohibited as defined in the Narcotics Control Act and in Parts 3 and 4 of the Food and Drug Act. This includes any other substance known to competent medical authorities as a drug, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

54. Cannabis. To ensure the safety and well-being of all staff and cadets at a CTC, the recreational usage or possession of cannabis will not be permitted on CTC premises, or during CTC sponsored activities that occur outside of CTC premises. This is regardless of the local base policy. The only exception is for prescribed medical cannabis.

55. Failure to adhere to any of the above policies or other the rules at CTC may result in the cadet being Returned to Unit (RTU) and/or referral to the appropriate authorities.

CELLULAR PHONE

56. Cadets are authorized to bring cellular telephones to the CTC. RCSU Northwest does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones are valuable items. Each CTC will advise cadets on the policy for securing and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of individual's rights to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CTC. Cadets will only be permitted to use their phone during non-training hours. Cell phone use is prohibited in barrack rooms, washrooms, on the airfield, or during ground school hours.

GRADUATION AND RETURNING HOME

57. Brandon CTC and PPTC training locations conduct a full ceremonial review and Graduation Parade at the conclusion of each training serial. Parents and friends are welcome and encouraged to attend. The Graduation Parade dates and times are as follows:

- a. Glider Pilot Training Course, Fri 19 Aug 22, 1900 hrs; and
- b. Power Pilot Training Course, please see [Annex A](#).

58. Cadets do not depart immediately following graduation parades. Pre-departure out-clearance procedures and transportation arrangements are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained.

PARENTAL PICK UP / DROP OFF

59. If a parent/guardian would like to choose to drop off their cadet directly at the training centre or to pick them up from the training centre they must complete the Request for Deviation of Travel Parental Pick Up and/or Drop off form located at [Annex H](#). This form is only for cadets from Northwest Region. Cadets from other regions must contact their regional movements section to request a deviation in travel.

60. It is imperative that parents/guardians desiring an early departure with their cadets advise the Training Centre as soon as possible. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the Request for Deviation of Travel Parental Pick Up and/or Drop Off form located at [Annex H](#). If circumstances change, a substitute form may be sent by emailed to NorthwestTransport@forces.gc.ca

61. Parents/guardians, or those adults designated by parents as the person authorized by them to transport the cadet home, are obliged to ensure they have adequate identification on their person and that they are indeed the parent/guardian or individual identified in Fortress, on the cadet's Offer of Participation or Request for Deviation of Travel from. Brandon CTC staff are obliged to exercise due diligence and will not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

BRANDON CTC CONTACT INFORMATION

62. Mailing Address. Mail for cadets should be annotated Cadet, Staff Cadet, or Training Centre Staff in the lower right corner of the envelope. All mail and parcels MUST have a return address as some of the mail/parcels are received after the cadet has departed the Brandon CTC. Mail addressed to the Brandon CTC HQ may be by annotating *Attn: Orderly Room* or the name/rank of the person you wish to reach. The mailing address is as follows:

RANK, FULL NAME, INITIAL
Brandon Cadet Training Centre
Box 348
Unit E 1300 18th Street
Brandon, MB R7A 6X7

63. Phone Number. The phone number to contact cadets and staff cadets at Brandon CTC is (204) 727-7399 (Training Centre Operations). Please indicate who you are calling for and what course they are on for messages to be relayed in a timely manner. Messages will be passed to the cadets who will be able to return calls when they are free from training. If there is an emergency and there is no answer at the number above, please call the Training Centre Duty Cell phone at 204-651-1354, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

64. Email Address. The email address for Brandon CTC is Brandon@cadets.gc.ca.

CADET TRAINING CENTRE LOCATION

65. Brandon CTC can be found on Google Maps by searching “Brandon University, McMaster Hall” or [clicking here](#). A general location map is located in [Annex I](#).

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Annexes

Annex A	Northwest Region Air Cadet Power Pilot Scholarship
Annex B	Check List
Annex C	Kit List - Cadet/Staff Cadet Uniform and Clothing Requirements
Annex D	Record Of Valuable Items
Annex E	Code of Conduct for Cadets
Annex F	Medical Care for Cadets
Appendix 1	OTC (Over The Counter) / Prescribed Medication Administration
Annex G	Parental Consent Form – Staff Cadet Unsupervised Day Trips
Annex H	Parental Pick - Up Form & Consent Of Release And Liability
Annex I	Brandon Cadet Flying Training Centre Map
Annex J	TC Fees Online Payment System Instructions

NORTHWEST REGION AIR CADET POWER PILOT SCHOLARSHIP

1. The Power Pilot Scholarship course will be delivered by the following civilian Flight Training Units (FTU's):
 - a. Regina Flying Club, Regina, SK;
 - b. Harv's Air, St Andrews Airport, MB;
 - c. Harv's Air, Steinbach, MB;
 - d. KF Aero Space, Southport, MB;
 - e. Skywings Aviation, Red Deer, AB
2. Each cadet will be informed of their specific location for training prior to departure.
3. The wings graduation parades dates for all five locations will be on Friday 19 Aug 22. Timings for each parade will be published at a later date.
4. It is imperative to understand that regardless of the location of the training, Power Pilot Training Course cadets are still cadets. Therefore all the rules, regulations and orders involved with the cadet organization still pertain and govern behaviour and conduct. Cadets will be briefed and presented with the respective rules and regulations for the location that they are attached to. Cadets will be required to read, understand, and sign as having read and understood these regulations. Any breach of these rules or inappropriate behaviour may result in the cadet being returned to unit. A high level of discipline and maturity is required throughout all aspects of summer training both in and out of the aircraft.
5. Cadet squadrons must ensure all cadets are issued required clothing items. This should include one extra pair of boots (to be returned to the squadron immediately after course completion) and appropriate rank insignia.
6. At the course location, cadets will be issued a flying suit, flight computer, ruler, protractor and the training publication "From the Ground Up". All items must be returned to the Supervisory Officer at the completion of training. A pilot logbook and maps will also be issued and retained by the cadet.
7. Cadets, upon arrival, must have in their possession, the following additional items:
 - a. proof of age and citizenship, birth certificate, baptismal or Canadian Landed Immigrant status documentation. The actual certificate, not a photocopy, is required;
 - b. the original Licence Validation Certificate (not a copy), showing a Medical Category 3 (or 1);
 - c. one passport photo if the candidate is not already in possession of a Transport Canada Aviation Document Booklet. The back of the photo must be stamped and dated by the company that took the photo. Do not sign the back of the photo, the signature on the photo will be added during the licence application process; and
 - d. Transport Canada Aviation Document Booklet (if the candidate has been issued one.)

8. The following list of additional items may be brought to the Training Centre:
- a. personal owned blue flight suits may be worn only if properly badged and attired according to [CJCR Dress Instructions](#) and Northwest Region Flying Orders. No cadet rank shall be worn while undergoing training. Cadets will be briefed on arrival as to these regulations;
 - b. suitable civilian clothing, especially for hot weather;
 - c. personal sports gear (i.e. roller blades, tennis racquets);
 - d. additional blue plain t-shirts, cadets will each be issued two at the course location, as these are required to be worn under the flight suit; and
 - e. additional funds to cover the cost of course shirts and or crests. These are purchased at personal expense.

Note: All cadets are reminded that although their training may be conducted at a civilian establishment, military discipline will be maintained. A high standard of both dress and deportment is expected.

9. Cadets should have sufficient funds to pay for the following items, which have an approximate cost of \$160.00; however, they are reminded that their training bonus may be used to offset these costs:

- a. Transport Canada Exam Writing Fee - \$112.95;
- b. Transport Canada Licensing Fee - \$55.00;
- c. Aeronautical Information Manual. If you have an up to date copy of this publication, bring it with you; and
- d. Aircraft Operating Manual.

10. Cadets with an existing glider pilot licence must ensure that this issued glider pilot licence (Aviation Document Booklet [ADB]) is brought to the training centre.

11. **Scholarship.** When referred to in the context of the GPTC and PPTC refers to a flight training course of academic study and achievement vice any monetary amount. Therefore a cadet who has been ceased training is not entitled to any balance of allocated resources.

Note: Each Supervisory Officer will have a Cell phone for 24-hour contact. This number along with a postal address will be given to the cadets upon arrival at each location.

CHECK LIST

(Please print and fill in at your own leisure prior to departure for the training centre)

- ___1. Check cadet boots and other cadet kit for comfortable fit and condition. Obtain replacement items for incorrectly sized, worn, torn or permanently soiled clothing.
- ___2. Put name on all items brought to the training centre. (Week before departure)
- ___3. Know travel arrangements and reporting date. (Week before departure)
- ___4. Pack complete cadet kit and personal kit. (Week before departure)
- ___5. If required, bring copy of eyeglasses prescription and/or extra pair of glasses. (Week before departure)
- ___6. Consider amount of spending money for the duration of the course. (Week before departure)
- ___7. Label all luggage with name and home address, place name, address and phone number inside of luggage. (Week before departure)
- ___8. List of medications and dispensing information (dosage, frequency). (Week before departure)
- ___9. Prescribed medication. Enough medication for 10 extra days over the scheduled time away. (Week before departure)
- ___10. Get haircut. (Day before departure)
- ___11. Obtain travel orders and information. (Carry with you)
- ___12. Proper Identification for Travel. (Carry with you)
- ___13. Long Distance Calling Card (to call home periodically). (Carry with you)
- ___14. Pocket money for personal expenses (canteen snacks, souvenirs, etc. - \$15-20 per week). (Carry with you)
- ___15. Bring (carry with you) all required paperwork including:
 - ___ Signed Offer of Participation
 - ___ Completed [Annex D](#) Record of Valuable Items
 - ___ Completed [Annex E](#) Code of Conduct
 - ___ Completed [Annex F](#) Appendix 1 for Over The Counter Medications (if applicable)
 - ___ Completed [Annex G](#) Staff Cadet Unsupervised Day Trip Consent (if applicable)
 - ___ Completed [Annex H](#) Parental Pickup (if applicable)
 - ___ A copy of your Provincial Health Card.
 - ___ Original Transport Canada Medical Certificate (GPTC and PPTC);
 - ___ Passport photo (GPTC and PPTC);
 - ___ Original Birth Certificate/ Passport/Citizenship/Landed Immigrant Status documentation (GPTC and PPTC); and
 - ___ Copy of confirmation of payment of Transport Canada fees IAW [Annex J](#) (GPTC only).

(Left blank intentionally)

KIT LIST - CADET/STAFF CADET UNIFORM AND CLOTHING REQUIREMENTS

1. Cadets are to ensure that all uniform items fit properly (especially running shoes and boots) and are in a serviceable condition. All special or environmental clothing required by cadets will be issued upon arrival and must be returned prior to leaving the CTC. The cadet Field Training Uniform (FTU) should not be brought to Brandon CTC. Cadets are not to bring any regimental or ceremonial accoutrements.
2. Cadets will be issued PT gear upon arrival at the CTC. All cadets will be issued two pairs of shorts, two elemental t-shirts and a Tilley hat. Cadets will need to bring their own footwear. Footwear must be appropriate for extended outdoor physical activity.
3. The following personal items of kit must be brought to the CTC:
 - a. toothbrush, toothpaste, dental floss;
 - b. soap and shampoo (biodegradable);
 - c. two bath towels and if desired hand towels and face cloths;
 - d. shaving kit (if required);
 - e. hairbrush or comb;
 - f. fingernail clippers or nail file;
 - g. handkerchief or tissue;
 - h. deodorant;
 - i. shoeshine kit;
 - j. sewing kit;
 - k. laundry soap (biodegradable) * Staff Cadets only;
 - l. writing material;
 - m. two padlocks (combination type);
 - n. several changes of underclothing, T-shirts and socks (enough for one week);
 - o. pyjamas;
 - p. sweat suit and sweatshirts;
 - q. conservative swimsuit;
 - r. sweater;
 - s. hangers;
 - t. lint brush;
 - u. eyeglass retainer bands for sports (for eyeglass wearers);
 - v. shower sandals; and
 - w. neutral colour bobby pins/hair accessories (if necessary).

ITEMS PROHIBITED AND NOT ALLOWED

4. The following items are prohibited or not allowed and shall not be brought to the training centre under any circumstances. These items will be confiscated and may be handed to the applicable police agency or disposed of if brought to the training centre:

Prohibited By Law	Prohibited by The CCO	Items Not Allowed
Firearms (any kind)	Daggers / Knives	Gaming Consoles
Non-prescribed and illicit drugs	Straight razor blades	Altered Parade Boots
Controlled Substances	Pornographic materials	Motor Vehicles
Alcoholic Beverages (if under provincial age limit)	Alcoholic Beverages (regardless of age)	Pets
Explosives	Laser Pointers	
Weapons (Brass knuckles, ninja stars, etc.)	Lighters and other fire starting equipment	
	Flammables	
	Tobacco/Cannabis products	
	Vaping paraphernalia	

VALUABLES AND DISCOURAGED ITEMS

5. The following items are strongly discouraged from being brought to the training centre:

- a. Smart phones / Cellular Phones;
- b. iPads/ tablets;
- c. MP3 players; and
- d. laptop computers.

6. To eliminate any storage of valuables, or security problems, it is recommended that cadets do not bring jewellery, iPods, tablets or other “attractive items” to the CTC. Cadets who bring valuables to CTC are to complete the Record of Valuable Items ([Annex D](#)) form and bring a copy of the completed form to the CTC. The form is to be presented to the administration staff during intake. Cadets are also encouraged to take a photo of any valuable items and leave with their parents in the event identification is needed.

RECORD OF VALUABLE ITEMS

Unless serial numbers, or a detailed description of valuable items, are properly recorded it is virtually impossible to identify items reported found, lost or stolen. All cadets should record their name on their personal belongings and record serial numbers and a description of their valuables.

[illegible]

Cadet to bring to CTC

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Cadets & Junior Canadian Rangers - STAFF CADET / CADET / JCR CODE OF CONDUCT

Rank	Last name	First Name	Home Unit

1. The Cadet and Junior Canadian Rangers Formation (CJCR) is committed to providing a safe, respectful, and supportive environment where employees such as Cadet Instructor Cadre officers (CIC officers) or volunteers, adults, cadets and Junior Canadian Rangers (JCRs) can develop to their maximum potential. While every cadet or JCR is valued and unique, we come together as an organization in the best interests of the ones we support. The safety, respect, rights, and well-being of the cadets/JCRs we support are at the core of our daily operations. We facilitate supportive relationships with cadets/JCRs within appropriate boundaries. For these reasons, the CJCR has developed the following Code of Conduct for all cadets/JCRs, including staff cadets. Please note that the expectations detailed below are in effect at all times (e.g., corps/squadron training, regionally directed activities, nationally directed activities and cadet training centre, community level training for JCR Patrols, Enhanced Training Sessions, etc.).

2. As a cadet/JCR in the Canadian Cadet Organizations (CCO), I understand that I must adhere to the cadet/JCR Code of Conduct. I acknowledge that I will:

- a. familiarize myself with and abide by all orders, regulations and directions in relation to my role and responsibilities as a cadet/JCR (specified in the Positive Social Relations for Youth lessons for cadets, and the Preventing Harassment and Abuse through Successful Education for JCRs);
- b. upon seeing any wrongdoing and/or inappropriate actions, stop the interaction (when/where safely able to so) and report the incident immediately to my supervisor;
- c. report any suspicion or knowledge of abuse of a cadet/JCR to my supervisor;
- d. ensure that safety is incorporated in all aspects of my role and responsibilities as a cadet/JCR and ensure the safety and well-being of others;
- e. strive to set a good example of dress, deportment and conduct;
- f. show respect to my subordinates, peers and superiors;
- g. be honest in my actions and communications with others. I will not lie, cheat or make a false declaration;
- h. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- i. not use profanity, vulgarity, or harassing language;
- j. take care of and be responsible for all clothing, materials and equipment that is loaned to me and intervene or report others who are not doing the same;

- k. respect the environment and my surroundings;
- l. not steal, and I will respect the personal property and privacy of others;
- m. not abuse my authority or inflict any physical or emotional abuse, which includes, but is not limited to, striking, humiliating, ridiculing, or making degrading comments;
- n. request the presence of an adult staff member¹ when a circumstance is beyond my authority or ability;
- o. not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation, gender identity or expression, or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications and social media;
- p. not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- q. in order to respect others, maintain appropriate physical boundaries at all times, and I will not touch cadets without their permission except when absolutely necessary in an emergency situation;
- r. not engage in fighting, shouting, bullying, or cyberbullying (email, instant messaging, chatting, social networking, sharing inappropriate photos, inappropriate comments on social media, etc.);
- s. ensure that use of social media sites, even on personal time, does not reflect negatively on the CCO and/or the CAF and that online communications (email, instant messaging, chatting, social networking, social media, etc.) will follow the principles of respect, responsibility and consideration of others;
- t. not disclose any personal information related to any other person by any means, which includes verbally or in writing as well as via electronic communications (email, instant messaging, chatting, social networking, social media, etc.); except when it could affect the health and well-being of the person or the corps/squadron;
- u. not purchase, possess or consume alcohol at any time;
- v. not use, distribute or possess illegal drugs or non-prescription drugs that would alter my behaviour. I will also not share my personal prescription drugs with anyone else;
- w. not use, purchase, have in my possession or sell tobacco, cannabis products or e-cigarettes products;

¹ In the context of this code of conduct, the term "adult staff member" is inclusive all adult personnel involved with Cadets/JCRs, whether they are paid or not.

² Will be reviewed and signed every year, and registered in Fortress (cadets) and held on records (JCRs).

Annex E

Brandon Cadet Training Centre – Joining Instructions Course and Staff Cadets

- x. not have knives, guns, or weapons in my possession other than those issued when authorized for approved training activities or required in the performance of my duties;
 - y. stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
 - z. not engage in intimate relationships, romantic or sexual conversations with adult staff members¹;
 - aa. maintain appropriate boundaries of behaviour during cadet activities regarding romantic relationships with other cadets; and
 - bb. not have pornographic materials in my possession.
3. I acknowledge that any failure to comply with this Code of Conduct may result in corrective action and may lead to disciplinary measure. This may include but not limited to termination of membership in the CCO, administrative action, or legal action, and may include involvement of the military or civilian police.
4. I am aware that I may speak with a NCM/CI/Officer/CR/volunteer at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.
5. I have read the above and by signing below I am agreeing to adhere to this Code of Conduct².

_____	_____
Date	Cadet/JCR Signature (Print Name and Sign)
	<input type="checkbox"/> I Acknowledge the above
_____	_____
Date	Cadet/JCR's parent/guardian Signature (Print Name and Sign)
_____	_____
Date	Supervisor Signature (Print Name & Sign)

¹ In the context of this code of conduct, the term "adult staff member" is inclusive all adult personnel involved with Cadets/JCRs, whether they are paid or not.

² Will be reviewed and signed every year, and registered in Fortress (cadets) and held on records (JCRs).

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MEDICAL CARE FOR CADETS

CLINICS AT CADET TRAINING CENTRES

1. There are no medical staff or services at the Brandon Glider Pilot Training Centre. Cadets that need medical services will be escorted to the appropriate local medical facility. (hospital, medical clinic, walk in clinic or CAME Doctor.
2. A cadet with an ailment that cannot be supported by the Brandon CTC will be returned home.

PROVINCIAL/TERRITORIAL HEALTH CARDS

3. All cadets must have a copy of their provincial/ territorial health and original photo identification card in their possession. Cadets who live outside of Northwest Region must also have a photocopy of their personal or family health card issued by the respective province.

PRESCRIPTION MEDICATION

4. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre plus and extra 10 days' worth in case of isolation or transport delays. Medications will be logged in and retained by Brandon CTC staff, together with dispensing instructions. Although Brandon CTC staff supervise proper dosages and frequency, cadets are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions. All prescription medication must be accompanied with the completed CATO 16-04 Record of Medication found in Annex F Appendix 1.

OVER-THE-COUNTER AND PATIENT MEDICINES

5. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, Brandon CTC medical staff will administer any appropriate medication(s). All over the counter medication must be accompanied with a completed CATO 16-04 Record of Medication found in Annex F Appendix 1.
6. Medic-Alert Bracelets. Cadets in possession of and/or with known medical conditions (diabetes, allergies etc.) must wear a Medic-Alert bracelet while attending a Cadet Training Centre.

EYEGASSES, LENSES, CONTACT LENSES AND FRAMES

7. Eyeglasses, lenses and frames are the personal property of the cadet. Cadets are responsible for the safety of their spectacles and to safeguard them against damage or loss. If the cadet has taken proper measures to safeguard the spectacles (i.e. using a retaining strap during adventure training), and they are broken or lost during training, DND may assist in repairing or replacing them as per CATO 16-07. It is strongly encouraged that parents have insurance coverage for the repair/replacement of eyeglasses and that the cadet should have in their possession two pairs of eyeglasses and a copy of the prescription.

DENTAL SERVICES

8. When a cadet suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet is entitled to the treatment that is necessary to restore a state of oral health comparable to that, which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

ENTITLEMENTS/BENEFITS/COMPENSATION

9. Cadets, civilian instructors and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces: only CAF members are eligible/entitled to receive such benefits.

10. The cadet will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authority.

11. The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

ALLERGIC REACTIONS/ANAPHYLAXIS

12. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their prescribed Anakit/Epi-pen with them. Parents must also ensure that the Anakit/Epi-pen has not passed its expiry date and that it will not expire while the cadet is at the Training Centre. Cadets are to bring a signed copy of their emergency response plan and parent consent form that provided by the Regional Cadet Medical Liaison Officer when they completed a Detailed Health Questionnaire. Questions regarding these forms can be directed to Master Warrant Officer Gerald Power, Gerald.power@forces.gc.ca.

MAKING A CLAIM

13. In order to make a claim, cadets must go to the applicable league website below and fill out/submit the claim form online:

- a. Sea Cadets: [Claim Form – Navy Cadet League of Canada](#);
- b. Army Cadets: [Claim Form – Army Cadet League of Canada](#); or
- c. Air Cadets: [Claim Form – Air Cadet League of Canada](#).

OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION ADMINISTRATION

MUST BE FILLED OUT PRIOR TO ARRIVING AT BRANDON CTC

1. Identification of cadet: _____
(Full name and initials, unit and date of birth)
2. I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.
3. I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.
4. Medication and quantity brought by the cadet:
 - a. Name of drug: _____
Dosage: _____
Administration time: _____
Total quantity: _____
 - b. Name of drug: _____
Dosage: _____
Administration time: _____
Total quantity: _____
 - c. Name of drug: _____
Dosage: _____
Administration time: _____
Total quantity: _____

Note: The medication needs to be in the original package or (if possible) blister packed.

(Parent/guardian/physician – Printed)

(Parent/guardian/physician – signature)

(date)

Annex F, Appendix 1
Brandon Cadet Training Centre – Joining Instructions Course and Staff Cadets

Identification of cadet: _____
(Full name and initials, unit and date of birth)

- d. Name of drug: _____
Dosage: _____
Administration time: _____
Total quantity: _____
- e. Name of drug: _____
Dosage: _____
Administration time: _____
Total quantity: _____
- f. Name of drug: _____
Dosage: _____
Administration time: _____
Total quantity: _____

Note: The medication needs to be in the original package or (if possible) blister packed.

(Parent/guardian/physician – Printed)

(Parent/guardian/physician – signature)

(date)

PARENTAL CONSENT FORM
STAFF CADET UNSUPERVISED DAY TRIPS CADET TRAINING CENTRE

IMPORTANT: This form must be completed in full and brought by the Staff Cadet to the Brandon CTC.

Staff Cadets may have the opportunity to take outings away from the Brandon CTC or activity site. These could be to a shopping mall or the nearest town, for example.

Staff Cadets will need to request time off through their chain of command in accordance with established Brandon CTC policies. Staff Cadets will normally be required to return prior to lights out. Each CTC will establish the required return time as indicated in the CTC Standing Orders.

Staff Cadets will not normally be permitted unsupervised leave overnight.

SECTION "A" CADET PERSONAL DATA	
CADET'S LAST NAME	GIVEN NAMES
CORPS/SQUADRON	COURSE
SECTION "B" UNSUPERVISED DAY TRIPS	
<p>Staff Cadets may have the opportunity to take outings away from the Brandon CTC or activity site during off time. For example these could be to a shopping mall or the nearest town.</p> <p>Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the Brandon CTC.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Comments</p>	
SECTION "C" PARENT/GUARDIAN'S SIGNATURE (AS LISTED IN FORTRESS)	
<p>The information provided below is complete and accurate to the best of my knowledge.</p>	
Parent/Guardian's Name	Relationship to Cadet
Signature	Date

Staff Cadet to bring to CTC

(Left blank intentionally)

**REQUEST FOR DEVIATION OF TRAVEL
PARENTAL PICK UP AND/OR DROP OFF**

SECTION "A"		CADET PERSONAL DATA			
CADET'S RANK	CADET'S LAST NAME	CADET'S FIRST NAME	CADET'S INIT	TELEPHONE ()	
HOME ADDRESS		CITY	PROV.	POSTAL CODE	
CADET CORP/ SQUADRON NUMBER & NAME			CADET CORP/SQUADRON'S LOCALITY (CITY)		
SECTION "B"			CADET ACTIVITY		
THE COURSE/EXCHANGE/EMPLOYMENT THE CADET IS ATTENDING			THE TRAINING CENTRE/COUNTRY THE ACTIVITY IS LOCATED		
SECTION "C"			PICK UP / DROP OFF POINT		
DROP OFF POINT			DATE/ TIME (dd/mmm/yyyy – hh:mm)		
PICK UP POINT			DATE/ TIME (dd/mmm/yyyy – hh:mm)		
SECTION "D"			AUTHORIZED PERSON		
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET			TELEPHONE : ()		
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET (print)			TELEPHONE : ()		
SECTION "E"			PARENT / GUARDIAN SIGNATURE		
AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE (See point 4 below) (PRINT)			TELEPHONE : ()		
SECTION "F"			SIGNATURE OF PERSON PICKING UP CADET		
(to be signed at time of pick up) (SIGNATURE)			DATE (dd-mmm-yyyy) (PRINT)		

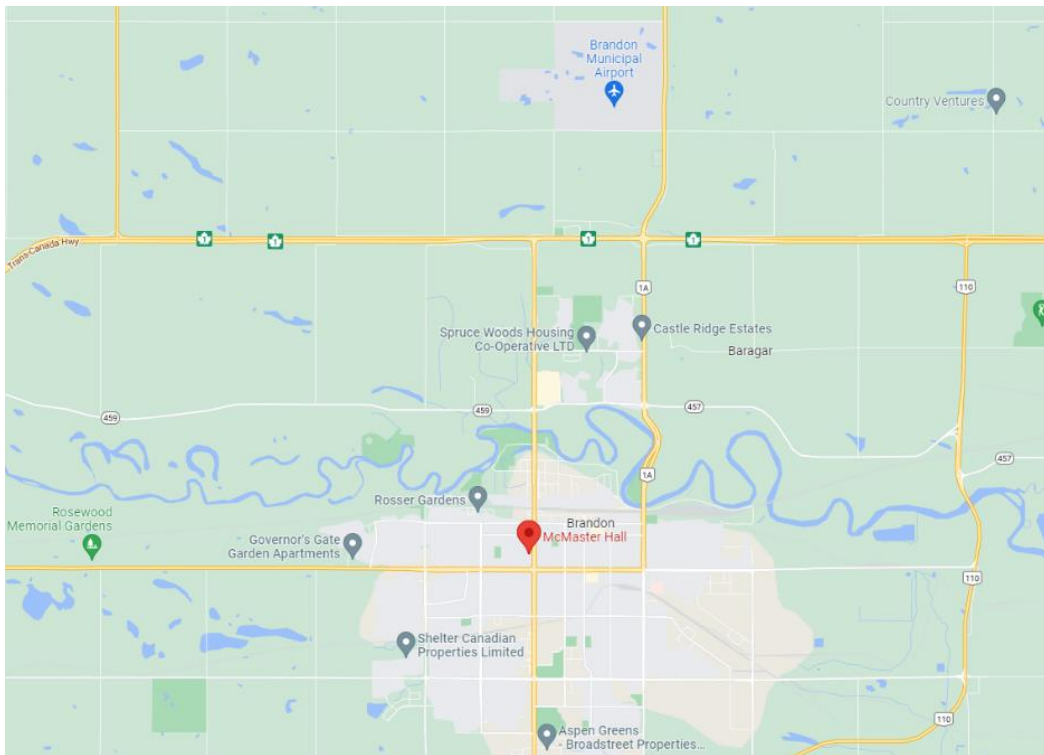
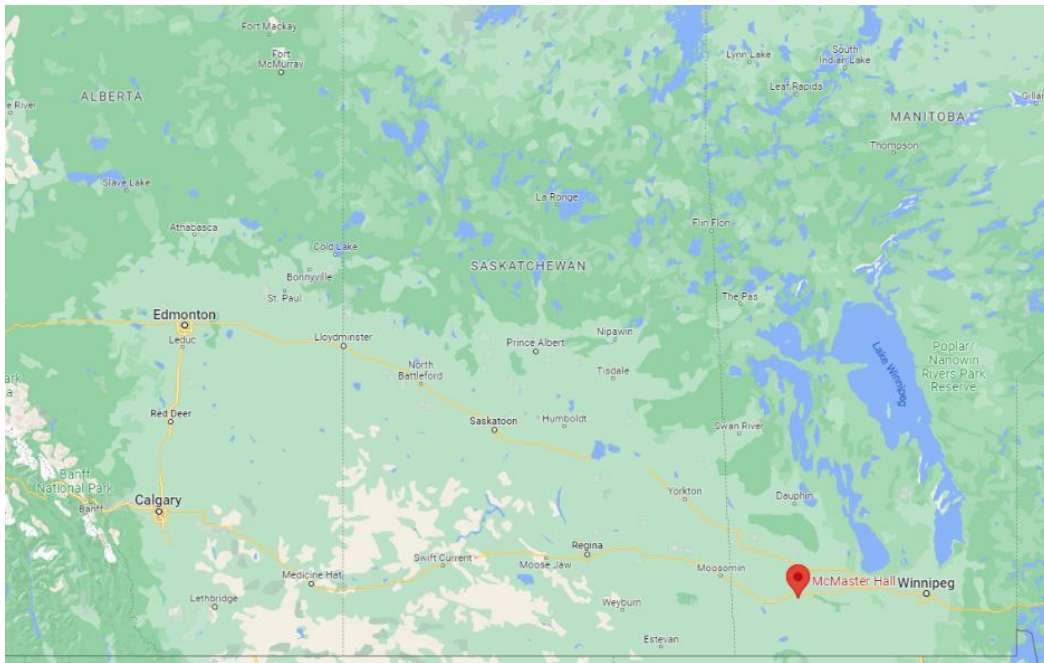
1. This form must be completed if the pick up or drop off point differs from the pick up or drop off point assigned in the travel orders and/or the person picking up the cadet differs from the person(s) identified in the national cadet database (Fortress).
2. The Canadian Armed Forces is responsible for transporting the cadet from a centralized point to the cadet training centre location. Any deviation from the provided transport arrangements are the financial and administrative responsibility of the authorizing parent or guardian.
3. The completion of this form does not automatically guarantee that transport staff will be able to accommodate the request.
4. Parent or Guardian authorizing name and corresponding signature in Section E of this form must be the same as the name identified in the national cadet database.
5. The person picking up the cadet must:
 - a. be the person(s) authorized in Section D of this form;
 - b. be at least 18 years old; and
 - c. possess government issued identification proving to be the individual identified in Section D.
6. Completed form is to be emailed to NorthwestTransport@forces.gc.ca.

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Annex I

Brandon Cadet Training Centre – Joining Instructions Course and Staff Cadets

BRANDON CADET TRAINING CENTRE MAPS



Brandon CTC (Brandon University, McMaster Hall)
18th Street,
Brandon, MB R7A 6A9

Annex J

Brandon Cadet Training Centre – TC Fees Online Payment System Instructions

Transport Canada uses an online payment system and we would like all GPTC cadets to utilize this system for payment of their Transport Canada exam and licence fees.

The fees required for the GPTC are:

- Written Exam (GLIDE) Fee \$112.95
- Glider Pilot Licence Fee \$55.00

Pre-paying the fees using the Transport Canada online payment system will streamline the application process and remove the requirement for a cadet to bring or obtain cash to pay the fees.

Here are the step-by-step instructions for paying the fees and forwarding the confirmation information:

1. Go to the Transport Canada Online Payment System (<https://wwwapps.tc.gc.ca/Comm/5/OPS>).
2. Select a language (the rest of the instructions are for “English”).
3. Under “What would you like to pay for?” select “A written examination”.
4. Scroll down and press the “Get Started” button.
5. Select “Exam for Flight Crew Licence (Private, Glider, Commercial, Airline Transport, etc.) - \$112.95”.
6. Do not enter anything in the “ATS Reference Number” field.
7. Under “Who are you paying for?” select “Yourself”. Press the “Next” button.
8. Enter the cadet’s contact information and home address. Names entered must match what is on their medical certificate. Phone numbers and email addresses can be the parent/guardian’s. Press the “Next” button.
9. Enter the file number (6-digit number from the medical certificate) in the “Licence no. / permit no. / file no.” field. Press the “Next” button.
10. Review the information and ensure it is correct. Press the “Submit and Pay” button.
11. Review the information and ensure it is correct. Press the “Checkout” button. You will be taken to the payment system where you can provide credit card/Interac Online payment details.

After the payment is completed, you will be provided with a confirmation number on screen. Save/Print this confirmation page to a PDF file, if able, or make note of the confirmation number. You should receive an email with the confirmation number. It is a good idea to print the web page/email and bring the hard copy to the CTC.

Repeat the process to pay for the Glider Pilot Licence fee, except in Step 3, choose “A licence or permit” and in Step 5 select “Issuance of a glider or balloon licence - \$55.00”.

Once you have confirmation of payment of **both fees**, send the confirmation numbers (either by forwarding the confirmation emails or the PDFs saved from the website) by email to Brandon@cadets.gc.ca.

Proof of payment (confirmation number) is required to write the examination and for the submission of the glider pilot licence.

If this is not a viable option for payment purposes, please contact Brandon@cadets.gc.ca and we will discuss how to proceed.