



National Défense
Defence nationale



**REGIONAL CADET SUPPORT UNIT
(NORTHWEST)**

Joining Instructions for Course and Staff Cadets

Issued on the Authority of the Commanding Officer

OPI: J35 Operations & Plans

2023-06-19

Canada

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Cadet Training Centre – Instructions for Course and Staff Cadets

PURPOSE

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

COURSE DETAILS

2. Brandon CTC is 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 4 satellite training locations, for PPTC.
- c. **Additional information regarding Brandon CTC can be found in Annex G.**

3. Cold Lake CTC is located at 4 Wing Cold Lake, 300 km northeast of Edmonton, Alberta, close to the Saskatchewan border. Cold Lake CTC hosts the following courses:

- a. Survival Instructor; and
- b. Advanced Aviation.
- c. **Additional information regarding Cold Lake CTC can be found in Annex H.**

COURSES WITH A DISTANCE LEARNING / VIRTUAL COMPONENT

4. The following courses have an initial Distance Learning (DL) component:

- a. Fitness and Sports Instructor
- b. Air Rifle Marksmanship Instructor
- c. Drill and Ceremonial Instructor
- d. Expedition Team Leader
- e. Advanced Aviation
- f. Survival Instructor

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g. Military Band Musician

This DL Component will be conducted 3-7 July 2023 for all the above courses. Please ensure that you are looking at your Cadet365 email a few days prior to this to ensure you have access to start the course on time.

PREPARING FOR THE DL PART OF YOUR COURSE

5. Prior to the start of your DL course ensure that you have completed the following:
 - a. Check your Cadet365 account, or get your username and password from your corps/squadron staff
 - b. Complete the Onboarding process (visit the link below for instructions)
 - c. Complete the mandatory Cyber Awareness Course (available once you have logged into Cadet365)
 - d. Set up your personal devices. (You can access MS Teams, email & chat)
 - e. Check your email prior to the course for information from your course staff. They will let you know when and where to connect to your first online meeting.

NEED HELP WITH CADET365?

- a. Visit Cadet365 Cadet Onboarding on Canada.ca
- b. Contact your corps/squadron staff
- c. Call the IT Service Desk toll-free at 1-855-252-8082

PREPARATION

PRE-DEPARTURE CHECKLIST

6. A pre-departure checklist is found in the applicable CTC Annex (G or H) Appendix 1. Please review it and post it on your refrigerator as a reminder to help you prepare to send your cadet away to the CTC. 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. Issued and civilian clothing and equipment requirements are detailed in the Joining Instructions Kit List found at Annex A. 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.

8. Course cadets attending the GPTC/PPTC will be issued with appropriate clothing for
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flying operations. There is no requirement for course cadets to bring flight suits to the Brandon CTC. All the required flying manuals will be issued at the training centre.

- a. Due to laundry turnaround times Brandon CTC. **Cadets will be required to have sufficient t-shirts and shorts should there be a delay/disruption.** More information can be found in paragraph 38.
 - i. An effort should be made to bring a minimum of 6 elemental t-shirts and an appropriate number of shorts sufficient for 6 days of training keeping in mind the long turnaround time for laundry services. Additional elemental t-shirts can be issued from the cadet's squadron supply).
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 CTCs. Any necessary clothing exchanges must be completed at the local corps/squadron.
10. Civilian Clothing. Except for PT gear, civilian attire is not normally worn during training hours/activities. CTC COs may authorize the wear of civilian attire during non-training activities such as dances and relaxed periods provided it is not defaced, cut, ripped, or has drawings, lettering, or other adornment on it that is offensive in nature.
11. Lockers/Personal Storage. Personal storage space within 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, jewelry, 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 B, which should accompany the cadet.

TRANSPORTATION ARRANGEMENTS

12. RCSU(NW) 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 (CCO)) 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 your corps/squadron CO if unsure. A contact list of Regional Movements Officers is to be carried by the cadet which is provided on each travel itinerary as published in Fortress and can be 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 (after 2200hrs 204-290-4267); and
 - b. for out of region personnel attending CTC, contact your applicable region movements staff.
13. Uniform While Travelling. When travelling to and from the CTC, the dress and deportment of all cadets shall be always above reproach.

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- a. Cadet will travel in C3 service dress. Comprising of their:
 - i. elemental headdress;
 - ii. dress trousers;
 - iii. belt; and
 - iv. parade boots.with the option of either their:
 - i. elemental dress shirt or
 - ii. elemental t-shirt.and optional:
 - i. tie and tunic.
- b. 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.

14. 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.

15. 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.

16. 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/squadron number, and must not exceed 50 lbs/22 kg;

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- 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.

17. 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.** It is highly recommended that each cadet or parent/guardian takes a photo of checked baggage prior to checking bag for ease of identification with the airline should baggage become lost or damaged.

18. Meals appropriate to the time of day are provided enroute if a cadet's travel extends over a meal period.

19. 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 corps/squadron Commanding Officer or summer contact officer. Parents/guardians are to complete the Request for Deviation of Travel – Parental Pick Up and/or Drop form and submit it to the Movements Officer to ensure all personnel are made aware of the request. The form can be found at Annex C

- a. **Cold Lake CTC:** Parents/Guardians who have arranged to drop off or pick up cadets should report to Art Smith Aviation Academy Bldg 54.

TRAVEL TIPS

20. 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.

21. The cadet must always have their travel orders and identification available and on their person, not packed in their luggage.

CADET CODE OF CONDUCT

22. 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 D of the joining instructions and arrive with a signed copy of their offer of participation.

MEDICAL AND DENTAL CARE

23. Medical Services. As each CTC is different, please refer to specific CTC Annex for information specific to CTC cadet is attending.

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

25. Further details on prescription medication, over the counter medication, eyeglasses, and making a claim can be found at Annex E.

ACCOMMODATION PLAN REQUIREMENTS

26. RCSU(NW) 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.

27. 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(NW) via email below.

- a. Cadet corps/squadron 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 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(NW) staff by phone.

TRAINING CENTRE ROUTINES

IN-CLEARANCE

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

- a. name;
- b. course attending;

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- c. health card (confirmation cadets have it in their possession);
- d. eyeglass and other prescriptions (if applicable);
- e. all required paperwork outlined in the checklist (CTC Specific Annex, Appendix 1); and
- f. any travel documents/tickets.

SEARCHES AND INSPECTIONS

29. Personal luggage will be subject to inspection upon arrival to ensure that no unsafe or prohibited items are brought into the training centre. There may be other times during the training session that inspections may occur, inspections will be done in accordance with CATO 12-50.

TRAINING CENTRE SERVICES AND INFRASTRUCTURE

30. 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 CTC.

31. ATMs (Automated Teller Machines)

- a. **Cold Lake CTC:** there are none located within the Training Centre. However, cadets holding their own personal banking cards may be provided periodic opportunities to access an ATM at nearby commercial locations if available.
- b. **Brandon CTC:** there may be an ATM on-site for use. If not, the CTC will provide opportunity to access one off-site.
 - i. In the individual PPTC sites cadets holding their own personal banking cards may be provided periodic opportunities to access an ATM at nearby commercial locations if available.

32. Canteen. Canteens are location dependent. Light refreshments, including soft drinks, chocolate bars, souvenirs, and various sundry and hygiene items are available at the cadet canteen for cash purchase or payment through their cadet bank account. Vending machines may be available on site in addition to canteen. For locations with a limited canteen, trips to local stores will be made available to cadets to allow them to purchase items needed at CTC.

33. Phone. A phone is available for personal use a calling card is required for long distance calls. Call times may be limited due to availability to allow others an opportunity.

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34. Accommodations. Cadet accommodations are multi-occupant, gender-specific, and access restricted. Sleeping equipment consists two-tier bunk beds or single beds (location dependent). All bedding (sheets, blankets, pillows) is provided. Storage for personal belongings is site specific. Cadets are expected to bring their own padlocks.

a. **Cold Lake CTC:**

- i. Steel lockers, “barrack boxes” or similar to those in schools provide security for cadets’ personal belongings.

b. **Brandon CTC:**

- i. GPTC cadets will have lockable drawers to secure their belongings; and
- ii. PPTC sites may vary. Cadets will be advised on arrival.

35. Meals. Meals are served to cadets in a cafeteria-style mess-hall environment three times daily. 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.

- a. Cold Lake survival cadets will have a combination of mess-hall meals and MREs (Meals Ready to Eat) during their course.

36. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. Upon arrival or after purchase any unfinished food and beverages can be placed in Training Centre Operations where the cadet will have access to retrieve the item(s) later.

37. 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 CTC specific annex.

38. Laundry.

- a. **Brandon CTC:** Full-service laundry services are provided to all cadets and staff cadets while they attend training at the Brandon CTC. **Turnaround time for laundry services is 48hrs** and GPTC/PPTC cadets will be required to pack **additional clothing and additional set of towels** to ensure their supply of clothing and towels covers the period their laundry is away. Cadets are not required to bring laundry detergent to the training centre.
- b. **Cold Lake CTC:** Course cadets and staff cadets are required to bring their own laundry detergent and fabric softener sheets, or they may purchase it from the cadet canteen.

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39. 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 if the CTC is able to accommodate. CTC Chaplains may be available for counselling or spiritual guidance if requested. Time will be allocated for personal reflection in a private setting if requested.

PERSONAL APPEARANCE

40. The standards of personal dress, appearance, and grooming shall be such as to reflect credit on the individual and on the CCO 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).

SMOKING, ALCOHOL, AND DRUGS

41. Smoking. All CTCs have a NO SMOKING policy for all cadets this includes e-cigarettes and vapour products. Course cadets and staff cadets are not permitted to smoke either on or off CTC property. If a cadet attends a CTC with a smoking addiction parents/guardians are expected to provide their cadet with smoking cessation products prior to departure to the training session with their GP or pharmacist. As this medication is not covered through Entitlement of Care, cadets and their parents/guardians should plan to have the necessary amount for the activity period and transportation days.

42. Alcohol. All CTCs have a **NO ALCOHOL** policy for all cadets.

43. 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.

44. 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.

45. 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.

CELL PHONE

46. Cadets are authorized to bring cellular telephones to the CTC. RCSU(NW) 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 are only permitted to use their phone

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during non-training hours. Cell phone use in barracks and washrooms is prohibited because of the reasonable expectation of privacy and common courtesy in a community living environment. Cell phone use on the airfield is prohibited due to safety.

47. All cellular devices must be declared on the personal item form with the serial number recorded.

TRAINING ALLOCATION

48. 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 in cadet banking) and the final installment is paid by cheque.
49. Staff cadets will receive payment on the 15th and 30th of each month via direct deposit.
50. Staff cadets will receive base rank pay for initial payment and CTC rank specific rate (if applicable) with the adjustments the following pay period (end of July).

STAFF CADET DEVELOPMENT TRAINING

51. Staff cadets will participate in development training during the first week of their course. They will be placed into staff positions based off their interest, experience, qualifications, and previous and current performance.
52. Some staff cadets have been predetermined and selected to fill specific positions based on the position requirement, their experience and qualifications. Staff cadets pre-selected for positions will complete a staff cadet development training specifically for the positions they were selected for.

VISITS, LEAVE AND PASSES

53. Cadets attending the Training Centre are considered undergoing training. Parents/guardians are reminded that training occurs six days a week. The day commencing at 0600hrs daily and concluding at 2000hrs following a varied and active training day.

- a. Below is a generic schedule of the day at a CTC (timings subject to change and will be published in the CTC Routine Orders):

0600	Wake up
0700	Breakfast
0800	Morning Training Commences
1000	Morning Break
1200	Lunch
1300	Afternoon Training Commences
1500	Afternoon Break
1700	Supper
1830	Evening Training Commences (only when required)

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2000	Evening Training Ceases (only when required) <i>Due to the unique requirements of the GPTC the cadet training day may be extended until 2100 hrs if required)</i>
2200	Course Cadets Lights Out
2230	Staff Cadets Return to Quarters
2300	Staff Cadets Lights Out

b. Departure from CTC:

Cold Lake: Course cadets will not be permitted leave off base during the time they are at the CTC. Leave for exceptional or emergent purposes may be approved by the CO.

Brandon: Cadets require parental/guardian 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/squadron 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.

54. 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.

55. Leave periods vary according to the training requirements on each course and parents/guardians 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.

56. 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 F.

RETURN TO UNIT (RTU)

57. A course cadet may be returned home if they:

- a. fail to meet the training standards;
- b. do not meet the prerequisite requirements for the course;
- c. are declared physically or medically unfit;
- d. request to leave for compassionate reasons;
- e. are a discipline problem; or

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- f. have a parent/guardian who submits a written request for a Return to Unit (RTU).

58. Parents/guardians will be notified in advance if a cadet is to be returned home early. Parents/guardians are encouraged to contact either Course Staff directly by contacting the Operations Officer/Orderly Room if their child contacts them wishing to return home so the situation can be discussed, and every effort made to resolve the issue prior to sending the cadet home and/or the parent/guardian coming to pick the cadet up. When an RTU is requested by the parent/guardian, the parent/guardian will be required to bear the cost of return transportation.

GRADUATION AND RETURNING HOME

59. RCSU(NW) CTCs conduct a full ceremonial review graduation parade at the conclusion of each training serial. Parents/guardians and friends are welcome and encouraged to attend.

- a. **Cold Lake CTC:** Due to an access restricted parade square, parents/guardians/relatives are requested to notify the training centre at least one week in advance of any persons attending a graduation parade. RSVPs may be sent by email to ColdLake@cadets.gc.ca. Last minute additions may not be possible.

- i. **Graduation Parade Thursday, 3 Aug 2023**

- b. **Brandon CTC:**

- i. **(all locations, except Harv's Air-Steinbach):
Graduation Parade Friday, 25 Aug 2023**

- ii. **Harv's Air-Steinbach Graduation Parade: Friday, 18 Aug 2023**

60. 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

61. 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 C. **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.

62. 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/guardians are obliged to complete the Request for Deviation of Travel Parental Pick Up and/or Drop Off form located at Annex C. If

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circumstances change, a substitute form may be sent by emailed to NorthwestTransport@cadets.gc.ca.

63. Parents/guardians, or those adults designated by parents/guardians 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 form. CTC and Movements staff are obliged to exercise due diligence and will not release a cadet to anyone's custody without the proper parental/guardian authorization and confirmation of identity.

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J35 Operations & Plans

Annexes

Annex A	Cadet Training Centre Kit List
Annex B	Record of Valuable Items
Annex C	Request for Deviation of Travel – Parental Pick Up and/or Drop Off
Annex D	Code of Conduct for Cadets
Annex E	Medical Care for Cadets
Appendix 1	16-04 Annex C - OTC (Over the Counter)/Prescribed Medication Administration
Annex F	Parental Consent Form – Staff Cadet Unsupervised Day Trips
Annex G	Brandon Cadet Training Centre
Appendix 1	Checklist
Appendix 2	Brandon Map
Annex H	Cold Lake Cadet Training Centre
Appendix 1	Checklist
Appendix 2	Cold Lake Map

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ANNEX A

CADET TRAINING CENTRE KIT LIST

MANDATORY ITEMS (to keep on you)			
	Offer of Participation		Provincial Health Card
	Identification Card		Prescription Medication
	Medical Alert Identification		Over-the Counter Medication (if needed)
	Code of Conduct		Record of Medication (if required)
	Paperwork as required		Record of Valuable Items
	Cash (Approx. \$20 - Optional)		
ESSENTIAL PERSONAL HYGIENE (Check off once packed)			
	Toothbrush		Bath Towel (x2) and if desired, face and hand towels GPTC/PPTC require two sets of towels to allow for laundry turnover
	Toothpaste		Shower Sandals
	Dental Floss		Fingernail Clippers or Nail file
	Shampoo/ Conditioner		Handkerchief or Tissue
	Deodorant		Sewing Kit
	Shaving Kit (if required)		Polishing Kit
	Hairbrush or Comb		Feminine Napkins/ Tampons
	Hair accessories and bobby pins (if necessary)		Eyeglass retainer band for sports (for eyeglass wears)
	Laundry soap (Cold CTC Only)		Handkerchief or tissue
(Check off once packed)			
	Underwear x 8		Cotton Socks x 8
	T-shirts x4 GPTC/PPTC x6		Shorts x4 GPTC/PPTC x6
	Running shoes x1 pair <i>*Survival Candidates will require additional pair for canoeing</i>		Appropriate Pyjamas
	Sweatpants and Sweatshirt		Conservative Swimsuit
	Hangers		Sweater
	Hat		Lint brush
	Pad Lock (Combination type) x2		Water bottle
	Writing material		
CADET UNIFORM (service dress C3 to be worn when travelling)			
	Headdress		Environmental T-shirt x3
	Dress Shirt		Dress Pants
	Belt		Wool socks
	Parade Boots <i>*PPTC Candidates requires additional pair</i>		Multi-purpose Boots
	Rank Slip-ons		Medal Ribbons (Travel and Graduation only)
	Tunic		Nametag
	C5 (Field Training Uniform/Sea Training Unit) PPTC Cadets will not require their FTU.		Flight suits for ONLY Staff Cadets at Brandon CTC working the airfield

ITEMS PROHIBITED AND NOT ALLOWED

The following items are prohibited or not allowed and shall not be brought to the training centre under any circumstances. Ref. [CATO 12-50 Annex B](#), Prohibited, Restricted and Unauthorized Items. 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
Alcoholic beverages (if under provincial age limit)	Alcoholic beverages (regardless of age)	Motor Vehicles
Explosives	Laser pointers	Pets
Weapons (brass knuckles, ninja stars, etc.)	Lighters and other fire-starting equipment	
Tobacco/Cannabis products	Flammables	
Vaping paraphernalia	Tobacco/Cannabis products	
	Vaping paraphernalia	

VALUABLES AND DISCOURAGED ITEMS

6. The following items are brought at own risk to the training centre:

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

7. To eliminate any storage of valuables, or security problems, it is recommended that cadets do not bring jewelry, or other “attractive items” to the CTC. Cadets who bring valuables to CTC are to complete the Record of Valuable Items (Annex B) form, in these JIs, 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/guardians 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.

SERIAL NUMBER	ITEM AND DESCRIPTION
<i>EXAMPLE: 00FRWTEST99836</i>	<i>EXAMPLE: iPhone 12- White</i>

(Surname) **Given Name(s)** _____
(Corps/Squadron)

Cadet Training Centre – Instructions for Course and Staff Cadets
ANNEX C

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 CORPS/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)	

Cadet Training Centre – Instructions for Course and Staff Cadets
ANNEX C

****NOTE****

1. This form must be completed if the pickup or drop off point differs from the pickup 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 is the financial and administrative responsibility of the authorizing parent/guardian.
3. The completion of this form does not automatically guarantee that transport staff will be able to accommodate the request.
4. Parent/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 (Fortress).
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@cadets.gc.ca**



Cadet Code of Conduct

Cadet Rank	Last Name	First Name	Home Corps / Squadron

1. The Cadet Code of Conduct applies to all cadets in the Sea, Army and Air Cadet Program.
2. The Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive program where everyone feels valued and is able to achieve their maximum potential. Treating each other with respect and fairness, and acting and making decisions in the best interests of others, are integral to maintaining a positive environment; free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour. Your behaviour, during activities whether in person or online, impacts this atmosphere.
3. Regulations, policies, directives, orders, and instructions have been or will be communicated to you through training.
4. This code of conduct has been developed to provide an opportunity for you to:
 - a. review and discuss key behaviour expected of you as a cadet.
 - b. confirm your responsibility to continue to learn and follow regulations, policies, directives, orders, and instructions; and
 - c. confirm that you agree to behave in a way that aligns with the values of the CJCR and abide by the laws of Canada, including the *Canadian Human Rights Act* and the *Canadian Charter of Rights and Freedoms*.
5. While participating in the Cadet Program and during all related communications and activities, you must:
 - a. set a positive example by your conduct and be kind and considerate of the impact of your actions and behaviour on others;
 - b. be honest and treat others fairly, respecting physical boundaries, personal property and privacy;
 - c. comply with all laws, regulations, policies, directives, orders and instructions;
 - d. follow the decisions and directions of your leaders;
 - e. use a calm and reasonable tone of voice when interacting with others, particularly when giving instructions or addressing concerns;
 - f. ensure that you always act in a safe manner, looking out for the safety of yourself and others;

Cadet Training Centre – Instructions for Course and Staff Cadets ANNEX D

- g. request the assistance of a senior cadet or adult staff member when you need help, and report any wrongdoing to an adult staff member as soon as possible;
- h. be respectful of the environment and your surroundings;
- i. behave in a way that is consistent with this code of conduct while using electronic communications, including your use of social media, email, instant messaging, online chatting, websites, and texting, when communicating about cadet activities or members of the Cadet Program, even on your own personal time;
- j. take care of clothing, materials and equipment loaned to you, and ensure that you are wearing your uniform as outlined in the *Cadet and Junior Canadian Rangers Dress Instructions*;
- k. speak only about your own Cadet Program experiences and not act as a spokesperson for the CJCR to the media or within any public forum on any topic without permission from your chain of command;
- l. keep personal opinions, improper comments and speculation regarding CJCR policies and programs to yourself or share only within your chain of command. Do not share these in any public forum, whether in person, written or online; and
- m. refrain from behaviours that are illegal **AND DO NOT**:
 - (1) intentionally make comments either verbally or in writing, that are critical or disrespectful of any person's race, national or ethnic origin, skin colour, religion, age, gender, sexual orientation, marital status, family status, disability, gender identity or expression, genetic characteristics, or physical characteristics;
 - (2) engage in conduct of a sexual nature that causes or could cause harm to others, including jokes, remarks or advances of a sexual nature, harassment of a sexual nature, and viewing, accessing distributing or displaying sexually explicit material;
 - (3) touch any other cadet or their belongings without their permission, except when necessary in an emergency;
 - (4) attempt to harass, bully, shame or socially isolate others;
 - (5) take, distribute, or share pictures of others without consent;
 - (6) act in a way that is considered to be hateful or racist. This includes, but is not limited to, using words, symbols or images that cause or encourage, justify or promote violence or hatred against others;
 - (7) use or consume, tobacco, e-cigarettes, cannabis, alcohol, or illegal or non-prescription drugs, with the exception of over the counter drugs provided by your parent/guardian (i.e. Tylenol, Advil etc.);
 - (8) possess, purchase, or sell tobacco, e-cigarettes, cannabis, alcohol, or illegal or non-prescription drugs;

Cadet Training Centre – Instructions for Course and Staff Cadets
ANNEX D

- (9) share prescription medication with any other person;
- (10) engage in romantic, sexual, or intimate conversations or relationships with persons in a position of authority over you; and
- (11) have any knife, gun, weapon, or ammunition in your possession unless authorized for use during a cadet activity.

6. Your failure to abide by this code of conduct and regulations, policies, directives, orders, and instructions may result in administrative or legal action, termination of membership in your cadet corps/squadron and/or involvement of the military or civilian police.

ACKNOWLEDGEMENT

7. I acknowledge by my signature below that I have read and understand this code of conduct, have asked questions for clarification as required, and agree to abide by this code of conduct.

Date

Cadet Signature (Print Name and Sign)

I have reviewed this code of conduct with the cadet and clarified their understanding of its content.

Date

Staff Member (Print Name and Sign)

Date

Parent/Guardian (Print Name and Sign) – Corps/Squadron only

Cadet Training Centre – Instructions for Course and Staff Cadets ANNEX E

MEDICAL CARE FOR CADETS

CLINICS AT CADET TRAINING CENTRES

2. Cadet Training Centres (CTCs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets are provided treatment at the CTC similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications that cadets have when they arrive. Major ailments or injuries to cadets beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

3. There is a screening process completed prior to attending a CTC to ensure the cadet is medically able to complete the training offered. Clinics are not able to provide care for preexisting dental or medical problems that prevent the cadet from participating in the directed training. A cadet with an ailment that cannot be supported by the CTC will be returned home.

PROVINCIAL/TERRITORIAL HEALTH CARDS

4. All cadets must have a copy of their provincial/ territorial health card and original photo identification card in their possession.

PRESCRIPTION MEDICATION

5. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. Cadets are to bring up to an extra 10 days of medication in case of isolation/ transportation delays. Medications will be logged in and retained by CTC Medical staff, together with dispensing instructions. Although 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 16-04 Annex C - OTC (Over the Counter)/Prescribed Medication Administration found in Annex E Appendix 1.

OVER-THE-COUNTER AND PERESCRIBED MEDICINES

6. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant CTC medical staff will administer any appropriate medication(s). All over the counter medication must be accompanied with a completed 16-04 Annex C - OTC (Over the Counter)/Prescribed Medication Administration found in Annex E Appendix 1.

7. 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

8. Lenses and frames are the personal property of the cadet. It is strongly recommended that cadets requiring eyeglasses shall have in their possession, if possible, two pairs of glasses

Cadet Training Centre – Instructions for Course and Staff Cadets ANNEX E

and a copy of the prescription. Cadets are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps, etc.)

DENTAL SERVICES

9. When a cadet suffers any injury to the teeth and adjacent orofacial 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. Reconstructive oral surgery to correct a pre-existing condition will not be provided.

ENTITLEMENTS/BENEFITS/COMPENSATION

10. 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.

11. 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.

12. 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

13. 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/guardians 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/guardian 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

14. 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](#); and
- c. Air Cadets: [Claim Form – Air Cadet League of Canada](#).

Cadet Training Centre – Instructions for Course and Staff Cadets
APPENDIX 1
ANNEX E

CATO 16-04 Annex C- OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION
ADMINISTRATION

MUST BE FILLED PRIOR TO 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: _____

 - a. 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)

Identification of cadet:

(Full name and initials, unit and date of birth)

b. Name of drug: _____

Dosage: _____

Administration time: _____

Total quantity: _____

c. Name of drug: _____

Dosage: _____

Administration time: _____

Total quantity: _____

d. 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 DAYTRIPS CADET TRAINING CENTRE

IMPORTANT: This form must be completed in full and brought by the staff cadet to the CTC.

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

Staff cadets will need to request time off through their chain of command in accordance with established 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	
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.	
Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments	
SECTION "C" PARENT/GUARDIAN'S SIGNATURE (AS LISTED IN FORTRESS)	
The information provided below is complete and accurate to the best of my knowledge.	
Parent/Guardian's Name	Relationship to Cadet
Signature	Date

BRANDON CADET TRAINING CENTRE

CONTACT INFORMATION

Brandon CTC can be found on Google Maps by searching “Brandon University, McMaster Hall”

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

1. 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 should be annotated *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

2. 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.

- a. PPTC cadets will receive their site contact number on arrival to their location. 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.
 - i. Should you need to contact your cadets and do not have the on-site number you may call Brandon CTC to have a message relayed to your cadet. To expediate the message please let staff know that your cadet is on PPTC and site location.
- a. 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.

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

ADDITIONAL INFORMATION

4. Medical Services. Both Brandon CTC and satellite 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.

Cadet Training Centre – Instructions for Course and Staff Cadets
ANNEX G

CEASE TRAINING CRITERIA

5. 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 6;
- 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.
- e. 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.

Cadet Training Centre – Instructions for Course and Staff Cadets
ANNEX G

Note: When referred to in the context of the GPTC/PPTC is a flight training course of academic study and achievement, it is **not** considered a scholarship. Therefore, a cadet who has been ceased training is not entitled to any balance of allocated resources.

NORTHWEST REGION GLIDER PILOT TRAINING COURSE

6. 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)

ESSENTIAL DOCUMENTS FOR GPTC

7. 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	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

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 G.

Cadet Training Centre – Instructions for Course and Staff Cadets ANNEX G

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/guardians. 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.

NORTHWEST REGION AIR CADET POWER PILOT TRAINING COURSE

1. The Power Pilot Scholarship course will be delivered by the following civilian Flight Training Units (:
 - a. Harv's Air, Steinbach, MB
 - b. KF Aerospace, Southport, MB;
 - c. Regina Flying Club, Regina, SK;
 - d. 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 Harv's Air Steinbach will be Friday, 18 Aug 23. The remaining three locations will be on Friday, 25 Aug 23. 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 within the CCO 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).**
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

Cadet Training Centre – Instructions for Course and Staff Cadets
ANNEX G

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 may be issued two at the course location, as these are required to be worn under the flight suit (additional shirts can be requested from cadet's squadron supply; 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.

Cadet Training Centre – Instructions for Course and Staff Cadets

APPENDIX 1

ANNEX G

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. Obtain travel orders and information. (Carry with you)
- _____ 11. Proper Identification for Travel. (Carry with you)
- _____ 12. Long Distance Calling Card (to call home periodically). (Carry with you)
- _____ 13. Pocket money for personal expenses (canteen snacks, souvenirs, etc. \$15-20 per week). (Carry with you)
- _____ 14. Bring (carry with you) all required paperwork including:
 - ___ Signed Offer of Participation
 - ___ Completed Annex B Record of Valuable Items
 - ___ Completed Annex C Parental Pickup (if applicable)
 - ___ Completed Annex D Code of Conduct
 - ___ Completed Annex E Appendix 1 for OTC (Over the Counter)/Prescribed Medication Administration (if applicable)
 - ___ Completed Annex F Staff Cadet Unsupervised Day Trip Consent (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 G (GPTC only).

Cadet Training Centre – Instructions for Course and Staff Cadets

APPENDIX 2

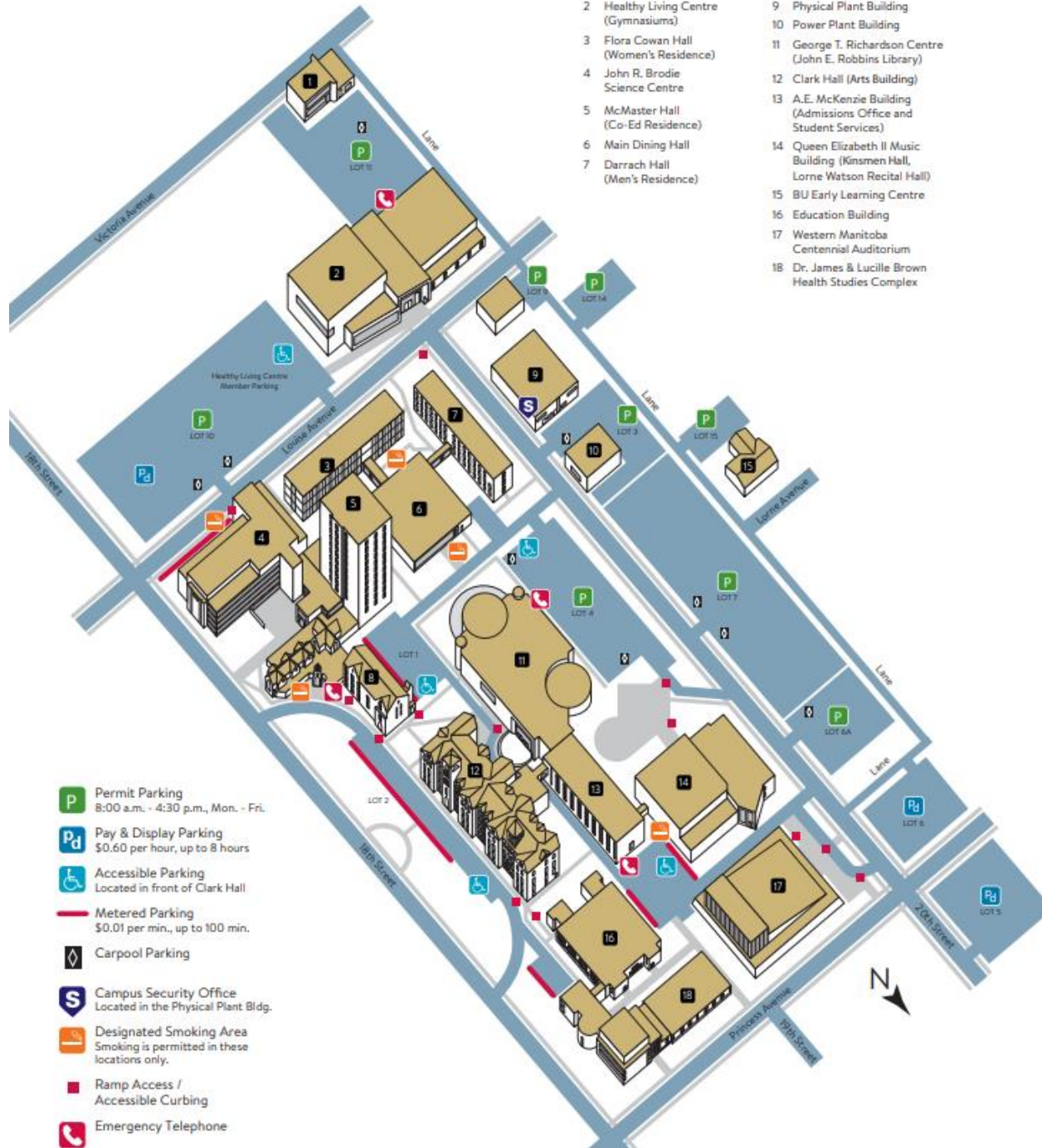
ANNEX G



**BRANDON
UNIVERSITY**

Campus Map

- | | |
|--|--|
| 1 Glen P. Sutherland Gallery of Art | 8 Knowles-Douglas Students' Union Centre |
| 2 Healthy Living Centre (Gymnasiums) | 9 Physical Plant Building |
| 3 Flora Cowan Hall (Women's Residence) | 10 Power Plant Building |
| 4 John R. Brodie Science Centre | 11 George T. Richardson Centre (John E. Robbins Library) |
| 5 McMaster Hall (Co-Ed Residence) | 12 Clark Hall (Arts Building) |
| 6 Main Dining Hall | 13 A.E. McKenzie Building (Admissions Office and Student Services) |
| 7 Darrach Hall (Men's Residence) | 14 Queen Elizabeth II Music Building (Kinsmen Hall, Lorne Watson Recital Hall) |
| | 15 BU Early Learning Centre |
| | 16 Education Building |
| | 17 Western Manitoba Centennial Auditorium |
| | 18 Dr. James & Lucille Brown Health Studies Complex |



COLD LAKE CADET TRAINING CENTRE

COLD LAKE CONTACT INFORMATION

Cold Lake Cadet Training Centre (Cold Lake CTC) is located at 4 Wing Cold Lake, 300 km northeast of Edmonton, Alberta, close to the Saskatchewan border. Cold Lake CTC can be located using the following coordinates:

54°24'47.9"N 110°16'48.6"W or
can be found on Google Maps by searching "Cold Lake Cadet Training Centre"

1. Mailing Address. Mail for cadets should be annotated Cadet, Staff Cadet, or Training Centre Staff in the lower right corner of the envelope with their course or department. All mail and parcels MUST have a return address as some of the mail/parcels are received after the cadet has departed the CTC. The mailing address for Cold Lake CTC is as follows:

RANK, FULL NAME, INITIAL
Cold Lake Cadet Training Centre
4 Wing Cold Lake
Box 6550 Stn Forces
Cold Lake, AB T9M 2C6

2. Phone number. To contact cadets and staff cadets at Cold Lake CTC call (780) 840-8000 extension 4765. Calls are to be directed to Training Centre Operations for cadets attending Advanced Aviation, Drill and Ceremonial Instructor, Fitness and Sports Instructor courses or to the [Cadet Survival Training Centre \(ext 4774\)](#) for cadets attending the Survival Instructor Courses. 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, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

3. Email Address. The email address for Cold Lake CTC is ColdLake@cadets.gc.ca.

ADDITIONAL INFORMATION

4. Medical Services. Cold Lake CTC will have a small medical clinic with military and civilian Health Care Providers to screen and treat Cadets for minor illnesses and training related injuries. For more in-depth medical services Cadets may be transferred to the nearest civilian Hospital for services not available at the Cadet Training Centre (lab and x-ray services).

5. 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.

6. Staff Cadet Dinner. The staff cadet dinner, dining in, or other alternate activity may be held at the Commanding Officer (CO)'s discretion and is designed to develop the traditional social protocols and values of the CAF. The dress for staff cadets at a mess dinner/dining will be in C-5 or appropriate suitable equivalent civilian attire to the dinner as approved by the CO.

Cadet Training Centre – Instructions for Course and Staff Cadets

APPENDIX 1

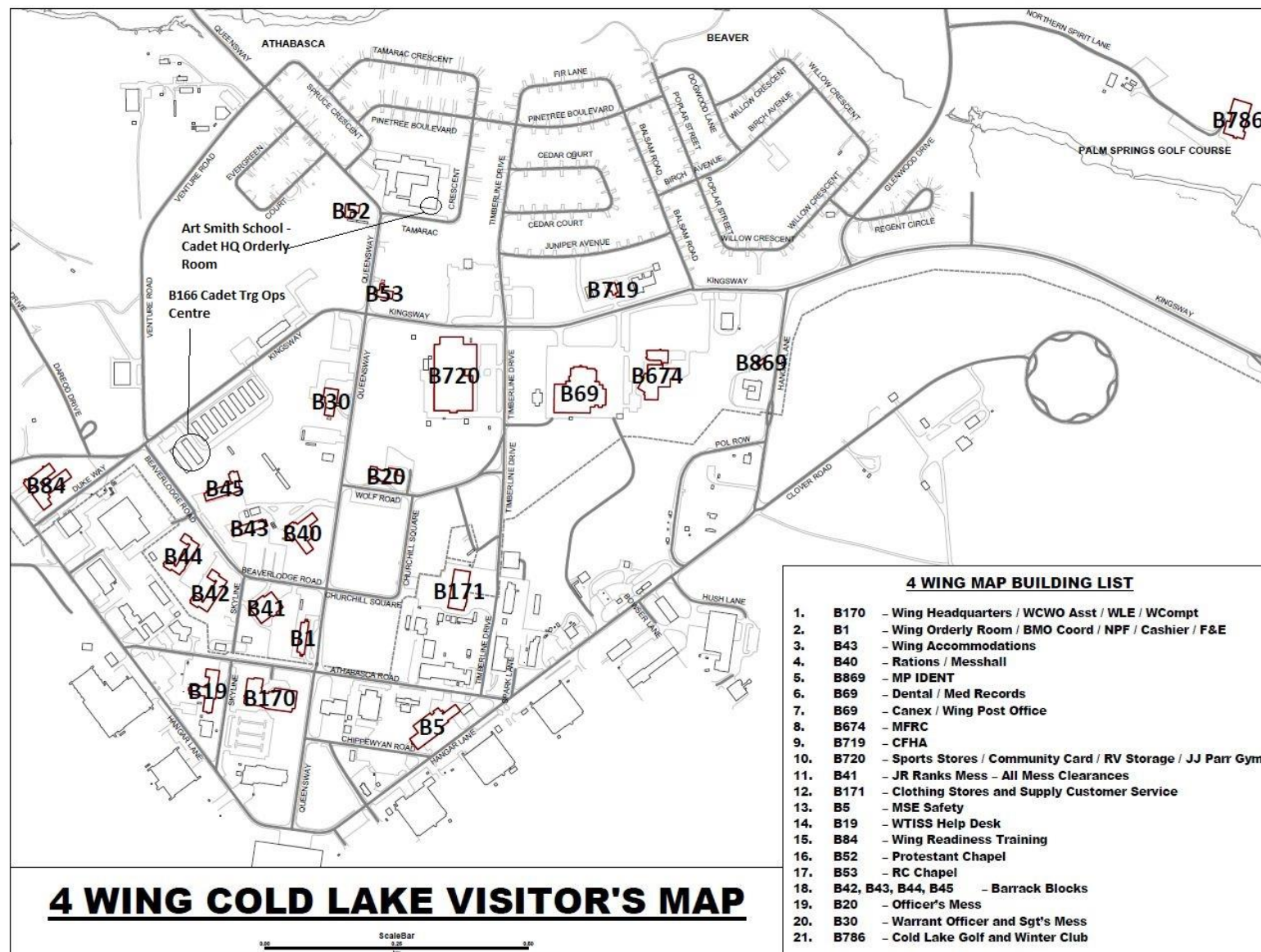
ANNEX H

CHECK LIST

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

- Check cadet boots and other cadet kit for comfortable fit and condition. Obtain replacement items for incorrectly sized, worn, torn or permanently soiled clothing. (1 Month before departure)
- Know travel arrangements and reporting date. (Week before departure).
- Pack complete cadet kit and personal kit. (Week before departure)
- If required, bring copy of eyeglasses prescription and/or extra pair of glasses. (Week before departure)
- Consider amount of spending money for two weeks. (Week before departure)
- Label items and all luggage with name. Ensure luggage has home address, place name, address and phone number inside of luggage. (Week before departure)
- List of medications and dispensing information (dosage, frequency). (Week before departure)
- Get haircut. (Day before departure)
- Obtain travel orders and information. (Carry with you)
- Proper Identification for Travel (Carry with you)
- Pocket money for personal expenses (canteen snacks, souvenirs, etc. - \$15-20 per week). (Carry with you)
- Bring (carry with you) all required paperwork including:
 - Signed Offer of Participation
 - Completed Annex B Record of Valuable Items
 - Completed Annex C for Parental Pickup (if applicable)
 - Completed Annex D Code of Conduct
 - Completed Annex E Appendix 1 for Over The Counter Medications (if applicable)
 - A copy of your Provincial Health Card

Cadet Training Centre – Instructions for Course and Staff Cadets
 Appendix 2
 ANNEX H



4 WING COLD LAKE VISITOR'S MAP

4 WING MAP BUILDING LIST

1. B170 – Wing Headquarters / WCWO Asst / WLE / WCompt
2. B1 – Wing Orderly Room / BMO Coord / NPF / Cashier / F&E
3. B43 – Wing Accommodations
4. B40 – Rations / Messhall
5. B869 – MP IDENT
6. B69 – Dental / Med Records
7. B69 – Canex / Wing Post Office
8. B674 – MFRC
9. B719 – CFHA
10. B720 – Sports Stores / Community Card / RV Storage / JJ Parr Gym
11. B41 – JR Ranks Mess – All Mess Clearances
12. B171 – Clothing Stores and Supply Customer Service
13. B5 – MSE Safety
14. B19 – WTISS Help Desk
15. B84 – Wing Readiness Training
16. B52 – Protestant Chapel
17. B53 – RC Chapel
18. B42, B43, B44, B45 – Barrack Blocks
19. B20 – Officer's Mess
20. B30 – Warrant Officer and Sgt's Mess
21. B786 – Cold Lake Golf and Winter Club

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 DEPARTMENT OF NATIONAL DEFENCE

4 WING COLD LAKE - 2017

Disclaimer: This Map is not to be further promulgated / modified / released without the written consent of the 4 Wing Ops O.

MAP NO. 1 CCAWTS-MO-106
 MAP DATE: 08/08/2016
 SCALE: 1:10,000
 DATE: 08/08/2016