Richmond Hill RTC
Application Form

1200 Elgin Mills Rd. E.
Richmond Hill, On. L4S 1M4
Main: 905-883-5444
Fax: 905-780-2939

Please enter the information below. Once the application is complete, email the application to fred.downing@richmondhill.ca.

PART 1 - APPLICANT / COURSE INFORMATION

Surname | First Name | Middle Initial

Email Address for pre-course material (work or personal) | Career ☐ | Volunteer ☐

Course Name | Course Date | Course Number

PART 2 - FIRE CHIEF OR DESIGNATE INFORMATION

Fire Department or Organization

Contact Telephone #: | Ext: | Email:

By signing this form you agree to the following:

1. As the Fire Chief or designate I confirm that the student meets the course prerequisite and is eligible to apply for this course.
2. The student-learner registering for training is capable of performing all the physical and mental duties expected of a firefighter in this department. The Fire Chief or designate verifies that the student has been FIT tested within the last 12 months.
3. The student-learner will abide by Ontario Fire College and the City Richmond Hill policies, such as the Workplace Harassment and Discrimination Policy, Vaccination Policy, and other legal requirements.
4. Fire Departments will be charged a registration fee for each student-learner accepted into this course. No student substitutions or refunds will be approved once online redemption codes have been issued by the OFC. Fire departments will be sent an invoice from the City of Richmond Hill once the course is complete.
5. Fire departments will be charged a registration fee of $65.00 for each student-learner by the Ontario Fire College and will be invoiced on a quarterly basis.

☐ **Student is attending a course that does not require SCBA use**

☐ **Student will be using SCBA from their Department Make:**

Signature of Fire Chief / Manager or Designate | Name of Fire Chief / Manager or Designate