

**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](mailto: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:
- As the Fire Chief or designate I confirm that the student meets the course prerequisite and is eligible to apply for this course.
  - 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.
  - The student-learner will abide by Ontario Fire College and the City of Richmond Hill policies, such as the Workplace Harassment and Discrimination Policy, Vaccination Policy, and other legal requirements.
  - Fire Departments will be charged a registration fee for each student-learner accepted into this course. The registration fee is not charged for cancellations received 8 weeks prior to the course start date. Fire departments will be sent an invoice from the City of Richmond Hill once the course is complete.
  - 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 \_\_\_\_\_