



Adventure Studies Department  
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[www.adventurestudies.ca](http://www.adventurestudies.ca)

## **CANADIAN MOUNTAIN AND SKI GUIDE PROGRAM**

### **Application Package**

#### Package Contents:

1. Program Description
2. Notice of Increased Risk
3. Application Information
4. Sample Format Guiding/Climbing Resume
5. Guidelines for Letters of Recommendation
6. Payment and Cancellation Policy
7. Course Registration Form

#### Submit completed registration and documentation to:

Canadian Mountain & Ski Guide Program  
Thompson Rivers University  
PO Box 3010  
Kamloops, BC  
V2C 5N3

Ph 250-371-5838  
Fax 250-371-5845  
Email: [cmsg@tru.ca](mailto:cmsg@tru.ca)

## 1. Alpine Guide Program

Alpine Guides specialize in alpine, rock and waterfall ice climbing terrain.

The goal of the Alpine Guide Exam is to certify guides to work without supervision in all types of alpine climbing terrain. A second goal is to continue the aspirant guide's learning process in applying techniques in a wide variety of conditions.

Candidates are expected to come prepared and able to demonstrate and be examined on information contained in the Technical Handbook for Professional Mountain Guides and as taught on Guide Training – Rock, the Assistant Rock and Assistant Alpine Guide exams; and the ITP Level 2 avalanche certification. The guiding standard requires movement up to 5.10 in rock shoes; 5.8 in mountain boots, alpine ice to 70 degrees and water ice to Grade 4 with confident and efficient movement.

The Assistant Alpine Guide Exam and ITP Level 2 are prerequisites to the Alpine Guide Exam. You are also required to demonstrate that you have fulfilled the apprenticeship requirement.

If you have already completed the Assistant Alpine Guide Exam and are applying to the Alpine Guide Exam, proceed with this application package. If you have not yet completed the Assistant Alpine Guide Exam, return to the web site and click on 'Assistant Alpine Guide' or contact the CMSG Program office for the correct application package.

## 2. Notice to Participants of Professional Guide Training Courses - Increased Risk

TRU and the ACMG provide training intended to develop professional skiing, climbing, hiking, rescue, and wilderness travel guides. To train professional guides it is necessary for students to participate in activities that have higher levels of risk than what may be considered reasonable by entry-level, intermediate, novice, commercial guiding, or recreational standards. This may include, but is not limited to activities such as: lead climbing where the climber places his or her own protective equipment, climbing without helmets, travel and decision making in avalanche terrain, climbing and rescue in a multi-pitch environment, students driving program vehicles, hiking in unusually rough and remote terrain, stress from examination and grading processes, students making route and hazard assessment decisions on behalf of other students, unsupervised activities; and continuing with an activity when it may not be considered reasonable by entry-level, intermediate, novice, commercial guiding, or recreational standards (for example, when fatigued, in inclement weather, or in high hazard conditions).

**AT THE START OF EACH COURSE or EXAM YOU ARE REQUIRED TO SIGN A LEGAL RELEASE DOCUMENT (Waiver). YOU CAN VIEW A COPY ON-LINE. WE RECOMMEND YOU SEEK LEGAL ADVICE IF YOU HAVE QUESTIONS.**

## 3. Application Information – Alpine Guide Exam

### **Prerequisites required before you can apply**

- Have a current Advanced (80 hr) First Aid and CPR certificate (Wilderness First Aid is preferred; however OFA 3 will be accepted).
- CAA Industry Training Program Level Two for Avalanche Operations certificate
- Assistant Alpine Guide certificate. You have been an Assistant Alpine Guide for at least one year. (If it has been more than 3 years since your Assistant Alpine Guide exam you may be asked to update your skills before attending the Alpine Guide exam.)
- Minimum 20 days documented supervised guiding.

**To apply you must submit**

- ❑ Registration form (attached)
- ❑ Copy of your current Advanced Wilderness First Aid. (If you will be taking your first aid course after the application deadline, attach a confirmation of registration for the first aid program you are taking – this must be complete, and confirmation received by our office (copy of certificate or letter from the first aid provider) in advance of the course date.
- ❑ Copy of your CAA Level 2 certificate
- ❑ Personal resume update
- ❑ Climbing skills resume including climbs you have completed since your Assistant Alpine Guide Exam. See attached format example.
- ❑ Proof of work experience 20 days minimum supervised guiding documented as follows:
  - Letter from a supervising guide OR
  - Photocopy of your guides book signed by a supervising guide OR
  - Resume of work experience signed by a supervising guide
- ❑ Letter of Recommendation from an ACMG Alpine or Mountain Guide. See guidelines below.

**Concerning Applications**

Allow yourself adequate time to create a well structured, organized, and complete application that arrives on time. Your application plays a significant role in whether you will be accepted into the program or not. Poorly organized applications or unformatted resumes jeopardize your acceptance as your background, skills and qualifications may not be clear and/or may compare unfavourably to other applications. Please retain a copy of your application for your records or incase of loss.

**Application Deadline**

Applications must be complete and received by the CMSG Program office by the application closing date. Late or incomplete applications may not be accepted.

Application deadlines, course dates and fees can be viewed online at [www.acmg.ca](http://www.acmg.ca) or contact the Program Office at (250) 372-0118. Dates and fees are updated regularly and may change without notice. **Applications can be emailed, faxed or mailed to:**

**Notification of Acceptance**

Applicants will be notified of acceptance into the course, once accepted the course fee is due and must be paid in full to confirm placement. See payment details below.

**If accepted and it becomes clear to the instructors that you are not at the standard indicted on your application, instructors have the right to remove you from further participation.**

**4. Sample Format for Climbing Skills Resume**

A personal skills resume can be set up in a spreadsheet format to more conveniently list the types and styles of climbs. This will present relevant information in a concise format for the application review committee.

**Work Experience**

Route	Difficulty	Location	Supervising Guide	Date
<i>Name of route</i>	<i>grade</i>	<i>area or range</i>		<i>month/year</i>
1.				
2.				
etc.				

**Personal Experience - create a separate category for each style of climb (rock, ice, alpine)**

Route	Difficulty	Location/Area	Belayer	Date	Style (if applicable)
<i>Name of route</i>	<i>Grade</i>	<i>area or range</i>	<i>Partner name</i>	<i>month/year</i>	
<i>flash/redpoint</i>					
1.					
2.					
Etc.					

## 5. Guidelines for Letters of Recommendation

*The letter can be submitted with the application or mailed directly to the:*  
Canadian Mountain and Ski Guide Program  
Thompson Rivers University  
Box 3010, 900 McGill Road  
Kamloops B.C. V2C 5N3

*Or we accept recommendations emailed from the writer and sent to: [acmg@tru.ca](mailto:acmg@tru.ca)*

- A. *Please include the following in your letter:*
  - a. Your name, contact information, occupation, and position
  - b. The applicant's name
- B. *Based on your personal experience of the applicant:*
  - a. What is your relationship to the applicant (friend, mentor, and supervisor)?
  - b. The length of time you have known the applicant
  - c. What is your impression of the applicant's general mountain skills (fitness, preparedness, technical skills, navigation, and hazard management, climbing skills)?
  - d. What is your impression of the applicant's leadership and decision-making skills?
  - e. What is your impression of the applicant's potential as an alpine guide?
- C. *Additional comments are welcome.*
- D. *Please sign and date your letter.*

## 6. Payment and Cancellation Policy

### **Course Deposit**

**The course deposit (\$500) is due once you are formally accepted into your course and must be paid in full to confirm placement.**

The remaining course fee is due 6 weeks before the course start date. Course fee information is posted online ([www.acmg.ca](http://www.acmg.ca)) in the "Dates and Fees" section.

Fees include: facilities, administration, instruction, and assessment while on the course. Candidates are responsible for all their own equipment, meals, transportation, and accommodation unless otherwise indicated; additional details are provided prior to each course.

**If final payment is not received 6 weeks before the course starts you will be withdrawn from the course.**

### **Please use Option 1 if a deposit is required**

1. Cheque or money order payable to Thompson Rivers University, must be mailed to:  
Canadian Mountain and Ski Guide Program  
Box 3010, 900 McGill Road  
Thompson Rivers University  
Kamloops, V2C 5N3 – (Attn Brad)
2. By phone – telephone the TRU Finance Department at 250-371-5646 during regular business hours. You must have your student number when you call. You can use Visa, MasterCard or American Express.
3. Through your bank – using your bank's electronic payment services. Set TRU as a payee.

4. On the Web (only if you have a myTRU account and know your myTRU number)  
Log on to myTRU at [www.tru.ca](http://www.tru.ca) > Quicklinks > myTRU > Students Resources > Online Payment > Make Payment

### **Cancellation and Refunds**

**The following policies are strictly enforced.**

If notice of cancellation is received by TRU **6 weeks or greater** prior to the course start date, all monies paid will be refunded.

**There will be no refunds of any kind if notice of cancellation is received less than two weeks before the course starts.**

**Notice of cancellation must be made in writing (email is fine) to the Canadian Mountain and Ski Guide Program.**

If the CMSG Program cancels the course, all fees will be refunded in full.

## 7. Registration Form – Alpine Guide Exam

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Year/month/day

Address: \_\_\_\_\_  
\_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship (i.e. father, mother, wife etc.): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Please indicate Course Dates and Locations

First Course: \_\_\_\_\_

Second Course: \_\_\_\_\_

Please refer to Payment and Cancellation Policy for payment information.  
\_\_\_\_\_

### Medical Information

Please respond YES or NO to the following questions. Please specify or provide details as needed.

Do you have any drug allergies?

Do you require any medications?

Do you have any medical conditions that the instructors need to be aware of?

Do you have any food allergies/restrictions?  
\_\_\_\_\_

**Application checklist. If documentation is missing, your application may be rejected unless a reasonable explanation is attached.**

Climbing Skills Resume (updated)	<input type="checkbox"/>	80-hour first aid certificate	<input type="checkbox"/>
Proof of Work Experience	<input type="checkbox"/>	CAA Level 2 certificate	<input type="checkbox"/>
Letters of Recommendation	<input type="checkbox"/>	Registration form	<input type="checkbox"/>

  
\_\_\_\_\_

**I acknowledge having read the application package including the Cancellation Policy and Waiver and I agree to the terms and conditions described, and certify all information in my application is true and correct.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_