



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 Skiing Resume
5. Payment and Cancellation Policy
6. 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. Assistant Ski Guide Exam

Ski Guides specialize in ski touring, ski mountaineering, and mechanized ski guiding.

The Assistant Ski Guide exam evaluates ski guiding applications and skills in a ski touring and ski mountaineering environment. The exam typically takes place in a remote base camp or combination of front and backcountry over a 9-day period. This scenario provides the opportunity for candidates to lead (guide) and demonstrate their decision-making and judgment skills. The guiding skills and applications to be tested are common to mechanized and ski touring operations and independent ski mountaineering

Guide Training Skiing is a prerequisite to the Assistant Ski Guide Exam. You may wait one year after completing Guide Training Skiing before you are required to take the Assistant Ski Guide Exam.

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

### **Waiver and Release of Liability**

**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 – Assistant Ski Guide Exam

Note: You may indicate preferred exam dates however there are no guarantees and the CMSG Program reserves the right of placement. Be flexible.

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

- You must be 19 years of age or older
- 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 One for Avalanche Operations certificate
- Completed Guide Training Skiing (Alpine, Mechanized and Touring) with a recommendation to continue to the exam.

**To apply you must submit**

- ❑ Registration form (attached)
- ❑ Copy of your current Advanced First Aid and CPR certificate if your previous cert has expired. (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 program date.
- ❑ Personal Skills resume: An update to your personal skills resume if you completed the training course the previous year.

**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 in case 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:**

**Canadian Mountain and Ski Guide Program  
Thompson Rivers University  
P.O. Box 3010  
Kamloops, B.C. V2C 5N3  
Fax: (250)371-5845  
Email: [acmg@tru.ca](mailto:acmg@tru.ca)**

**Notification of Acceptance**

Applicants will be notified of acceptance into the course, once accepted the course deposit 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. Backcountry Skiing Resume Format**

**Ski Touring and Ski Mountaineering**

Trip	Area/Range	Date	Comments	
<i>Name/description of route, terrain</i>			<i>month/year</i>	<i>weather, leadership role</i>
1.				
2.				
Etc.				

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**Multi-day Trips**

Trip	Area/Range	Date	Comments	
<i>Name/description of route, terrain</i>			<i>month/year</i>	<i>weather, leadership role</i>
1.				
2.				
Etc.				

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## 5. 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.

## 6. Registration Form – Assistant Ski 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.**

Personal Resume

Backcountry Ski Skills Resume

Registration form

First aid certificate

CAA 1 Avalanche Certification

**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: \_\_\_\_\_