



CANADIAN MOUNTAIN AND SKI GUIDE PROGRAM

Application Package

Contact the CMSG office for course dates and fees

Package Contents:

1. Program Description
2. Application Information
3. Sample Format Climbing Resume
4. Payment and Cancellation Policy
5. Course Registration Form (to be printed)

Submit completed application form to:

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

Phone 250-371-5838
Fax 250-371-5845
Email: cmsg@tru.ca

1. Climbing Gym Instructor Program

The goal of the Level 2 course is to certify instructors for teaching and coaching lead climbing courses and intermediate to advanced movement skills on artificial climbing walls.

Successful participants are well prepared and have a professional attitude. There is a pre-course assignment that must be completed. During the course participants are required to demonstrate: personal climbing ability, knowledge of industry safety standards, and the ability to instruct climbing techniques.

2. Application Information

To Become a Level 2 Instructor

- You must have a Level 1 Climbing Gym Instructor Certificate
- You flash 5.10+ on artificial structures or rock
- Have assisted on several lead climbing courses
- Have 30 hours of instruction (as a level 1 instructor)

To apply you must submit

- Updated climbing resume, see sample format below
- Letter of recommendation from a facility operator, CGI level 3 Instructor or ACMG Guide which confirms your personal climbing and instructional experience as noted above.
- Proof of standard (16 hr.) first aid certification (send a photocopy of certificate)
- Other information you feel is pertinent

Concerning Applications

It is strongly recommended that you allow yourself adequate time to create a well structured, organized, and complete application that arrives on time. Keep in mind that your application is a first impression. As such it 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 no later than 4 weeks before the course date. Late or incomplete applications may not be accepted.

Course dates and fees can be viewed online at www.acmg.ca or contact the Program Office at (250) 372-0118. Dates and fees are updated regularly and may change without notice.

Applications should be sent to the following address:

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

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. Please 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.

Waiver and Release of Liability

AT THE START OF EACH COURSE YOU ARE REQUIRED TO SIGN A LEGAL RELEASE DOCUMENT (Waiver) A COPY CAN BE VIEWED ONLINE AT WWW.ACMG.CA (go to Courses > Application Packages)

WE RECOMMEND YOU SEEK LEGAL ADVICE IF YOU HAVE QUESTIONS.

YOU WILL ALSO BE REQUIRED TO SIGN A FACILITY WAIVER.

3. Sample Format Climbing Skills Resume

Indoor Climbing Courses Taught or assisted (minimum 30 hrs instruction)

Program	Supervisor	Date
<i>Name of program</i>	<i>supervising instructor</i>	<i>month/year</i>
1.		
2.		
Etc.		

Lead Climbing Courses Taught

Program	Supervisor	Date
<i>Name of program</i>	<i>supervising instructor</i>	<i>month/year</i>
1.		
2.		
Etc.		

5.10 Flashes on Rock (optional)

Route	Difficulty	Location	Date	Style
<i>Name of route</i>	<i>grade</i>	<i>area/crag</i>	<i>month/year</i>	redpoint, flash, lead. Top rope
1.				
2.				
Etc.				

4. Payment and Cancellation Policy

Course Fee

The course fee is due once you are formally accepted into your course and must be paid in full to confirm your placement.

Course fee information is posted online (www.acmg.ca) in the “Dates and Fees” section.

Fees include: manuals, facility fees, administration, instruction, and assessment while on the course. Candidates are responsible for all their own equipment and meals.

If payment is not received 2 weeks before the course start you will be withdrawn from the course.

Student Number

Your student number is sent to you once you are accepted into the course. This number is required to use the payment methods listed below.

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 > 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.

5. Registration Form – Climbing Gym Instructor – Level Two

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, cover letter, etc.

First aid certificate

Letter of recommendation

Registration form

Cheque enclosed (optional)

I acknowledge having read the application package including the attached 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: _____