

THOMPSON RIVERS UNIVERSITY

Adventure Studies Department
900 McGill Road, Kamloops, British Columbia, Canada, V2C 0C8
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 Hiking 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 0C8

Ph. - 250-371-5838

Fax - 250-371-5845

Email: cmsg@tru.ca

1. Hiking Guide Program

The Hiking Guide program trains and certifies participants to guide on and off-trail on all types of hiking terrain, and includes day-hikes and multi-day backpacking trips. The certification does not include travel on permanent snowfields, glaciers or scrambling terrain.

The Assistant Hiking Guide course is a prerequisite to the Hiking Guide exam. Assistant Hiking Guides should complete one full season of supervised guiding before applying to the Hiking Guide exam.

Hiking Guide Exam

The Hiking Guide Exam takes place over 6 days and includes a four day backpacking trip during which candidates are expected to demonstrate ongoing '24/7' client care. The goal of the exam is to certify guides to work without supervision in all types of hiking terrain. A second goal is to continue the candidate's skill development. Hiking guides are expected to have strong leadership skills and may supervise Assistant Hiking Guides.

If you have already completed the Assistant Hiking Guide course and are applying to the Hiking Guide exam, proceed with this package. If you have not completed the Assistant Hiking Guide course, return to the web site and click on Assistant Hiking Guide or contact the 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 – Hiking Guide Exam

Prerequisites required before you can apply

- ❑ You must be 19 years of age (unless you reside in Alberta, 18 years).
- ❑ Have a current Advanced (80 hr) First Aid and CPR certificate (Wilderness First Aid is preferred, however OFA 3 is accepted).

To apply you must submit

- ❑ Registration form (attached)
- ❑ Copy of your current Advanced First Aid and CPR certificate. (if you will be taking your first aid course after the application deadline, attach a confirmation of registration for the first aid course you are attending – 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.
- ❑ Personal hiking resume including hikes you have completed since your Assistant Hiking Guide course (see attached page for resume format).
- ❑ Proof of work experience showing a minimum of 20 days of 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 Hiking Guide, or Mountain/Alpine Guide. See guidelines and format on attached page.
- ❑ Related experiences and additional information you feel is pertinent

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.cmsg.info or contact the Program Office at **(250) 371-5838**. 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
900 McGill Road
Kamloops, B.C. V2C 5N3
Fax: (250) 371-5845
Email: cmsg@tru.ca

Notification of Acceptance

Applicants will be notified of acceptance into the course, once accepted a deposit is required 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 in the course.

4. Hiking and Backpacking Resume Format

A personal experience resume can be set up in a spread sheet format to more conveniently list the types and styles of hikes. This presents relevant information in a concise format for the review committee. If you have more experience in any category, feel free to list these experiences as it will demonstrate greater depth to your experience.

Personal Hiking and Backpacking Trips

Route	Location/Area	Date
<i>Name of route/hike</i>	<i>area /range</i>	<i>month/year</i>
1.		
2.		
etc.		

Professional Hiking and Backpacking Trips

Route	Location/Area	Supervising Guide	Date
<i>Name of route/hike</i>	<i>area / range</i>	<i>Guide or company</i>	<i>month/year</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
900 McGill Road
Kamloops B.C. V2C 0C8

Or we accept recommendations emailed from the writer and sent to: cmsg@tru.ca

A. *Please include the following in your letter:*

- a. Your name, contact information, position, and certification
- b. The applicant's name

B. *Based on your personal experience of the applicant:*

- a. What is your relationship to the applicant (friend, mentor, supervisor)?
- b. The length of time you have known the applicant
- c. What is your impression of the applicant's general hiking and backpacking skills (fitness, movement, preparedness, navigation, and risk management)?
- 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 a hiking 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) 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
900 McGill Road
Thompson Rivers University
Kamloops, V2C 0C8 – (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.

7. Registration Form – Hiking Guide Program

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?

List any medical conditions (i.e. allergies, contact lenses, prescription drugs, etc.)

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

Letters of recommendation

Registration form

Hiking experience resume

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: _____