

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. Guidelines for Letters of Recommendation
5. Payment and Cancellation Policy
6. Course Registration Form (to be printed)

Submit completed application form to:

Canadian Mountain and Ski Guide Program
Thompson Rivers University
900 McGill Road
Kamloops, BC
V2C 0C8

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

1. Climbing Gym Instructor Program

The goal of the Level 3 course is to certify instructors for teaching and assessing on Climbing Gym Instructor certification courses, the skills involved are also generic to conducting staff training sessions for a climbing facility.

Successful participants are well prepared and have a professional attitude. Course participants observe and assist with two CGI courses (level 1 and 2). During each course participants are assessed for their risk management, professionalism, route setting abilities, instructional skills, ability to lead 5.11-, and ability to provide effective student feedback.

2. Application Information

To Become a Level 3 Instructor

- You must have been a Level 2 Climbing Gym Instructor for at least one year and have 30 hours of instruction as a level 2 instructor.
- You flash 5.11- on artificial structures or rock
- Have worked in a leadership role at a climbing facility

To apply you must submit

- Updated climbing resume, see sample format below
- Updated resume showing instructional experience as a Level 2 instructor
- Letter of recommendation from a CGI level 3 Instructor which confirms your personal climbing and instructional experience as noted above; see guidelines below.
- Proof of standard (16 hr.) first aid certification (send a photocopy of certificate)

Concerning Applications

Your application plays a significant role in whether you will be accepted into the program. 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.cmsg.info 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
900 McGill Road
Kamloops, B.C. V2C 0C8
Fax: (250) 371-5845
Email: cmsg@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.cmsg.info (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 and Instructional Experience Resume

Indoor Climbing Courses Taught or assisted

Program	Supervisor	Date
<i>Name of program</i>	<i>supervising instructor</i>	<i>month/year</i>

- 1.
 - 2.
- Etc.
-

Lead Climbing Courses Taught (minimum 30 hrs instruction)

Program	Supervisor	Date
<i>Name of program</i>	<i>supervising instructor</i>	<i>month/year</i>

- 1.
 - 2.
- Etc.
-

5.11- Flashes on Rock

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. Guidelines for Letters of Recommendation

Letters can be submitted with the application or mailed directly to the Canadian Mountain and Ski Guide Program, Thompson Rivers University, or we accept recommendations emailed by the writer to: cmsg@tru.ca

- Please include the following in your letter:*
 - Your name, contact information, occupation, and certification
 - The applicant's name
- Based on your personal experience of the applicant:*
 - What is your relationship to the applicant (friend, mentor, and supervisor)?
 - The length of time you have known the applicant.
 - What is your impression of the applicant's instructional skills (preparedness, technical knowledge, risk management, climbing skills)?
 - What is your impression of the applicant's leadership and decision-making skills?
 - What is your impression of the applicant's potential as a level three instructor?
- Additional comments are welcome.*
- Please sign and date your letter.*

5. 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.cmsg.info) 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
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.

6. Registration Form – Climbing Gym Instructor – Level Three

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.	<input type="checkbox"/>	First aid certificate	<input type="checkbox"/>
Letter of recommendation	<input type="checkbox"/>	Registration form	<input type="checkbox"/>
Cheque enclosed (optional)	<input type="checkbox"/>		

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: _____