



Adventure Studies Department  
900 McGill Road, Kamloops, British Columbia, Canada, V2C 0C8  
[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 Backcountry Skiing 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  
900 McGill Road  
Kamloops, BC  
V2C 0C8

Ph. - 250-371-5838

Fax - 250-371-5845

Email: [cmsg@tru.ca](mailto:cmsg@tru.ca)

## 1. Ski Guide Program

Ski Guides specialize in ski touring, mechanized ski guiding, and ski mountaineering including ascents of non-technical peaks as part of the trip.

The goal of the Ski Guide Exam is to certify guides to work as independent guides. The successful Ski Guide candidate is ready to lead ski touring and ski mountaineering trips without supervision and is ready to train as a lead guide in a mechanized skiing operation.

Candidates are expected to arrive with a working knowledge of the information covered in the Guide Training Skiing courses, Assistant Ski Guide, CAA Level 2 courses and the *Technical Handbook for Professional Mountain Guides*. Participants are expected to arrive in good health and be capable of completing a week of strenuous ski touring and ski mountaineering; and to be able to complete assigned tasks and trips.

The Assistant Ski Guide certification is a prerequisite to the Ski Guide Exam. You will have been an Assistant Ski Guide for no less than one year and will have completed a supervised apprenticeship.

If you have already completed the Assistant Ski Guide Exam and are applying to the Ski Guide Exam, proceed with this application package. If you have not yet completed the Assistant Ski Guide Exam, return to the web site and click on 'Assistant Ski Guide' or contact the Programs 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 – Ski 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 Ski Guide certificate. You have been an Assistant Ski Guide for at least one year. (If it has been more than 3 years since your Assistant Ski Guide exam you may be asked to update your skills before attending the Ski Guide exam.)
- ❑ Minimum 30 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
- ❑ An update of your backcountry skiing resume since your Assistant Ski Guide Exam
- ❑ Proof of work experience showing a minimum of 30 days 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 Ski 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 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](http://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 0C8**  
**Fax: (250) 371-5845**  
**Email: [cmsg@tru.ca](mailto: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. 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.
- 

### 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.
- 

## 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: [cmsg@tru.ca](mailto: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 mountain skills (fitness, preparedness, technical skills, navigation, hazard management, ski 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 a ski 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  
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](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 – 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: \_\_\_\_\_

**Pre-Course Option:** \_\_\_\_\_

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.**

Ski Skills Resume (updated)	<input type="checkbox"/>	80-hour first aid certificate	<input type="checkbox"/>
Letter of Recommendation	<input type="checkbox"/>	CAA Level 2 certificate	<input type="checkbox"/>
Proof of Work Experience	<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: \_\_\_\_\_