

Instructions: Course Registration Request

Guideline for Submitting Course Applications to the Canadian Police College

This guideline provides information on how to submit applications for courses at the Canadian Police College (CPC) that are complete and accurate. Doing so results in fewer applications being rejected or returned for additional information.

Who Can Take CPC Courses

Courses offered by the Canadian Police College are available to employees of police agencies and other organizations that have a law enforcement mandate or who support public safety. Policing and law enforcement partners from other countries are welcome.

All applicants for CPC courses are to be sponsored by their employers.

Applications for CPC courses are signed by a representative of the agency with financial signing authority. Signing the application form commits the agency to paying for the training and, if requested, accommodation and meals that are provided to their employees.

Getting Started

Before applying for a course, review the course description page on the CPC website, in particular the Eligibility and mandatory requirements section. Many of the CPC courses have prerequisites that must be documented.

The [Campus services part of the CPC website](#) has information about the accommodation and meals that are available on the CPC campus.

The Format and delivery section of the website provides information on how the course will be delivered and may include information on work that is required prior to the course beginning.

Required Documentation

If the Eligibility and mandatory requirements section of the course website states that specific courses are prerequisites, a course certificate or similar document is required as part of the application submission. Adding a note to the application form that the course was completed is not sufficient.

Other documents, such as letters of support from managers, may also be required.

Completing This Form

Failing to properly complete this form results in applications being returned and to delays in processing them.

Fields surrounded by a red border are considered to be mandatory.

Section A - Candidate Personal Data

For RCMP employees, entering the HRMIS number is strongly recommended.

The CPC Ottawa Campus attempts to provide the accommodation that is requested, however, there are times when there are not enough rooms to meet demand. In these cases, course participants are provided with other options for accommodations.

CPC West (Chilliwack Campus)

For courses at CPC West (Chilliwack Campus), instructions will be sent to you upon the acceptance of your application. This information will include detailed joining instructions, hotel and meal booking procedures and contact information.

Section B - Candidate Data

Other fields are required when the course website says that the information in them is required.

Section C - Financial Authority (to be completed by Authorizing Training Coordinator only)

Failure to properly complete this section is one of the most common reasons that the CPC is unable to process applications for courses.

The email address in Section C is used to send the organization automated messages related to the course such as changes to the participant's status and course results. The email address that is provided should be one that can be used for this purpose. More than one email address may be submitted but they must be separated by a comma.

Section D - Financial Information Strategy (Federal Government Departments only, except RCMP)

The information in this section is required from federal government departments – except for the RCMP – submitting applications for courses at the Canadian Police College.

Pursuant to the Financial Information Strategy, the information in this section is required by the CPC's financial services in order properly invoice federal government departments for courses that are taken by their employees. All fields in this section must be completed.

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Submitting Applications for CPC Courses

Applications are submitted to the CPC by email at cpcregistrar@rcmp-grc.gc.ca.

Ideally all documents will be in PDF format. Each document should be scanned individually. It creates extra work for the CPC Registrar if all documents for a course applicant are scanned into the same PDF document.

Multiple forms and applications can be attached to the same email.

Billing

The CPC endeavours to send invoices to the agencies about two to four weeks after the course is completed.

The process of paying for CPC courses varies depending on the type of agency.

RCMP

Invoicing is completed via Journal Voucher (JV's) for the transfer of funds.

Municipal and Provincial Agencies

Invoices are sent via email directly to the agencies and paid by cheque or money order (payable to Receiver General for Canada) by credit card, or via electronic funds transfer (EFT).

Government of Canada Agencies

Invoices are sent to interdepartmental settlement units for the transfer of funds.

International Training

Invoices are sent via email to the rcmp.cpcinternational-ccpinternational.grc@rcmp-grc.gc.ca and facilitated handled by them.

Questions

Questions about the registration process can be sent to the CPC Registrar's Office.

Telephone: 613-993-6033

Email: cpcregistrar@rcmp-grc.gc.ca

Questions about the billing process can be sent to the CPC Financial Services Office.

Telephone: 613-993-6800

Email: CPC_Finance@rcmp-grc.gc.ca

Course Registration Request

Section A - Candidate Personal Data

Surname (required)		First Name (required)	
<p>Note: The information from the Preferred Language of Communication field below will be added to the person's use profile. It will be used to indicate the person's preferred language of communication. It will not be used to indicate the language of the form. It will not be used to indicate the language of training course related to a specific training session.</p>			
Preferred Language of Communication (required)		Gender (required)	Rank
<input type="radio"/> English <input type="radio"/> French		<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Another Gender	
HRMIS No. (RCMP only)	Name of Police Service or Agency (required)		

Business Address

Number and Street (required)		City (required)	
Province/Territory (required)	Country (required)		Postal Code (required)
Candidate Email Address (required)			
Work Telephone Number (include area code)		Other Telephone Number (include area code)	

Services Required (Courses in Ottawa Only)

Accommodation Required

Accommodation and full meal plan (BFM)
 Accommodation but no meal plan (BP) (cash cafeteria services on-site)
 No accommodation with lunch and break plan (NL)
 No accommodation - No meal plan (NP) (cash cafeteria services on-site)

Accommodation Type (based on availability):

Single room with a shared bathroom between two rooms (\$95.00)
 Single room with a private bathroom (\$105.00)

Allergies, special conditions or training requests. Please specify:

Section B - Candidate Data

Course Title (required)		Session Number	Start Date (yyyy-mm-dd; required)	
End Date (yyyy-mm-dd; required)	Number of Personnel Supervised by Candidate	Experience Performing these Duties (years/months)		Total Years of Service
Explain how the candidate meets the course selection criteria (i.e. indicate prerequisites when applicable, course, date completed, training institution), as outlined in the course description on our web site .				
Supporting Documentation				
Authorizing Supervisor's Name		Authorizing Supervisor's Signature		Date (yyyy-mm-dd)

Course Registration Request

Section C - Financial Authority (to be completed by Authorizing Training Coordinator only)

I authorize participation on this course and confirm that the applicable fees for tuition (accommodation and meals when applicable) will be paid in full or any cancellation fees.

Name of Training Coordinator (required)	Name of Paying Organization (required)	Cost Centre (required for RCMP; A9999)
Financial Authority's Name (required)		Financial Authority's Title (required)
Email Address (required)		Work Telephone Number (incl. area code)
Financial Authority's Signature (required)		Date (yyyy-mm-dd)

Section D - Financial Information Strategy (Federal Government Departments only, except RCMP)

- Department Number: (3 digit code which identifies your federal government department/agency)
- Interdepartmental Settlement Organization code: (4 digit code (CDO-Client department office) which identifies the organization within your department, which is responsible for the Purchase Order; required)
- Interdepartmental Settlement Reference Code: Your Purchase order of Funds Commitment number (required)

Department Number (required)	Interdepartmental Settlement Organization Code (required)	Interdepartmental Settlement Reference Code (required)
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