

## Permit to Teach

On the following page there is a facilitator's (Instructor, Trainer, Master) renewal form that needs to be completed and signed on an **annual basis**. This document has a statement that in part identifies the facilitator's agreement to maintain the standards of EMP Canada. This is the document that is signed by all EMP Canada facilitator's nationally.

In addition to the completion and signing of the form there is a minimal renewal fee. The fee is applied towards the recovery of costs relating to the following:

The Facilitator and Student National Registry. The registry keeps track of both the facilitators and students that successfully complete training. Further, it allows EMP Canada to secure statistical information that is required by the provincial OH&S agencies.

Facilitator Mailings. Mailings are sent out nationally to all facilitators. Examples of EMP Canada's mailings are the CEO Reports, standards updates etc.

Facilitator Insurance. Insurance that is required by the provincial OH&S agencies is available to EMP Canada facilitators at a much lower cost than can be secured in the open market.

Toll Free Number 1 - 888 - 890 - 9698. Facilitators are able to use the toll free number to call EMP Canada when they have questions, and require data regarding course presentations etc.

Program Recognition. A great deal of time and money is spent in the securing of course recognitions both on a Federal and Provincial level. In some provinces application fees simply to have programs reviewed for equivalence recognition by provincial government OH&S agencies is thousands of dollars for each program.

Replacement Cards. Students often need to have their first aid card replaced because it was lost, stolen, destroyed etc. The EMP Canada registry confirms the student's completion status and replaces the cards with a minimum of hassle.

Referral Service. This service provides training opportunities for EMP Canada training centres, and their facilitators. EMP Canada regularly receives calls requesting training information from across Canada, and refers the callers to training centres in their local area.

The list goes on and will continue to grow as our presence in the Provinces of Canada grows. The mention of these benefits is only to identify the overheads that EMP Canada is subject to and consequently why there is an annual renewal fee.

However, EMP Canada does recognize that this annual renewal fee can cause a hardship for those facilitators who have multiple certifications and conduct a variety of MEDIC First Aid training programs. With this in mind, EMP Canada has revised the facilitator fees.

## Revised Facilitator Annual Renewal Fees

Renewal of current membership and on teaching status certification	\$ 25.00
Renewal of Current Membership and two or more teaching status certifications	\$ 40.00

Best Regards  
Mark Hemsworth  
EMP Canada Services Ltd.



# EMP Canada

# 2011 Membership Renewal

This form must be completed and returned to EMP Canada before any classes can be taught in 2011. Members are automatically placed into Inactive Status on January 1st, 2011 until this Renewal Application is reviewed and approved by EMP Canada. Effective January 1st, 2011 student successful completion packs will not be provided to Instructors who are not Renewed in Teaching Status.

## 1) GENERAL INFORMATION (please print neatly or type)

EMP Canada Registry # \_\_\_\_\_

Name \_\_\_\_\_  
first initial last

Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ P. C. \_\_\_\_\_

Home # ( ) \_\_\_\_\_ Bus. # ( ) \_\_\_\_\_

Email \_\_\_\_\_

### REPLACEMENT CERTIFICATION CARD

If you wish to receive a new card (instead of a decal for your current card), please attach a passport size photo in this space. Please include the additional \$8.00 processing fee.

Please check this box  if the above indicates a change of address

**The name of my "Registered Training Centre"** that I obtain my teaching materials from and teach for is:

## 2) INSTRUCTOR RENEWAL REQUIREMENTS ( Effective JAN. 1, 2011 through DEC. 31, 2011 )

I wish to renew my **Membership** in current "Teaching Status" for the following programs

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Basic Emergency V 6.0     | <input type="checkbox"/> Infant Child V 6.0 | <input type="checkbox"/> Workplace for BC # 1   | <input type="checkbox"/> EMR - Alberta |
| <input type="checkbox"/> Basic Plus Standard V 6.0 | <input type="checkbox"/> Pediatric V 6.0    | <input type="checkbox"/> Transport Endorsement  |  |
| <input type="checkbox"/> A.E.D - Defibrillation    | <input type="checkbox"/> Pediatric Plus     | <input type="checkbox"/> Advanced Level # 2     | <input type="checkbox"/> _____         |
| <input type="checkbox"/> Emergency Oxygen          | <input type="checkbox"/> CarePlus CPR - C   | <input type="checkbox"/> Advanced Level # 3     |  |
| <input type="checkbox"/> Bloodborne Pathogens      | <input type="checkbox"/> Advanced 76 hour   | <input type="checkbox"/> EMR - British Columbia | <input type="checkbox"/> _____         |



**To be eligible for "Membership Renewal" in "Teaching Status" for 2011 , I must have completed the following requirements:**

- I have taught at least 2 MEDIC First Aid® class during the year 2010.  
**OR** - I have assisted with 2 MEDIC First Aid® class during the year 2010.
- and** (*when applying for Basic Emergency and Basic Plus Standard Renewal*) - I have attended a MEDIC First Aid® Version 6.0 "*recertification upgrade*" instructor course . Verification of class attendance (registry application) must have been submitted to EMP Canada.
- and** - I have 2011 "*general liability insurance*" in the amount of 2 million dollars and "*errors and omissions*" in the amount of 1 million dollars (photocopy attached) to meet O.H.& S. requirements.
- and** - I have had a student level MFA class monitored (by a current teaching status EMP Trainer) to meet the O.H.&S. requirement for "*annual instructor monitoring*". Verification ( monitoring form) must have been completed by the trainer, and sent to the EMP Canada Registry.

*If you have "NOT" completed the REQUIREMENTS listed above, please turn to STEP 4 on the back of this form and complete the Current Membership "Non-Teaching Status" Renewal.*

## 3) "TEACHING STATUS" Current Membership Renewal STATEMENT

I will abide by all standards and procedures within the MEDIC FIRST AID® Instructor Guide and EMP Canada rules and regulations within the capacity of my current classification.

I certify that the information provided on this form is true and correct to the best of my knowledge and understand that any subsequent renewal is subject to approval by the EMP Board of Review.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**TRAINER RENEWAL Requirements :**

**I wish to renew my "Membership" in "Current Active" Teaching Status.**

- I have conducted at least 2 MEDIC First Aid® Instructor class during 2010.  
**OR** - I have assisted with 2 MEDIC First Aid® Instructor class during 2010.
- OR** - I have attended a MEDIC FIRST AID® Version 6.0 "recertification upgrade" trainer course .  
Verification of attendance (registry application) must have been submitted to EMP Canada.
- and** - I have current 2011 "general liability and errors and omissions insurance" (photocopy attached).

**If you have "NOT" completed the REQUIREMENTS listed above, please complete STEP 4 the "Current Membership" in "Non-Teaching Status" Renewal.**

**4) CURRENT Membership Renewal "NON-TEACHING" Status**

**RENEWAL STATUS I wish to Renew my Membership in : Non-Teaching Status**

You should renew your membership in **Non-Teaching Status** if you will not be actively teaching in 2011, **or** if you are unable to meet the O.H.& S requirements for 2011 :

- a) I do not have General Liability and Errors and Omissions Insurance - current for 2011
- b) I did not get my annual monitoring / recertification completed during 2010

"**Current Membership Renewal**" in "**Non-Teaching Status**" will enable you to easily upgrade later to "**Active Teaching Status**" by completing the necessary requirements.

**CURRENT Membership Renewal "NON-TEACHING" Status STATEMENT**

I wish to continue to support the EMP Canada organization in its efforts to establish and promote MEDIC First Aid education. I wish to continue receiving the Newsletters and Technical Bulletins to assist in remaining up-to-date. I cannot meet the specified requirements for "**Active Teaching Status**" at this time. I understand that I will remain in "**Non-Teaching Status**" until I can meet the requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**"Current Membership Active Teaching Status" ( Permit to Teach )**

**FEE :** \$25.00 - ONE program of instruction in which you are re-registering plus taxes  
\$40.00 (maximum) - TWO or MORE programs of instruction plus taxes

**"Current Membership" "NON-TEACHING" Status**

**FEE :** \$25.00 plus taxes

**PAYMENT METHOD**

- Cheque or Money Order (payable to EMP Canada)
- Master Card     VISA     AMEX
- Card # \_\_\_\_\_
- Expiration Date \_\_\_\_\_
- Card holder Name \_\_\_\_\_
- Authorized Signature \_\_\_\_\_

Please DO NOT Mark In This Box  
Used By EMP Canada Staff To Process Your Application

	OK	Date
Postmark Date	<input type="checkbox"/>	
Accounts Dept	<input type="checkbox"/>	
Training - Preq's Met	<input type="checkbox"/>	
Q.A. Status	<input type="checkbox"/>	
CCIRG	<input type="checkbox"/>	
Data Proc - Entered	<input type="checkbox"/>	
Data Proc - Mailed	<input type="checkbox"/>	
Renewal Verified By :		

Send the completed "**2011 Renewal Application**" along with the appropriate fees to:

**EMP Canada** #3-10114 McDonald Park Road, Sidney, B.C. V8L 5X8 PH # (250) 656-1468

**Please contact EMP Canada if you have any questions regarding this renewal application**