


# OVCMT Application Check List

DATE	 <b>REQUIRED DOCUMENTATION</b>
	<input type="checkbox"/> Application Form with application fee \$150.00 full program or \$225.00 Advanced Placement Option *may be submitted prior to other documentation and is non-refundable
	<input type="checkbox"/> Application Essay *guidelines are on page two of the application form
	<input type="checkbox"/> Employment Resume
	<input type="checkbox"/> Student Budget Worksheet (completed in full)
	<input type="checkbox"/> Copies of High School Transcript and any educational degrees, diplomas, certificates, etc
	<input type="checkbox"/> Scheduled (or completed) Application Interview *Skype interview is an option
	<b>* Conditional Acceptance may be granted with all the above items completed</b>
	<input type="checkbox"/> Criminal Records Check *not through RCMP Link: <a href="https://justice.gov.bc.ca/criminalrecordcheck">https://justice.gov.bc.ca/criminalrecordcheck</a> Access Code: FRCFUUJ3S4 Working with Children and Vulnerable Adults
	<input type="checkbox"/> Three Reference Letters
	<input type="checkbox"/> Health Assessment Form signed by both you and your physician
	<input type="checkbox"/> Registered for (or completed) Introductory Workshop
	<input type="checkbox"/> Original & Certified High School Transcripts (must be forwarded directly to OVCMT)
	<input type="checkbox"/> <b>**PROGRAM REQUIREMENTS</b> <b>**CPR Required before end of Term 1</b> <b>Standard 1<sup>st</sup> Aid with CPR level C (not occupational)</b> <b>*Must be from one of the following national providers: Cnd Red Cross, Cdn Ski Patrol, Heart &amp; Stroke Fdn, Lifesaving Society or St John Ambulance</b>
	<input type="checkbox"/> <b>**TB Test Required before end of Term 2 (not more than 3 months before the program start date) Phone to schedule – 1-888-288-8682</b> <b>*THE TB TEST REQUIREMENT IS WAIVED AT THIS TIME-Aug 2022</b>