



This guideline has been created to assist Squadrons during the 2017 Air Cadet National Summer Training Course application process. This is to be used as a guideline when submitting National Course applications in Central Region. Any questions regarding the application process for National Courses can be directed to your ACO/ACA.

1. Do **NOT** use any previous versions of the application folder to send in applications. A Central Region folder has been updated and will be distributed to all Sqns by mid-November.
2. Please note the following changes and continuations to the 2017 Air Cadet National Summer Training Course application process, as follows:
 - a. Removal of the requirement to include passport photos for Power and Glider;
 - b. Removal of the requirement to include the Cadet Summer Training Course Reports, *continuation from previous year*;
 - c. Removal of the requirement to submit a CO's Report for candidates applying for IACE, comments are required only on the main application form with the SSC's recommendation, *continuation from previous year*; and
 - d. Removal of the (+1) application for all courses, Sqn can only submit their quota of cadets for National Courses *continuation from previous year*. Details are outlined below in this document.
3. Sqn staff will ensure that the following is completed before submitting an application for a cadet in FORTRESS:
 - a. Cadet has a **current** Basic or Detailed Health Questionnaire submitted in FORTRESS;
 - b. Cadet's FORTRESS record is correct and up to date with trg info, i.e. proper rank, trg lvl, quals, etc.; and
 - c. Cadet's FORTRESS record has been validated (Sqns will not be able to submit an application if this has not been completed).
4. Sqn staff will submit a cadet's participation application using FORTRESS, as follows:
 - a. Print off and have cadet fill out a blank participation application form (**recommended**):
 - b. Submit one application per National Course per cadet in FORTRESS:
 - 1) Follow the quotas set out in **CATO 51-01, Annex B**, CRCSO, outlined in the 2017 National Course Summer Training Selection Process admin order and provided in the 2017 National Course Handbook, distributed by the OPC;
 - 2) Maximum of 3 choices:
 - a) One choice of these three courses - IACE, PPS, GPS; and
 - b) One or two choice of these four courses - AATC-AO, AATC-AM or AASC;
 - c. Ensure to fill in all the info on the application in FORTRESS, to include:

- 1) Height and weight (*for PPS and GPS*); and
 - 2) Height, waistline and boot size (*AATC-AO & AM*);
- d. Ensure that the cadet's priority and the CO's priority are inputted on the application. This will be completed as follows:
- 1) Cadet's first priority (1) should be IACE, PPS or GPS (*unless not applying for one of these courses*);
 - 2) Cadet's second (2) and third (3) priority should be AATC-AO/AM or AASC (*in order of preference*); and
 - 3) CO's priority will be **in order of recommendation by course** (not all cadets can be recommended as CO's priority #1);
- e. Once the participation application has been inputted into FORTRESS, Sqn staff will print out the application package from within FORTRESS, which should consist of the following documents:
- 1) Application Document cover sheet, *one will be printed for each application/course*;
 - 2) Cadet Information Card, *one will print out per application/course*;
 - 3) IACE Information form (3 copies) – *IACE only*;
 - 4) Height and Weight form, CATO 54-26, Annex B (**printed from FORTRESS**) – *GPS only*; and
 - 5) Weight form, CATO 54-27, Annex B (**printed from FORTRESS**) - *PPS only*
- f. Application documents can be found, **while in the cadet's application**, under the print tab. This will drop down a single menu item titled "*National Course Application Documents*". Once selected, this will print to screen all the documents required for submission per course. Select the print button from here to print all the documents to your printer;
- g. CO/Sqn staff will recommend and submit the application for selection to the RCSU in FORTRESS;
- h. Have the cadet fill out the above printed application document(s) from FORTRESS, para 3(e), as follows:
- 1) Optional Activities list;
 - 2) Preferred choices for IACE destination – *IACE only*;
 - 3) Date for scheduled medical examination, if cadet does not have a valid TC **Category 3** medical certificate or higher - *PPS & GPS only*;
 - 4) IACE Information form (3 copies) – *IACE only*;
 - 5) Height and Weight form, CATO 54-26, Annex B (printed from FORTRESS) – *GPS only*; and
 - 6) Weight form, CATO 54-27, Annex B (printed from FORTRESS) - *PPS only*

5. The CO/Sqn staff will need to complete the application package for submission to the OPC via their Detachment. The application package shall be organized, **attached to the Central Region application folder provided with a two-prong fastener**, with the documents **in the order listed below from top to bottom**. The following info will need to be collected in preparation to submit the application to the applicable Det office:
- a. Application document – ***for each course applying for in order of precedence (highest to lowest)***;
 - b. School transcript (photocopy) - ***ONLY ONE (1) COPY to be submitted***;
 - c. Narrative – ***Cadet must submit a narrative for EACH COURSE applying for***;
 - d. IACE Info form, in triplicate – ***IACE only***;
 - e. Height & weight form - ***PPS & GPS only***;
 - f. Copy of Proof of Birth and Nationality (**required for IACE, PPS and GPS**). This can be one of the following:
 - 1) Birth Certificate;
 - 2) Passport;
 - 3) Canadian Citizenship card;
 - 4) Landed Immigrant status card; or
 - 5) Permanent Resident card;
 - g. Copy of TC **Category 3** medical certificate or higher (Cat 4 will not be accepted), ***required NLT 1 Jun 17***;
 - h. Cadet Information card – ***ONLY ONE (1) COPY to be submitted***;
 - i. Colour passport photo(s), stamped, but not signed – **3 for IACE only; (Please attach photos directly to the IACE info forms)**
6. Once the CO/Sqn staff has completed assembling the package, the CO will do the following:
- a. **Ensure the package is completed**, via the checklist on the outside of the folder;
 - b. In conjunction with the SSC, either “Recommend” or “Not Recommend” the cadet’s application;
 - c. Both CO and SSC must sign the application;
 - d. If there is a split decision between the CO and SSC, a letter must be submitted by both parties with the application explaining their recommendation; and
 - e. If both parties do not recommend a cadet, then **do not** send the application, as it will not be considered.
7. The National Course application package should be received **NLT Friday, 6 Jan 17** for review by the Detachment. The applications will be sent in the manner, as follows:
- a. One folder per cadet to be submitted for all courses;

- b. Each package will be placed in the Central Region application folder provided;
 - c. Each package will be attached with a two-prong fastener on the right side of the file folder, no staples please;
 - d. Each package will have the only the front of the file folder, filled out completely; and
 - e. Do not fill in any of the shaded areas.
8. As a reminder, Sqns are only to submit applications, as follows:
- a. Cadet meets **ALL** the prerequisites in CATO 51-01, Annex B, and outlined in the 2017 National Course Summer Training Selection Process admin order;
 - b. Training waivers will **NOT** be considered for the following courses:
 - 1) IACE;
 - 2) PPS; and
 - 3) GPS;
 - c. Only the following applications can be submitted per Sqn:
 - 1) IACE – a maximum of **one (1)** cadet per Sqn may apply;
 - 2) PPS – a maximum of **cadets per Sqn quota** may apply, based upon Sqn size (refer to quota);
 - 3) GPS – a maximum of **cadets per Sqn quota** may apply, based upon Sqn size (refer to quota);
 - 4) AATC-AO – a maximum of **one (1)** cadet per Sqn may apply;
 - 5) AATC-AM – a maximum of **one (1)** cadet per Sqn may apply; and
 - 6) AASC – a maximum of **one (1)** cadet per Sqn may apply;
 - d. Sqns should not submit more applications then their Sqn quota allows for PPS & GPS, plus up to four (4) other applications for the remaining courses, IAW CATO 51-01, Annex B and outlined in the 2017 National Course Summer Training Selection Process admin order. The following are examples of submitting applications per cadet:
 - 1) Cadet applies for the following courses in order, i.e. PPS, AATC-AO and AASC. This constitutes the following:
 - a) 1st choice - One (1) application for PPS – remainder of Sqn quota;
 - b) 2nd choice - One (1) application for AATC-AO – **No application remaining for Sqn;** and
 - c) 3rd choice - One (1) application for AASC – **No application remaining for Sqn;**
 - 2) Cadet applies for the following courses in order, i.e. IACE, AATC-AO and AATC-AM. This constitutes the following:

- a) 1st choice - One (1) application for IACE – no applications remaining for Sqn;
 - b) 2nd choice - One (1) application for AATC-AM – **No application remaining for Sqn**; and
 - c) 3rd choice - One (1) application for AATC-AO – **No application remaining for Sqn**;
- e. Sqn staff must ensure that the cadet's priority is considered when submitting applications, so as the cadet's selection may be possible, i.e. two cadets applying for AATC-AM, one cadet has this course as their first choice and a second cadet has this course as their third choice. The third cadet's choice may not be considered, as only a maximum of **one application** can be submitted for AATC-AM.
- f. Regarding GPS, there are a few opportunities for cadets to receive their Glider training in another region. Please have cadets indicate, on the front of the file folder, if they would prefer to attend training at another CFTC. As this would not deny a cadet this opportunity, if selected, some things that cadets and parents should consider are:
- 1) Ability of parents to attend graduation parade in other region; and
 - 2) Availability of relatives in other provinces to attend graduation parades;
- g. Cadets **must** submit an application for Glider at Mountainview CFTC in FORTRESS first and then another choice for an out of region CFTC may be submitted in FORTRESS. Priority must be Mountainview CFTC as priority #1 and other CFTC in priority of cadet's preference.
- h. Any applications over quota **will be deleted**, as per CO's priority by course. If the Sqn CO's priority is not clear, then Sqn CO will be contacted and shall have an opportunity to set their priority. If Sqn CO does not set their priority, priority will be made and Sqn CO will be contacted to ensure that priority is explained to the cadet(s) and parents.
9. All applications submitted must be completed with all signatures provided on the forms by the deadline.
10. The deadline provided for the submission of all completed applications to be submitted to their Detachment for their cadets applying to a National Course will not be extended and any applications submitted after this deadline will either be cancelled or be scored as is, IAW CATO 51-01, Annex B.
11. If there is a problem that a completed application is not possible by the deadline, then considerations on a case by case basis may be reviewed, but this is not a guarantee that the cadet's application will be considered for their National Course. Sqn COs must submit, in writing, a request to their applicable Detachment outlining the problem and provide a reasonable solution, to include an approximate timeline of when the problem will be corrected.
12. Any questions regarding the National Course application process can be directed to your applicable ACO/ACA.