



2018 National Courses Handbook for Squadron Staff & SSC Chairperson

V1 – Nov. 28, 2017

Contents

Introduction & Prerequisites / Requirements for National Courses.....	3
OPC Course Billets.....	7
Application Quotas.....	7
Levels of Priority for Course Selection.....	7
The Process at LHQ.....	8
2017-18 Timetable.....	10
The Merit Process.....	11
Education Assessment and Documentation.....	13
.....Home-Schooled Candidates.....	13
Narratives.....	15
Qualification for Training Levels.....	16
Interview Boards.....	17
IACE & National Courses Interview Board Locations.....	18
Dress Code for the Interviews:.....	18
What Cadets can Expect at an Interview.....	19
Sample Interview Board Questions.....	20
Transport Canada Medical Certificates.....	23
Announcing the Results.....	23
OPC Fees and Course Training Expenses.....	24
Summary.....	25
Complaint/Concern Process.....	25

Reference Materials available in the File Repository for Canadian Cadet Organizations: URL: <https://portal.cadets.gc.ca>. Cadets, parents and League members are able to access the reference material through this portal. CIC officers and Cis can access the reference material through their intranet portal.

Reference Material Available through the File Repository include:

- 2017 Air CTC Info Pamphlet (Air Cadet Summer Training Opportunities – Summer 2017)
(2018 to be released around November/December 2017)
- Cadet Administrative Training Orders (CATOs):
 - CATO 11-04, Annex C – Cadet Summer Training Centre (CSTC) Program
 - CATO 51-01, Annex A, Appendix 1 – Late Joiner Policy
 - CATO 51-01, Annex B – Cadet Training Centre Program
 - CATO 54-25 – International Air Cadet Exchange and Oshkosh Trip
 - CATO 54-26 – Glider Pilot Scholarship
 - CATO 54-26, Annex A – information on the CAF Qualifying Exam
 - CATO 54-27 – Power Pilot Scholarship
- CRCSO 400/17 – Air Cadet Unit Official Population and Authorized Establishment for Training Year 2017-18
Online - SharePoint.
- 2018 Procedure for Submitting Applications for Air Cadet National Summer Training Courses
- Joining Instructions
Available upon being selected.

Other Reference Material attached to this Document:

- Home Schooled Cadets Academic Assessment

Introduction & Prerequisites / Requirements for National Courses

As part of the application process, every cadet will need to submit the following documents for the National Courses Application Folder:

- Education:
 - A photocopy of the current school transcript.
 - If in Grade 9, a copy of the final Grade 8 Report card with the current Grade 9 school transcript.
 - If home-schooled, please see the Home-Schooled section.

Refer to **Education Assessment and Documentation** section for more specific details.

- A narrative for each course application.
Refer to **Narratives** section for more specific details.

In addition, every cadet will be undergo an interview with questions for each course at various locations in Ontario on **Saturday, February 10, 2018**, and for **NorthWestern Ontario**, the interviews are scheduled for **Sunday, February 11, 2018**.

Below is an introduction of each course available and the prerequisites and any other requirements in addition to the identified to apply for any of the courses.

International Air Cadet Exchange (IACE)

Notes from the 2017 CTC Info Pamphlet:

The purpose of the IACE is three-fold; to promote friendship and goodwill among Air Cadets of the participating countries, to encourage participants to develop an interest in international affairs and to reward those Air Cadets who have rendered outstanding services to their squadrons over a period of years. The IACE is intended only for outstanding senior cadets who will represent Canada with distinction. Exchange cadets visit air bases, centres of industry, world landmarks, universities, cultural centres and museums, plus they experience private hospitality with families in their own homes.

Host countries include: Australia, Belgium, Czech Republic, France, Germany, Hong Kong, Israel, Netherlands, New Zealand, South Korea, Switzerland, Turkey, United Kingdom and United States of America.

Prerequisites:

- Must be minimum 17 years by 1 Aug 18,
- Be medically and physically fit,
- Currently undertaking Level Five training,
- Be admissible as a visitor to the destination country.

Selection requirements include:

- Possession of a valid passport with an expiry date falling at least 6 months beyond the exchange end date,
- An outstanding Air Cadet record,
- A good school record and
- Excellent personal characteristics, including deportment, dependability, cooperation and the ability to communicate effectively.
- One-Time Participation – can only be an IACE cadet once.

Exchange dates are from mid-July to early August. Candidates must also be admissible as a visitor to their destination country.

Additional Documents Required for the Application Folder:

- 3 passport photos to be submitted with the three IACE application forms (printed from FORTRESS)
- A photocopy of Page 3 of the passport book
- Copy of Proof of Birth (birth certificate) and/or Nationality (Canadian Citizenship or Landed Immigrant Status Card)

If Selected, Additional Required Items:

- Purchasing the official IACE clothing package at an approximate cost of \$400+
- The IACE Joining Instructions will indicate the specific items required based on the country the Cadet will be attending.

Power Pilot Scholarship (PPS)

Notes from the 2017 CTC Info Pamphlet:

This seven-week course is an intensive programme of ground school and in-flight pilot training. Cadets who successfully complete their flight test and Transport Canada (TC) written exam will qualify for a Private Pilot Licence and be awarded Air Cadet Power Pilot Wings.

Prerequisites:

- Must be 17 years of age by 1 Sep 2018,
- Not be 19 years of age prior to end of course
- Be physically fit,
- Be certified medically fit (Category 3) by a Canadian Civil Aviation Medical Examiner,
- A list of qualified Medical Examiners can be found at:
<http://wwwapps.tc.gc.ca/saf-sec-sur/2/come-meac/l.aspx?lang=eng>.
- Have completed Level Four training by 30 Jun 18
- Have completed Grade 10 by the application deadline,
- Must obtain a minimum passing score of 50% on the PPS National Qualifying Exam. Refer to: CATO 54-26, Annex A – information on the CAF Qualifying Exam
- Certain physical limitations are made necessary by the aircraft used:
 - Weight: maximum 245 lbs/111.13 kg.

Training Centre: Various Flight Training Units across Ontario.

Additional Documents Required for the Application Folder:

- Education:
 - A photocopy of the school transcript
 - If in Grade 9, a copy of the final Grade 8 Report card with the current Grade 9 school transcript.
 - If home- schooled, please see the Home-Schooled section.
- A narrative
- A Transport Canada Category 3 Medical Certificate (aka; TC Cat 3 MC) is required.
- Cadets without a valid TC Cat 3 MC require an appointment for a Medical Examination scheduled prior to the end of March as it may take up to 2 months to receive the official TC Cat 3 MC. *The Civil Aviation Medical Exam Report is not accepted and contains Protected B and private information. **The TC Cat 3 MC is due to J5 Plans Officer (Air Cadets) by June 1, 2018.***
- Cadets with an existing TC Cat 3 MC to provide a copy with their application.
- Must pass the PPS National Qualifying Exam in order to attend Interview Boards.

Restrictions:

- **Flying Scholarship RTUs and Future Training:** Air Cadets who have previously failed a flying course due to an assessed lack of flying aptitude or failure of the TC written examination **shall not be nominated**, recommended or selected for any future flying training course. *Ref. CATO 51-01, Annex B, para 46(s).*
- **Previous Licences:** Cadets who hold any TC pilot licence or permit other than a glider pilot licence are not eligible for PPS.

Additional Items If Successfully Selected:

- Ministry of Transport examination fee and pilot licence fee for \$160

Glider Pilot Scholarship (GPS)

This six-week course is an intensive programme of ground school and in-flight glider pilot training. Cadets who successfully complete their flight test and Transport Canada (TC) written exam will qualify for a Glider Pilot Licence and be awarded Air Cadet Glider Pilot Wings.

Prerequisites:

- Must turn 16 years of age by 1 Sep 2018.
- Not turn 19 years of age prior to end of course.
- Be physically fit.
- Be certified medically fit (Category 3) by a Canadian Civil Aviation Medical Examiner.
- A list of qualified Medical Examiners can be found at:
<http://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/l.aspx?lang=eng>.
- Have completed Level Three training by 30 Jun 18.
- Have completed Grade 9 by the application deadline.
- Must obtain a minimum passing score of 50% on the GPS National Qualifying Exam. Refer to: CATO 54-26, Annex A – information on the CAF Qualifying Exam.
- Height and weight restrictions are:
 - Height: minimum 5'0"/162.4 cm maximum 6'3"/190.5 cm
 - Weight: minimum 90 lbs/40.82 kg maximum 200 lbs/90.72 kg

Training Centres: Mountain View CFTC (ON), Debert CFTC (NS), St-Jean CFTC (QC), Gimli CFTC (MB), & Comox CFTC (BC).

Additional Documents Required for the Application Folder:

- A Transport Canada Category 3 Medical Certificate (aka; TC Cat 3 MC) is required.
- Cadets without a valid TC Cat 3 MC require an appointment for a Medical Examination scheduled prior to the end of March as it may take up to 2 months to receive the official TC Cat 3 MC. *The Civil Aviation Medical Exam Report is not accepted and contains Protected B and private information. **The TC Cat 3 MC is due to J5 Plans Officer (Air Cadets) by June 1, 2018.***
- Cadets with an existing TC Cat 3 MC to provide a copy with their application.
- Must pass the GPS National Qualifying Exam in order to attend Interview Boards.

Restrictions:

- **Flying Scholarship RTUs and Future Training:** Air Cadets who have previously failed a flying course due to an assessed lack of flying aptitude or failure of the TC written examination **shall not be nominated**, recommended or selected for any future flying training course. Ref. CATO 51-01, Annex B, para 46(s).
- **Previous Licences:** Cadets who hold any TC pilot licence or permit are not eligible for GPS.

Additional Items If Successfully Selected:

- Ministry of Transport examination fee and pilot licence fee of \$160.

Advanced Aviation Technology Courses

Airport Operations (AATC-AO)

Notes from the 2017 CTC Info Pamphlet:

This six-week national course is designed to further develop instructional ability in technical skills as well as introduce background knowledge required in the airport operations field.

The aim of the AATC-AO is to introduce cadets to programming specific to airport operations. The aim will be accomplished through practical, hands-on learning modules that will reinforce theoretical notions. By establishing a dynamic learning environment and exposing the cadets to a variety of airport operations, they will be inspired to further pursue learning in this program area.

Training Centre: Canadore College (North Bay, ON).

Aircraft Maintenance (AATC-AM)

Notes from the 2017 CTC Info Pamphlet:

This six-week national course is designed to further develop instructional ability in technical skills as well as introduce background knowledge required in the aircraft maintenance field.

The aim of the AATC-AM is to introduce cadets to aircraft construction and maintenance. The aim will be accomplished through practical, hands-on learning modules that will reinforce theoretical notions. By establishing a dynamic learning environment and exposing the cadets to a variety of aircraft construction and maintenance functions, they will be inspired to further pursue learning in this program area.

Training Centre: Canadore College (North Bay, ON).

Advanced Aerospace Course (AASC)

Notes from the 2017 CTC Info Pamphlet:

The aim of this six-week course is to develop a specialist with the skills and subject matter knowledge required to be an instructor and team leader for aerospace activities within the Air Cadet program. This aim will be accomplished through the development of knowledge and skills relevant to various aspects of aerospace science and technology, and by providing ample opportunity for practical application within the format of a simulated space mission project. Candidates should show interest and ability for mathematics and physics.

Training Centre: RGS (Eastern) – St. Jean Cadet Flying Training Centre (QC).

Prerequisites for each Advanced Aviation Technology Course:

- Must be medically and physically fit,
- Have completed Level Three training by 30 Jun 18.

OPC Course Billets

- Number of course openings available to OPC & NW-ON candidates is indicated in the table below.
- The number of OPC billets is affected annually by fluctuations in the total of country-wide billets for National Courses and by allocations calculated on relative Cadet Strength between the Regions.
- There are also last-minute additional billets sometimes available to the OPC, if other Regions cannot fill their quotas.

The following table illustrates both the number of billets and applicants for the past two summers, as well as the 2018 Quotas.

COURSE	HISTORICAL DATA				2018 QUOTA (TBC)
	2016 QUOTA	2016 APPLS	2017 QUOTA	2017 APPLS	
International Air Cadet Exchange	22	50	22	61	22
Power Pilot Scholarship	78	176	80	173	80
Glider Pilot Scholarship	84	233	87	222	87
Airport Operations	19	67	20	60	20
Aircraft Maintenance	19	93	20	77	20
Advanced Aerospace	19	81	20	61	20

Application Quotas

A Cadet may only apply for **one** of the following courses:

- International Air Cadet Exchange (IACE) (*1 application per squadron*)
- Power Pilot Scholarship (PPS) (*as per allotted quota per squadron*)
- Glider Pilot Scholarship (GPS) (*as per allotted quota per squadron*)

The number of PPS & GPS candidates allowed per Squadron – based on CRCSO 400/17 – Air Cadet Unit Official Population and Authorized Establishment for Training Year 2017-18 – is shown in the following table.

AVERAGE EFFECTIVE STRENGTH (PREVIOUS YEAR)	MAXIMUM NUMBER OF CANDIDATES
80 or less	2
81 – 120	3
121 – 160	4
161+	5

In addition, a Cadet may apply for up to **two** of the following courses (*1 application per squadron for each course*):

- Advanced Aviation Technology Course – Airport Operations (AATC-AO)
- Advanced Aviation Technology Course – Aircraft Maintenance (AATC-AM)
- Advanced Aerospace Course (AASC).

Levels of Priority for Course Selection

1st - National Courses 2nd - Summer Training Courses 3rd - Summer Staff Employment.

Any cadet who submitted an application, and is successfully selected for their applied course, will automatically be removed from the lower offer (i.e., summer training courses replaces summer staff employment, or National Courses replaces other summer training courses and summer staff employment). Any cadet offered an alternate summer training course (no application was submitted) has the option to choose between a previous offer (i.e., employment) or to select the new offer (summer training course).

The Process at LHQ

These actions are taken by Squadron Staff.

Central Region provides a specific application folder for use and reference for the application process which outlines the exact documents required for each course. Further information regarding this folder will be dispersed through the J3 Zone Training Officer (J3 Z Trg O) regarding delivery of the application form, etc.

Steps include:

1. Upon receipt of the material from OPC and RCSU, pass it immediately to the squadron OPI responsible for the National Courses.
2. The squadron OPI will announce to the cadets:
 - a. the availability of national summer training opportunities,
 - b. listing applicable qualifications,
 - c. request Cadets to advise the squadron OPI of their interests and preferences,
3. A training plan and timeline are developed to ensure the potential candidates are qualified and prepared in time to meet the deadlines. Including:
 - a. Reaching the required training levels
 - b. Verifying age minimum and maximum limits.
 - c. All documents are printed through FORTRESS, including three copies of the IACE Information Form.
 - d. Obtaining or preparing the documents required to accompany each application, including:
 - A. School Transcripts (mandatory) and interim report cards (if available). For cadets in Grade 9, a copy of their Grade 8 Final Report Card is required with the interim report card or School Transcript.
 - B. Narratives – one for each selected course.
 - C. PPS or GPS candidates without a valid Category 3 Transport Canada Medical Certificate:
 - Must book no later than mid-December for a medical exam.
 - A March 2018 Medical Exam with a Civil Aviation Medical Examiner in their area ^{1, 2, 3}.
4. The **CO and the SSC Chair** determine the most eligible Cadets by reviewing each Cadet's record. Look also to qualify Cadets for future courses through this year's courses. Enlist the expertise of the OPC Director, Area Elemental Advisor, and J3 Z Trg O, if appropriate.
 - a. **You Must Choose Wisely – CIC Officers, SSC Members, and League Members** have a responsibility to each Cadet and to the Air Cadet Program, to ensure our candidates are deserving of, suited to, and enthusiastic about the course which the cadet is applying for.
 - b. Interview interested candidates to ascertain course interest, eligibility, aptitude, past performance, and suitability. Squadron needs should also be factored in.
 - c. Occasionally it may be necessary to refuse a candidate, but it must be done with demonstrable justification. Discuss the desired course with the Cadet to ensure this is the course is the cadet really wants or needs for progression, and not simply a course that a friend has applied for or recommended. A cadet not suitably selected will end up disappointed, often disgruntled, and possibly RTU'd which denies both that Cadet and either your Squadron or another Squadron the benefits of that summer training.
 - d. After considering all potential candidates, the **CO and SSC Chair jointly** nominates the Squadron's candidates for each course.
5. The OPI creates an application folder for each Cadet using the folder supplied by RCSU. NB: **Only one folder for each Cadet is required** (whether one, two or three courses are selected).
 - b. In particular, provide the Narrative requirements to the cadet to ensure they comply with the expectations listed. This is an easy way to gain or lose points in the Merit Listing process.

¹ Any TC Cat 3 MC issued after February 28, 2018, are to be forwarded directly to Capt Ken Reid at ken.reid@forces.gc.ca.

² All TC Cat 3 MC are **due no later than June 1, 2018**, to Capt Ken Reid at ken.reid@forces.gc.ca. Failure to provide a TC Cat 3 MC may result in the application to be withdrawn.

³ A Medical Examination Report is not acceptable as a TC Cat 3 MC.

6. Once satisfied with the applications, pass the folders to the **CO and SSC Chair for their signature.**
7. **Deadline** for Application Submissions to the appropriate J3 Z Trg O is **Monday, January 8, 2018**, ensuring:
 - a. Accurate and complete application files are submitted
 - b. All application files are secured with a 2-prong fastener ⁴
 - c. All photos are included in a plastic bag and secured with the 2-prong fastener ⁴.
- b. PPS with borderline weight measurements, and GPS cadets with borderline weight and height measurements should be re-checked and confirmed by June 1. Cadets will be checked for height and weight requirements upon arrival at the Cadet Flying Training Centre (CFTC).
- c. **Proofread** – Assist the J3 Z Trg O with timely processing and quality control – carefully proofread and check each application is completely done and all the required documents are attached for each course. **Incomplete and/or inaccurate applications may result in the application being scored as is (i.e., a score of 0), or at risk of being withdrawn. In the past, only 1/3 of applications submitted have been properly completed which has resulted in delays in processing and scheduling of interviews.**
- d. **J3 Z Trg Os have a minimal amount of time to review and to correct incomplete applications prior to forwarding to the OPC office. The OPC will only conduct the scoring for the Educational Assessment, the scoring of the Narratives, and schedule the interviews. Any incomplete applications will be forwarded to J5 Plans Officer (Air Cadets) as is and will be scored accordingly.**

⁴ *The application folders are handled multiple times throughout this process. Every year photos and/or documents have become separated from the folder due not being fastened or secured in the folder.*

2017-18 Timetable

Nov. 2017	National Courses Memo from ACL HQ, National Cadets & Junior Rangers Group Letter, and DND Forms distributed electronically.
Late Oct./early Nov. 2017	Serials open in FORTRESS.
no later than Mid-Dec. 2017	Power Pilot and Glider Pilot Scholarship candidates without a valid Category 3 Transport Canada Medical Certificate should book a March appointment with a TC-certified Civil Aviation Medical Examiner for no later than March.
Dec. 11, 2017	COs must advise the J3 Z Trg O of the names of the cadets writing flying scholarship exams.
Jan. 8, 2018	Deadline for <u>full and accurately completed</u> applications to arrive at RSCU Area Office.
Jan. 8, 2018	Deadline for inputting data into FORTRESS and to submit to RCSU.
Jan. 13, 2018	Qualifying examination for Pilot Scholarships written by candidates at times and locations designated by Area offices.
NTL Jan. 31, 2018 OPC – except NW-ON	Interview schedules to be distributed via e-mail to COs, SSC Chairpersons, OPC Directors and Area offices.
NTL Feb. 2, 2018 for NW-ON	Interview schedules to be distributed via e-mail to COs, SSC Chairpersons, OPC Directors and Area offices.
Feb. 10, 2018 OPC – except NW-ON	Interview Boards, arranged by OPC, are conducted throughout Ontario for IACE, PPS, GPS, AATC-AO, AATC-AM and AASC candidates. See Interview Board Locations – National Courses to confirm squadrons by ROC regions. The actual interview locations to be confirmed.
Feb. 11, 2018 NW-ON	VOLUNTEERS WANTED to Interview Cadets or to assist with moving participants to their interview room locations are required. Please refer to the Interview Locations. If you are available, please contact Jackie Villanueva at jackie.villanueva@aircadetleague.on.ca and advise which interview location.
Feb. 19, 2018	All Educational and Narrative scoring completed at OPC office. VOLUNTEERS WANTED to score education transcripts and narratives . The files will be available at the OPC office after January 20. If you are available to come to the OPC during business hours, please contact Mike Rosenlund at mike.rosenlund@aircadetleague.on.ca .
Mar. 1, 2018	Deadline for merit-listed application files for IACE to arrive at the National ACL office. Selections usually announced by the end of March.
Mar. 31, 2018	Merit-listed files are sent to RCSU Central for final review and selection. OPC and RCSU Central – the latter via RCSU Area Offices – subsequently announce official selections available through FORTRESS via email.
Jun. 1, 2018	Last day for TC Cat 3 MC to be received at RCSU Central. Standby candidates with valid MCs <u>will be chosen</u> to replace those without. Height/weight of GPS candidates must be verified to ensure compliance with limitations.
Jul. 31, 2018	Deadline for Pilot Scholarships fees, invoiced by OPC, to be sent to all SSCs for all selected PPS & GPS candidates.

The Merit Process

The National Courses are awarded on merit. The Merit Process is described in CATO 51-01, Annex B. Exemptions are rare and based on truly exceptional and deserving circumstances.

The Merit Process elements include:

- Interview Board scores
 - ➔ General knowledge
 - ➔ Course subject knowledge
 - ➔ Self-confidence and presentation
 - ➔ Dress and deportment
- Previous summer training courses and activities
- Time in Cadets
- Rank of the applicant
- Cadet Narrative
- Qualifying examination mark (for GPS and PPS)
- Level and marks of school subjects.

The composite result is a Merit Score out of 100, by which candidates are ranked on the OPC Merit List. The Merit List is used by the National Selections Committee and RCSU Central to select candidates for each course, up to the maximum number per Squadron and for the OPC overall. There are more applications than billets; therefore, a Squadron's quota of applicants does not guarantee that number of selections, or any selections at all. Selection is competitive and the applicants' ranking on the Merit List prevails.

The minimum qualifying Merit Score is 60%. Candidates with less than 60% will not be selected for a course, even if billets remain available.

The Merit Process is an impartial, transparent and equitable selection method for deserving Cadets. It rewards the "whole" Cadet, and provides him or her with outstanding training and sustains Squadrons with trained, senior Cadets.

Merit Scoring Factors

The following chart indicates the Merit Score components for the courses indicated:

SCORING FACTORS:		IACE	PPS	GPS	AATC - AM/AO AASC
Selection Board Score	Years of Service	6	5	5	8
	Summer Training	12	5	5	7
	Rank	7	5	5	5
	Cadet Narrative	10	5	5	10
	Weighted Total	35	20	20	30
Interview Board Score	Attitude, Motivation, Knowledge and Interest	15	15	15	30
	General Knowledge	15	5	5	10
	Dress and Deportment	5	5	5	5
	Self-Expression and Self-Confidence	10	5	5	5
Qualifying Examination		n/a	30	30	n/a
Education Assessment Score		20	20	20	20
Maximum Score: <i>Minimum 60% required for selection</i>		100	100	100	100

Selection Board Scoring by Course

IACE: Total = 35/100

- 1 point per full year of service to a maximum of 6 points
- 3 points per National Course
2 points per 3-6 week regional course
1 point for 2 week course
to a maximum of 12 points
- LAC – 1 pt, Cpl – 2 pts, FCpl – 3 pts, Sgt – 4 pts, FSgt – 5 pts, WO2 – 6 pts, WO1 – 7 pts
- Cadet Narrative – up to 10 points

PPS: Total = Weighted to 20/100

- 1 point per full year of service to a maximum of 5 points
- 3 points per National Course
2 points per 3-6 week regional course
1 point for 2 week course
to a maximum of 5 points
- LAC – 1 pt, Cpl – 1 pt, FCpl – 1 pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 5 points

GPS: Total = Weighted to 20/100

- 1 point per full year of service to a maximum of 5 points
- 3 points per National Course
2 points per 3-6 week regional course
1 point per 2 week course
to a maximum of 5 points
- LAC – 1 pt, Cpl – 1 pt, FCpl – 1 pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 5 points

AATC – AO/AM, AASC: Total = Weighted to 30/100

- 2 points per full year of service to a maximum of 8 points
- 3 points per National Course
2 points per 3-6 week regional course
1 point for 2 week course
to a maximum of 7 points
- LAC – 1 pt, Cpl – 1 pt, FCpl – 1 pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 10 points

Note:

A Glider Pilot License earned at York Soaring Association, in addition to the RC(Air)Ops Conversion Course, is equivalent to half of the points for the GPS.

Education Assessment and Documentation

Background

As part of the selection process, candidates are required to submit information about their formal education, which usually takes the form of school transcripts and/or report cards. A team of educators reviews these documents and gives points out of 20, for all the National Courses. The assessment is based upon the grade level, core academic course level (Mathematics, English, Science, etc.), and the level of achievement marks in these courses.

Terminology

Interim Report Card: A report listing the courses and levels of achievement in the 1st term. This report is usually issued to students before the Christmas Break.

Final Report Card: A report listing the courses and levels of achievement during the semester or at the end of the school year. This report is usually issued at the end of January and June for semester schools, and in June only for non-semester schools.

Official Transcript: A report, issued by the Board of Education or private school, listing all secondary school courses attempted and successfully completed by a student during his or her secondary school career. A transcript is not issued for students in Grade 7 or 8. **Cadets in Grade 9 are to submit the Grade 8 final report card and the Grade 9 interim report card.**

Requirements

Each candidate must submit an official transcript with his or her application, which can be obtained at no charge through his or her school's Guidance Office. Cadets should request a copy of their transcript as early as possible. A candidate in Grade 9 is required to provide a Grade 9 Interim Report Card or an interim Official School Transcript and a Final Grade 8 Report Card.

Each candidate is also requested to include a copy of his or her Interim Report Card, if possible. This is useful to show the courses the Cadet is currently taking and his or her present level of achievement. While not mandatory, Report Cards supplement the information on transcripts and may result in the Cadet receiving a higher score on the assessment.

More about School Transcripts

Schools cannot release information to a third party (e.g., the Squadron), without the student's or parents' written consent. Schools can – and must – however, release information to the student or the parent upon request. We suggest that Squadrons have each Cadet approach the Guidance office/school administration and ask for the necessary documents.

If a candidate is unable to get a transcript, have their parents contact the Principal of the school directly. If there are any specific and/or unique situations that are causing problems, the OPC would be happy to discuss them and, if necessary, contact a school directly.

Home-Schooled Candidates

It is the right of every parent to provide an education to his or her child, through a process called "Home Schooling". Cadets that are home-schooled are eligible to apply for all courses, but will undergo a different process in order for Selection Board to arrive at a score for their educational assessment.

First-time home-schooled course applicants will be invited to and must attend an in-person Home Schooled interview – date and location to be determined based on the applications received. The cadet will have a separate interview for the National Course(s). During the for home school interview, Cadets will be given the opportunity to show what they are studying, including samples of work, essays, assignments, projects, textbook lists, course outlines, etc. Cadets are encouraged, therefore, to bring any documentation relating to their home-schooled program, along with samples of their work.

Through this interview process, the home-schooled Cadet will be given an education score that will be included in his or her Merit List score, in the same manner as for Cadets attending, Public, Catholic or private schools.

In subsequent years, a previously interviewed candidate is required to mail new material for assessment and the interview will be by phone. Please refer to **Appendix A: Home-Schooled Cadets Academic Assessment** for further details from the Home-Schooled Coordinator, Craig Hawkins.

In order to arrange an interview with sufficient notice for the cadet and parent(s), COs are to advise OPC: (Anne Kozich – anne.kozich@aircadetleague.on.ca and Craig Hawkins – hawkinsfamily1326@gmail.com) as soon as a cadet is identified to be home-schooled.

Education Assessment Scoring

The educational assessment is worth 20 points for all courses, towards the overall Merit List Score. The assessment is based on the following three criteria:

Current Grade Level

Year 1 or Grade 8 or 9	1 point
Year 2 or Grade 10	2 points
Year 3 or Grade 11	3 points
Year 4+ or Grade 12+	4 points

Academic Level

The assessment for academic level is based on the majority of the Cadet’s courses, including his or her core academic subjects (Mathematics, English, and Science). Consideration will be given to subjects that directly support the National Course for which the candidate is applying (e.g., technology, physical education, etc.).

University (U) or Mixed (M)	5 Points
College (C)	4 Points
Academic (A)	3 Points
Applied (P)	2 Points
Workplace / Essential (E)	1 Point

Students currently in Grade 8 will be assessed at the Applied Level and given 2 points.

Level of Achievement

The assessment for level of achievement is based on an overall average of all courses taken. Where there is a significant change in the level of achievement from one year to the next, more weight is given to the last year completed.

GRADES	ALL COURSES
A+ / L4+ / 95%+	11 points
A+ / L4+ / 90-94%	10 points
A / L4 / 85-89%	9 points
A / L4 / 80-84%	8 points
B / L3 / 75-79%	7 points
B / L3 / 70-74%	6 points
C / L2 / 65-69%	5 points
C / L2 / 60-64%	4 points
D / L1 / 55-59%	3 points
D / L1 / 50-54%	2 points
Equal or Less than 49%	1 point

Narratives

The ability to communicate clearly and concisely in writing is a skill that will be required of successful applicants for National Courses, so it is important that the writing skills of applicants be tested and evaluated.

All National Course applications must include a written narrative composed by the cadet applying for the course. Applications without a narrative that leave the LHQ are considered to be incomplete and may be withdrawn.

The Task

Each cadet candidate is required to write a narrative that deals with the following three (3) subjects:

- a) The accomplishments of the cadet, e.g. medals, trophies, team sport trophies, Squadron Commanding Officer commendations, etc., over the cadet's career to date;
- b) The understanding the cadet has of the course content, the value of the course to her/him and to the Squadron and explaining why it is important for the cadet to take the course; and
- c) The extra-curricular activities of the cadet with emphasis on those activities that might relate to the training and qualifications provided by the course for which the cadet is applying.

Specifics and Limitations

To encourage cadets to plan their narratives carefully and to be concise, the following limitations and specifics must be observed:

1. The narrative must be on one page only (U.S. letter size, 21.6 cm x 27.9 cm);
2. The narrative should be typed. Hand written narratives, on one page only, will be accepted, but must be accompanied by a reason the narrative could not be typed;
3. The body of the text should be in an 11 or 12 point business-type font, single spaced;
4. The cadet can choose the format of the narrative. No non-textual characters or images shall be used;
5. The maximum number of words is 600;
6. The paper used must be plain, white;
7. The cadet's rank, given name, surname and Squadron must be at the top of the page;
8. The cadet must sign the narrative at the bottom of the page. This signature will attest that the narrative was composed entirely by the cadet applying for the national course.

Evaluation

The narratives will be reviewed and evaluated by qualified teams arranged by the Ontario Provincial Committee (OPC), usually some time shortly after completion of the cadet interviews.

The cadet narratives will count for 10% of the total merit list score for IACE and AASC, AATC-AO and AATC-AM course applicants. They will count for 5% of the total merit list score for PPS and GPS course applicants. To assist cadets in deciding what to emphasize in their narratives, the narratives will be evaluated in the following way:

- 25% of the marks are assigned to the portion of the narrative describing the accomplishment of the cadet;
- 40% of the marks are assigned to the understanding of the course content, the value of the course to the cadet and to the Squadron and explaining why it is important for the cadet to take the course;
- 20% of the marks are assigned to the extra-curricular activities of the cadet with emphasis on those activities that might relate to the training and qualifications provided by the course for which the cadet is applying; and
- 15% of the marks are assigned to presentation, grammar, spelling and adherence to the specifications and limitations listed above.

Note: If the cadet is applying for more than one National Course, the cadet must submit a separate narrative for each course.

VOLUNTEERS WANTED to [score education transcripts and narratives](#). The application files will be available at the OPC office after January 20. If you are available to come to the OPC during business hours, please contact **Mike Rosenlund** (mike.rosenlund@aircadetleague.on.ca). Volunteers who work a full day will be compensated for their lunch.

Qualification for Training Levels

Each year, some Cadets are disqualified from taking courses because their age and date of enrolment do not permit them to be in the training level required for the course – despite having a FORTRESS Cadet Service Record that seemingly attests to that level. In most cases, this is because a well-meaning LHQ staff (ultimately, the CO), have accelerated their training beyond that permitted by CATO 51-01. **Note that training waivers will not be accepted for GPS and PPS candidates.**

CATO 51-01 reads, in part:

Proficiency Level Program

A Cadet will usually join in September and will only be permitted to complete one proficiency level in a given year.

Accelerated Training

Knowing that all Cadets will not join as soon as they turn 12 or at the beginning of the training year in September, accelerated training may be authorized by the Sqn CO. The following conditions apply:

- a) cadets who join at 13 years old may be fast-tracked to phase 2/red star/level 2 immediately if they turn 14 years old before 1 September of the next Training Year (TY) and the initial assessment by the corps/squadron CO concludes that it would be beneficial for them;
- b) cadets who join at 14 years old should normally be fast-tracked to phase 2/red star/level 2, may start training in phase 1/green star/level 1 if the initial assessment concludes that it would be beneficial for them, or may be fast-tracked to phase 3/silver star/level 3 if they turn 15 years old before 1 September of the next TY and the initial assessment concludes that it would be beneficial for them;
- c) cadets who join at 15 years old should normally be fast-tracked to phase 3/silver star/level 3, or may start training in phase 1/green star/level 1 or be fast-tracked to phase 2/red star/level 2 if the initial assessment concludes that would be beneficial for them; and
- d) cadets who join at 16 years old or older should normally start training in phase 3/silver star/level 3, may start training in phase 1/green star/level 1 or phase 2/red star/level 2 if the initial assessment concludes that it would be beneficial for them. They may also be offered a locally developed training program (LDTP) if the initial assessment concludes that it would be beneficial for them and if such a program is available at the corps/squadron. The corps/squadron CO has no obligation to offer a LDTP.
- e) **Note:** Under no circumstances is a cadet to be fast-tracked directly to Phase 4/Gold Star/Proficiency Level 4 or above.

Cadets that are currently undertaking PL3 training are eligible to apply for a National Course. This includes GPS, AATC-AO, AATC-AM, and AASC. Squadron COs need to provide a late-joining cadet with all the information for applying and should brief the cadet on all aspects of the application process, competitive nature and the potential of the cadet to be selected for a course.

The policy including all details has been published in the elemental program CATOs elemental program outline CATOs (31-03, 40-01, 51-01).

Interview Boards

The interview is a Merit List process tool for the Board to assess each candidate in person and assign them a score, which is both absolute and relative to other candidates.

The interview is also a development activity for the candidates, many of whom have not had to undergo a “business” interview, which will be typical of those they face for employment and other opportunities, both during and after their Cadet careers.

Interview Board members for National Courses are comprised of a mix of OPC Directors, SSC Chairpersons, Gliding Centre CIC Officers, RCSU Central personnel, and Squadron COs.

All Interviews are coordinated through the OPC office based on the information derived from FORTRESS.

Cadets need to prepare and practice for the interview. Those who don't are invariably at a disadvantage and Interview Board members have **confirmed repeatedly that it is obvious as to which candidates have “rehearsed”**.

Interview Board members must not coach or help to rehearse candidates whom they know they will interview later. Similarly, members must declare a ‘conflict of interest’ if they are unexpectedly presented with Cadets they have previously assisted at the LHQ level.

All interviews are conducted in person.

VOLUNTEERS WANTED to [interview Cadets](#) or to assist with moving participants to their interview room locations are required. Please refer to the Interview Locations and if you are available, please contact **Jackie Villanueva** (jackie.villanueva@aircadetleague.on.ca) and advise which interview location. A light lunch will be provided for the all day interview boards.

The OPC will have Alternate Dates for Interview Boards for cadets who are not able to attend due to illness or a death in the family. Any request for an Alternate Date for an Interview is to be sent to the J3 Z Trg O in charge of National Courses at the RCSU Area Office to review and approve, and then forward the request to OPC office for consideration.

IACE & National Courses Interview Board Locations

Saturday, February 10, 2018 – OPC Squadrons (except for NW-ON Squadrons)

Locations will be confirmed when Interview Schedules are released and some squadrons may be assigned to another location due to the volume of interviews required.

Applicants for IACE, PPS, GPS, AATC-AO, AATC-AM and AASC will be interviewed throughout Ontario on **Saturday, February 10, 2018**, except North-Western Ontario. The SSC Chairs and COs will be notified by the end of January, via e-mail of the interview timings and locations by the National Courses Coordinator, Anne Kozich.

Central Ontario Area:

Borden: Squadrons: 85, 94, 99, 102, 140, 164, 283, 659, 707, 714, 724, 734 Croil Hall, Bldg A-142, 2nd Floor
Brampton: Squadrons: 8, 132, 197, 242, 351, 756, 758, 778, 892 Brampton Flying Club
Hanover: Squadrons: 167, 183, 340, 543, 769, 812, 895 Saugreen Municipal Airport

Niagara & Greater Toronto Area:

Durham: Squadrons: 110, 631, 876, 883 Enterprise Airlines hangar (Whitby)
Mount Hope: Squadrons: 540, 715, 800, 820 779 Sqn HQ, Mount Hope Airport
Niagara Falls: Squadrons: 23, 62, 79, 87, 126, 128, 337, 611, 809 809 Squadron LHQ
Toronto: Squadrons: 142, 180, 188, 246, 700, 789, 845 First Canadian Place

Northern Ontario Area:

Iroquois Falls: Squadrons: 10, 288, 355, 792 Ministry of Natural Resources Buidling, South Porcupine
North Bay: Squadrons: 200, 295, 547, 638, 844 CFB North Bay (22 Wing)
Sault Ste. Marie: Squadrons: 155, 696 Pine Street Armoury

Ottawa & St. Lawrence Area:

Prescott: Squadrons: 58, 253, 325, 379, 585, 653, 661, 870, 999 South Grenville District H.S.

South-Eastern Ontario Area:

Durham: Squadrons: 2, 151, 172, 856 Enterprise Airlines hangar (Whitby)
Trenton: Squadrons: 58, 173, 534, 598, 608, 704, 718, 851 8 Wing

South-Western Ontario Area:

Kitchener: Squadrons: 19, 80, 121, 296, 530, 822 822 Building Kitchener Airport
London: Squadrons: 3, 27, 44, 153, 201, 532, 614, 741, 862 A Block, GSU London
Mount Hope: Squadrons: 104, 150, 713, 735, 779, 826 779 Sqn HQ, Mount Hope Airport
Windsor: Squadrons: 291, 294, 364, 535 Windsor Flying Club

Sunday, February 11, 2018 – OPC Squadrons (except for NW-ON Squadrons)

The SSC Chairs and COs will be notified by the 2nd of February, via e-mail of the interview timings and locations by the National Courses Coordinator, Anne Kozich.

North-Western Ontario:

Thunder Bay: Squadrons: 70, 227, 270, 600, 645, 900, 906, 908 HMCS Griffon, Thunder Bay

Dress Code for the Interviews:

The order of dress for:

Cadets C-2 (Full dress with ribbons);
OPC/Volunteers OPC Blazer, grey pants and white shirt, or a business suit; and
Officers 3C (sweater with tie).

What Cadets can Expect at an Interview

(Squadrons are encouraged to give this information to Cadets)

Who	A two or three-person Interview Board normally comprised of Air Cadet League Directors and/or SSC Members. A number of RCSU Central personnel will also participate. For PPS and GPS Boards there will be one Cadet Flying Site CIC Officer.
How long	Twelve to fifteen minutes; a little longer for IACE, PPS, & GPS applicants and those Cadets applying for more than one National Course.
Procedure	<p>Interviews must be in person. Unless given other instructions, you will enter facing the Board, wearing headdress, and salute. Wait until you are offered a seat. You may remove your headdress while you are seated with the Board.</p> <p>The members of the Board want you to feel comfortable and relaxed. Try to be so, while maintaining respect and decorum. Be prepared to say some initial words about yourself. You will most likely be asked general knowledge questions about current events, the world situation, geography, Canada and its government, the Provinces, Air Cadets, the Air Cadet League, and the Canadian Forces. If you are applying for PPS or GPS, you will be asked about aviation and flight theory. You will also be asked questions to assess your knowledge, interest, motivation and attitude towards the course(s) for which you have applied.</p> <p>When the interview is completed, stand, replace headdress, salute, and smartly depart the room. The Board members may or may not offer to shake hands: let them decide. Some of the points keenly considered by the panel are:</p> <ul style="list-style-type: none"> • Does the Cadet really want this course? • Does the Cadet understand the course and the mental – and physical – commitment required, if selected? • Course graduates have a responsibility to their Squadron to set an example for junior Cadets, and to provide leadership and instruction. Is the Cadet aware of this obligation?
Scoring	After you depart, the Board members will confer and assign marks for: general knowledge, course knowledge, attitude, motivation, ability to express yourself, Squadron contributions, uniform appearance, and bearing.
Subsequently	An Education Board will score your transcript and school progress reports. Also, a Selection Board will review the complete application and the standardized results of the Interview Board marks, and arrive at a total score out of 100, which will determine your position on the Merit List.
Note	Cadets who are selected for courses must continue good attendance and performance at their Squadron, prior to leaving for summer training. COs may recommend that a Cadet's application be withdrawn, if his or her performance deteriorates to the point that they are undeserving of the opportunity.

Sample Interview Board Questions

Board Chairpersons are to ensure that the Cadet candidates are asked questions specific to the course(s) desired. Board Chairs should set up a rotation amongst Board members for asking the assigned questions. Remember only about 20 minutes is allocated per Cadet, followed by discussion among Board members before scoring.

General Questions

Introduction:

- Let's talk about you. Give us a brief resume of your Air Cadet career and your education/school progress so far.
- What is it about this course you are applying for that inspires you to take it?

Canadian Current Events:

- Name and briefly discuss a National current event (in the news within the last 30 days).
- How do you keep up with current events? Why is it important?

Geography:

- Name the largest and the smallest provinces in Canada and the provincial capital for each.
- Name two Canadian provinces and their capitals and one Canadian Territory and its capital.
- Name all the countries in North America.

General and Military Knowledge:

- Name the current Canadian Prime Minister and the Prime Minister immediately before him.
- Name two current female Provincial Premiers.
- What does the acronym NATO stand for?
- Name a Canadian satellite.
- Name two RCAF aircraft types.

Squadron Activities:

- How did you become interested in the Cadet movement?
- What are your current Squadron responsibilities and on what Squadron teams do you participate?
- Have you entered an Effective Speaking Competition (or Debating Competition)?

Air Cadet League and Sponsors:

- What organization sponsors your Squadron?
- Do you know the Squadron Sponsoring Committee Chairperson's name?
- What is the role of the Air Cadet League in the Air Cadet Program?
- What are the proceeds from the Annual OPC Lottery used for?

Personal Assessment:

- Describe what you consider to be your greatest personal strength and the one weakness you would like to improve?
- What targets have you set for your personal growth or improvement?
- If you had to change something about yourself what would it be?

School:

- Give us a brief resume of your school progress so far, your courses and interests
- In what extra-curricular activities do you participate at school (band, football, etc)?
- On an average evening, how much time do you dedicate to homework?

Career Interests:

- Where are you headed in life?
- What do you plan to do after completing your post-secondary school education (e.g., community college, university, flight school, military college, apprenticeship)?
- Have you thought about becoming an instructor or officer after your cadet career is completed? Why/why not?
- Have you discussed your career with a Guidance Counselor?

Other Interests:

- Describe your recent volunteering/community service activities and part time employment.
- Do you have any hobbies?
- What community related activities does your Squadron participate in? Cadets Caring for Canada? Squadron Exchanges? Civic Events? Community assistance? And do you participate?

For IACE Candidates:

IACE cadets are going to find themselves becoming Canadian “ambassadors” in their host countries. They will be expected to be knowledgeable in Canadian politics, geography and military affairs. The following questions will test the knowledge the applicant currently has.

- Tell us which country you requested when you applied and the top 2 reasons for your choice.
- Give us three characteristics of your country of choice that differ from what you experience in Canada.
- Who is the current Prime Minister of Canada and what political party does he lead?
- In the Canadian system of government, who is considered to be the Head of State?
- To what 2 military alliances does Canada belong?
- The acronym NAFTA stands for what?
- The acronym ICAO stands for what?
- Name 3 features of the Canadian Parliamentary system of government.
- How many political parties have seats in the current House of Commons? Name 3 of them.
- Canada has land borders on 3 of the world’s great oceans. Name those oceans.
- Name two Canadian provinces that do not have a land border with the United States.
- If you were asked to describe Canada to someone from another country that has never visited our country, what are the top 3 things you would talk about?

For Power Pilot Candidates:

- Would today be a good flying day? Why or why not?
- Explain the terms VFR and VMC.
- The acronym METAR stands for what?
- How does a runway at an airport get its number, for example Runway 18?
- What are the 4 physical aerodynamic forces that act on an aircraft in flight?
- Have you been volunteering/helping out at your nearest cadet flying site?
- How does earning your wings fit with the career and/or life aspirations you talked about earlier?
- The acronym ICAO stands for what?
- What 2 basic pieces of information does an aircraft transponder provide to air traffic control?
- The acronym CAR stands for what?
- The acronym PAPI stands for what? What does the system do for a pilot?

For Glider Pilot Candidates:

- Would today be a good flying day? Why or why not?
- The acronym METAR stands for what?
- How does a runway at an airport get its number, for example Runway 18?
- What are the 4 physical aerodynamic forces that act on an aircraft in flight?
- Have you been volunteering/helping out at your nearest cadet flying site?
- How does earning your wings fit with the career and/or life aspirations you talked about earlier?
- The acronym ICAO stands for what?
- What 2 basic pieces of information does an aircraft transponder provide to air traffic control?
- The acronym CAR stands for what?
- The acronym PAPI stands for what? What does the system do for a pilot?

For Advanced Aviation Technology Course – Airport Operations Candidates:

- What interests you about the field of Airport Operations?
- Which airports have you visited or travelled through? OR, Name three well-known airports.
- What are some of the career opportunities associated with Airport Operations?
- What is a terminal?
- Name three different areas of airport operations you'd be interested in studying.
- How will you apply your newly learned skills on return to the Squadron?
- How do you think military airports differ from civilian airports? What elements are the same?
- What is the difference between an airport and an aerodrome?
- What topics or activities are you looking forward to in this course?
- What is the main purpose of an Air Traffic Controller?
- How would you use your radio licence after completing this course?
- Name the different types of Canadian controlled airspaces, and give examples.
- Name the four divisions of the atmosphere.
- How are the numbers on the runway assigned?
- Name three jobs that exist at an airport.
- Who is responsible for passenger security screening in Canada?
- What does the acronym NORAD stand for? What is its primary role?

For Advanced Aviation Technology Course – Aircraft Maintenance Candidates:

- Why did you choose this specialty course? Have you had any technical training in school? Elsewhere?
- How will you apply your newly learned skills on return to the Squadron?
- Has your Commanding Officer discussed the training program on this course with you?
- What's the difference between a helicopter and an airplane?
- What does FOD stand for?
- What are the 2 main purposes of oil in an internal combustion engine?
- What instrument uses both the pitot system and static port?
- What is the difference between Aircraft Maintenance and Avionics?
- What are some career opportunities associated with Aircraft Maintenance?
- Name three different types of materials used to build aircraft.
- Name three different CAF aircraft that you would be interested in working on.
- What part of the Aircraft Maintenance course are you most curious about?
- Why do you think an inspection from an AME before a flight is important?

For Advanced Aerospace Course – Advanced Aerospace Candidates:

- Why did you apply for this particular course?
- What do you expect to learn by attending this course?
- What specific aspects of aerospace studies are you most looking forward to learning more about?
- Do you ever read books or magazines or browse the Internet to learn more about aerospace-related issues and activities?
- What group made the decision to remove Pluto from the list of planets and why?
- What is a Planisphere and what is its purpose?
- Identify three (3) Canadian astronauts and discuss the contribution of one (1) astronaut to the Canadian Space Program?
- How many “manned missions” were sent to the moon and when was the first successful landing of a man on the moon?
- Name the two largest aerospace companies that manufacture commercial aircraft.
- Have you ever attended an airshow?
- How does this course relate to any career or personal goals you might have?
- Do you plan to apply for a Glider and/or Power Scholarship in the future?
- If you successfully complete this course, how will your squadron benefit from the skills and knowledge you acquire?

Transport Canada Medical Certificates

Every Cadet who is accepted for a Power Pilot or Glider Pilot Scholarship **must** provide a **Transport Canada Medical Certificate with a minimum of a Category 3 rating (Category 4 is not accepted)**.

Medical Certificates are not required at the time applications are submitted; however, it is an absolute **must** before the **June 1 deadline**. In order to meet the deadline, no later than mid-December applicants should book **an appointment** with a Civil Aviation Medical Examiner **no later than the end of March**. This will allow the Medical Examiner and Transport Canada sufficient time to process the Medical Certificate before June 1.

Appointments must be booked with a Transport Canada-certified Civil Aviation Medical Examiner only, as Transport Canada is the approving authority for medicals. A current list of Medical Examiners can be found at in a searchable database on the Transport Canada website (<http://wwwapps.tc.gc.ca/saf-sec-sur/2/come-meac/l.aspx?lang=eng>).

When the Squadron receives notification that the PPS or GPS candidate has either been selected or ranked close enough on the standby list to possibly be called as a spare, the Cadet should keep his or her medical appointment. It is imperative that the medical appointments be scheduled no later than March, as the medical approval process can take six to eight weeks. This also allows for additional tests, should they be required.

A few weeks after the medical examination, the Cadet or parent should contact the Medical Examiner to ensure that the paperwork was sent to Transport Canada for approval.

Once it has been confirmed that the medical examination results have been forwarded to Transport Canada, the Cadet awaits the Medical Certificate. If the certificate is not received within six weeks (early May), the Cadet or parent (third parties are not given any medical information) should contact Transport Canada, Ontario Region at 416-952-0230, regarding the status of the medical and issuance of the certificate. Only the Category 3 or high Medical Certificate is accepted - **the Civil Aviation Medical Exam (CAME) report is not accepted and contains CONFIDENTIAL medical information. Do not provide the CAME report as the Category 3 Medical Certificate.**

DATE	EVENT
no later than Mid-December 2016	CO or Cadet must make a medical appointment with a local Transport Canada 'Civil Aviation Medical Examiner' for no later than March. Cadets who already have a valid Category 3 Medical Certificate do not require a new medical; certificates are good for five years.
March 31, 2017	The OPC and RCSU Central advise the Squadron SSC Chair and CO which Cadets are selected or placed highly on the selection list. Cadets then confirm with the medical examiner's office whether they will keep their appointment or cancel.
End of March 2017	All medical examinations must be complete by this date. Confirm with the medical examiner that completed forms have been sent to Transport Canada.
Early May 2017	If the Medical Certificate has not been received, contact Transport Canada at 416-952-0230 or 1-888-231-2330 regarding its status. The CO is to advise Capt Ken Reid at RCSU Central (705-424-1200, ext 7027) or by e-mail at ken.reid@forces.gc.ca .

Announcing the Results

OPC has elected to continue with the 90/10 rule wherein 10% of the billets will be allotted to any qualifying cadet (min. of 60%) of any squadron who in the last two years has not had a cadet selected for GPS or PPS.

Results of the National Courses selection process are announced in several stages.

1. The Merit List and completed applications for IACE candidates are sent to Ottawa for review by the National Selections Committee no later than 1 March, due to the requirement for Cadets (including those travelling to the USA) to obtain passports, and more stringent booking regulations by airlines. IACE selections available through FORTRESS are, therefore, normally announced via email to SSC Chairs and COs – through their respective chains of command – by March 31.

- By the end of the February, all National Course files will be sent to RCSU Central. When the Merit Lists are confirmed, the selected, pending, and deleted candidates are identified, as well as noting whether their files are complete or incomplete.
- Selection results for all National Courses are communicated via email to SSC Chairs and COs – through their respective Chains of Command – between late-March or very early April. OPC will announce selections are available through FORTRESS by the CO via e-mail sent to SSC Chairs and copied to: OPC Directors. RCSU will announce selections are available through FORTRESS and for the CO to share the information with the SSC Chairs via e-mail sent to Squadron CO's.

Master Selection Lists are **confidential** and the information from those lists (name of SELECTED/INC cadets, SPARE's ranking, etc.) shall not be shared with anyone.

OPC Fees and Course Training Expenses

Power Pilot and Glider Pilot Scholarship fees are shown in the table below. In accordance with ACL and OPC policy, these fees are the responsibility of the SSC and are not to be passed along to the Cadet or the parents/guardians. The SSC is also encouraged to pay the candidate's medical examination fee.

OPC Fees:

COURSE	FEE
Power Pilot Scholarship	\$150.00
Glider Pilot Scholarship	\$150.00

PPS and GPS fees are allocated to an Aviation Reserve Account (to fund future aircraft acquisitions) and are **not refundable** in the event of a Cadet RTU after 1 training day.

Uniform Expenses for IACE

All successful candidates will require an IACE uniform. The Joining Instructions will advise which uniform pieces will be required. The fees can range from a few hundred up to approximately \$800. The Squadron Sponsoring Committee may have provisions in their By-Laws of providing financial assistance or not.

Training Expenses for PPS and GPS

The information provided in the following table reflects approximate costs only. The commercial cost of obtaining a Glider Pilot License normally exceeds \$3,000 and the cost of a Private Pilot's License is at least \$10,000. Considering that training through the Flying Scholarship program is free, it is reasonable that the following direct additional costs may be passed along to the Cadet or parents, although they may be covered by some Sponsoring Committees.

In either case, the candidate should arrive at the Training Centre bearing a Category 3 medical certificate and two separate cheques payable to the Receiver General of Canada (one for the Transport Canada Examination, and one for the Pilot's License). Details are included in the Joining Instructions.

ITEM / PAYMENT DETAILS	GLIDER	POWER
Transport Canada Category 3 Medical (payable to the examining physician)	\$100.00 +/-	\$100.00 +/-
Transport Canada Examination (payable to: Receiver General of Canada)	\$105.00	\$105.00
Transport Canada Pilot's License (payable to: Receiver General of Canada)	\$55.00	\$55.00
Total	\$260.00	\$260.00

These cheques will be returned to the cadet in the event of RTU prior to examination / license application.

Notes:

- A Transport Canada Medical Certificate is valid for five years; therefore, a Cadet who receives a Category 3 Certificate for GPS, will not require another Certificate in the following year for PPS.
- The Transport Canada examination for the Glider Pilot program is one unit. Failure will require a rewrite fee of \$105.00 (to be paid onsite by the cadet); failure of the rewrite results in a "Cease Training" order.

3. The Transport Canada examination for the Power Pilot program consists of four parts. The candidate must obtain an overall pass mark of 60%, regardless of the number of failed sections. A failed section requires a rewrite fee of \$35.00; failure of the rewrite results in a "Cease Training" order.
4. All expenses are estimates; the cost of medical examinations will vary. Actual fees will be identified in the Joining Instructions sent to selected candidates.

Summary

National Courses are a key element in sustaining a vibrant Squadron, while providing personal development and qualifications for the Cadet.

Cadets, parents and Squadron staff need to be informed about National Courses and given the incentive and opportunity to qualify as applicants. Please make this handbook available to all in your Squadron.

It is an ongoing process, which requires vision, planning, and the dedication of Squadron resources to successfully manage.

Complaint/Concern Process

1. Parents/Cadets are to discuss their concerns with the Commanding Officer as the first step. If necessary, the CO is to consult with the J3 Z Trg O at the Area Office. If still not resolved, then the OPC office may be contacted.
2. Directors/SSC Members may wish to discuss with the CO and/or OPC office.
3. Contact Anne Kozich, Program Development Officer, E-mail: anne.kozich@aircadetleague.on.ca.



Honorary Patrons

The Hon. Kathleen Wynne, Premier of Ontario

The Hon. Elizabeth Dowdeswell, Lieutenant Governor of Ontario

Appendix A

TO: Home Schooled Cadets
Squadron Commanding Officers
Squadron Sponsoring Committee Chairs

FROM: Craig Hawkins

DATE: 15 September 2017

SUBJECT: Home Schooled Cadets Academic Assessment

REF: National Course Handbook

1. All cadets applying for national courses are required to submit a transcript from an Ontario School as part of their application package. This is used to determine the academic component of the overall mark for the merit list. Depending on the national course, the academic assessment is worth 20 percent of the final mark. The academic assessment looks at a combination of factors including current grade, level of study and academic achievement.
2. Some cadets do not attend publically funded or private schools, or study the Ontario curriculum. These “home-schooled” cadets are usually studying an alternative program developed in consultation with outside agencies and their parents. When they apply for a national course, it is necessary to come up with an academic score based on their alternative programs.
3. Each home schooled cadet is required to prepare a portfolio including an overview of their program, samples of the resources that they use and samples of their work. This portfolio is used in conjunction with an interview to help arrive at a mark for the Academic Assessment component of their application. First-time home schooled cadets have a face-to-face interview with a qualified educator.

Home schooled cadets who are applying for a subsequent course and have already had their initial interview must submit an updated portfolio. There will also be a short telephone interview with the cadet to update their files and to clarify any questions.

4. The portfolio should include the following:
 - An overview of the cadet’s program: describe briefly how the program operates on a daily basis, listing the subjects that are studied, courses of study that are used, who marks the assignments and assigns the final grade etc.
 - If textbooks or formal program documents are used, include a copy of the index. (Note: for first time home-schooled cadets, bring the text book to the interview.)
 - Samples of student work that has been assessed. This could include tests, essay, pictures of models or projects etc.
 - Lists of field trips or special activities that have been part of the home-school program.
 - Other items of interest.

5. Home schooled cadets who are attending their first interview can bring this material with them to the interview. The interview normally takes about 30 minutes. The cadet will take all material in the portfolio home with them.
6. Interviews for home-schooled cadets will be held at the OPC office – date to be confirmed. To assist with scheduling, the Commanding Officer should **contact the OPC office no later than 12 January 2018** to advise the office of the name of any home-schooled cadets that require interviews.
7. Home schooled who are applying for a subsequent course will not need a face-to-face interview. They can send their portfolio to the following address

Craig Hawkins
1326 Everton Road
Midland, ON L4R 5J6

The portfolio should reach the above address **no later than 26 January 2018**. Once the portfolio has been reviewed, a phone call will be placed to the candidate to answer any questions and to update their file. This telephone call will occur no later than 10 February 2018. The portfolio will not be returned unless the cadet makes a specific request.

8. Commanding officers are asked to share this information with home-school cadets in their squadron that are applying for national courses. The information can also be shared with the cadet's parents. If the cadets or parents have any questions, they can contact me at:

Phone: 705-526-2194
E-Mail: hawkinsfamily1326@gmail.com.

9. For additional information on educational assessment, refer to pages 13-14 of the National Course Handbook: 2018 Summer Courses, available on the OPC website.
10. Thank you for your ongoing support and assistance in this matter.

Craig Hawkins
Past Chair
Ontario Provincial Committee
Air Cadet League of Canada