

# Comox Cadet Flying Training Centre



## GLIDER PILOT SCHOLARSHIP JOINING INSTRUCTIONS 2019

**NOTE: THIS DOCUMENT COMPLEMENTS THE REGIONAL JOINING INSTRUCTIONS SENT OUT BY THE REGIONAL CADET SUPPORT UNIT (PACIFIC). IF YOU DID NOT RECEIVE THE REGIONAL JOINING INSTRUCTIONS PLEASE CONTACT YOUR SQUADRON STAFF.**

## MAIL

Cadets SURNAME, Initials  
Glider Pilot Scholarship  
Comox Cadet Flying Training Centre  
Canadian Forces Base Comox  
PO Box 1000, Station Main  
Lazo, BC V0R 2K0

## KIT LIST

Please see your local Squadron Supply Officer if cadet requires the items marked with (\*), and that they are replaced if needed. All kit should be in good condition when arriving at the CCFTC.

Personal Kit		Cadet Kit	
Items	Qty	Items	Qty
Socks, cotton	7 pr	* Coat, all weather	1
Shoe shine kit/ lint brush	1 ea	* Tunic	1
Towels/wash clothes	3	* Necktie	1
Deodorant	1	* Belt, trouser black	1
Shaving kit, soap, comb/brush, toothbrush/toothpaste/shampoo	1 ea	Bag, Duffel	1
Sun screen/Block – SPF 30 or higher	1	* Cap wedge	1
Athletic supporter (males)	1	* Heavy wool socks	3 pr
Swimsuit	1	* Boots black issue	1 pr
Combination lock/padlock	2	* Shirts	2
Underclothing	7 sets	* T-Shirts, Blue	2
Sweatshirts/sweaters	2	* Uniform trousers	2 pr
Running Shoes- <b>Very Good Condition</b>	1 pr	* Shoulder Rank Slip Ons	1 set
<b>Shorts</b>	2 prs	* <b>NAME TAGS</b>	2
<b>T-Shirt- NO MARKINGS</b>	5		
Belt	1		
Sewing kit, (small kit scissors are acceptable)	1		
Glasses (if worn) & (prescription for <b>glasses</b> )	2 pr		
Shower sandals	1 pr		
Sunglasses ( <b>must have</b> ) <b>Not polarized and no reflective lenses.</b>	1 pr		
Sleepwear/Bathrobe	2/1		
Prescription medications ( <b>blister pack recommended</b> )	As req'd		
<b>Camera/writing materials, paper/envelopes/stamps</b>	As req'd		
<b>Binder for handouts – 3 hole type</b>	1		

Backpack to carry books and other training supplies. Backpacks must not be outlandish in style or colour, dark colours are preferred.

Basic calculator (calculators with data storage capability & graphing calculators are not permitted by Transport Canada for use in written exams).

## PILOT LICENCING FEES AND DOCUMENTS

Glider Pilot Scholarship Course students must arrive at the CCFTC in possession of the following which are required by Transport Canada.

- Examination and Licencing Fees
- Proof of Age
- Proof of Citizenship
- A Passport Photo
- Medical Certificate

**FAILURE TO PROVIDE ANY OF THESE DOCUMENTS UPON ARRIVAL AT THE CCFTC MAY RESULT IN IMMEDIATE REMOVAL FROM THE COURSE AND RETURN TO UNIT (HOME).**

### EXAM & LICENCING FEES

Cadets attending the Glider Pilot Scholarship Course are required to bring a **\$160** cheque (no cash) to pay for their Transport Canada Examination and Transport Canada Licencing fees. The cheque shall be payable to the **COMOX CADET FLYING TRAINING CENTRE**. The individual fee breakdown is \$105 for the written exam, and \$55 for licencing.

**Please date the above cheque July 15, 2019. It will be collected by the CCFTC upon arrival.**

### PROOF OF AGE AND CITIZENSHIP

**ORIGINAL DOCUMENTS ARE REQUIRED – PHOTO COPIES ARE NOT ACCEPTABLE**

Transport Canada has specific proof of age and citizenship requirements which must be met prior to issuance of a Student Pilot Permit or submission of a licencing application.

**Proof of Age** – One of the following documents is required as proof of age:

- a citizenship certificate,
- a *Certificate of Registration of Birth Abroad* issued by the Department of Citizenship and Immigration,
- a birth certificate or baptismal certificate showing the date of birth,
- a passport,
- an aviation personnel licence or permit, showing the date of birth, issued by the state of which the applicant is a citizen (the Transport Canada Medical Certificate **DOES NOT** meet this requirement), or
- a Canadian Immigration Record and Visa, Form IMM 1000, issued to a landed immigrant by the Department of Citizenship and Immigration.

**Proof of Citizenship** – One of the following documents is required as proof of citizenship:

- a citizenship certificate,
- a *Certificate of Registration of Birth Abroad* issued by the Department of Citizenship and Immigration,

- c. a birth certificate or baptismal certificate issued in Canada, or in a state whose citizens do not require a passport to travel in Canada,
- d. a VALID passport. If no expiry date is indicated on the passport, an attestation that the passport is valid is required from the applicant's state of citizenship,
- e. an aviation personnel licence showing the citizenship of the holder and issued by the state of which the applicant is a citizen, or
- f. a Canadian Immigration Record and Visa, Form IMM 1000, issued to a landed immigrant by the Department of Citizenship and Immigration

**PASSPORT PHOTOGRAPH**

A passport photograph is required by Transport Canada for the Aviation Document Booklet (ADB) which will be issued at the time of licencing. GPS students must arrive with this photograph as there will be no time or opportunity to obtain one during the course.



**PHOTO MUST HAVE BEEN TAKEN AFTER 1 OCT 2018**

LONDON DRUGS #61 #1-900 Gibsons Way Gibsons, BC CANADA	
Photo Taken	
	Date
I certify this to be a true likeness of	
Guarantor's Signature	

**NOT TO BE COMPLETED**

**PHOTOGRAPH REQUIREMENTS**

- Provide at least one photograph meeting the specifications of a passport photograph pursuant to Passport Canada.
- A commercial photographer must take the photograph.
- The photograph must have been taken after 1 Oct 2018.
- The backside of the photograph shall be stamped with the name and address of the photograph studio, and the date the photo was taken.

- The guarantor’s certification section of the stamp shall be left blank. A Transport Canada Authorized Person on staff at the CCFTC will certify the photograph.

## MEDICAL CERTIFICATE

GPS students must arrive at the CCFTC in possession their medical certificate issued by Transport Canada. Cadets who have completed their medical exam but have not received the certificate, or if the certificate has been lost, must contact Transport Canada. **The original document is required; a photocopy is not acceptable.**

Students with medical limitations/restrictions recorded on their Transport Canada Medical Certificate must ensure they are in compliance upon arrival at the CCFTC and throughout their training. For example, a limitation/restriction stating that glasses must be worn does not permit use of contact lenses.

Students requiring glasses or contacts must be in possession of a spare pair as the course syllabus does not contain sufficient time to permit ordering replacement prescription lenses in the event the primary pair are lost or broken.

Students with questions or concerns regarding their medical limitations/restrictions should contact Transport Canada or their Civil Aviation Medical Examiner (CAME) for assistance.

## EXAMPLE MEDICAL CERTIFICATE

Any Limitations /Restrictions will be listed in this block, such as:

- Glasses must be worn
- Contacts must be worn
- Corrective lenses must be worn
- Glasses must be available, etc

These limitations/restrictions must be complied with AS WRITTEN. For example, contacts may not be used if the limitation/restriction states “glasses must be worn.”

“Cat 3” or “Cat 1” must be in this box

This document must be signed

**NOTICE**

This Medical Certificate has been re-issued due to changes to the Validity Period Chart on the reverse side. These changes provide increased medical validity periods for holders of Private Pilot Licences - Aeroplane, Private Pilot Licences - Helicopter, Gyroplane Pilot Permits, and Balloon Pilot Licences in accordance with recent amendments to Canadian Aviation Regulation 404, (CAR).

If you hold one of the above permits or licences, and it was medically valid on July 15, 2000, then this new validity period applies to you unless otherwise indicated in the Limitations box.

For further information, contact your local Transport Canada Centre, call the Transport Canada Civil Aviation Communications Centre at 1-800-305-2059, or visit the Transport Canada General Aviation website at: <http://www.tc.gc.ca/civilaviation/generalmenu.htm> or refer to Aeronautical Information Circular 1000 (July 13, 2000).

**AVIS**

Ce certificat médical a été délivré du nouveau en raison des modifications qui ont été apportées au tableau de périodes de validité au verso. Ces modifications visent à prolonger les périodes de validité médicale des titulaires de licences de pilote privé - avion, de licences de pilote privé - hélicoptère, des permis de pilote d'autogire et des licences de pilote de ballon, conformément aux modifications apportées récemment à la sous-partie 404 du Règlement de l'aviation canadien (RAC).

Si vous êtes titulaire d'un de ces permis ou licences et que la période de validité médicale de votre document se termine le 15 juillet 2000, la nouvelle période de validité s'applique à vous à moins d'indication contraire dans la boîte des restrictions.

Pour de plus amples renseignements, communiquez avec votre Centre de Transports Canada, appelez au Centre des communications de l'aviation civile de Transports Canada (1-800-305-2059) ou visitez le site Web de l'aviation générale de Transports Canada à l'adresse suivante : <http://www.tc.gc.ca/civilaviation/generalmenu.htm> ou vous référez.

If the address or name on this document is wrong, the person must notify Transport Canada to get a new certificate with the right information. Licensing is based on what is on all other documents.

## CLOTHING AND EQUIPMENT

Cadets attending the GPS course will be issued with CAF flying suits and other equipment which must be returned in satisfactory condition on conclusion of training. Parents/Guardians are required to complete the Acknowledgement of Responsibility form at Appendix a. Cadets shall provide this form to their directing staff upon arrival at their training location.

## OTHER EXPENSES

A personal embroidered flying suit name tape and a course-specific flying cap are mandatory clothing items to be worn with CAF flying suits. The flying caps and the name tapes are purchased by the cadets and will be supplied on arrival. The cost of the name tape and the flying cap is \$30 and the cadets will sign an acquittance roll for that cost.

Other optional expenditures that may be considered include:

- CCFTC Blue Heraldic Crest \$10
- SGS-233 Shoulder Badge \$8
- Metal Glider Wings \$15
- Bullion Wire Glider Wings \$15
- Course Shirts or Jackets \$15-\$100

Most optional items can be charged against the course acquittance roll.

An embroidered cloth wing will be presented to all successful cadets at no-cost. The bullion wire embroidered wing is suitable for wear on the dress tunic, metal wings on the shirt, while the cloth wing is most commonly used on flying suits.

## BANKING

All cadets who successfully complete this course will be entitled to a \$360 Training Allocation.

Cadets may make regular withdrawals from their training allocation account at the Comox CFTC. An ATM is also available in the combined mess lobby.

**Having large amounts of cash on-hand is highly discouraged, as money has been known to disappear when common barracks-style accommodations are used. Cadets should limit the amount of cash they are carrying or holding in their barracks!**

## CADET DAY, OVER-NIGHT OR WEEKEND PASSES

Cadets may be authorized a short period of time away from the CCFTC. For this to be considered, they must provide a fully completed Parental Consent Form which can be found in the generic RCSU (P) CTC Joining Instructions which were issued separately. **Completing this form does not guarantee a cadet will have a pass authorized.** Pass authorization is at the discretion of the CCFTC Commanding Officer based on training or duty requirements. The GPS Course is a highly demanding program affording few opportunities for cadets to be absent, therefore, **ensure a pass will be authorized before making any travel plans.**

## CELL PHONES AND PERSONAL ELECTRONIC DEVICES (PEDS)

Cadets are permitted to have cell phones and/or a PED (tablet/laptop) at the CCFTC subject to the following:

- Having a cell phone or PED at the CCFTC is NOT required.
- Use of these devices shall, at all times, be in compliance with the Cadet Code of Conduct and CATO 12-41. Engaging in prohibited or unacceptable use will result in discipline up to, and including, cessation of training, return to unit, and release from the cadet program.
- These devices are permitted at the CCFTC for the purposes of facilitating occasional phone calls home to family, and to assist with studies.
- Cadets are NOT permitted to have cell phones or PEDs in their possession during training hours. They are distractions that can seriously compromise safety during flying operations, and interfere with ground school learning.
- Cell phone and PED use is prohibited after “lights out.”
- Parents, family and friends should NOT expect regular telephone, text, or email contact with their GPS student. The course syllabus requires long duty days followed by after-hours briefings and study. Free time is very limited and cadets normally require it for maintaining their uniforms, doing laundry, and meeting general self-care needs.
- GPS cadets found in unauthorized possession of a cell phone or PED during training hours, or using it after “lights out,” may have it confiscated and shipped home, or not returned until the end of the course.
- The cadet is solely responsible for the security of their devices, notwithstanding they are required to leave them in their quarters during training hours. The CCFTC is not responsible or liable for lost, damaged or stolen devices, or for ensuring secure storage is available.
- Cadets bringing a cell phone or PED to the CCFTC do so entirely at their own risk.

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

Date: \_\_\_\_\_

1. I, the undersigned, Parent/Guardian of Cadet, \_\_\_\_\_ accept the responsibility for any Department of National Defence clothing or equipment which may be loaned to him/her by Comox Cadet Flying Training Centre
2. I guarantee that all loaned clothing or equipment will be returned when requested by the Commanding Officer. I further agree that I will reimburse the Department of National Defence for any article of clothing or equipment that is not returned or is wilfully damaged.

\_\_\_\_\_  
Signature of Parent/Guardian

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

**THIS PAGE IS TO BE COMPLETED FOR ALL COURSE & STAFF CADETS AND PROVIDED TO  
CCFTC STAFF UPON ARRIVAL**