

Comox Cadet Flying Training Centre



POWER PILOT SCHOLARSHIP

SUPPLEMENTAL 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.

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	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- Very Good Condition	1 pr	* Shoulder Rank Slip Ons	1 set
Shorts	2 prs	* NAME TAGS	2
T-Shirt- NO MARKINGS	5		
Belt	1		
Sewing kit, (small kit scissors are acceptable)	1		
Glasses (if worn) & (prescription for glasses)	2 pr		
Shower sandals	1 pr		
Sunglasses (must have) Not polarized and no reflective lenses.	1 pr		
Sleepwear/Bathrobe	2/1		
Prescription medications (blister pack recommended)	As req'd		
Camera/writing materials, paper/envelopes/stamps	As req'd		
Binder for handouts – 3 hole type	1		

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

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

MOVEMENTS

PPS training is conducted at multiple locations with the accommodations facilities addresses as follows:

Lower Mainland: Navy League
553 Derwent Way
Annacis Island, Delta, BC V3M 6S9

Cadets arriving by parental drop-off at the Annacis Navy League facility must arrive after lunch (lunch will not be provided) and prior to 1400hrs.

Kamloops: Thompson Rivers University
Residence and Conference Centre – McGill Housing Units
1055 Campus Drive
Kamloops, BC, V2C 6N2

Campbell River: CFB Comox
Comox Cadet Flying Training Centre

If there are any questions about Movement Orders, please email the Comox CFTC MovO:
Keith.Thibault2@forces.gc.ca

LICENSING & EXAMINATION FEES

Cadets attending the Power Pilot Scholarship Course are required to pay for their Transport Canada Examination and Transport Canada Licencing fees. The fees are \$105 for the examination, and \$55 for the licensing. **Cadets are required to arrive with a cheque (no cash) for \$160 payable to the flight training unit they are attending as listed in Annex A of these instructions.**

Canadian Flight Centre Inc, or

Sealand Flight Ltd.

Cheques should be given to the Power Pilot Scholarship Supervisor upon arrival. Cadets will be unable to write the Transport Canada examination or have their license documentation completed without providing those fees.

REQUIRED DOCUMENTATION

Cadets already possessing a glider pilot licence shall bring their Aviation Document Booklet (ADB) and Radio Operator Certificate (Aviation). The ADB must indicate a valid Class 1 or 3 medical.

Cadets who do not have a pilot licence and Aviation Document Booklet shall bring the following documentation:

PROOF OF AGE AND CITIZENSHIP

ORIGINAL DOCUMENTS ARE REQUIRED – PHOTOCOPIES 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. a citizenship certificate,
- b. a *Certificate of Registration of Birth Abroad* issued by the Department of Citizenship and Immigration,
- c. a birth certificate or baptismal certificate showing the date of birth,
- d. a passport,
- e. 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
- f. 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. a citizenship certificate,
- b. 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. PPS 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 flight training school will certify the photograph.**

MEDICAL CERTIFICATE

PPS cadets must arrive at their Flight Training Unit (FTU) 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 their FTU 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

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.

NOTE: If cadets attended the GPS course and are already in possession of an ADB, the medical certificate is included within the ADB. Cadets with an ADB shall ensure their medical is either a class 1 or 3, that it is valid, and that they are in compliance with any restrictions.

MAIL

All PPS Cadets are assigned specific Flying Schools. Please consult Annex A.

Canadian Flight Centre Cadets – Lower Mainland:

RANK, FULL NAME, INITIAL

Canadian Flight Centre
101- 7500 Ottawa Street
Delta, BC, V4K 0B4

Canadian Flight Centre Cadets – Kamloops:

RANK, FULL NAME, INITIAL

Canadian Flight Centre
3073 Airport Rd.
Kamloops, BC, V2B 7W9

Sealand Flight Cadets - Comox:

RANK, FULL NAME, INITIAL

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

Other Expenses:

2 CAF blue flight suits will be provided for the duration of the training at no-cost. Active members of the gliding program who have their own flying suit already should bring it. A personal embroidered 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
- Metal Power Wings \$15
- Bullion Wire Power 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, the 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 who are training at Sealand Aviation may make regular withdrawals from their training allocation account at the Comox CFTC. An ATM is also available in the combined mess lobby.

Cadets training at CFC in the Lower Mainland or Kamloops should plan on having a small amount of cash with them (recommended max is \$50), and carry a bank card for ATM withdrawals. There will be sufficient time in the evenings to have the Supervisors take cadets to a bank with an ATM.

Having large amounts of cash on-hand is highly discouraged, as money has been known to disappear when common barracks-style accommodations are used. For all cadets at all locations, please limit the amount of cash you are carrying or holding in your barracks!

Mess Dinner

In past years, the PPS cadets training in the Lower Mainland have enjoyed a mess dinner on the Thursday evening prior to their graduation parade at Boundary Bay Airport. This has been either a low, or no-cost event. If participants wish to formally attire themselves, a white shirt with a black bow tie is normally worn with the cadet tunic. It is not yet determined if cadets training in Kamloops and Campbell River will have an opportunity to attend.

Clothing and Equipment

Cadets attending the PPS 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 B. Cadets shall provide this form to their directing staff upon arrival at their training location.

Flying suit sizing information should already have been submitted. If not, Appendix C, the Flying Suit Sizing Chart, shall be completed and submitted to the CCFTC without delay and no later than **23 Jun 2019**.

Bursaries

There are normally multiple flying continuation bursaries available to PPS graduates. They have various values and are provided by several different benefactors. Some bursaries are awarded on the basis of course performance alone, some others require an application form to be completed. The bursary requiring the most detailed application process is offered by the Aircrew Officer's Association of Canada (AOA Canada), is valued at \$2500, and is open only to Pacific Region cadets. Cadets interested in this bursary should begin building their application package prior to arrival at the PPS course. Information about the application process and selection criteria for the AOA Canada bursary is detailed in Appendix D of these joining instructions. Information regarding the availability and application processes for other bursaries will be provided during the PPS course.

PERSONAL ELECTRONIC DEVICES (PEDS)

PED'S encompass cell phones, tablets, I-Pads, laptop computers and similar devices. Cadets are permitted to have PED's while attending PPS training, subject to the following:

- PPS Cadets are encouraged to bring PED's for the primary purposes of facilitating course studies and occasional contact with family. They are not intended for entertainment or online social activities.
- Use of these devices shall, at all times, be in compliance with the Cadet Code of Conduct, CATO 12-41, and the policies and directions of the CCFTC and Flight Training Unit (FTU) they are attending. 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.

- Cadets are permitted to have PEDs in their possession during training hours, as authorized by the FTU they are attending.
- The cadet is solely responsible for the security of their devices. The CCFTC and the FTU's are not responsible or liable for lost, damaged or stolen devices.

Annex A – FTU Assignments
 Power Pilot Scholarship Supplemental Joining Instructions 2019

SEALAND AVIATION CAMPBELL RIVER (COMOX CFTC)		
1	ARORA	Punya
2	CHAN	Kaye
3	HUI	Kyle
4	MATCHETT	Christina
5	WONG	Timothy
6	YIP	Chloe
7	TBD	
8	TBD	

CANADIAN FLIGHT CENTRE KAMLOOPS (THOMPSON RIVERS UNIVERSITY)		
1	ALLEN	Toby
2	CHEN	Alex
3	CHEN	Keyao
4	CHOUNG	Austin
5	GRAY	Nandor
6	KALEKA	Mavanpreet
7	LAC	Kaden
8	NABBIMBA	Blessing
9	NG	William
10	RANA	Kesley
11	SATO	Tache
12	WONG	Brayden

CANADIAN FLIGHT CENTRE BOUNDARY BAY (ANNACIS ISLAND)		
1	CAI	Dong
2	CHEUNG	Aidan
3	DAI	Jeffrey
4	GANS	Jacob
5	HODGE	Eric
6	LEUNG	Man
7	LOURENS	Nicholas
8	MCLELLAN	August
9	PUA	Mark
10	VAHEDI	Adib
11	YONG	Clive
12	ZOU	Si

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 or negligently damaged.

Signature of Parent/Guardian

Mailing Address:

Telephone No: _____

Comox Cadet Flying Training Centre
Flying Suit Sizing Chart

This information has already been requested. For those who may have not already submitted their sizes, please fax to 1-250-339-8137, or scan and email to: 19WRCAOps@forces.gc.ca. **Deadline for submission of this size chart for the 2019 PPS is Mon, 23 June, 2019**

Name: _____

Course: _____

Location: _____

Phone No.: _____

Gender – Please Circle: Male - Female

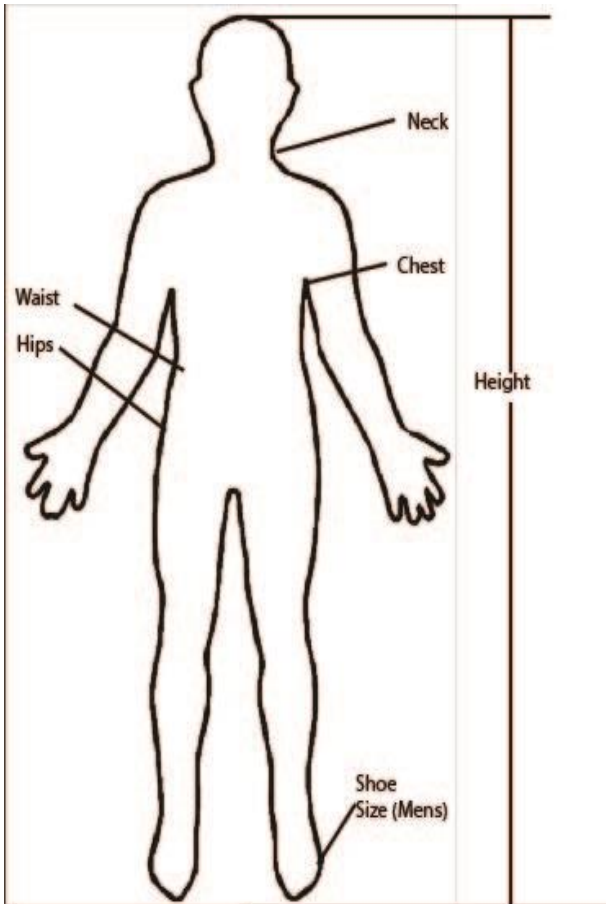
Email: _____

Use a soft tailor's measuring tape and do not pull overly tight. The neck should be measured around the base. The chest should be measured all the way around the body with the tape straight across the back and front at the armpits. Waist should be measured at the narrowest point, and hips at the widest point. For shoe size, please use mens' sizing.

T-Shirt Sizing (circle one): SM M L XL

For those who already have a flying suit, what is the tag size (4-digit sizing, such as "6836" 5'8" height, 36" chest)? If you already have a flying suit, and boots, please bring them to your course!

Existing Flying Suit Size Label: _____



Neck: _____

Chest: _____

Waist: _____

Hips: _____

Height: _____

Weight: _____

Shoe Size: _____

Aircrew Officers Association of Canada
(Representing Cathay Pacific Airways' Canadian Employed Pilots)

BURSARY FOR AIR CADET CONTINUATION FLYING

1. The Aircrew Officers Association of Canada (AOA Canada) makes an annual donation of two thousand five hundred dollars (\$2500.00) to the British Columbia Provincial Committee of the Air Cadet League of Canada (BCPC) for the purpose of providing a bursary to a selected air cadet for continuation flying following graduation from the Air Cadet Private Pilot Scholarship Programme.

PURPOSE

2. The bursary is intended to assist the selected air cadet in building their powered aircraft flying time for the purposes of:
 - a. Qualifying as a power familiarization flying pilot within the Air Cadet Programme; and/or
 - b. pursuing a career in either military or civil aviation.

SELECTION CRITERIA

3. To be considered for the bursary, the following mandatory criteria must be met at the application deadline date:
 - a. Shall be enrolled as a member of the Royal Canadian Air Cadets and be actively parading and training with a Squadron in Pacific Region;
 - b. shall be a graduate of the Air Cadet Private Pilot Scholarship (PPS);
 - c. shall have access to a rental aircraft in their local area;
 - d. if the bursary amount is insufficient to obtain the minimum experience required for power familiarization flying, the applicant must provide proof of access to the additional funds necessary to achieve the qualification; and
 - e. shall be able to complete the flying within six months of receiving the bursary.
4. The following mandatory criteria must be met at the time of selection:
 - a. Shall be enrolled as a member of the Royal Canadian Air Cadets and be actively parading and training with a Squadron in Pacific Region; or
 - b. be employed as a Civilian Instructor or CIC Officer with an Air Cadet squadron in Pacific Region, or with Regional Cadet Air Operations (Pacific).

5. The following desirable criteria will be rated and used to select the successful applicant:
 - a. Shall be committed to the pursuit of flying as demonstrated through all or some of the following:
 - i. Regular and reliable participation in the Air Cadet Gliding Program (ACGP);
 - ii. regular and reliable participation in Squadron power familiarization flying activities;
 - iii. enrolled in, or having an active application to a college aviation program, or other commercial pilot training program;
 - iv. obtaining and maintaining currency and proficiency with a flying school, club or aircraft rental business in their local community;
 - v. full or part-time employment with an aviation related business or organization;
 - vi. membership in and active participation with aviation groups including flying clubs, museums, airshows, or other aviation organizations; and
 - vii. other aviation related activities.
 - b. Level of commitment and ability to participate as a pilot in Air Cadet power familiarization flying; and
 - c. recommendations of their Commanding Officer and the Gliding Wing Operations Officer.
6. The bursary will be awarded to the cadet rated as most committed and involved with civil and Air Cadet aviation. It is not necessarily intended as an award for the “best pilot” or “best cadet.”
7. Cadets who have been accepted for enrollment as a regular member of the Canadian Forces are ineligible.

APPLICATION PROCESS

8. Applicants for the AOA Canada Continuation Flying Bursary shall submit the following information and documentation to the Regional Cadet Air Operations Officer (Pacific):
 - a. A letter outlining how they meet the selection criteria and explaining why they are the most deserving applicant;
 - b. documentation proving all claims relating to the selection criteria;
 - c. Commanding Officer’s recommendation;
 - d. Gliding Wing Operations Officer’s recommendation;
 - e. photocopy of the last page of their pilot log book showing total flying times;
 - f. name and contact information for the flying school, club or rental business, aircraft type and rental rate; and

- g. If additional funding above the amount of this bursary will be required to obtain the experience necessary to qualify as a power familiarization pilot, proof of access to the required funding. (Letters from a Squadron sponsoring committee, parent or other sponsor that state the dollar amounts they commit to provide, applicant bank statement, proof of income or other reasonable evidence of financial means sufficient to complete the required flying hours).
9. The application deadline is the date of the annual PPS Wings Parade.
10. Selection of the bursary recipient will normally be made on the basis of the written submissions, however, the Selection Committee may shortlist applicants and conduct interviews as it deems appropriate.
11. The Selection Committee shall select the successful applicant by 1 November each year.

SELECTION COMMITTEE

12. The Committee will be comprised of:
 - a. The Regional Cadet Air Operations Officer (Pacific)
 - b. The Deputy Regional Cadet Air Operations Officer (Pacific)
 - c. A BCPC member appointed by the President