



CADET TRAINING CENTRE COMMON JOINING INSTRUCTIONS for CADETS

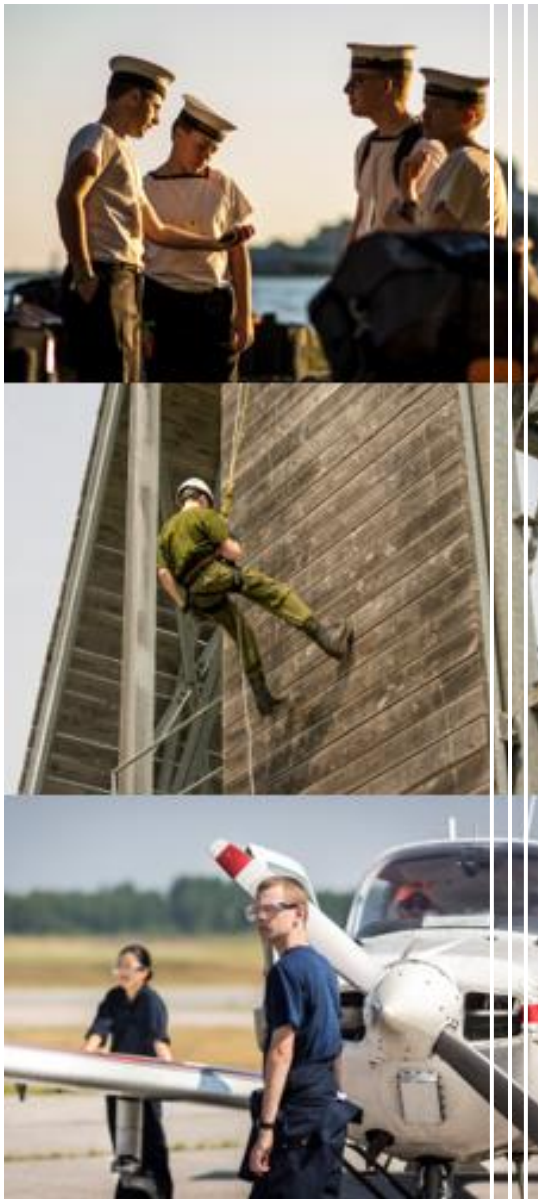


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1. PURPOSE

- a. The purpose of these Common Joining Instructions is to provide you with the foundation needed to prepare you for your training course this summer. Together, with the accompanying annexes, you must read each part in detail with your parents or guardians to ensure that you understand what is expected during your time on course.

2. READING THE JOINING INSTRUCTIONS

- a. These Joining Instructions have been written in a way that should be easy to navigate by bringing the most important information to you first. For example, what you should bring, what you should expect, etc. This information is common amongst all Cadet Training Centers in Central Region, so there should be no surprises when you arrive for your course.
- b. Each Cadet Training Centre has a specific information document, called an Annex. If you're not sure which Cadet Training Centre you're headed to, we've provided a list of courses on the next page. Find your course, and its associated Cadet Training Centre. If you're still unsure, contact your Corps/Squadron Staff.
- c. What You Should Have:
 - I. Your Offer of Participation
 - II. Common CTC Joining Instructions (*This document*)
 - III. Cadet Training Centre specific information Annex

3. TRAINING ACTIVITIES IN A PERSISTENT COVID-19 ENVIRONMENT

- a. CJCR has resumed all in-person activities is committed to conducting activities safely while operating in a persistent COVID 19 environment. COVID 19 remains prevalent and RCSU Central will employ risk mitigation strategies, along with strict adherence to Public Health Measures (PHMs). These include washing of hands regularly, isolating and testing participants with flu-like symptoms and sanitizing high touch areas.
- b. All CTCs will be assigned a Senior Nursing Officer (SNO), tasked with providing daily guidance and recommendation to leadership, and are prepared to respond to COVID 19 activity should it occur. Isolation plans and medical care is available and ready if needed.
- c. Although vaccination against COVID 19 and wearing of masks are recommended, they are not required. We ask that everyone respects each other and their choices.

SUMMER TRAINING COURSES

4. COURSE ANNEX LIST

- a. Below are the dates of the Cadet Training Centre courses and the Annex legend for the document detailing the Cadet Training Centre location. If the annex below is listed as OOR - (Out of Region), there may be a different document available from the specified region, detailing your joining instructions. These will be shared with you by se
- b. The dates shown do not include the travel days to/from the course. (i.e. your bus/train/plane/drop off will have you arrive the day prior to course start). You must travel to the course in accordance with your travel itinerary in Fortress (provided to you by your corps/squadron staff)

Common Courses	Course Dates	CTC	ANNEX
Air Rifle Marksmanship Instructor	10 Jul – 28 Jul	Connaught	B
Air Rifle Marksmanship Instructor	17 Jul – 3 Aug	Argonaut	OOR - ATL
Drill and Ceremonial Instructor	17 Jul – 3 Aug	Greenwood	OOR - ATL
Drill and Ceremonial Instructor	3-Jul – 21 Jul	Valcartier	OOR - EST
Drill and Ceremonial Instructor	10-Jul – 28 Jul	Blackdown	A
Drill and Ceremonial Instructor	17-Jul – 4 Aug	Vernon	OOR - PAC
Fitness and Sports Instructor	17-Jul – 3 Aug	Argonaut	OOR - ATL
Fitness and Sports Instructor	7-Aug – 24 Aug	Argonaut	OOR - ATL
Fitness and Sports Instructor	3-Jul – 21 Jul	Valcartier	OOR - EST
Fitness and Sports Instructor	17-Jul – 4 Aug	Vernon	OOR - PAC
Military Band Musician	17-Jul – 4 Aug	Vernon	OOR - PAC
Military Band Musician	17-Jul – 4 Aug	HMCS Quadra	OOR - PAC
Sea Cadet Courses	Course Dates	CTC	ANNEX
Sail 2	3 Jul – 11 Aug	Trenton	C
Seamanship	3 Jul – 14 Jul	Trenton	C
Seamanship	21 Jul – 1 Aug	Trenton	C
Advanced Sail	17 Jul – 25 Aug	Greenwood	OOR - ATL
Sail 1	17 Jul – 25 Jul	Greenwood	OOR - ATL
Sail 1	10 Jul – 18 Aug	HMCS Quadra	OOR - PAC
Army Cadet Courses	Course Dates	CTC	ANNEX
Expedition Team Leader	10 Jul – 28 Jul	Blackdown	A
Expedition Team Leader	24 Jul – 11 Aug	Valcartier	OOR - EST
Expedition Team Member	17 Jul – 27 Jul	Argonaut	OOR - ATL
Expedition Team Member	14 Aug – 24 Aug	Argonaut	OOR - ATL
Expedition Team Member	31 Jul – 11 Aug	Valcartier	OOR - EST
Mountain Bike Instructor	31 Jul – 11 Aug	HMCS Quadra	OOR - PAC
Fullbore Marksmanship Phase 1	10 Jul – 4 Aug	Connaught	B
Maple Leaf Exchange - UK	23 Jul – 12 Aug	Connaught	B
CF Basic Parachutist	9 Jul – 11 Aug	Trenton	C
Air Cadet Courses	Course Dates	CTC	ANNEX
Glider Pilot Training	10 Jul – 25 Aug	Trenton	C
Power Pilot Training	10 Jul – 25 Aug	Trenton	C
Advanced Aviation	10 Jul – 28 Jul	Trenton	C
Advanced Aviation	17 Jul – 3 Aug	Greenwood	OOR - ATL
Survival Instructor	10 Jul – 28 Jul	Blackdown	A
Survival Instructor	24 Jul – 11 Aug	Valcartier	OOR - EST

5. COURSES WITH A DISTANCE LEARNING / VIRTUAL COMPONENT

- a. The following courses have an initial Distance Learning (DL) component:
 - I. Fitness and Sports Instructor
 - II. Air Rifle Marksmanship Instructor
 - III. Drill and Ceremonial Instructor
 - IV. Expedition Team Leader
 - V. Advanced Aviation
 - VI. Survival Instructor

This DL Component will be conducted prior to attending the Cadet Training Centre.

6. PREPARING FOR THE DL PART OF YOUR COURSE

- a. Ensure that you have completed the following before the start of your DL course:
 - I. Check your Cadet365 account, or get your username and password from your corps/squadron staff;
 - II. Complete the Onboarding process (visit the link below for instructions);
 - III. Complete the mandatory Cyber Awareness Course (available once you have logged into Cadet365);
 - IV. Set up your personal devices. (You can access MS Teams, email & chat); and
 - V. Check your email prior the course for information from your course staff. They will let you know when and where to connect to your first online meeting.

7. NEED HELP WITH CADET365?

- a. Visit [Cadet365 Cadet Onboarding](#) on Canada.ca
- b. **Contact** your corps/sqn staff
- c. **Call** the IT Service Desk toll-free at 1-855-252-8082

8. SUMMER TRAINING BRIEFING

- a. Your local Corps / Squadron should provide you with a summer training briefing session before you leave. You're encouraged to participate and ask questions during this period. Make sure you bring your parent or guardian with you.
- b. This is your opportunity to clarify course information with your training staff.
- c. All cadets must hand in the "**Offer of Participation Form**" issued by their Corps/Sqn and all other required forms, upon arrival at the Cadet Training Centre.



9. PACKING FOR YOUR COURSE

- a. Refer to the attached ["Common JI Form – Kit List"](#) for your packing list. Follow this checklist so that you don't forget anything, or pack items that you don't need.
- b. Army & Air Cadets must pack their Field Training Uniform, Sea Cadets must pack their Sea Training Uniform.
- c. When packing your civilian clothing, ensure your clothing adheres to acceptable cadet dress standards. Unnecessary clothing or items are discouraged, as individual personal storage areas are limited at the Cadet Training Centre.
- d. Course-specific items will be identified in a separate document per Cadet Training Centre Annex.
- e. All cadet-issued uniform items must fit properly and be in good condition. All necessary exchanges or replacements must be done at your Corps/Sqn before leaving for your course.
- f. Cadets are encouraged to write their names on clothing tags and important items. This will allow for quick identification in the event of its loss and aid in its recovery.
- g. A list of items that are prohibited or restricted by law, or unauthorized to bring can be found below on the kit list. Ref. [CATO 12-50 Annex B](#), Prohibited, Restricted and Unauthorized Items.

10. MEDICATION

- a. If you require prescription medication, they must either be in blister packs (preferred) or in their original packaging, each including a copy of the prescription. This medication will be retained by course staff and made available to you when needed. It is your responsibility to ensure that you are taking medication as prescribed. [CATO 16-04](#)

- b. Any over-the-counter medication, such as allergy medication or pain relief, must remain in its original packaging. This medication will be retained by course staff and made available to you as required. It is your responsibility to ensure that you are taking this medication as indicated.
- c. You must bring enough prescription medication to last you for the duration of your course, as you may not have the ability to refill your prescription while on course. If a cadet requires a refill for an existing condition/medication the parent will be contacted and instructed to arrange for the refill with a local pharmacy. All costs will be the parent's responsibility.

11. ANAPHYLAXIS PROTOCOL

- a. Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away, as this type of reaction can be life-threatening
- b. Cadets with serious allergies to insect stings or food must bring two prescribed Anakit/Epi-pen/Allerject countermeasures with them to the Cadet Training Centre.
- c. Cadets with serious allergies must carry their prescribed countermeasure with them at all times. [CATO 16-02 Annex E](#)
- d. Cadets must hand-carry a copy of their Anaphylaxis Emergency Plan completed during their annual medical validation to the Cadet Training Centre and always keep a copy on their person (with their emergency medication).

12. MEDIC-ALERT BRACELETS / DEVICES

- a. It is recommended that cadets with known medical conditions, wear their Medical Alert devices (bracelets, necklaces, etc.)

13. IMMUNIZATIONS

- a. All cadets attending a training centre must be up to date, to their applicable age with their immunizations in accordance with provincial standards, in addition to the meningococcal immunization. Immunizations will not be provided by Canadian Forces Health Services.

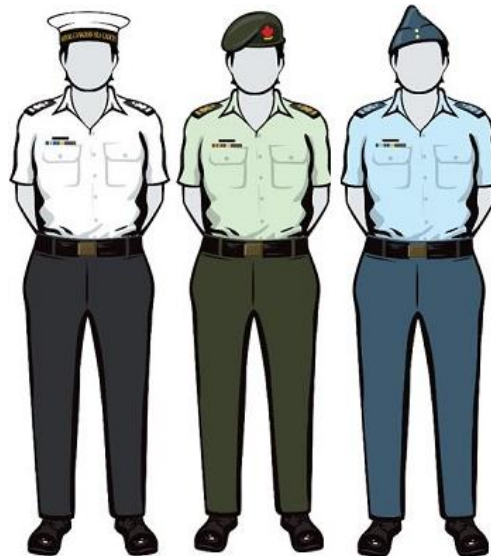
14. ELECTRONICS AND VALUABLES

- a. If you're bringing personal electronic devices, or other valuables, record them on the ["Common JI Form – Personal Valuable Property Log"](#) provided with this package. You are responsible for these items – the Cadet Training Centres will not replace personal items which are lost or damaged during your time on course.
- b. The Cadet Training Centres have rules governing the use of cell phones, smart devices, and any devices with video/audio recording ability. The expectation is that you follow these rules, or risk losing the privilege of using them during personal time.

15. TRANSPORTATION

- a. Transportation has been arranged to and from the Cadet Training Centre by your local region. Your method of transportation may be via bus, train, or aircraft. If you live close to the Cadet Training Centre, you may be required to have your parent or guardian drop you off. Your corps/squadron will provide you with the specific travel arrangements necessary.
- b. Closer to your travel date, you will be provided with a travel itinerary from your corps/sqn. This information will include a date, time, and location for your point of departure. We'll arrange for a point of departure closest to you.
- c. You will be travelling in C3A Service Dress to the Cadet Training Centre:

C3A Service Dress
Headdress
Short Sleeve Shirt
Pants
Belt with Buckle
Parade Boots
Name Tag (optional)
Rank Slip-Ons



- d. Unless specified in the specific Cadet Training Centre Annex, your tunic and other dress items are not needed.
- e. You must produce a valid health card before boarding your designated mode of transportation.
- f. Cadets attending training courses or as a staff cadet, are not permitted to use their own personal motor vehicle (PMV) as a method of travel.
- g. Cadets who are 18 years old and travelling by air, must carry a piece of government issued photo identification, or two forms of identification (with one identifying gender and date of birth). It is recommended, that a valid passport be carried in this case.
- h. In accordance with the Government of Canada's Passenger Protect Program (PPP), full legal names must be used. A cadet's registered name at their corps/squadron must match the identification carried. Any discrepancies, such as short forms or nicknames, or any variation of

their full legal name may result in being denied boarding. Additional details about the Passenger Protect Program are available through [Transport Canada](#).

- i. Personal luggage must be clearly marked on its exterior, with a duplicate tag placed inside the container (duffle bag, suitcase, kit bag). Luggage restrictions may apply to cadets travelling by air. Please consult your travel itinerary and the airline for details.



16. FOOD AND ACCOMMODATIONS

- a. Food will be provided for the duration of your course. Notify your course staff upon arrival if you have food allergies or dietary restrictions. Accommodations may be made where possible.
- b. Meals are typically provided in a cafeteria-style setting but may include field rations or boxed lunches while training. This may change depending on your course, Cadet Training Centre, or building availability.
- c. You may be housed in soft-walled structures, or dormitory-style buildings depending on your course. You may share a room with one to ten people, in either a single or bunk-style bed depending on the Cadet Training Centre.
- d. You will be provided with an area to secure your personal items and clothing, which could either be a closet or a locker. You must bring combination locks to secure your kit, keep a copy of the combination in a safe place.

17. SEARCHES AND INSPECTIONS

- a. For cadet safety, hygiene and due to the large number of cadets attending the Cadet Training Centre, there is a need to conduct inspections of cadets and their property upon arrival and at other times during the training session. The main objective of such inspections is to ensure that each cadet has the necessary clothing and equipment required for their use during the Cadet Training Centre program, in accordance with [CATO 12-50](#).

18. CODE OF CONDUCT

- a. The Cadet program has an established expectation of behaviour. Every person attending these facilities are to adhere to these expectations. This is called the “Code of Conduct”. You are required to understand and sign this [Code of Conduct](#) before you start your course.



- b. Breaches of this Code of Conduct may result in disciplinary action up to and including removal from the course (RTU).
- c. There are additional orders, rules, and regulations for personnel attending or working at Cadet Training Centres, they must be followed to maintain order, discipline, and safety.

19. RETURN TO UNIT

- a. Circumstances may arise during your course where you may be required to return home. This may be due to personal reasons, performance, or misconduct. Once a decision has been made to return a cadet to their unit, their parent/guardian is contacted, along with their corps/squadron Commanding Officer. If a cadet is sent home before course completion, parents/guardians may be responsible for the cost associated. [CATO 13-26](#)

20. SPIRITUAL SERVICES

- b. Each Cadet Training Centre has spiritual and multi-denominational religious services available to cadets through the padre. If you require accommodation for religious observance, advise your staff at the beginning of the course.

21. HEALTH SERVICES

- a. Cadets must be in possession of proof showing current provincial medical insurance upon arrival (Card, Renewal documentation, etc.)
- b. Emergency medical services are provided at no cost by the Department of National Defence while attending summer training.
- c. Each Cadet Training Centre has medical staff available who are accessible by the cadets. Details of specific medical instructions and hours of operation will be provided by each Cadet Training Centre.
- d. You will be screened by a medical professional upon arrival at the Cadet Training Centre. This is to prevent the spread of communicable diseases, contagious conditions, and to assess that you are medically fit for training.

22. CADET BANK AND CANTEEN SERVICES

- a. You will have access to the “Cadet Bank”. This service will store your cash at no cost to you, to safeguard it from potential theft or loss. This service does not provide access to your personal bank account. The Cadet Bank is accessible upon arrival during intake, following first advance of your training bonus and when you preparing to leave.



- b. The canteen provides a relaxing social atmosphere where you can relax after a long day of training. You will have the opportunity to socialize with cadets from all over Ontario. Snacks and beverages are available for purchase. Toiletries, polish & souvenirs may also be available for purchase as well.
- c. Prices at the canteen are modest, and any proceeds are put back into the Cadet Training Centre to benefit the cadets.
- d. ATMs or debit card services may not be available at all Cadet Training Centres

23. LEAVE / TIME-OFF

- a. Time-off is subject to approval by your training staff, who must authorize and sign all time-off or leave passes.
- b. If you have time identified during the course for leave or visits during off-training hours, Cadet Training Centres will only allow access to authorized persons identified in the [Time-Off Authorization and Consent Form](#), or an existing authorized contact on your Cadet file. Ensure any authorized persons that may visit are named in one of these methods, otherwise they may not be allowed access.
- c. Typically, training occurs from 0600-2000hrs, Monday to Saturday but these hours depend on the course, be sure to read your Cadet Training Centre Annex for details.
- d. While attending a Cadet Training Centre, it is expected that you attend all training, therefore no time-off will be granted during training hours.
- e. You must depart/return in uniform. Instances may require cadet to change in/out off uniform while on time off. You are considered to still be on course while away on time-off, behave accordingly.
- f. Authorized guests are reminded that pets are not permitted in the Cadet Training Centres.

24. TRAINING ALLOCATION

- a. You will receive a Cadet training allocation during your time at the Cadet Training Centre. The purpose of the allocation is to provide every cadet with funds for personal expenses, to reduce the potential for personal hardship or social barriers. [CATO 17-32](#)
- b. The current allocation for Course Cadets at a Cadet Training Centre, is awarded at a rate of ten dollars (\$10.00) per day starting on the first day of training, not to exceed sixty dollars (\$60.00) per week up to a maximum of three-hundred and sixty dollars (\$360.00) per training course, exchange or equivalent.
- c. The training allocation will be paid by direct deposit into your bank account. Please ensure your banking information is correct by bringing the [Direct Deposit Authorization Form](#) and a void cheque or banking information sheet with you. You **must hand** in these forms when you arrive.

(Staff Cadets should have already forwarded these to the J1 finance section.)

- d. You will be paid a cash advance against your training allocation in the first half of the course. While banking services are being provided in some locations, it is recommended that you bring cash to use at the cadet canteen.
- e. If you are unable to finish your course for any reason, and return home, entitlement for the training allocation will be determined based on the number of days that you attended training less any cash advance you received. Travel days do not count as training days.

25. CELLPHONES AND CAMERAS

- a. You may take photos during your course. We encourage you to share your memories with families, friends, and your fellow cadets at home. However, this is subject to the approval of your training staff.
- b. Photos of cadets within areas of privacy, such as washrooms, showers or changing areas are prohibited and infractions will be subject to investigation involving Cadet Training Centre staff, up to and including the Military Police. This also includes the sharing and distribution of prohibited images or materials.
- c. Cellphones may not be used during training hours after arrival at the Cadet Training Centre. Subject to training centre policy, Cadets may be permitted to use their phones during off-training hours.
- d. Personal phone calls are not permitted using telephones owned by the Department of National Defence.



26. CONTACT INFORMATION

- a. A complete list of contact information is contained in the applicable Cadet Training Centre package. This includes telephone numbers, email addresses, social media accounts, and your Cadet Training Centre mailing address in case someone wishes to send you a letter or care package. Care must be taken to mail these items early enough to arrive before the end of course.

27. SMOKING, DRUGS, ALCOHOL AND CONTROLLED SUBSTANCES

- a. All Cadet Training Centre sites are smoke-free environments. Smoking is not permitted by cadets including the use of e-cigarettes, vaporizer pens (vapes) and other smoking paraphernalia. [CATO 13-22](#)
- b. Cadets are prohibited from buying, consuming, or having controlled substances in their possession, including alcohol and recreational cannabis or cannabis products. Cadets are also prohibited from buying, consuming, or having in their possession any narcotic or hallucinogenic

substance. These are zero-tolerance policies and contravention will result in course failure and Return to Unit (RTU). [CATO 13-23](#)

28. DRESS AND DEPARTMENT

- a. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization as a whole.
- b. Cadet dress, particularly hair styles and facial hair, shall conform to the [CJCR Dress Instructions](#) in accordance with [CANCDTGEN 011/22](#) (Canada.ca).



29. FRATERNIZATION

- a. The Cadet Training Centre's features three different group of personnel: Cadets, Staff Cadets and Adult Staff (CAF Members, Civilian Instructors). Inappropriate interactions or relationships, as defined by [CATO 25-05](#), among any of these groups is not permitted. Breach of this policy will not be tolerated and will result in disciplinary action as appropriate.
- b. Relationships involving Staff Cadet to Cadet, or Adult Staff to Cadet (Staff or Course) is strictly prohibited by law. Incidents of this nature will be investigated by the Chain of Command, to include the local authorities if necessary.

GOING HOME

30. GRADUATION PARADES AND CEREMONIES

- a. If you have family or friends who wish to see you graduate from your course, or participate in ceremonies, they are encouraged to do so. Graduation dates, ceremonies, etc. are provided in the applicable Cadet Training Centre Annex.



31. GOING HOME WITH FAMILY OR FRIENDS

- a. If you wish to go home with family or friends following course completion, you must complete [Common Cadet Training Centre JI Form – Time-Off Authorization and Consent](#) and inform your course staff in advance so they can make the appropriate arrangements.
- b. Cadets will not be released to someone who is not authorized by a parent or legal guardian to take them.

32. TRANSPORTATION

- a. The date, time, and location of the drop-offs will be detailed in your travel itinerary provided to your Corps/Squadron.

STAFF CADETS

If you are attending as a Staff Cadet, below are the differences in these instructions specific to you:

33. LEAVE

- a. Staff Cadets may have leave from the Cadet Training Centre during days off. Transportation off base is typically organized by the Cadet Training Centre.
- b. Staff Cadets may also be authorized to wear appropriate civilian attire while away from the Cadet Training Centres.
- c. Staff cadets under the age of 18 must ensure they complete and bring the [Common Cadet Training Centre JI Form – Time-Off Authorization and Consent](#) form signed by their parent or guardian when reporting in.



34. DRESS AND DEPARTMENT

- a. Staff Cadets may take part in a mess dinner and are expected to bring their tunic & tie for C3 (Service Dress). Items for C2 (Mess Dress) are optional. [CJCR Dress Ins.](#)

35. COMPENSATION

- a. As a Staff Cadet you will be provided the Advanced training allocation instead of the Cadet training allocation. This daily rate will be dependent on the rank achieved following your success during orientation. Consult [CATO 13-28 Annex E](#) for the daily rates.
- b. You will be paid by direct deposit on Federal Deposit days, semi-monthly (The 15th and last of the Month)
- c. Prior to arriving at a Cadet Training Centre as a Staff Cadet, all deposit information forms and questions are to be sent by email to: CJRRCSUCentralJ1Employment@forces.gc.ca
- d. Staff Cadets will not have access to the Cadet Bank as it is provided for Course Cadets.

36. CELLPHONES AND CAMERAS

- a. Staff Cadets may retain their cellphones and cameras for the duration of their advanced training.
- b. Photos of cadet changing areas or washing facilities are strictly prohibited.

- c. Your electronic device may be subject to a search at any time, without notice, by military police during an investigation

COMMON FORMS

The following forms must be completed in their entirety and returned with you to the cadet training center. Please note that these common forms may not be the only ones required for your course. Consult your Cadet Training Center Annex for more information.

- a. [Common Cadet Training Centre Form – Kit List](#)
This document provides a list of common items required by each cadet attending summer training courses. The checklist provides a minimum guideline for packing personal and issued items.
- b. [Common Cadet Training Centre JI Form – Personal Valuable Property Log](#)
This form records all valuable property belonging to the cadet and may be used to identify lost or recovered property. It is recommended that all valuables remain at home for the duration of the course.
- c. [Common Cadet Training Centre JI Form – Cadet Transportation & Time-Off Authorization](#)
This form determines whether a cadet requires transportation following course graduation. With parental consent, cadets may elect to return home with family or an authorized contact following graduation parade. Photo identification is required at pick-up.
- d. [Common Cadet Training Centre JI Form – Medication Record](#)
This form records all prescription and non-prescription medication belonging to the cadet. Due to the sensitive nature of its contents, please place the completed document in a sealed envelope, and return it with the other required forms.
- e. [Common Cadet Training Centre JI Form – Direct Deposit Authorization](#)
This form is required for the direct deposit of your cadet training allocation into the bank account provided on the banking Information form or copy of void cheque you have attached to the Direct Deposit Form.

Common Cadet Training Centre Form – Kit List

MANDATORY ITEMS	
Provincial Health Card	Medical Alert Identification (if needed)
Prescription Medication	Over-the-Counter Medication (if needed)
Prescription Eyewear with protective strap	Cash (approx. \$20)
Time-Off Authorization Form	Personal Kit Log
Offer of Participation	Water Bottle
Direct Deposit Form AND Void cheque or Banking information sheet attached	
CIVILIAN – ESSENTIALS <i>(check off each item once packed)</i>	
Underwear (x8)	Toothbrush (x1)
Cotton Socks (x8)	Toothpaste (x1)
Deodorant / Antiperspirant (x1)	Comb/Hairbrush (x1)
Shampoo / Conditioner (x1)	Hair Gel or Spray (x1)
Shower Sandals (x1 Pair)	Soap (x1)
Towel (x2)	Wash Cloth (x2)
Shaving Razor / Shaving Cream (x1)	Feminine Napkins / Tampons
Laundry Detergent	Combination Lock (x2)
CIVILIAN – OTHER <i>(check off each item once packed)</i>	
T-Shirts (x4)	Shorts (x4)
Running Shoes (x1 Pair)	Pants (x2)
Sweatpants (x2)	Sweater (x2)
Swimsuit (x1)	Sleepwear (x2)
Hat (x1)	Lip balm, SPF 15+ (x1)
Sunblock, SPF 35+ (x1)	Polishing Kit
CADET ISSUED <i>(check off each item once packed)</i>	
Environmental T-Shirt (x1)	Wool Socks (x1)
Headdress (x1)	Dress Shirt (x1)
Pants (x1)	Belt with metal buckle (x1)
Parade Boots (x1 Pair)	Nametag (x1)
Rank Slip-ons (x1 Pair, for travel only)	Medal Ribbons (for travel only)
FTU / STU - Tunic	FTU / STU - Pants
FTU / STU - Boots	
PROHIBITED & RESTRICTED ITEMS - BY LAW	
<ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;">• Tobacco products <li style="display: inline-block; width: 45%; vertical-align: top;">• Explosive substance and ammunition <li style="display: inline-block; width: 45%; vertical-align: top;">• Illicit drugs or prescription drugs not in cadet's name <li style="display: inline-block; width: 45%; vertical-align: top;">• Pornographic material <li style="display: inline-block; width: 45%; vertical-align: top;">• Weapons (firearm; spring, gravity or switch assisted knives; handcuffs; brass knuckles, ninja stars, nunchucks, etc.) <li style="display: inline-block; width: 45%; vertical-align: top;">• Alcohol 	
UNAUTHORIZED ITEMS	
<p><i>These items will be confiscated for the duration of the training or returned at parental expense.</i></p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;">• Altered ankle / parade boots <li style="display: inline-block; width: 45%; vertical-align: top;">• Laser Pointer <li style="display: inline-block; width: 45%; vertical-align: top;">• Motor vehicle (Any type) <li style="display: inline-block; width: 45%; vertical-align: top;">• Cutlass or sword <li style="display: inline-block; width: 45%; vertical-align: top;">• Machete, axe or saw <li style="display: inline-block; width: 45%; vertical-align: top;">• Companion animal <li style="display: inline-block; width: 45%; vertical-align: top;">• Lighter, combustible, or fire-starting product <li style="display: inline-block; width: 45%; vertical-align: top;">• Electronic cigarette, including a cartridge containing nicotine solution <li style="display: inline-block; width: 45%; vertical-align: top;">• Safety / Straight razors & blades (Disposable and cartridge razors are acceptable.) <li style="display: inline-block; width: 45%; vertical-align: top;">• Knife / Dagger (Kirpan or Sgian Dubh allowed in accordance to CJCR dress instructions.) 	

Common Cadet Training Centre JI Form – Personal Valuable Property Log

Complete this form with as much detail as possible, to help identify recovered property should it be lost.

1. CADET IDENTIFICATION

Cadet Name: _____	CIN: _____
Corps/Sqn: _____	Location: _____
Course: _____	CTC: _____
Phone Number: _____	

2. PROPERTY IDENTIFICATION

List each item, accordingly, following the example provided.

#	Item	Property Description (make, model, colour, etc.)	Serial Number
	<i>Cellphone</i>	<i>Samsung Galaxy 9, Black</i>	<i>AAA9999999-999</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

3. DECLARATION

I, _____, hereby identify the above items as personal property, and accept liability for their care. I understand that I may be required to surrender valuable equipment, which may be returned to me following course completion, or at any other time deemed appropriate by course staff.

Cadet (Signature)	Date
Witness (Print Name)	Witness (Signature)

Common Cadet Training Centre JI Form – Cadet Transportation & Time-Off Authorization

This form must be completed by a parent or guardian.

1. CADET IDENTIFICATION

Cadet Name: _____	CIN: _____
Corps/Sqn: _____	Location: _____
Course: _____	CTC: _____
Phone Number: _____	

2. TIME OFF REQUEST DATES

I request that this cadet be authorized for time-off (off base) on the following dates. If additional dates are required, attach an additional signed sheet with the dates and times requested.

Departure Date: _____	Time: _____
Return Date: _____	Time: _____
Location of Time-Off: _____	

3. GRADUATION TRANSPORTATION

Will you be picking up your Son/Daughter/Ward at the Cadet Summer Training Centre after the Graduation Parade?

No Yes - Pickup date: _____

3. AUTHORIZED PERSONNEL IDENTIFICATION

Your cadet will only be released to a parent or guardian on the cadets file, or to an identified adult named below. Government-issued Photo Identification is required when picking up or to access a cadet.

NAME/NOM	RELATIONSHIP TO CADET:
PHONE NUMBER:	ID / DRIVER'S LICENSE #:
ADDRESS	CITY, PROVINCE
NAME/NOM	RELATIONSHIP TO CADET:
PHONE NUMBER:	ID / DRIVER'S LICENSE #:
ADDRESS	CITY, PROVINCE
NAME/NOM	RELATIONSHIP TO CADET:
PHONE NUMBER:	ID / DRIVER'S LICENSE #:
ADDRESS	CITY, PROVINCE

4 DECLARATION

As Parent/Guardian, I consent for the identified individuals above to pickup or provide access to my child / ward at the Cadet Training Centre, unless otherwise notified.

Parent / Guardian (Signature)

Parent / Guardian (Print Name)

Date

Common Cadet Training Centre JI Form – Medication Record

Complete this form with as much detail as possible. Once completed, please place in a sealed envelope, and return with all other documents to the Cadet Training Centre.

1. CADET IDENTIFICATION

Cadet Name: _____	CIN: _____
Corps/Sqn: _____	Location: _____
Course: _____	CTC: _____
Phone Number: _____	

2. MEDICATION IDENTIFICATION

List each medication, accordingly, following the example provided.

#	Medication	Physical Description	Dosage
	<i>Lorazepam</i>	<i>Pill, round, white, "15mg"</i>	<i>As needed, 1 per day</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

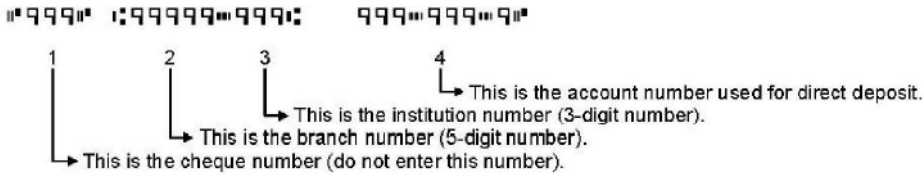
3. DECLARATION

I, parent/guardian/physician give consent for this cadet to use over the counter (OTC) or prescription medications for known conditions. I am aware that supervisory and medical staff will secure medication and make it available to the cadet at the prescribed time and that they are available should the cadet have questions or concerns regarding medication.

_____ Parent/guardian/physician (Signature)	_____ Date
_____ Parent/guardian/physician (Print Name)	_____ Witness (Signature)

Common Cadet Training Centre JI Form – Direct Deposit Authorization

To ensure that your banking information is correct, fill this form below
AND attach a Void Cheque or Banking information sheet.

1. CADET INFORMATION		
Last Name:		First Name
Address		
Province	Postal Code	City/Town
Corps/Sqn	CTC	Course
Email		
2. BANKING INFO		
NAME OF BANK / FINANCIAL INSTITUTION		INSTITUTION NUMBER (3 DIGITS)
BRANCH/TRANSIT NUMBER (5 DIGITS.):		ACCOUNT NUMBER:
Bank Stamp:		
<p>The required numbers can be found in your bank book, on your bank statement, on encoded deposit slip or cheque (sample below) or by contacting your financial institution.</p> <p>  </p> <p> 1 → This is the cheque number (do not enter this number). 2 → This is the branch number (5-digit number). 3 → This is the institution number (3-digit number). 4 → This is the account number used for direct deposit. </p>		
3. DECLARATION		
I authorize RCSU to deposit the payments directly into the account that I have provided, until further notice. J'autorise l'URSC à déposer les paiements directement dans le compte j'ai fourni jusqu'à nouvel ordre.		
Cadet (Signature)		Parent / Guardian (Signature)
Date		Parent / Guardian (Print Name)