

**RECERTIFICATION COURSE AND
SUBSIDY APPLICATION**

Agency Hosting Course: _____

Agency Address: _____

City: _____ **Postal Code:** _____

Contact Person: _____ **Phone Number:** _____

Course Dates & Times: _____

Location of Course: _____

Registration Fee: \$ _____ (per person including GST).

The above information will be used for administration and to return course confirmations.

AFLCA Trainer must complete the following information:

Please attach an agenda indicating specified topic(s) that will be included in each area.

AREAS	HOURS	AREAS	HOURS
AFLCA Policies	0.5 - 1.0	Practical	2.5 - 3.0
New/Review Information	2.5 - 3.0	Continuing Education/ Resource Awareness	0.5
Adult Education	1.5 - 2.0	Other	0.5

Application Deadlines! Course applications must be received a minimum of 6 weeks prior to course start date. Any courses requesting subsidy must apply quarterly - applications not meeting the quarterly deadlines may not be considered for subsidy.

Training Quarter	Application Deadline
April 1 - June 30	February 1
July 1 - September 30	April 1
October 1 - December 31	July 1
January 1 - March 31	November 1

AFLCA Trainer's Signature: _____

Date: _____

If you are applying for subsidy, please complete the back of this form.



AFLCA
Faculty of Physical Education and
Recreation
University of Alberta
Edmonton, Alberta
T6G 2H9
TEL: 780-492-4435
FAX: 780-455-2264

AFLCA SUBSIDIZED EXPENSES

Trainer Honorarium \$ _____
The AFLCA will provide subsidy for a maximum of 24 Hours (Exercise Theory), 20 hours (Specialties), 8 Hours (Recertification), and 44 Hours (Dual Courses)

Trainer Travel \$ _____
The AFLCA will provide subsidy for out-of-town Trainer travel ONLY. (City centre to city centre at .21 cents per km)

Trainer Meals \$ _____
The AFLCA will provide a maximum of
• \$ 6 for breakfast
• \$ 7 for lunch
• \$12 for dinner

Facility Rental \$ _____
The AFLCA will review subsidy to a maximum of \$250 (Recertification), \$500 (Exercise Theory or Specialty), and \$1000.00 (Dual Course)

TOTAL SUBSIDIZED EXPENSES \$ _____

Total Subsidized Expenses) Number of Participants = Subsidized Cost Per Participant \$. /Participant

REVENUE

Registration Fees
_____ Participants X \$ _____ Registration Fee \$ _____
(minimum 8 participants in rural area) (GST Included)

Other \$ _____
If dollars will be secured from another source please indicate the sponsor and the amount.
(Eg. Municipal or Provincial Leadership Grants or Continuing Education Grants)

TOTAL REVENUE \$ _____

SURPLUS/DEFICIT (Total Revenue - Total Expenses) \$ _____

Only expenses with receipts will be considered for subsidy.