

**NATIONAL PROFESSIONAL CERTIFICATION REGISTRATION FORM**

[Ms.] [Mr.] Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Ship to this address

				<b>Program Category</b>			
Level	√	Occupation	No. **	<b>Occupational Knowledge (√)</b>	<b>Performance Evaluation (√)</b>	<b>Professional Certification (√)</b>	
				Workbook + Exam <input type="checkbox"/>	<i>Pre-requisite:</i> Occupational Knowledge + work experience *** <input type="checkbox"/>	Occupational Knowledge + Performance Evaluation <input type="checkbox"/>	
				* Online Learning + Exam <input type="checkbox"/>			
FRONT LINE	<input type="checkbox"/>	Bartender *		\$200	\$200	\$400	
	<input type="checkbox"/>	Casino Slot Attendant					
	<input type="checkbox"/>	Event Coordinator *					
	<input type="checkbox"/>	Food & Beverage Server *					
	<input type="checkbox"/>	Front Desk Agent *					
	<input type="checkbox"/>	Freshwater Angling Guide					
	<input type="checkbox"/>	Guest Services Attendant					
	<input type="checkbox"/>	Heritage Interpreter *					
	<input type="checkbox"/>	Housekeeping Room Attendant *					
	<input type="checkbox"/>	Hunting Guide					
	<input type="checkbox"/>	Line Cook *					
	<input type="checkbox"/>	Reservations Sales Agent *					
	<input type="checkbox"/>	Retail Sales Associate					
	<input type="checkbox"/>	Sales Manager *					
	<input type="checkbox"/>	Taxicab & Limousine Driver					
	<input type="checkbox"/>	Tour Guide					
	<input type="checkbox"/>	Tour Director					
	<input type="checkbox"/>	Tourism Visitor Info. Counsellor *					
		<input type="checkbox"/>	Banquet Server		\$160		\$360
		<input type="checkbox"/>	Casino Dealer				
	<input type="checkbox"/>	Outdoor Adventure Guide					
	<input type="checkbox"/>	Wine Server					
	<input type="checkbox"/>	Tourism Essentials *		\$105	N/A	N/A	
	<input type="checkbox"/>	Canadian Workplace Essentials^		\$50	N/A	N/A	
SUPER-VISORY	<input type="checkbox"/>	Supervisor *		\$460	\$255	\$715	
	<input type="checkbox"/>	Tourism Trainer		\$160	\$200	\$360	
MANAGEMENT	<input type="checkbox"/>	Campground Operator		\$200	\$200	\$400	
	<input type="checkbox"/>	Event Manager *		\$430	\$335	\$765	
	<input type="checkbox"/>	Food & Beverage Manager *		\$690	\$335	\$1025	

^ There is no exam requirement for Canadian Workplace Essentials \* Online Learning is also available for these occupations.

\*\* Add number of candidates. If registering on behalf of 2 or more, attach list of candidate names and details of training/testing location.  
\*\*\* For specific work experience requirements, contact Kamaljeet Singh, OTEC's Manager, Workforce Skills Development (details below).

**Present Employer:** \_\_\_\_\_  
(COMPANY NAME)  
Work Phone: (\_\_\_\_) \_\_\_\_\_ Work Fax: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Ship to this address

## PAYMENT INFORMATION

### TERMS AND CONDITIONS

Payment must be received by credit card, certified cheque, or money order.  
Invoice will be generated once registration is received.  
Materials will not be shipped until payment in full is received.  
Registrations must be received a minimum of **2 weeks prior to date required** to allow for delivery.  
Registrations not received before this time are subject to a \$20 late charge.  
Pricing is subject to 5% GST.  
Shipping and handling charges apply to all registrations.

MasterCard       VISA       Certified Cheque       Money Order

Certified Cheque or Money Order payable to: Ontario Tourism Education Corporation or OTEC

G.S.T. # 133401539

Card#: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Promotion Code (if applicable): \_\_\_\_\_

Please sign authorizing use of personal information for program administration by OTEC, OTEC Evaluators, and the Canadian Tourism Human Resource Council and for future communication by OTEC. Results will be shared with employers sponsoring candidates. All information will be kept strictly confidential and will not be shared with any other third party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Register today! Fax/mail/email this form to:**  
**Jennifer Sifft, Coordinator, Employment Services, [jsifft@otec.org](mailto:jsifft@otec.org) (address on letterhead)**

**To learn more about Professional Certification, please contact:**  
**Kamaljeet Singh, Manager, Workforce Skills Development, [ksingh@otec.org](mailto:ksingh@otec.org) (address on letterhead)**

Remember to check (✓) boxes under Occupation, Program Category, Ship To address, and Payment Information. The Professional Certification cost includes the Occupational Knowledge and Performance Evaluation components. Assessment re-takes are \$100 plus GST. National Recognition is awarded as a Certificate after successful completion of the Occupational Knowledge stage. After successful Professional Certification, a Plaque and Lapel Pin bearing a Professional Designation (depending on level) will be awarded: *Tourism Certified Professional (TCP)*; *Tourism Certified Supervisor (TCS)*; or *Tourism Certified Manager (TCM)*. Professional Designations can be used in all personal and professional documents as required. A Tourism Essentials Certificate will be awarded upon successful completion of the Tourism Essentials Foundation Credential.