



2018 National Courses Handbook for Cadets & Parents

V2 – December 20, 2017

Contents

Introduction & Prerequisites / Requirements for National Courses.....	3
OPC Course Billets.....	7
Application Quotas.....	7
Levels of Priority for Course Selection.....	7
2017-18 Timetable.....	8
The Merit Process.....	9
Education Assessment and Documentation.....	11
.....Home-Schooled Candidates.....	11
Narratives.....	13
Qualification for Training Levels.....	14
Interview Boards.....	15
Dress Code for the Interviews:.....	16
What Cadets can Expect at an Interview.....	17
Sample Interview Board Questions.....	18
Transport Canada Medical Certificates.....	21
Announcing the Results.....	21
Course Training Expenses.....	22
Summary.....	233
Complaint/Concern Process.....	23

Reference Materials available in the File Repository for Canadian Cadet Organizations: URL: <https://portal.cadets.gc.ca>. Cadets, parents and League members are able to access the reference material through this portal. CIC officers and Cis can access the reference material through their intranet portal.

Reference Material Available through the File Repository include:

- 2017 Air CTC Info Pamphlet (Air Cadet Summer Training Opportunities – Summer 2017)
(2018 to be released around November/December 2017)

Cadet Administrative Training Orders (CATOs):

- CATO 11-04, Annex C – Cadet Summer Training Centre (CSTC) Program
- CATO 51-01, Annex A, Appendix 1 – Late Joiner Policy
- CATO 51-01, Annex B – Cadet Training Centre Program
- CATO 54-25 – International Air Cadet Exchange and Oshkosh Trip
- CATO 54-26 – Glider Pilot Scholarship
- CATO 54-26, Annex A – information on the CAF Qualifying Exam
- CATO 54-27 – Power Pilot Scholarship

- 2018 National Summer Training Courses Selection Process Appendix B
 - Annex A – 2018 Courses Prerequisites
 - Annex B – Selection Lists – Terminology

- Joining Instructions Available upon being selected.

Other Reference Material attached to this Document:

- Home Schooled Cadets Academic Assessment Appendix A

Introduction & Prerequisites / Requirements for National Courses

As part of the application process, every cadet will need to submit the following documents for the National Courses Application Folder:

- Education:
 - A photocopy of the current school transcript.
 - If in Grade 9, a copy of the final Grade 8 Report card with the current Grade 9 school transcript.
 - If home-schooled, please see the Home-Schooled section.

Refer to **Education Assessment and Documentation** section for more specific details.

- A narrative for each course application.
Refer to **Narratives** section for more specific details.

In addition, every cadet will be undergo an interview with questions for each course at various locations in Ontario on **Saturday, February 10, 2018**, and for **NorthWestern Ontario**, the interviews are scheduled for **Sunday, February 11, 2018**.

Below is an introduction of each course available and the prerequisites and any other requirements in addition to the identified to apply for any of the courses.

International Air Cadet Exchange (IACE)

Notes from the 2017 CTC Info Pamphlet:

The purpose of the IACE is three-fold; to promote friendship and goodwill among Air Cadets of the participating countries, to encourage participants to develop an interest in international affairs and to reward those Air Cadets who have rendered outstanding services to their squadrons over a period of years. The IACE is intended only for outstanding senior cadets who will represent Canada with distinction. Exchange cadets visit air bases, centres of industry, world landmarks, universities, cultural centres and museums, plus they experience private hospitality with families in their own homes.

Host countries include: Australia, Belgium, Czech Republic, France, Germany, Hong Kong, Israel, Netherlands, New Zealand, South Korea, Switzerland, Turkey, United Kingdom and United States of America.

Prerequisites:

- Must be minimum 17 years by 1 Aug 18,
- Be medically and physically fit,
- Currently undertaking Level Five training,
- Be admissible as a visitor to the destination country.

Selection requirements include:

- Possession of a valid passport with an expiry date falling at least 6 months beyond the exchange end date,
- An outstanding Air Cadet record,
- A good school record and
- Excellent personal characteristics, including deportment, dependability, cooperation and the ability to communicate effectively.
- One-Time Participation – can only be an IACE cadet once.

Exchange dates are from mid-July to early August. Candidates must also be admissible as a visitor to their destination country.

Additional Documents Required for the Application Folder:

- 3 passport photos to be submitted with the three IACE application forms (printed from FORTRESS)
- A photocopy of Page 3 of the passport book
- Copy of Proof of Birth (birth certificate) and/or Nationality (Canadian Citizenship or Landed Immigrant Status Card)

If Selected, Additional Required Items:

- Purchasing the official IACE clothing package at an approximate cost of \$400+
- The IACE Joining Instructions will indicate the specific items required based on the country the Cadet will be attending.

Power Pilot Scholarship (PPS)

Notes from the 2017 CTC Info Pamphlet:

This seven-week course is an intensive programme of ground school and in-flight pilot training. Cadets who successfully complete their flight test and Transport Canada (TC) written exam will qualify for a Private Pilot Licence and be awarded Air Cadet Power Pilot Wings.

Prerequisites:

- Must be 17 years of age by 1 Sep 2018,
- Not be 19 years of age prior to end of course
- Be physically fit,
- Be certified medically fit (Category 3) by a Canadian Civil Aviation Medical Examiner,
- A list of qualified Medical Examiners can be found at:
<http://wwwapps.tc.gc.ca/saf-sec-sur/2/come-meac/l.aspx?lang=eng>.
- Have completed Level Four training by 30 Jun 18
- Have completed Grade 10 by the application deadline,
- Must obtain a minimum passing score of 50% on the PPS National Qualifying Exam. Refer to: CATO 54-26, Annex A – information on the CAF Qualifying Exam
- Certain physical limitations are made necessary by the aircraft used:
 - Weight: maximum 245 lbs/111.13 kg.

Training Centre: Various Flight Training Units across Ontario.

Additional Documents Required for the Application Folder:

- Education:
 - A photocopy of the school transcript
 - If in Grade 9, a copy of the final Grade 8 Report card with the current Grade 9 school transcript.
 - If home- schooled, please see the Home-Schooled section.
- A narrative
- A Transport Canada Category 3 Medical Certificate (aka; TC Cat 3 MC) is required.
- Cadets without a valid TC Cat 3 MC require an appointment for a Medical Examination scheduled prior to the end of March as it may take up to 2 months to receive the official TC Cat 3 MC. *The Civil Aviation Medical Exam Report is not accepted and contains Protected B and private information. **The TC Cat 3 MC is due to J5 Plans Officer (Air Cadets) by June 1, 2018.***
- Cadets with an existing TC Cat 3 MC to provide a copy with their application.
- Must pass the PPS National Qualifying Exam in order to attend Interview Boards.

Restrictions:

- **Flying Scholarship RTUs and Future Training:** Air Cadets who have previously failed a flying course due to an assessed lack of flying aptitude or failure of the TC written examination **shall not be nominated**, recommended or selected for any future flying training course. *Ref. CATO 51-01, Annex B, para 46(s).*
- **Previous Licences:** Cadets who hold any TC pilot licence or permit other than a glider pilot licence are not eligible for PPS.

Additional Items If Successfully Selected:

- Ministry of Transport examination fee and pilot licence fee for \$160

Glider Pilot Scholarship (GPS)

This six-week course is an intensive programme of ground school and in-flight glider pilot training. Cadets who successfully complete their flight test and Transport Canada (TC) written exam will qualify for a Glider Pilot Licence and be awarded Air Cadet Glider Pilot Wings.

Prerequisites:

- Must turn 16 years of age by 1 Sep 2018.
- Not turn 19 years of age prior to end of course.
- Be physically fit.
- Be certified medically fit (Category 3) by a Canadian Civil Aviation Medical Examiner.
- A list of qualified Medical Examiners can be found at:
<http://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/l.aspx?lang=eng>.
- Have completed Level Three training by 30 Jun 18.
- Have completed Grade 9 by the application deadline.
- Must obtain a minimum passing score of 50% on the GPS National Qualifying Exam. Refer to: CATO 54-26, Annex A – information on the CAF Qualifying Exam.
- Height and weight restrictions are:
 - Height: minimum 5'0"/162.4 cm maximum 6'3"/190.5 cm
 - Weight: minimum 90 lbs/40.82 kg maximum 200 lbs/90.72 kg

Training Centres: Mountain View CFTC (ON), Debert CFTC (NS), St-Jean CFTC (QC), Gimli CFTC (MB), & Comox CFTC (BC).

Additional Documents Required for the Application Folder:

- A Transport Canada Category 3 Medical Certificate (aka; TC Cat 3 MC) is required.
- Cadets without a valid TC Cat 3 MC require an appointment for a Medical Examination scheduled prior to the end of March as it may take up to 2 months to receive the official TC Cat 3 MC. *The Civil Aviation Medical Exam Report is not accepted and contains Protected B and private information. **The TC Cat 3 MC is due to J5 Plans Officer (Air Cadets) by June 1, 2018.***
- Cadets with an existing TC Cat 3 MC to provide a copy with their application.
- Must pass the GPS National Qualifying Exam in order to attend Interview Boards.

Restrictions:

- **Flying Scholarship RTUs and Future Training:** Air Cadets who have previously failed a flying course due to an assessed lack of flying aptitude or failure of the TC written examination **shall not be nominated**, recommended or selected for any future flying training course. Ref. CATO 51-01, Annex B, para 46(s).
- **Previous Licences:** Cadets who hold any TC pilot licence or permit are not eligible for GPS.

Additional Items If Successfully Selected:

- Ministry of Transport examination fee and pilot licence fee of \$160.

Advanced Aviation Technology Courses

Airport Operations (AATC-AO)

Notes from the 2017 CTC Info Pamphlet:

This six-week national course is designed to further develop instructional ability in technical skills as well as introduce background knowledge required in the airport operations field.

The aim of the AATC-AO is to introduce cadets to programming specific to airport operations. The aim will be accomplished through practical, hands-on learning modules that will reinforce theoretical notions. By establishing a dynamic learning environment and exposing the cadets to a variety of airport operations, they will be inspired to further pursue learning in this program area.

Training Centre: Canadore College (North Bay, ON).

Aircraft Maintenance (AATC-AM)

Notes from the 2017 CTC Info Pamphlet:

This six-week national course is designed to further develop instructional ability in technical skills as well as introduce background knowledge required in the aircraft maintenance field.

The aim of the AATC-AM is to introduce cadets to aircraft construction and maintenance. The aim will be accomplished through practical, hands-on learning modules that will reinforce theoretical notions. By establishing a dynamic learning environment and exposing the cadets to a variety of aircraft construction and maintenance functions, they will be inspired to further pursue learning in this program area.

Training Centre: Canadore College (North Bay, ON).

Advanced Aerospace Course (AASC)

Notes from the 2017 CTC Info Pamphlet:

The aim of this six-week course is to develop a specialist with the skills and subject matter knowledge required to be an instructor and team leader for aerospace activities within the Air Cadet program. This aim will be accomplished through the development of knowledge and skills relevant to various aspects of aerospace science and technology, and by providing ample opportunity for practical application within the format of a simulated space mission project. Candidates should show interest and ability for mathematics and physics.

Training Centre: RGS (Eastern) – St. Jean Cadet Flying Training Centre (QC).

Prerequisites for each Advanced Aviation Technology Course:

- Must be medically and physically fit,
- Have completed Level Three training by 30 Jun 18.

OPC Course Billets

- Number of course openings available to OPC & NW-ON candidates is indicated in the table below.
- The number of OPC billets is affected annually by fluctuations in the total of country-wide billets for National Courses and by allocations calculated on relative Cadet Strength between the Regions.
- There are also last-minute additional billets sometimes available to the OPC, if other Regions cannot fill their quotas.

The following table illustrates both the number of billets and applicants for the past two summers, as well as the 2018 Quotas.

COURSE	HISTORICAL DATA				2018 QUOTA (TBC)
	2016 QUOTA	2016 APPLS	2017 QUOTA	2017 APPLS	
International Air Cadet Exchange	22	50	22	61	22
Power Pilot Scholarship	78	176	80	173	80
Glider Pilot Scholarship	84	233	87	222	87
Airport Operations	19	67	20	60	20
Aircraft Maintenance	19	93	20	77	20
Advanced Aerospace	19	81	20	61	20

Application Quotas

A Cadet may only apply for **one** of the following courses:

- International Air Cadet Exchange (IACE) (*1 application per squadron*)
- Power Pilot Scholarship (PPS) (*as per allotted quota per squadron*)
- Glider Pilot Scholarship (GPS) (*as per allotted quota per squadron*)

The number of PPS & GPS candidates allowed per Squadron – based on CRCSO 400/17 – Air Cadet Unit Official Population and Authorized Establishment for Training Year 2017-18 – is shown in the following table.

AVERAGE EFFECTIVE STRENGTH (PREVIOUS YEAR)	MAXIMUM NUMBER OF CANDIDATES
80 or less	2
81 – 120	3
121 – 160	4
161+	5

In addition, a Cadet may apply for up to **two** of the following courses (*1 application per squadron for each course*):

- Advanced Aviation Technology Course – Airport Operations (AATC-AO)
- Advanced Aviation Technology Course – Aircraft Maintenance (AATC-AM)
- Advanced Aerospace Course (AASC).

Levels of Priority for Course Selection

1st - National Courses 2nd - Summer Training Courses 3rd - Summer Staff Employment.

Any cadet who submitted an application, and is successfully selected for their applied course, will automatically be removed from the lower offer (i.e., summer training courses replaces summer staff employment, or National Courses replaces other summer training courses and summer staff employment). Any cadet offered an alternate summer training course (no application was submitted) has the option to choose between a previous offer (i.e., employment) or to select the new offer (summer training course).

2017-18 Timetable

Nov. 2017	National Courses Memo from ACL HQ, National Cadets & Junior Rangers Group Letter, and DND Forms distributed electronically.
no later than Mid-Dec. 2017	Power Pilot and Glider Pilot Scholarship candidates without a valid Category 3 Transport Canada Medical Certificate should book a March appointment with a TC-certified Civil Aviation Medical Examiner for no later than March.
Jan. 8, 2018	Deadline for <u>full and accurately completed</u> applications to arrive at RSCU Area Office.
Jan. 13, 2018	Qualifying examination for Pilot Scholarships written by candidates at times and locations designated by Area offices.
NTL Jan. 31, 2018 OPC – except NW-ON	Interview schedules to be distributed via e-mail to COs, SSC Chairpersons, OPC Directors and Area offices.
NTL Feb. 2, 2018 for NW-ON	Interview schedules to be distributed via e-mail to COs, SSC Chairpersons, OPC Directors and Area offices.
Feb. 10, 2018 OPC – except <u>NW-ON</u> Feb. 11, 2018 NW-ON	Interview Boards, arranged by OPC, are conducted throughout Ontario for IACE, PPS, GPS, AATC-AO, AATC-AM and AASC candidates. See Interview Board Locations – National Courses to confirm squadrons by ROC regions. The actual interview locations to be confirmed.
Mar. 1, 2018	Deadline for merit-listed application files for IACE to arrive at the National ACL office. Selections usually announced by the end of March.
Mar. 31, 2018	Merit-listed files are sent to RCSU Central for final review and selection. OPC and RCSU Central – the latter via RCSU Area Offices – subsequently announce official selections available through FORTRESS via email.
Jun. 1, 2018	Last day for TC Cat 3 MC to be received at RCSU Central. Standby candidates with valid MCs <u>will be chosen</u> to replace those without. Height/weight of GPS candidates must be verified to ensure compliance with limitations.

The Merit Process

The National Courses are awarded on merit. The Merit Process is described in CATO 51-01, Annex B. Exemptions are rare and based on truly exceptional and deserving circumstances.

The Merit Process elements include:

- Interview Board scores
 - ➔ General knowledge
 - ➔ Course subject knowledge
 - ➔ Self-confidence and presentation
 - ➔ Dress and deportment
- Previous summer training courses and activities
- Time in Cadets
- Rank of the applicant
- Cadet Narrative
- Qualifying examination mark (for GPS and PPS)
- Level and marks of school subjects.

The composite result is a Merit Score out of 100, by which candidates are ranked on the OPC Merit List. The Merit List is used by the National Selections Committee and RCSU Central to select candidates for each course, up to the maximum number per Squadron and for the OPC overall. There are more applications than billets; therefore, a Squadron's quota of applicants does not guarantee that number of selections, or any selections at all. Selection is competitive and the applicants' ranking on the Merit List prevails.

The minimum qualifying Merit Score is 60%. Candidates with less than 60% will not be selected for a course, even if billets remain available.

The Merit Process is an impartial, transparent and equitable selection method for deserving Cadets. It rewards the "whole" Cadet, and provides him or her with outstanding training and sustains Squadrons with trained, senior Cadets.

Merit Scoring Factors

The following chart indicates the Merit Score components for the courses indicated:

SCORING FACTORS:		IACE	PPS	GPS	AATC - AM/AO AASC
Selection Board Score	Years of Service	6	5	5	8
	Summer Training	12	5	5	7
	Rank	7	5	5	5
	Cadet Narrative	10	5	5	10
	Weighted Total	35	20	20	30
Interview Board Score	Attitude, Motivation, Knowledge and Interest	15	15	15	30
	General Knowledge	15	5	5	10
	Dress and Deportment	5	5	5	5
	Self-Expression and Self-Confidence	10	5	5	5
Qualifying Examination		n/a	30	30	n/a
Education Assessment Score		20	20	20	20
Maximum Score: <i>Minimum 60% required for selection</i>		100	100	100	100

Selection Board Scoring by Course

IACE: Total = 35/100

- 1 point per full year of service to a maximum of 6 points
- 3 points per National Course
2 points per 3-6 week regional course
1 point for 2 week course
to a maximum of 12 points
- LAC – 1 pt, Cpl – 2 pts, FCpl – 3 pts, Sgt – 4 pts, FSgt – 5 pts, WO2 – 6 pts, WO1 – 7 pts
- Cadet Narrative – up to 10 points

PPS: Total = Weighted to 20/100

- 1 point per full year of service to a maximum of 5 points
- 3 points per National Course
2 points per 3-6 week regional course
1 point for 2 week course
to a maximum of 5 points
- LAC – 1 pt, Cpl – 1 pt, FCpl – 1 pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 5 points

GPS: Total = Weighted to 20/100

- 1 point per full year of service to a maximum of 5 points
- 3 points per National Course
2 points per 3-6 week regional course
1 point per 2 week course
to a maximum of 5 points
- LAC – 1 pt, Cpl – 1 pt, FCpl – 1 pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 5 points

AATC – AO/AM, AASC: Total = Weighted to 30/100

- 2 points per full year of service to a maximum of 8 points
- 3 points per National Course
2 points per 3-6 week regional course
1 point for 2 week course
to a maximum of 7 points
- LAC – 1 pt, Cpl – 1 pt, FCpl – 1 pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 10 points

Note:

A Glider Pilot License earned at York Soaring Association, in addition to the RC(Air)Ops Conversion Course, is equivalent to half of the points for the GPS.

Education Assessment and Documentation

Background

As part of the selection process, candidates are required to submit information about their formal education, which usually takes the form of school transcripts and/or report cards. A team of educators reviews these documents and gives points out of 20, for all the National Courses. The assessment is based upon the grade level, core academic course level (Mathematics, English, Science, etc.), and the level of achievement marks in these courses.

Terminology

Interim Report Card: A report listing the courses and levels of achievement in the 1st term. This report is usually issued to students before the Christmas Break.

Final Report Card: A report listing the courses and levels of achievement during the semester or at the end of the school year. This report is usually issued at the end of January and June for semester schools, and in June only for non-semester schools.

Official Transcript: A report, issued by the Board of Education or private school, listing all secondary school courses attempted and successfully completed by a student during his or her secondary school career. A transcript is not issued for students in Grade 7 or 8. **Cadets in Grade 9 are to submit the Grade 8 final report card and the Grade 9 interim report card.**

Requirements

Each candidate must submit an official transcript with his or her application, which can be obtained at no charge through his or her school's Guidance Office. Cadets should request a copy of their transcript as early as possible. A candidate in Grade 9 is required to provide a Grade 9 Interim Report Card or an interim Official School Transcript and a Final Grade 8 Report Card.

Each candidate is also requested to include a copy of his or her Interim Report Card, if possible. This is useful to show the courses the Cadet is currently taking and his or her present level of achievement. While not mandatory, Report Cards supplement the information on transcripts and may result in the Cadet receiving a higher score on the assessment.

More about School Transcripts

Schools cannot release information to a third party (e.g., the Squadron), without the student's or parents' written consent. Schools can – and must – however, release information to the student or the parent upon request. We suggest that Squadrons have each Cadet approach the Guidance office/school administration and ask for the necessary documents.

If a candidate is unable to get a transcript, have their parents contact the Principal of the school directly. If there are any specific and/or unique situations that are causing problems, the OPC would be happy to discuss them and, if necessary, contact a school directly.

Home-Schooled Candidates

It is the right of every parent to provide an education to his or her child, through a process called "Home Schooling". Cadets that are home-schooled are eligible to apply for all courses, but will undergo a different process in order for Selection Board to arrive at a score for their educational assessment.

First-time home-schooled course applicants will be invited to and must attend an in-person Home Schooled interview – date and location to be determined based on the applications received. The cadet will have a separate interview for the National Course(s). During the for home school interview, Cadets will be given the opportunity to show what they are studying, including samples of work, essays, assignments, projects, textbook lists, course outlines, etc. Cadets are encouraged, therefore, to bring any documentation relating to their home-schooled program, along with samples of their work.

Through this interview process, the home-schooled Cadet will be given an education score that will be included in his or her Merit List score, in the same manner as for Cadets attending, Public, Catholic or private schools.

In subsequent years, a previously interviewed candidate is required to mail new material for assessment and the interview will be by phone. Please refer to **Appendix A: Home-Schooled Cadets Academic Assessment** for further details from the Home-Schooled Coordinator, Craig Hawkins.

In order to arrange an interview with sufficient notice for the cadet and parent(s), COs are to advise OPC: (Anne Kozich – anne.kozich@aircadetleague.on.ca and Craig Hawkins – hawkinsfamily1326@gmail.com) as soon as a cadet is identified to be home-schooled.

Education Assessment Scoring

The educational assessment is worth 20 points for all courses, towards the overall Merit List Score. The assessment is based on the following three criteria:

Current Grade Level

Year 1 or Grade 8 or 9	1 point
Year 2 or Grade 10	2 points
Year 3 or Grade 11	3 points
Year 4+ or Grade 12+	4 points

Academic Level

The assessment for academic level is based on the majority of the Cadet's courses, including his or her core academic subjects (Mathematics, English, and Science). Consideration will be given to subjects that directly support the National Course for which the candidate is applying (e.g., technology, physical education, etc.).

University (U) or Mixed (M)	5 Points
College (C)	4 Points
Academic (A)	3 Points
Applied (P)	2 Points
Workplace / Essential (E)	1 Point

Students currently in Grade 8 will be assessed at the Applied Level and given 2 points.

Level of Achievement

The assessment for level of achievement is based on an overall average of all courses taken. Where there is a significant change in the level of achievement from one year to the next, more weight is given to the last year completed.

GRADES	ALL COURSES
A+ / L4+ / 95%+	11 points
A+ / L4+ / 90-94%	10 points
A / L4 / 85-89%	9 points
A / L4 / 80-84%	8 points
B / L3 / 75-79%	7 points
B / L3 / 70-74%	6 points
C / L2 / 65-69%	5 points
C / L2 / 60-64%	4 points
D / L1 / 55-59%	3 points
D / L1 / 50-54%	2 points
Equal or Less than 49%	1 point

Narratives

The ability to communicate clearly and concisely in writing is a skill that will be required of successful applicants for National Courses, so it is important that the writing skills of applicants be tested and evaluated.

All National Course applications must include a written narrative composed by the cadet applying for the course. Applications without a narrative that leave the LHQ are considered to be incomplete and may be withdrawn.

The Task

Each cadet candidate is required to write a narrative that deals with the following three (3) subjects:

- a) The accomplishments of the cadet, e.g. medals, trophies, team sport trophies, Squadron Commanding Officer commendations, etc., over the cadet's career to date;
- b) The understanding the cadet has of the course content, the value of the course to her/him and to the Squadron and explaining why it is important for the cadet to take the course; and
- c) The extra-curricular activities of the cadet with emphasis on those activities that might relate to the training and qualifications provided by the course for which the cadet is applying.

Specifics and Limitations

To encourage cadets to plan their narratives carefully and to be concise, the following limitations and specifics must be observed:

1. The narrative must be on one page only (U.S. letter size, 21.6 cm x 27.9 cm);
2. The narrative should be typed. Hand written narratives, on one page only, will be accepted, but must be accompanied by a reason the narrative could not be typed;
3. The body of the text should be in an 11 or 12 point business-type font, single spaced;
4. The cadet can choose the format of the narrative. No non-textual characters or images shall be used;
5. The maximum number of words is 600;
6. The paper used must be plain, white;
7. The cadet's rank, given name, surname and Squadron must be at the top of the page;
8. The cadet must sign the narrative at the bottom of the page. This signature will attest that the narrative was composed entirely by the cadet applying for the national course.

Evaluation

The narratives will be reviewed and evaluated by qualified teams arranged by the Ontario Provincial Committee (OPC), usually some time shortly after completion of the cadet interviews.

The cadet narratives will count for 10% of the total merit list score for IACE and AASC, AATC-AO and AATC-AM course applicants. They will count for 5% of the total merit list score for PPS and GPS course applicants. To assist cadets in deciding what to emphasize in their narratives, the narratives will be evaluated in the following way:

- 25% of the marks are assigned to the portion of the narrative describing the accomplishment of the cadet;
- 40% of the marks are assigned to the understanding of the course content, the value of the course to the cadet and to the Squadron and explaining why it is important for the cadet to take the course;
- 20% of the marks are assigned to the extra-curricular activities of the cadet with emphasis on those activities that might relate to the training and qualifications provided by the course for which the cadet is applying; and
- 15% of the marks are assigned to presentation, grammar, spelling and adherence to the specifications and limitations listed above.

Note: If the cadet is applying for more than one National Course, the cadet must submit a separate narrative for each course.

VOLUNTEERS WANTED to [score education and narratives](#). The application files will be available at the OPC office after January 20. If you are available to come to the OPC during business hours, please contact **Mike Rosenlund** (mike.rosenlund@aircadetleague.on.ca). Volunteers who work a full day will be compensated for their lunch.

Qualification for Training Levels

Each year, some Cadets are disqualified from taking courses because their age and date of enrolment do not permit them to be in the training level required for the course – despite having a FORTRESS Cadet Service Record that seemingly attests to that level. In most cases, this is because a well-meaning LHQ staff (ultimately, the CO), have accelerated their training beyond that permitted by CATO 51-01. **Note that training waivers will not be accepted for GPS and PPS candidates.**

CATO 51-01 reads, in part:

Proficiency Level Program

A Cadet will usually join in September and will only be permitted to complete one proficiency level in a given year.

Accelerated Training

Knowing that all Cadets will not join as soon as they turn 12 or at the beginning of the training year in September, accelerated training may be authorized by the Sqn CO. The following conditions apply:

- a) cadets who join at 13 years old may be fast-tracked to phase 2/red star/level 2 immediately if they turn 14 years old before 1 September of the next Training Year (TY) and the initial assessment by the corps/squadron CO concludes that it would be beneficial for them;
- b) cadets who join at 14 years old should normally be fast-tracked to phase 2/red star/level 2, may start training in phase 1/green star/level 1 if the initial assessment concludes that it would be beneficial for them, or may be fast-tracked to phase 3/silver star/level 3 if they turn 15 years old before 1 September of the next TY and the initial assessment concludes that it would be beneficial for them;
- c) cadets who join at 15 years old should normally be fast-tracked to phase 3/silver star/level 3, or may start training in phase 1/green star/level 1 or be fast-tracked to phase 2/red star/level 2 if the initial assessment concludes that would be beneficial for them; and
- d) cadets who join at 16 years old or older should normally start training in phase 3/silver star/level 3, may start training in phase 1/green star/level 1 or phase 2/red star/level 2 if the initial assessment concludes that it would be beneficial for them. They may also be offered a locally developed training program (LDTP) if the initial assessment concludes that it would be beneficial for them and if such a program is available at the corps/squadron. The corps/squadron CO has no obligation to offer a LDTP.
- e) **Note:** Under no circumstances is a cadet to be fast-tracked directly to Phase 4/Gold Star/Proficiency Level 4 or above.

Cadets that are currently undertaking PL3 training are eligible to apply for a National Course. This includes GPS, AATC-AO, AATC-AM, and AASC. Squadron COs need to provide a late-joining cadet with all the information for applying and should brief the cadet on all aspects of the application process, competitive nature and the potential of the cadet to be selected for a course.

The policy including all details has been published in the elemental program CATOs elemental program outline CATOs (31-03, 40-01, 51-01).

Interview Boards

The interview is a Merit List process tool for the Board to assess each candidate in person and assign them a score, which is both absolute and relative to other candidates.

The interview is also a development activity for the candidates, many of whom have not had to undergo a “business” interview, which will be typical of those they face for employment and other opportunities, both during and after their Cadet careers.

Interview Board members for National Courses are comprised of a mix of OPC Directors, SSC Chairpersons, Gliding Centre CIC Officers, RCSU Central personnel, and Squadron COs.

All Interviews are coordinated through the OPC office based on the information derived from FORTRESS.

Cadets need to prepare and practice for the interview. Those who don't are invariably at a disadvantage and Interview Board members have **confirmed repeatedly that it is obvious as to which candidates have “rehearsed”**.

Interview Board members must not coach or help to rehearse candidates whom they know they will interview later. Similarly, members must declare a ‘conflict of interest’ if they are unexpectedly presented with Cadets they have previously assisted at the LHQ level.

All interviews are conducted in person.

VOLUNTEERS WANTED to [interview Cadets](#) or to assist with moving participants to their interview room locations are required. Please refer to the Interview Locations and if you are available, please contact **Jackie Villanueva** (jackie.villanueva@aircadetleague.on.ca) and advise which interview location. A light lunch will be provided for the all day interview boards.

The OPC will have Alternate Dates for Interview Boards for cadets who are not able to attend due to illness or a death in the family. Any request for an Alternate Date for an Interview is to be sent to the J3 Z Trg O in charge of National Courses at the RCSU Area Office to review and approve, and then forward the request to OPC office for consideration.

IACE & National Courses Interview Board Locations

Saturday, February 10, 2018 – OPC Squadrons (except for NW-ON Squadrons)

Locations will be confirmed when Interview Schedules are released and some squadrons may be assigned to another location due to the volume of interviews required.

Applicants for IACE, PPS, GPS, AATC-AO, AATC-AM and AASC will be interviewed throughout Ontario on **Saturday, February 10, 2018**, except North-Western Ontario. The SSC Chairs and COs will be notified by the end of January, via e-mail of the interview timings and locations by the National Courses Coordinator, Anne Kozich.

Central Ontario Area:

Borden: Squadrons: 85, 94, 99, 102, 140, 164, 283, 659, 707, 714, 724, 734 Croil Hall, Bldg A-142, 2nd Floor
Brampton: Squadrons: 8, 132, 197, 242, 351, 756, 758, 778, 892 Brampton Flying Club
Hanover: Squadrons: 167, 183, 340, 543, 769, 812, 895 Saugreen Municipal Airport

Niagara & Greater Toronto Area:

Durham: Squadrons: 110, 631, 876, 883 Enterprise Airlines hangar (Whitby)
Mount Hope: Squadrons: 540, 715, 800, 820 779 Sqn HQ, Mount Hope Airport
Niagara Falls: Squadrons: 23, 62, 79, 87, 126, 128, 337, 611, 809 809 Squadron LHQ
Toronto: Squadrons: 142, 180, 188, 246, 700, 789, 845, 166, 330, 618, 818 First Canadian Place

Northern Ontario Area:

Iroquois Falls: Squadrons: 10, 288, 355, 792 Ministry of Natural Resources Buidling, South Porcupine
North Bay: Squadrons: 200, 295, 547, 638, 844 CFB North Bay (22 Wing)
Sault Ste. Marie: Squadrons: 155, 696 Pine Street Armoury

Ottawa & St. Lawrence Area:

Prescott: Squadrons: 58, 253, 325, 379, 585, 653, 661, 870 South Grenville District H.S.

South-Eastern Ontario Area:

Durham: Squadrons: 2, 151, 172, 856 Enterprise Airlines hangar (Whitby)
Trenton: Squadrons: 58, 173, 534, 598, 608, 704, 718, 851, 999 8 Wing

South-Western Ontario Area:

Kitchener: Squadrons: 19, 80, 121, 296, 530, 822 822 Building Kitchener Airport
London: Squadrons: 3, 27, 44, 153, 201, 532, 614, 741, 862 A Block, GSU London
Mount Hope: Squadrons: 104, 150, 713, 735, 779, 826 779 Sqn HQ, Mount Hope Airport
Windsor: Squadrons: 291, 294, 364, 535 Windsor Flying Club

Sunday, February 11, 2018 – OPC Squadrons (except for NW-ON Squadrons)

The SSC Chairs and COs will be notified by the 2nd of February, via e-mail of the interview timings and locations by the National Courses Coordinator, Anne Kozich.

North-Western Ontario:

Thunder Bay: Squadrons: 70, 227, 270, 600, 645, 900, 906, 908 HMCS Griffon, Thunder Bay

Dress Code for the Interviews:

The order of dress for:

Cadets C-2 (Full dress with ribbons);
OPC/Volunteers OPC Blazer, grey pants and white shirt, or a business suit; and
Officers 3C (sweater with tie).

What Cadets can Expect at an Interview

(Squadrons are encouraged to give this information to Cadets)

Who	A two or three-person Interview Board normally comprised of Air Cadet League Directors and/or SSC Members. A number of RCSU Central personnel will also participate. For PPS and GPS Boards there will be one Cadet Flying Site CIC Officer.
How long	Twelve to fifteen minutes; a little longer for IACE, PPS, & GPS applicants and those Cadets applying for more than one National Course.
Procedure	<p>Interviews must be in person. Unless given other instructions, you will enter facing the Board, wearing headdress, and salute. Wait until you are offered a seat. You may remove your headdress while you are seated with the Board.</p> <p>The members of the Board want you to feel comfortable and relaxed. Try to be so, while maintaining respect and decorum. Be prepared to say some initial words about yourself. You will most likely be asked general knowledge questions about current events, the world situation, geography, Canada and its government, the Provinces, Air Cadets, the Air Cadet League, and the Canadian Forces. If you are applying for PPS or GPS, you will be asked about aviation and flight theory. You will also be asked questions to assess your knowledge, interest, motivation and attitude towards the course(s) for which you have applied.</p> <p>When the interview is completed, stand, replace headdress, salute, and smartly depart the room. The Board members may or may not offer to shake hands: let them decide. Some of the points keenly considered by the panel are:</p> <ul style="list-style-type: none"> • Does the Cadet really want this course? • Does the Cadet understand the course and the mental – and physical – commitment required, if selected? • Course graduates have a responsibility to their Squadron to set an example for junior Cadets, and to provide leadership and instruction. Is the Cadet aware of this obligation?
Scoring	After you depart, the Board members will confer and assign marks for: general knowledge, course knowledge, attitude, motivation, ability to express yourself, Squadron contributions, uniform appearance, and bearing.
Subsequently	An Education Board will score your transcript and school progress reports. Also, a Selection Board will review the complete application and the standardized results of the Interview Board marks, and arrive at a total score out of 100, which will determine your position on the Merit List.
Note	Cadets who are selected for courses must continue good attendance and performance at their Squadron, prior to leaving for summer training. COs may recommend that a Cadet's application be withdrawn, if his or her performance deteriorates to the point that they are undeserving of the opportunity.

Sample Interview Board Questions

Board Chairpersons are to ensure that the Cadet candidates are asked questions specific to the course(s) desired. Board Chairs should set up a rotation amongst Board members for asking the assigned questions. Remember only about 20 minutes is allocated per Cadet, followed by discussion among Board members before scoring.

General Questions

Introduction:

- Let's talk about you. Give us a brief resume of your Air Cadet career and your education/school progress so far.
- What is it about this course you are applying for that inspires you to take it?

Canadian Current Events:

- Name and briefly discuss a National current event (in the news within the last 30 days).
- How do you keep up with current events? Why is it important?

Geography:

- Name the largest and the smallest provinces in Canada and the provincial capital for each.
- Name two Canadian provinces and their capitals and one Canadian Territory and its capital.
- Name all the countries in North America.

General and Military Knowledge:

- Name the current Canadian Prime Minister and the Prime Minister immediately before him.
- Name two current female Provincial Premiers.
- What does the acronym NATO stand for?
- Name a Canadian satellite.
- Name two RCAF aircraft types.

Squadron Activities:

- How did you become interested in the Cadet movement?
- What are your current Squadron responsibilities and on what Squadron teams do you participate?
- Have you entered an Effective Speaking Competition (or Debating Competition)?

Air Cadet League and Sponsors:

- What organization sponsors your Squadron?
- Do you know the Squadron Sponsoring Committee Chairperson's name?
- What is the role of the Air Cadet League in the Air Cadet Program?
- What are the proceeds from the Annual OPC Lottery used for?

Personal Assessment:

- Describe what you consider to be your greatest personal strength and the one weakness you would like to improve?
- What targets have you set for your personal growth or improvement?
- If you had to change something about yourself what would it be?

School:

- Give us a brief resume of your school progress so far, your courses and interests
- In what extra-curricular activities do you participate at school (band, football, etc)?
- On an average evening, how much time do you dedicate to homework?

Career Interests:

- Where are you headed in life?
- What do you plan to do after completing your post-secondary school education (e.g., community college, university, flight school, military college, apprenticeship)?
- Have you thought about becoming an instructor or officer after your cadet career is completed? Why/why not?
- Have you discussed your career with a Guidance Counselor?

Other Interests:

- Describe your recent volunteering/community service activities and part time employment.
- Do you have any hobbies?
- What community related activities does your Squadron participate in? Cadets Caring for Canada? Squadron Exchanges? Civic Events? Community assistance? And do you participate?

For IACE Candidates:

IACE cadets are going to find themselves becoming Canadian “ambassadors” in their host countries. They will be expected to be knowledgeable in Canadian politics, geography and military affairs. The following questions will test the knowledge the applicant currently has.

- Tell us which country you requested when you applied and the top 2 reasons for your choice.
- Give us three characteristics of your country of choice that differ from what you experience in Canada.
- Who is the current Prime Minister of Canada and what political party does he lead?
- In the Canadian system of government, who is considered to be the Head of State?
- To what 2 military alliances does Canada belong?
- The acronym NAFTA stands for what?
- The acronym ICAO stands for what?
- Name 3 features of the Canadian Parliamentary system of government.
- How many political parties have seats in the current House of Commons? Name 3 of them.
- Canada has land borders on 3 of the world’s great oceans. Name those oceans.
- Name two Canadian provinces that do not have a land border with the United States.
- If you were asked to describe Canada to someone from another country that has never visited our country, what are the top 3 things you would talk about?

For Power Pilot Candidates:

- Would today be a good flying day? Why or why not?
- Explain the terms VFR and VMC.
- The acronym METAR stands for what?
- How does a runway at an airport get its number, for example Runway 18?
- What are the 4 physical aerodynamic forces that act on an aircraft in flight?
- Have you been volunteering/helping out at your nearest cadet flying site?
- How does earning your wings fit with the career and/or life aspirations you talked about earlier?
- The acronym ICAO stands for what?
- What 2 basic pieces of information does an aircraft transponder provide to air traffic control?
- The acronym CAR stands for what?
- The acronym PAPI stands for what? What does the system do for a pilot?

For Glider Pilot Candidates:

- Would today be a good flying day? Why or why not?
- The acronym METAR stands for what?
- How does a runway at an airport get its number, for example Runway 18?
- What are the 4 physical aerodynamic forces that act on an aircraft in flight?
- Have you been volunteering/helping out at your nearest cadet flying site?
- How does earning your wings fit with the career and/or life aspirations you talked about earlier?
- The acronym ICAO stands for what?
- What 2 basic pieces of information does an aircraft transponder provide to air traffic control?
- The acronym CAR stands for what?
- The acronym PAPI stands for what? What does the system do for a pilot?

For Advanced Aviation Technology Course – Airport Operations Candidates:

- What interests you about the field of Airport Operations?
- Which airports have you visited or travelled through? OR, Name three well-known airports.
- What are some of the career opportunities associated with Airport Operations?
- What is a terminal?
- Name three different areas of airport operations you'd be interested in studying.
- How will you apply your newly learned skills on return to the Squadron?
- How do you think military airports differ from civilian airports? What elements are the same?
- What is the difference between an airport and an aerodrome?
- What topics or activities are you looking forward to in this course?
- What is the main purpose of an Air Traffic Controller?
- How would you use your radio licence after completing this course?
- Name the different types of Canadian controlled airspaces, and give examples.
- Name the four divisions of the atmosphere.
- How are the numbers on the runway assigned?
- Name three jobs that exist at an airport.
- Who is responsible for passenger security screening in Canada?
- What does the acronym NORAD stand for? What is its primary role?

For Advanced Aviation Technology Course – Aircraft Maintenance Candidates:

- Why did you choose this specialty course? Have you had any technical training in school? Elsewhere?
- How will you apply your newly learned skills on return to the Squadron?
- Has your Commanding Officer discussed the training program on this course with you?
- What's the difference between a helicopter and an airplane?
- What does FOD stand for?
- What are the 2 main purposes of oil in an internal combustion engine?
- What instrument uses both the pitot system and static port?
- What is the difference between Aircraft Maintenance and Avionics?
- What are some career opportunities associated with Aircraft Maintenance?
- Name three different types of materials used to build aircraft.
- Name three different CAF aircraft that you would be interested in working on.
- What part of the Aircraft Maintenance course are you most curious about?
- Why do you think an inspection from an AME before a flight is important?

For Advanced Aerospace Course – Advanced Aerospace Candidates:

- Why did you apply for this particular course?
- What do you expect to learn by attending this course?
- What specific aspects of aerospace studies are you most looking forward to learning more about?
- Do you ever read books or magazines or browse the Internet to learn more about aerospace-related issues and activities?
- What group made the decision to remove Pluto from the list of planets and why?
- What is a Planisphere and what is its purpose?
- Identify three (3) Canadian astronauts and discuss the contribution of one (1) astronaut to the Canadian Space Program?
- How many "manned missions" were sent to the moon and when was the first successful landing of a man on the moon?
- Name the two largest aerospace companies that manufacture commercial aircraft.
- Have you ever attended an airshow?
- How does this course relate to any career or personal goals you might have?
- Do you plan to apply for a Glider and/or Power Scholarship in the future?
- If you successfully complete this course, how will your squadron benefit from the skills and knowledge you acquire?

Transport Canada Medical Certificates

Every Cadet who is accepted for a Power Pilot or Glider Pilot Scholarship **must** provide a **Transport Canada Medical Certificate with a minimum of a Category 3 rating (Category 4 is not accepted)**.

Medical Certificates are not required at the time applications are submitted; however, it is an absolute **must** before the **June 1 deadline**. In order to meet the deadline, no later than mid-December applicants should book **an appointment** with a Civil Aviation Medical Examiner **no later than the end of March**. This will allow the Medical Examiner and Transport Canada sufficient time to process the Medical Certificate before June 1.

Appointments must be booked with a Transport Canada-certified Civil Aviation Medical Examiner only, as Transport Canada is the approving authority for medicals. A current list of Medical Examiners can be found at in a searchable database on the Transport Canada website (<http://wwwapps.tc.gc.ca/saf-sec-sur/2/come-meac/l.aspx?lang=eng>).

When the Squadron receives notification that the PPS or GPS candidate has either been selected or ranked close enough on the standby list to possibly be called as a spare, the Cadet should keep his or her medical appointment. It is imperative that the medical appointments be scheduled no later than March, as the medical approval process can take six to eight weeks. This also allows for additional tests, should they be required.

A few weeks after the medical examination, the Cadet or parent should contact the Medical Examiner to ensure that the paperwork was sent to Transport Canada for approval.

Once it has been confirmed that the medical examination results have been forwarded to Transport Canada, the Cadet awaits the Medical Certificate. If the certificate is not received within six weeks (early May), the Cadet or parent (third parties are not given any medical information) should contact Transport Canada, Ontario Region at 416-952-0230, regarding the status of the medical and issuance of the certificate. Only the Category 3 or high Medical Certificate is accepted - **the Civil Aviation Medical Exam (CAME) report is not accepted and contains CONFIDENTIAL medical information. Do not provide the CAME report as the Category 3 Medical Certificate.**

DATE	EVENT
no later than Mid-December 2016	CO or Cadet must make a medical appointment with a local Transport Canada 'Civil Aviation Medical Examiner' for no later than March. Cadets who already have a valid Category 3 Medical Certificate do not require a new medical; certificates are good for five years.
March 31, 2017	The OPC and RCSU Central advise the Squadron SSC Chair and CO which Cadets are selected or placed highly on the selection list. Cadets then confirm with the medical examiner's office whether they will keep their appointment or cancel.
End of March 2017	All medical examinations must be complete by this date. Confirm with the medical examiner that completed forms have been sent to Transport Canada.
Early May 2017	If the Medical Certificate has not been received, contact Transport Canada at 416-952-0230 or 1-888-231-2330 regarding its status. The CO is to advise Capt Ken Reid at RCSU Central (705-424-1200, ext 7027) or by e-mail at ken.reid@forces.gc.ca .

Announcing the Results

OPC has elected to continue with the 90/10 rule wherein 10% of the billets will be allotted to any squadron who in the last two years has not had a cadet selected for GPS or PPS.

Results of the National Courses selection process are announced in several stages.

1. The Merit List and completed applications for IACE candidates are sent to Ottawa for review by the National Selections Committee no later than 1 March, due to the requirement for Cadets (including those travelling to the USA) to obtain passports, and more stringent booking regulations by airlines. IACE selections available through FORTRESS are, therefore, normally announced via email to SSC Chairs and COs – through their respective chains of command – by March 31.

- By the end of the February, all National Course files will be sent to RCSU Central. When the Merit Lists are confirmed, the selected, pending, and deleted candidates are identified, as well as noting whether their files are complete or incomplete.
- Selection results for all National Courses are communicated via email to SSC Chairs and COs – through their respective Chains of Command – between late-March or very early April. OPC will announce selections are available through FORTRESS by the CO via e-mail sent to SSC Chairs and copied to: OPC Directors. RCSU will announce selections are available through FORTRESS and for the CO to share the information with the SSC Chairs via e-mail sent to Squadron CO's.

Master Selection Lists are **confidential** and the information from those lists (i.e., ranking, etc.) shall not be shared with anyone.

Course Training Expenses

Uniform Expenses for IACE

All successful candidates will require an IACE uniform. The Joining Instructions will advise which uniform pieces will be required. The fees can range from a few hundred up to approximately \$800. The Squadron Sponsoring Committee may have provisions in their By-Laws of providing financial assistance or not.

Training Expenses for PPS and GPS

The information provided in the following table reflects approximate costs only. The commercial cost of obtaining a Glider Pilot License normally exceeds \$3,000 and the cost of a Private Pilot's License is at least \$10,000. Considering that training through the Flying Scholarship program is free, it is reasonable that the following direct additional costs may be passed along to the Cadet or parents, although they may be covered by some Sponsoring Committees.

In either case, the candidate should arrive at the Training Centre bearing a Category 3 medical certificate and two separate cheques payable to the Receiver General of Canada (one for the Transport Canada Examination, and one for the Pilot's License). Details are included in the Joining Instructions.

ITEM / PAYMENT DETAILS	GLIDER	POWER
Transport Canada Category 3 Medical (payable to the examining physician)	\$100.00 +/-	\$100.00 +/-
Transport Canada Examination (payable to: Receiver General of Canada)	\$105.00	\$105.00
Transport Canada Pilot's License (payable to: Receiver General of Canada)	\$55.00	\$55.00
Total	\$260.00	\$260.00

These cheques will be returned to the cadet in the event of RTU prior to examination / license application.

Notes:

- A Transport Canada Medical Certificate is valid for five years; therefore, a Cadet who receives a Category 3 Certificate for GPS, will not require another Certificate in the following year for PPS.
- The Transport Canada examination for the Glider Pilot program is one unit. Failure will require a rewrite fee of \$105.00 (to be paid onsite by the cadet); failure of the rewrite results in a "Cease Training" order.
- The Transport Canada examination for the Power Pilot program consists of four parts. The candidate must obtain an overall pass mark of 60%, regardless of the number of failed sections. A failed section requires a rewrite fee of \$35.00; failure of the rewrite results in a "Cease Training" order.
- All expenses are estimates; the cost of medical examinations will vary. Actual fees will be identified in the Joining Instructions sent to selected candidates.

Summary

National Courses are a key element in sustaining a vibrant Squadron, while providing personal development and qualifications for the Cadet.

Cadets, parents and Squadron staff need to be informed about National Courses and given the incentive and opportunity to qualify as applicants. Please make this handbook available to all in your Squadron.

It is an ongoing process, which requires vision, planning, and the dedication of Squadron resources to successfully manage.

Complaint/Concern Process

1. Parents/Cadets are to discuss their concerns with the Commanding Officer as the first step. If necessary, the CO is to consult with the J3 Z Trg O at the Area Office. If still not resolved, then the OPC office may be contacted.
2. Directors/SSC Members may wish to discuss with the CO and/or OPC office.
3. Contact Anne Kozich, Program Development Officer, E-mail: anne.kozich@aircadetleague.on.ca.



Honorary Patrons

The Hon. Kathleen Wynne, Premier of Ontario

The Hon. Elizabeth Dowdeswell, Lieutenant Governor of Ontario

Appendix A

TO: Home Schooled Cadets
Squadron Commanding Officers
Squadron Sponsoring Committee Chairs

FROM: Craig Hawkins

DATE: 15 September 2017

SUBJECT: Home Schooled Cadets Academic Assessment

REF: National Course Handbook

1. All cadets applying for national courses are required to submit a transcript from an Ontario School as part of their application package. This is used to determine the academic component of the overall mark for the merit list. Depending on the national course, the academic assessment is worth 20 percent of the final mark. The academic assessment looks at a combination of factors including current grade, level of study and academic achievement.
2. Some cadets do not attend publically funded or private schools, or study the Ontario curriculum. These “home-schooled” cadets are usually studying an alternative program developed in consultation with outside agencies and their parents. When they apply for a national course, it is necessary to come up with an academic score based on their alternative programs.
3. Each home schooled cadet is required to prepare a portfolio including an overview of their program, samples of the resources that they use and samples of their work. This portfolio is used in conjunction with an interview to help arrive at a mark for the Academic Assessment component of their application. First-time home schooled cadets have a face-to-face interview with a qualified educator.

Home schooled cadets who are applying for a subsequent course and have already had their initial interview must submit an updated portfolio. There will also be a short telephone interview with the cadet to update their files and to clarify any questions.

4. The portfolio should include the following:
 - An overview of the cadet’s program: describe briefly how the program operates on a daily basis, listing the subjects that are studied, courses of study that are used, who marks the assignments and assigns the final grade etc.
 - If textbooks or formal program documents are used, include a copy of the index. (Note: for first time home-schooled cadets, bring the text book to the interview.)
 - Samples of student work that has been assessed. This could include tests, essay, pictures of models or projects etc.
 - Lists of field trips or special activities that have been part of the home-school program.
 - Other items of interest.

5. Home schooled cadets who are attending their first interview can bring this material with them to the interview. The interview normally takes about 30 minutes. The cadet will take all material in the portfolio home with them.
6. Interviews for home-schooled cadets will be held at the OPC office – date to be confirmed. To assist with scheduling, the Commanding Officer should **contact the OPC office no later than 12 January 2018** to advise the office of the name of any home-schooled cadets that require interviews.
7. Home schooled who are applying for a subsequent course will not need a face-to-face interview. They can send their portfolio to the following address

Craig Hawkins
1326 Everton Road
Midland, ON L4R 5J6

The portfolio should reach the above address **no later than 26 January 2018**. Once the portfolio has been reviewed, a phone call will be placed to the candidate to answer any questions and to update their file. This telephone call will occur no later than 10 February 2018. The portfolio will not be returned unless the cadet makes a specific request.

8. Commanding officers are asked to share this information with home-school cadets in their squadron that are applying for national courses. The information can also be shared with the cadet's parents. If the cadets or parents have any questions, they can contact me at:

Phone: 705-526-2194
E-Mail: hawkinsfamily1326@gmail.com.

9. For additional information on educational assessment, refer to pages 13-14 of the National Course Handbook: 2018 Summer Courses, available on the OPC website.
10. Thank you for your ongoing support and assistance in this matter.

Craig Hawkins
Past Chair
Ontario Provincial Committee
Air Cadet League of Canada

AIR CADETS

2018 NATIONAL SUMMER TRAINING COURSES SELECTION PROCESS

Revised 15 December 2018

1. GENERAL

- a. This document must be read in conjunction with CATO 51-01, Annex B CTC Program.

2. NATIONAL SUMMER TRAINING COURSES

- a. The National Summer Training Courses are the following:
 - (1) International Air Cadet Exchange (IACE);
 - (2) Power Pilot Scholarship (PPS);
 - (3) Glider Pilot Scholarship (GPS);
 - (4) Advanced Aviation Technology Course - Airport Operations (AATC-AO);
 - (5) Advanced Aviation Technology Course - Aircraft Maintenance (AATC-AM); and
 - (6) Advanced Aerospace Course (AASC)

NOTE: The Oshkosh Trip (OT) will not be conducted in 2018.

3. PROVINCIAL SELECTION BOARDS

- a. Each year, Air Cadet League Provincial Committees (ACL PCs) conduct Provincial Selection Boards for National Summer Training Courses. The scoring sheets to be used have been added to this document.

CADETS DE L'AIR

COURS D'INSTRUCTION D'ÉTÉ NATIONAUX 2018 PROCESSUS DE SÉLECTION

Révisé le 15 décembre 2018

1. GÉNÉRALITÉS

- a. Le présent document doit être lu de concert avec l'OAIC 51-01 annexe B Programme des CEC.

2. COURS D'INSTRUCTION D'ÉTÉ NATIONAUX

- a. Les cours d'instruction d'été nationaux sont les suivants:
 - (1) Échange international des cadets de l'Air (EICA);
 - (2) Bourse de pilote d'avion (BPA);
 - (3) Bourse de pilote de planeur (BPP);
 - (4) Cours de technologie avancée de l'aviation - Opérations d'un aéroport (CTAA-OA);
 - (5) Cours de technologie avancée de l'aviation - Entretien d'aéronef (CTAA-EA); et
 - (6) Cours d'aérospatiale avancée (CASA).

NOTA: Le voyage à Oshkosh (VO) n'aura pas lieu en 2018.

3. COMITÉS DE SÉLECTION PROVINCIAUX

- a. À chaque année, les comités provinciaux de la Ligue des cadets de l'Air (CP LCA) sont responsables de la conduite des comités de sélection provinciaux pour les cours d'instruction d'été nationaux. Les fiches de pointage à être utilisées ont été ajoutées à ce document.

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| <ul style="list-style-type: none"> b. It is stressed that there should be full participation in the recommendation stage of the selection process by the Regional Cadet Support Unit (RCSU) staff. c. Provincial Selection Boards are mandatory for the IACE, the PPS and the GPS. d. Provincial Selection Boards are optional for the AATC-AO, the AATC-AM and the AASC. e. ACL PC and RCSU staff responsible for National Summer Training Courses must decide together if there will be a Provincial Selection Board for each of the courses amongst the AATC-AO, the AATC-AM and the AASC. If there is a disagreement for one of these courses, the ACL PC may still conduct a Provincial Selection Board unilaterally without the help of the RCSU. | <ul style="list-style-type: none"> b. Il convient d'insister sur l'importance, au cours de la phase des recommandations du processus de sélection, d'une pleine participation du personnel de l'unité régionale de soutien aux cadets (URSC). c. Des comités de sélection provinciaux sont obligatoires pour l'EICA, la BPA et la BPP. d. Des comités de sélection provinciaux sont facultatifs pour le CTAA-OA, le CTAA-EA et le CASA. e. Le personnel du CP LCA et de l'URSC responsable pour les cours d'instruction d'été nationaux doivent déterminer ensemble si un comité de sélection provincial aura lieu pour chacun des cours parmi le CTAA-OA, le CTAA-EA et le CASA. Dans le cas où il y aurait désaccord pour un des cours, le CP LCA pourra quand même mener un comité de sélection provincial unilatéralement sans l'aide de l'URSC. |
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4. QUALIFYING EXAMS AND INTERVIEWS 4. EXAMENS D'ADMISSION ET ENTREVUES

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| <ul style="list-style-type: none"> a. As part of the Provincial Selection Boards, a qualifying exam is mandatory for the PPS and the GPS. A mark of 50% or better is required in order to continue the selection process, the next step being the interview (see NOTE). There is no qualifying exam for the IACE, the AATC-AO, the AATC-AM and the AASC. b. As part of the Provincial Selection Boards, an interview is mandatory for the IACE, the PPS and the GPS. An interview is optional for the AATC-AO, the AATC-AM and the AASC. | <ul style="list-style-type: none"> a. Dans le cadre des comités de sélection provinciaux, un examen d'admission est obligatoire pour la BPA et la BPP. Une note d'au moins 50% est requise afin de poursuivre le processus de sélection, l'étape suivante étant l'entrevue (voir le NOTA). Il n'y a pas d'examen d'admission pour l'EICA, le CTAA-OA, le CTAA-EA et le CASA. b. Dans le cadre des comités de sélection provinciaux, une entrevue est obligatoire pour l'EICA, la BPA et la BPP. L'entrevue est facultative pour le CTAA-OA, le CTAA-EA et le CASA. |
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<p>NOTE: RCSU and ACL PC may agree to increase the threshold mark on the qualifying exams, to allow a candidate to continue the selection process. The threshold shall always be higher or equal to the exam passing mark, as stated at Para 4.a. In order to do so, they shall</p>	<p>NOTA: l'URSC et le CP de la LCA peuvent s'entendre afin d'augmenter la note de passage de l'examen d'admission. La note de passage devra toujours être plus grande ou égale à la note de réussite de l'examen, tel que stipulé au para 4.a. Pour ce faire, ils devront annoncer la note de</p>
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announce the threshold mark through a joint official memo to all Air cadet Sqns under their responsibility, prior to the examination period.

5. RECOMMENDATION OF CANDIDATES

- a. When all scoring sheets have been completed, ACL PCs shall prepare a Merit List for each course in which cadets participated in the Provincial Selection Boards, listing all candidates who have submitted an application through Fortress, from the highest total score to the lowest total score. The minimum standard is 60%. Candidates who receive a total score below 60% shall not be deemed acceptable for training and their applications shall be rejected. These cadets shall be listed as DELETED.
- b. A Merit List is mandatory for the IACE, the PPS and the GPS. For the AATC-AO, the AATC-AM and the AASC, a Merit List is required for each course in which cadets participated in the Provincial Selection Boards.
- c. ACL PCs must use the Microsoft Excel spreadsheets provided by their RCSU J5 Plans (Air Cds) when submitting their Merit Lists. All cadets who submitted an application through Fortress must be registered on the Merit List for each course he applied for.
- d. For the IACE, ACL PCs must submit to the RCSU(C) – J3 Officer-in-Charge, Ottawa and St Lawrence Area (J3 OIC OSLA) as soon as possible (ASAP) and **no later than (NLT) 1 Mar 18** the following:
 - (1) A Merit List;
 - (2) An electronic copy of the completed Microsoft Excel spreadsheet (to be

passage à l'aide d'un mémo officiel conjoint envoyé à tous les esc de cadets de l'Air sous leur responsabilité et ce, avant la période de l'examen.

5. RECOMMANDATION DES CANDIDATS

- a. Lorsque toutes les fiches de pointage sont remplies, les CP LCA doivent rédiger une liste par ordre de mérite pour chacun des cours auxquels les cadets ont participé aux comités de sélection provinciaux, en classant tous les candidats ayant soumis une mise en candidature dans Forteresse selon leurs résultats, en ordre décroissant. La note de passage minimum est 60 %. Les candidats qui ont obtenu une note totale inférieure à 60 % sont réputés inadmissibles à l'instruction et leurs candidatures doivent être rejetées. Ces cadets seront inscrits en tant que RAYÉS DE LA LISTE.
- b. Une liste par ordre de mérite est obligatoire pour l'EICA, la BPA et la BPP. Pour le CTAA-OA, le CTAA-EA et le CASA, une liste par ordre de mérite est requise pour chaque cours pour lequel les cadets ont participé aux comités de sélection provinciaux.
- c. Les CP LCA devront utiliser les feuilles de calcul Excel de Microsoft fournies par leur J5 Plans (Cadets de l'Air) de l'URSC pour soumettre leurs listes par ordre de mérite. Tous les cadets ayant soumis une mise en candidature dans Forteresse doivent être inscrits sur la liste par ordre de mérite pour chaque cours auquel il a posé sa candidature.
- d. Pour l'EICA, les CP LCA doivent soumettre a 'URSC(C) – J3 Officier responsable, secteur d'Ottawa et St-Laurent (J3 OR SOSL) aussitôt que possible (AQP) et **au plus tard (APT) le 1 mar 18** ce qui suit:
 - (1) Une liste par ordre de mérite;
 - (2) Une copie électronique de la feuille de calcul Excel de Microsoft complétée (à

forwarded to the Air Cadet League of Canada National headquarters (ACL HQ) also); and

soumettre au siège national de la ligue des cadets de l'Air du Canada (SN LCA) également); et

- (3) All candidates' application files.
- (3) Tous les dossiers des candidats.
- e. RCSU J5 Plans (Air Cdts) must submit all IACE application files to RCSU(C) – J3 Officer-in-Charge, Ottawa and St Lawrence Area (J3 OIC OSLA) ASAP and **NLT 1 Mar 18**.
- e. Les J5 Plans (Cadets de l'Air) de l'URSC doivent soumettre tous les dossiers de mise en candidature pour l'EICA au l'URSC(C) – J3 Officier responsable, secteur d'Ottawa et St-Laurent (J3 OR SOSL) AQP et **APT le 1 mar 18**.
- f. For the PPS and the GPS, ACL PCs must submit to the RCSU J5 Plans (Air Cdts) ASAP and **NLT 1 Mar 18** the following:
- f. Pour la BPA et la BPP, les CP LCA doivent soumettre à J5 Plans (Cadets de l'Air) de l'URSC AQP et **APT le 1 mar 18** ce qui suit:
- (1) A Merit List for each course;
- (1) Une liste par ordre de mérite pour chaque cours;
- (2) An electronic copy of the completed Microsoft Excel spreadsheet for each course (forward to ACL HQ also); and
- (2) Une copie électronique de la feuille de calcul Excel de Microsoft complétée pour chaque cours (soumettre au SN LCA également); et
- (3) All candidates' application files.
- (3) Tous les dossiers des candidats.
- g. For the AATC-AO, the AATC-AM and the AASC, ACL PCs must submit to the RCSU J5 Plans (Air Cdts) ASAP and **NLT 1 Mar 18** the following:
- g. Pour le CTAA-OA, le CTAA-EA et le CASA, les CP LCA doivent soumettre à J5 Plans (Cadets de l'Air) de l'URSC, AQP et **APT le 1 mar 18** ce qui suit:
- (1) A Merit List for each course in which cadets participated in the Provincial Selection Boards;
- (1) Une liste par ordre de mérite pour chaque cours pour lequel les cadets ont participé aux comités de sélection provinciaux;
- (2) An electronic copy of the completed Microsoft Excel spreadsheet for each course in which cadets participated in the Provincial Selection Boards (forward to ACL HQ also); and
- (2) Une copie électronique de la feuille de calcul Excel de Microsoft complétée pour chaque cours pour lequel les cadets ont participé aux comités de sélection provinciaux (soumettre au SN LCA également); et
- (3) All candidates' application files for each course in which cadets participated in the Provincial Selection Boards.
- (3) Tous les dossiers des candidats pour chaque cours pour lequel les cadets ont participé aux comités de sélection provinciaux.

- h. For each course in which cadets did not participate in Provincial Selection Boards, RCSU J5 Plans (Air Cdts)s shall review all applications submitted through Fortress and **NLT 1 Mar 18** prepare a Merit List using regional prerequisites, listing all candidates from the highest total score to the lowest total score.

6. CONFIRMATION OF SELECTED CANDIDATES

- a. Upon reception of the Merit Lists from ACL PCs, RCSU J5 Plans (Air Cdts)s will import in Fortress the “ranking” of each cadet in his application file. Merit Lists are reviewed ASAP in the order they are received from the ACL PCs. The aim is to confirm selected candidates ASAP.
- b. For each course in which cadets did not participate in Provincial Selection Boards, RCSU J5 Plans (Air Cdts)s will import in Fortress the “ranking” of each cadet in his application file. The aim is to confirm selected candidates ASAP.
- c. As a reminder, prerequisites for all courses are listed at Annex A.

7. SELECTION LISTS

- a. For each Merit List, two selection lists shall be prepared; a Master Selection List and an Initial Selection List.
- b. Please see Annex B for an explanation of the terminology used in the Selection Lists.

8. MASTER SELECTION LISTS

- a. The Master Selection List Office of

- h. Pour chaque cours pour lesquels les cadets n’ont pas participés aux comités de sélection provinciaux, les J5 Plans (Cadets de l’Air) de l’URSC feront la revue de toutes les mises en candidature dans Forteresse et **APT le 1 mar 18** ils devront rédiger une liste par ordre de mérite à partir de critères d’admissibilités régionaux, en classant tous les candidats selon leurs résultats, en ordre décroissant.

6. CONFIRMATION DES CANDIDATS SÉLECTIONÉS

- a. Sur réception des listes par ordre de mérite des CP LCA, les J5 Plans (Cadets de l’Air) des URSC entreront dans Forteresse le « rang » de chaque cadet dans son dossier de mise en candidature. Les listes par ordre de mérite sont révisées AQP selon leur ordre de réception des CP LCA. L’objectif est de confirmer les candidats sélectionnés AQP.
- b. Pour chaque cours pour lesquels les cadets n’ont pas participés aux comités de sélection provinciaux, les J5 Plans (Cadets de l’Air) des URSC entreront dans Forteresse le « rang » de chaque cadet dans son dossier de mise en candidature. L’objectif est de confirmer les candidats sélectionnés AQP.
- c. À titre d’aide-mémoire, les critères d’admissibilités pour tous les cours se trouvent à l’annexe A.

7. LISTES DE SÉLECTION

- a. Pour chaque liste par ordre de mérite, deux listes de sélection seront rédigées; une liste de sélection principale et une liste de sélection initiale.
- b. Pour une explication de la terminologie utilisée dans les listes de sélection, veuillez consulter l’annexe B.

8. LISTES DE SÉLECTION PRINCIPALES

- a. Le Bureau de Première Responsabilité (BPR)

Primary Responsibility (OPI) for the IACE is RCSU(C) – J3 Officer-in-Charge, Ottawa and St Lawrence Area (J3 OIC OSLA) and Master Selection Lists OPIs for all other courses are the RCSU J5 Plans (Air Cdts)s. Master Selection Lists are used for the replacement of withdrawals.

- b. All candidates who have submitted an application shall be listed on the Master Selection List of the course(s) they have applied for. Candidates are listed from the highest total score to the lowest total score after final screening. Candidates who receive a total score below 60% shall be listed as DELETED.
- c. Cadets shall be listed on the Master Selection List as SELECTED or SELECTED 90/10 or SELECTED/INC or SELECTED 90/10/INC or DELETED or SPARE or SPARE/INC or PENDING or PENDING/INC or NOT REVIEWED.
- d. RCSU(C) – J3 Officer-in-Charge, Ottawa and St Lawrence Area (J3 OIC OSLA) must forward the IACE Master Selection Lists to ACL HQ and RCSU J5 Plans (Air Cdts)s as soon as they are completed and **NLT 15 Apr 18**. RCSU J5 Plans (Air Cdts)s shall receive information for squadrons (sqns) under their responsibility only.
- e. RCSU J5 Plans (Air Cdts)s must forward Master Selection Lists for all courses other than the IACE to RCSU(C) – J3 Officer-in-Charge, Ottawa and St Lawrence Area (J3 OIC OSLA) and ACL HQ as soon as they are completed and **NLT 30 Apr 18**. In addition, they must also forward Master Selection Lists for

pour la liste de sélection principale de l'EICA est l'URSC(C) – J3 Officier responsable, secteur d'Ottawa et St-Laurent (J3 OR SOSL) et les BPR pour les listes de sélection principales de tous les autres cours sont les J5 Plans (Cadets de l'Air) des URSC. Les listes de sélection principales servent au remplacement des candidats qui se désistent.

- b. Tous les candidats qui ont soumis une mise en candidature doivent être inscrits sur la liste de sélection principale du (des) cours pour lequel (lesquels) ils ont soumis leur candidature. Les candidats apparaissent sur la liste selon l'ordre décroissant de la note globale obtenue après l'évaluation finale. Les candidats qui ont obtenu une note globale inférieure à 60 % sont inscrits en tant que RAYÉ DE LA LISTE.
- c. Les cadets seront inscrits sur la liste de sélection principale en tant que SÉLECTIONNÉ ou SÉLECTIONNÉ 90/10 ou SÉLECTIONNÉ/INC ou RAYÉ DE LA LISTE ou SUBSTITUT ou SUBSTITUT/INC ou EN ATTENTE ou EN ATTENTE/INC ou NON RÉVISÉ.
- d. l'URSC(C) – J3 Officier responsable, secteur d'Ottawa et St-Laurent (J3 OR SOSL) doit transmettre les listes de sélection principales de l'EICA au SN LCA et aux J5 Plans (Cadets de l'Air) des URSC AQP une fois complétées et **APT le 15 avr 18**. Les J5 Plans (Cadets de l'Air) des URSC recevront l'information concernant les escadrons (escs) sous leur responsabilité seulement.
- e. Les J5 Plans (Cadets de l'Air) des URSC doivent transmettre les listes de sélection principales pour tous les autres cours sauf l'EICA au l'URSC(C) – J3 Officier responsable, secteur d'Ottawa et St-Laurent (J3 OR SOSL) et au SN LCA AQP une fois complétées et **APT le 30 avr 18**. De plus, les J5 Plans (Cadets de l'Air) des URSC

the PPS and the GPS to D/NCA Ops O and their RCA Ops Os. RCA Ops Os shall receive information for sqns under their responsibility only.

doivent transmettre les listes de sélection principales pour la BPA et la BPP au ON Ops AC Adjoint et à leur OR Ops AC. Les OR Ops AC recevront l'information concernant les escs sous leur responsabilité seulement.

9. CONFIDENTIALITY OF MASTER SELECTION LISTS

- a. Master Selection Lists are **confidential** and the information from those lists (name of SELECTED/INC cadets, SPARE's ranking, etc.) shall not be shared with anyone. Only RCSU(C) J3 OIC OSLA, Natl CJCR Sp Gp HQ staff, ACL HQ and Master Selection Lists OPIs shall be in possession of Master Selection Lists.
- b. Any information from Master Selection Lists obtained by unauthorized persons will surely find its way to the sqn and finally to the cadet or the cadet's parents. This has happened in the past and created major problems, notably Ministerial Inquiries resulting in DND having to pay for extra vacancies on different courses including the PPS and the GPS, which are very costly.

10. INITIAL SELECTION LISTS

- b. As soon as a Master Selection List is completed for a given course, the Master Selection List OPI shall also prepare an Initial Selection List for that same course.
- c. All selected cadets with no missing documents are listed on the Initial Selection Lists from the highest total score to the lowest total score after final screening and in the following manner:

9. CONFIDENTIALITÉ DES LISTES DE SÉLECTION PRINCIPALES

- a. Les listes de sélection principales sont **confidentielles**, et les renseignements qu'elles contiennent (nom des cadets SÉLECTIONNÉS/INC, classement des SUBSTITUTS, etc.) ne peuvent être transmis à personne. Seul le personnel du J3 OR SOSL URSC(C), QG du GP S Nat CRJC, le SN LCA et les BPR des listes de sélection principales seront en possession des listes de sélection principales.
- b. Toute information provenant des listes de sélection principales qui est obtenue par des personnes non autorisées aboutira certainement à l'esc et, en bout de ligne, au cadet ou aux parents du cadet. Cela s'est produit par le passé et a entraîné d'importants problèmes, notamment des demandes de renseignements à l'intention du Ministre et l'obligation pour le MDN de payer les coûts pour des contingents supplémentaires dans divers cours, entre autres pour la BPA et la BPP qui sont très coûteuses.

10. LISTES DE SÉLECTION INITIALES

- a. Dès qu'une liste de sélection principale est complétée pour un cours donné, le BPR de la liste de sélection principale doit également rédiger une liste de sélection initiale pour ce même cours.
- b. Tous les cadets sélectionnés dont le dossier comprend tous les documents requis sont inscrits sur les listes de sélection initiales selon l'ordre décroissant de la note globale obtenue après l'évaluation finale et de la

façon suivante:

- (1) Cadets who have been selected with no missing documents are listed as SELECTED or SELECTED 90/10 and they are identified by surname, given name and other pertinent information;
 - (2) Cadets who have been selected but have missing documents are listed as SELECTED/INC or SELECTED 90/10/INC on the Master Selection Lists but they are not listed on the Initial Selection Lists; and
 - (3) For the PPS and the GPS, if the Transport Canada Medical Certificate is the only missing document, the cadet shall be listed as SELECTED or SELECTED 90/10 and he is identified by surname, given name and other pertinent information. The comment "Medical Certificate required" is also found in the COMMENTS column. If there are any other missing documents in addition to the Medical Certificate, the cadet is listed as SELECTED/INC or SELECTED 90/10/INC on the Master Selection List but he is not listed on the Initial Selection List. If the Medical Certificate for a selected cadet is not received by June 1st, the status of the cadet shall be changed to DELETED. Please read para 11.c. carefully.
- d. Candidates who are listed as SPARE, SPARE/INC, PENDING, PENDING/INC, DELETED and NOT REVIEWED on the Master Selection Lists are not listed on the Initial Selection Lists, however, a list of pending cadets, a list of deleted cadets and a list of cadets with missing documents will be
- (1) Les cadets sélectionnés dont le dossier comprend tous les documents requis sont inscrits en tant que SÉLECTIONNÉ ou SÉLECTIONNÉ 90/10 et ils sont identifiés par le nom de famille, le prénom et autres informations pertinentes;
 - (2) Les cadets sélectionnés dont le dossier ne comprend pas tous les documents requis sont inscrits en tant que SÉLECTIONNÉ/INC ou SÉLECTIONNÉ 90/10/INC sur les listes de sélection principales mais ils ne seront pas inscrits sur les listes de sélection initiales; et
 - (3) Pour la BPA et la BPP, si le certificat médical de Transport Canada est le seul document manquant, le cadet sera inscrit en tant que SÉLECTIONNÉ ou SÉLECTIONNÉ 90/10 et il sera identifié par le nom de famille, le prénom et autres informations pertinentes. La mention «Certificat médical requis» sera inscrite dans la colonne COMMENTAIRES. Par contre, si d'autres documents sont manquants en plus du certificat médical, le cadet sera inscrit en tant que SÉLECTIONNÉ/INC ou SÉLECTIONNÉ 90/10/INC sur la liste de sélection principale mais il ne sera pas inscrit sur la liste de sélection initiale. Si le certificat médical d'un cadet sélectionné n'a pas été reçu au 1^{er} juin, son statut sera modifié à RAYÉ DE LA LISTE. Prière de lire le para 11.c. attentivement.
- c. Les candidats inscrits en tant que SUBSTITUT, SUBSTITUT/INC, EN ATTENTE, EN ATTENTE/INC, RAYÉ DE LA LISTE et NON RÉVISÉ sur les listes de sélection principales ne seront pas inscrits sur les listes de sélection initiales, par contre une liste des cadets en attente, une liste des cadets rayés de la liste

forwarded with the Initial Selection Lists. These lists (pending, deleted and missing documents) **shall not have any cadet ranking** and cadets shall be **listed by sqn**.

- e. RCSU(C) J3 OIC OSLA must forward IACE Initial Selection Lists to ACL HQ, ACL PCs and RCSU and HQ J5 Plans (Air Cdts)s as soon as they are completed and **NLT 1 May 18**. Once received, these lists must be forwarded immediately; from ACL PCs to ACL Sponsoring Committee Chairperson (SC Chair) and also from RCSU J5 Plans (Air Cdts)s to Zn Trg Os who will then forward them to sqn COs.
- f. RCSU J5 Plans (Air Cdts) must forward Initial Selection Lists for all courses other than IACE to HQ J5 Plans (Air Cdts), ACL HQ, ACL PCs and Zn Trg Os as soon as they are completed and NLT 15 May 18. In addition, RCSU J5 Plans (Air Cdts) must forward Initial Selection Lists for the PPS and the GPS to DNCA Ops O and their RCA Ops O. Once received, these lists must be forwarded immediately; from ACL PCs to ACL SC Chair and also from Zn Trg Os to sqn COs. ACL PCs, ACL SC Chair, RCA Ops Os, Zn Trg Os and sqn COs shall receive information for sqns under their responsibility only.

et une liste des cadets avec documents manquants seront transmises avec les listes de sélection initiales. Ces listes (en attente, rayés de la liste et documents manquants) **ne comporteront aucun classement** et les cadets seront **inscrits par esc**.

- d. J3 OR SOSL/URSC(C) doit transmettre les listes de sélection initiales pour l'EICA au SN LCA, aux CP LCA et aux J5 Plans (Cadets de l'Air) des URSC AQP une fois complétées et **APT le 1 mai 18**. Une fois reçues, ces listes doivent être transmises immédiatement; des CP LCA aux Présidents des comités de répondants (Prés CR) de la LCA et également des J5 Plans (Cadets de l'Air) des URSC aux OCS Dét qui les feront suivre aux cmdts d'escs.
- e. Les J5 Plans (Cadets de l'Air) des URSC Au J5 Plans (Cadets de l'Air) de l'URSC doivent transmettre les listes de sélection initiales pour tous les cours sauf l'EICA au SN LCA, au J5 Plans (Cadets de l'Air) du QG, aux CP LCA et aux O Entr ZAQP une fois complétées et APT le 15 mai 18. De plus, les J5 Plans (Cadets de l'Air) des URSC Au J5 Plans (Cadets de l'Air) de l'URSC doivent transmettre les listes de sélection initiales pour la BPA et la BPP au ON Ops AC Adjoint et à leur OR Ops AC. Une fois reçues, ces listes doivent être transmises immédiatement; des CP LCA aux Prés CR LCA et également des O Entr Zaux cmdts d'escs. Les CP LCA, les Prés CR LCA, les OR Ops AC, les O Entr Zet les cmdts escs recevront l'information concernant les escs sous leur responsabilité seulement.

11. ANNOUNCEMENTS TO SELECTED CADETS

- a. Cadets must be advised ASAP that they have been selected for a National Summer Training Course. To this end, the sqn CO and the ACL SC Chair shall communicate with each other as soon as one of them receives their Initial Selection Lists from

11. AVIS AUX CADETS SÉLECTIONNÉS

- a. Les cadets doivent être avisés AQP qu'ils ont été sélectionnés pour un cours d'instruction d'été national. À cette fin, le cmdt esc et le Prés CR LCA doivent communiquer l'un avec l'autre aussitôt que l'un d'eux reçoit les listes de sélection

their own chain of command. They will then choose an appropriate time to make the announcements jointly to all selected cadets in accordance with (IAW) the sqn training schedule. Selected cadets must be advised ASAP and **NLT 2 weeks** after the sqn CO or ACL SC Chair receives their Initial Selection Lists.

- b. It is very important that no announcements of the selection results be made to any cadet before the sqn CO and the ACL SC Chair have communicated.
- c. In the case of PPS and GPS, given that the confirmation of the selection is dependent on the results of the medical review, it is very important to ensure that no selection is confirmed until the review is completed and the selection approved.

12. MISSING DOCUMENTS

- a. Some cadets have already been selected but they cannot be listed on the Initial Selection Lists until their missing documents have been received. These cadets are listed as **SELECTED/INC** or **SELECTED 90/10/INC** on the Master Selection Lists and as soon as their missing documents are received, their selection shall be confirmed, their status changed to **SELECTED** or **SELECTED 90/10** and they will also be listed on the Initial Selection Lists.
- b. For spare and pending cadets who are not listed on the Initial Selection Lists, the receipt of missing documents will complete their application file. This is also very important because when a cadet withdraws from a course, the highest-ranking spare on the Master Selection List for that particular course replaces him and

initiales de sa propre voie hiérarchique. Ils choisissent ensuite un moment opportun pour aviser conjointement tous les cadets dont la sélection est confirmée, en fonction du calendrier d'instruction de l'esc. Les cadets dont la sélection est confirmée doivent être avisés AQP et **APT deux semaines** après que le cmdt esc ou le Prés CR LCA ont reçu leurs listes de sélection initiales.

- b. Il est très important qu'aucune annonce des résultats de la sélection ne soit faite aux cadets avant que le cmdt esc et le Prés CR LCA n'aient communiqué ensemble.
- c. Dans le cas de la BPA et de la BPP, étant donné que la sélection est dépendante du résultat d'une revue médicale, il est très important qu'aucune sélection ne soit confirmée avant que cette revue soit complétée et que la sélection est approuvée.

12. DOCUMENTS MANQUANTS

- a. Certains cadets ont déjà été sélectionnés mais ils ne peuvent être inscrits sur les listes de sélection initiales tant que leurs documents manquants n'ont pas été reçus. Ces cadets sont inscrits en tant que **SÉLECTIONNÉ/INC** ou **SÉLECTIONNÉ 90/10/INC** sur les listes de sélection principales et dès que les documents manquants sont reçus, leur sélection sera confirmée, leur statut sera modifié à **SÉLECTIONNÉ** ou **SÉLECTIONNÉ 90/10** et ils seront également inscrits aux listes de sélection initiales.
- b. Pour les cadets substitués ou en attente qui ne sont pas sélectionnés sur les listes de sélection initiales, la réception des documents manquants complète leur dossier de mise en candidature. Ceci est également très important car s'il y a un désistement, le substitut le mieux classé sur la liste de sélection principale doit être sélectionné et

that cadet may only be confirmed as SELECTED or SELECTED 90/10 if his application file is complete.

- c. Missing documents must be forwarded ASAP to Master Selection List OPIs, they are listed at Annex C.

13. REPLACEMENT OF WITHDRAWALS PROCESS

- a. As you know, almost immediately after Initial Selection Lists are forwarded, withdrawals are received for all sorts of reasons. These cadets must be replaced ASAP by other cadets on the Master Selection Lists. The replacement of withdrawals shall be the responsibility of Master Selection Lists OPIs.

- b. When a cadet withdraws, his status must be changed to DELETED. The Master Selection List for that particular course must then be reviewed **immediately** to verify if there is a cadet **from that same sqn on that same course** who is listed as **pending**. If so, the status of this cadet must be changed:

(1) From PENDING to SPARE; and

(2) From PENDING/INC to SPARE/INC;

- c. For the PPS and the GPS, if the cadet that has withdrawn was selected using the 90/10 Selection Option, the Master Selection List for that particular course must then be reviewed **immediately** to verify if there is a cadet **from that same sqn on that same course** who is listed as a spare. If so, the status of the highest-ranking spare on the Master Selection List from that same sqn on that same course must be changed:

ce dernier sera confirmé en tant que SÉLECTIONNÉ ou SÉLECTIONNÉ 90/10 seulement si son dossier de mise en candidature est complet.

- c. Les documents manquants doivent être envoyés AQP aux BPR des listes de sélection principales, ceux-ci sont énumérés à l'annexe C.

13. PROCESSUS DE REMPLACEMENT EN CAS DE DÉSISTEMENT

- a. Comme vous le savez, presque immédiatement après l'envoi des listes de sélection initiales, nous recevons des avis de désistement pour toutes sortes de raisons. Les cadets qui se désistent doivent être remplacés AQP par d'autres cadets sur les listes de sélection principales. Le remplacement des désistements est la responsabilité des BPR des listes de sélection principales.

- b. Lorsqu'un cadet se désiste, son statut doit être modifié à RAYÉ DE LA LISTE. La liste de sélection principale de ce cours en particulier doit alors être révisée **immédiatement** afin de vérifier s'il y a un cadet **du même esc sur le même cours** inscrit en tant qu'**en attente**. Si oui, le statut de ce cadet doit être modifié:

(1) De EN ATTENTE à SUBSTITUT; et

(2) De EN ATTENTE/INC à SUBSTITUT/INC;

- c. Pour la BPA et la BPP, si le cadet qui se désiste a été sélectionné en utilisant l'option de sélection 90/10, la liste de sélection principale de ce cours en particulier doit alors être révisée **immédiatement** afin de vérifier s'il y a un cadet **du même esc sur le même cours** inscrit en tant que substitut. Si oui, le statut du substitut le mieux classé sur la liste de sélection principale du même esc sur le même cours doit être modifié:

- (1) From SPARE to SELECTED or from SPARE/INC to SELECTED/INC.
- (1) De SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC.
- d. If the cadet that has withdrawn was selected, a vacancy is now available for this course and the following measures must be taken:
- d. Si le cadet qui se désiste était sélectionné, un contingentement est maintenant disponible pour ce cours et les mesures suivantes doivent être prises:
- (1) The highest-ranking spare on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC.
- (1) Le substitut le mieux classé sur la liste de sélection principale est sélectionné et son statut est modifié de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC.
- e. If the cadet that has withdrawn was selected, but there are no more spares remaining on the Master Selection List, the following measures must be taken:
- e. Si le cadet qui se désiste était sélectionné, mais il n'y a plus de substituts sur la liste de sélection principale, les mesures suivantes doivent être prises:
- (1) For the IACE, PENDING cadets are not authorized. The RCSU J5 Plans (Air Cdts) must advise RCSU(C) J3 OIC OSLA ASAP and he will re-allocate the available vacancy to another ACL PC/RCSU with remaining spares. For Atl, Cen and NW RCSUs, the available vacancy shall be re-allocated inside the RCSU until all ACL PCs from that RCSU have no more spares remaining. For the ACL PC/RCSU obtaining this available vacancy, the highest-ranking spare on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC;
- (1) Pour l'EICA, les cadets EN ATTENTE ne sont pas autorisés. L'J5 Plans (Cadets de l'Air) des URSC doit aviser le J3 OR SOSL/URSC(C) AQP et ce dernier doit réassigner le contingentement disponible à un autre CP LCA/URSC qui dispose encore de substituts. Dans le cas des URSC Atl, Cen et N-O, le contingentement disponible doit être réassigné à l'intérieur de l'URSC jusqu'à ce que tous les CP LCA de l'URSC n'aient plus de substitut. Pour le CP LCA/URSC qui obtient ce contingentement disponible, le substitut le mieux classé sur la liste de sélection principale est sélectionné et son statut est changé de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC;
- (2) For the PPS and the GPS, pending cadets are not eligible to be selected unless their status has changed to spare. The Master Selection List OPI must advise HQ J5 Plans (Air Cdts) ASAP and he will then re-allocate the
- (2) Pour la BPA et la BPP, les cadets en attente ne peuvent pas être sélectionnés à moins que leur statut ait changé à SUBSTITUT. Le BPR de la liste de sélection principale doit aviser le J5 Plans (Cadets de l'Air) AQP et ce dernier doit

available vacancy to another ACL PC/RCSU with remaining spares. For Atl, Cen and NW RCSUs, the available vacancy shall be re-allocated inside the RCSU until all ACL PCs from that RCSU have no more spares remaining. For the ACL PC/RCSU obtaining this available vacancy, the highest-ranking spare on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC; and

(3) For the AATC-AO, the AATC-AM and the AASC, if there are pending cadets remaining, the highest-ranking pending cadet on the Master Selection List is selected and his status is changed from PENDING to SELECTED or from PENDING/INC to SELECTED/INC.

f. If the cadet that has withdrawn was selected, but there are no more spares and no more pending cadets remaining on the Master Selection List, the following measures must be taken:

(1) For the IACE, PENDING cadets are not authorized, follow procedure at 13.e. (1) above;

(2) For the PPS and the GPS, pending cadets are not eligible to be selected, follow procedure at 13.e. (2) above; and

(3) For the AATC-AO, the AATC-AM and the AASC, the Master Selection List OPI must advise Natl CJCR Sp Gp 4-5-2 ASAP and he will then re-allocate the available vacancy to another ACL PC/RCSU with remaining spares and/or pending cadets. For Atl, Cen and NW RCSUs,

réassigner le contingentement disponible à un autre CP LCA/URSC qui dispose encore de substituts. Dans le cas des URSC Atl, Cen et N-O, le contingentement disponible doit être réassigné à l'intérieur de l'URSC jusqu'à ce que tous les CP LCA de l'URSC n'aient plus de substitut. Pour le CP LCA/URSC qui obtient ce contingentement disponible, le substitut le mieux classé sur la liste de sélection principale est sélectionné et son statut est changé de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC; et

(3) Dans le cas du CTAA-OA, du CTAA-EA et du CASA, s'il y a encore des cadets en attente, celui qui est le mieux classé sur la liste de sélection principale est sélectionné et son statut est changé d'EN ATTENTE à SÉLECTIONNÉ ou d'EN ATTENTE/INC à SÉLECTIONNÉ/INC.

f. Si le cadet qui se désiste était sélectionné, mais il n'y a plus de substituts ni de cadets en attente sur la liste de sélection principale, les mesures suivantes doivent être prises:

(1) Pour l'EICA, les cadets EN ATTENTE ne sont pas autorisés, suivre la procédure au 13. e. (1) ci-dessus;

(2) Pour la BPA et la BPP, les cadets en attente ne sont pas éligibles à être sélectionnés, suivre la procédure au 13. e. (2) ci-dessus; et

(3) Dans le cas du CTAA-OA, du CTAA-EA et du CASA, le BPR de la liste de sélection principale doit aviser le GP S Natl CRJC 4-5-2 AQP et ce dernier doit réassigner le contingentement disponible à un autre CP LCA/URSC qui dispose encore de substituts et/ou de cadets en attente. Dans le cas des URSC

the available vacancy shall be re-allocated inside the RCSU until all ACL PCs from that RCSU have no more spares and no more pending cadets remaining. For the ACL PC/RCSU that receives this available vacancy, the highest-ranking spare or the highest-ranking pending cadet (if there are no more spares remaining) on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC or from PENDING to SELECTED or from PENDING/INC to SELECTED/INC.

- g. The replacement of withdrawals process, as indicated above, must be followed every time a cadet withdraws. This means that if a cadet withdraws, the highest-ranking spare or for certain courses the highest-ranking pending cadet on the Master Selection List must be selected, IAW the replacement of withdrawals process. A cadet cannot be passed over for reasons such as: cadet could not be reached, etc. Of course, in the last two weeks before the beginning of a course, we cannot wait forever for an answer from a cadet who would be selected to replace a withdrawing cadet. The OPI making the replacement must use common sense; the intent is to fill all vacancies on the course.
- h. If a cadet is next in line to be selected IAW the replacement of withdrawals process and he is not selected, the reason for him not being selected (e.g. cadet John Smith is no longer available for the course or John Smith is no longer a cadet, etc) must be included when communicating the Notification of Change to the selection list.

Atl, Cen et N-O, le contingentement disponible doit être réassigné à l'intérieur de l'URSC jusqu'à ce que tous les CP LCA de l'URSC n'aient plus de substituts ni de cadets en attente. Pour le CP LCA/URSC qui obtient ce contingentement disponible, le substitut le mieux classé ou le cadet en attente qui est le mieux classé (s'il n'y a plus de substitut) sur la liste de sélection principale est sélectionné et son statut est changé de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC ou d'EN ATTENTE à SÉLECTIONNÉ ou d'EN ATTENTE/INC à SÉLECTIONNÉ/INC.

- g. Le processus de remplacement en cas de désistement qui est décrit ci-dessus doit être suivi chaque fois qu'un cadet se désiste. Cela signifie qu'en cas de désistement, le substitut le mieux classé ou pour certains cours le cadet en attente le mieux classé si il n'y a plus de substitut doit être sélectionné conformément au processus de remplacement. On ne peut pas omettre de sélectionner un cadet pour n'importe quelle raison, p. ex. sous prétexte qu'on ne parvient pas à le joindre. Bien sûr, dans les deux dernières semaines avant le début d'un cours, on ne peut pas attendre éternellement la réponse d'un cadet qui serait sélectionné pour en remplacer un autre qui se désiste. Le BPR chargé d'effectuer le remplacement doit faire preuve de bon sens; le but visé est de combler tous les contingentements sur le cours.
- h. Si le cadet est le prochain candidat qui doit être sélectionné, conformément au processus de remplacement établi, et qu'il n'est pas sélectionné, la raison pour laquelle il ne l'est pas (p. ex. le cadet Jean Tremblay n'est pas disponible pour participer au cours ou Jean Tremblay a quitté les cadets, etc.) doit être indiquée lorsque l'avis de changement à la liste de sélection est

transmis.

- i. You will find at Annex D the Replacement of Withdrawals Process Flowchart.

- i. L'organigramme du processus de remplacement en cas de désistement se trouve à l'annexe D.

14. ANNOUNCEMENTS TO REPLACEMENT CADETS

- a. Cadets who are selected following the replacement of withdrawals process must be advised ASAP that they have been selected for a National Summer Training Course. To this end, the sqn CO and the ACL SC Chair shall communicate with each other as soon as one of them receive this announcement from their own chain of command and they will then choose an appropriate time to make the announcement jointly to the selected cadet IAW the sqn training schedule. The selected cadet must be advised ASAP and **NLT 1 week** after the sqn CO or ACL SC Chair receives the announcement that the cadet has been selected.

14. AVIS AUX CADETS DE REMPLACEMENT

- a. Les cadets doivent être avisés AQP qu'ils ont été sélectionnés à la suite d'un désistement pour un cours d'instruction d'été national. À cette fin, le cmdt esc et le Prés CR LCA doivent communiquer l'un avec l'autre aussitôt que l'un d'eux reçoit cet avis de sa propre voie hiérarchique. Ils choisissent ensuite un moment opportun pour aviser conjointement le cadet dont la sélection est confirmée, en fonction du calendrier d'instruction de l'esc. Le cadet dont la sélection est confirmée doit être avisé AQP et **APT une semaine** après que le cmdt esc ou le Prés CR LCA ont été informés que le cadet a été sélectionné.

15. KEEPING SELECTION LISTS UP TO DATE

- a. It is very important that Master and Initial Selection Lists be kept up to date by the OPIs for these Lists, as they are the ones receiving missing documents and replacing cadets.

15. TENUE À JOUR DES LISTES DE SÉLECTION

- a. Il est très important que les listes de sélection principales et initiales soient tenues à jour par les BPR de ces listes, ce sont eux qui reçoivent les documents manquants et qui remplacent les cadets qui se désistent.

16. COMMUNICATION OF CHANGES TO INITIAL SELECTION LISTS

- a. It is very important that all changes to Initial Selection Lists be communicated ASAP to all concerned. The OPIs for these Lists must use documents at Annexes E, F and G, entitled Notification of Changes, to communicate all changes as they occur.

16. COMMUNICATION DES CHANGEMENTS AUX LISTES DE SÉLECTION INITIALES

- a. Il est très important que tous les changements apportés aux listes de sélection initiales soient transmis AQP à tous les intéressés. Les BPR de ces listes doivent utiliser les documents aux annexes E, F et G, intitulés Avis de changement, pour transmettre tous les changements au fur et à mesure qu'ils sont apportés.

b. RCSU(C) J3 OIC OSLA must forward all changes to IACE Initial Selection Lists to ACL HQ, ACL PCs and RCSU/HQ J5 Plans (Air Cdts) as soon as they are completed. Once received, these changes must be forwarded immediately; from ACL PCs to ACL SC Chair and also from RCSU J5 Plans (Air Cdts) to Zn Trg Os who forward them to sqn COs. ACL PCs, RCSU J5 Plans (Air Cdts), ACL SC Chair, Zn Trg Os and sqn COs shall receive information for sqns under their responsibility only.

c. Master Selection Lists OPIs for all courses except IACE must forward all changes to Initial Selection Lists to HQ J5 Plans (Air Cdts), ACL HQ, ACL PCs and Zn Trg Os as soon as they are completed. In addition, they must also forward all changes to Initial Selection Lists for the PPS and the GPS to DNCA Ops O and their RCA Ops. Once received, these changes must be forwarded immediately; from ACL PCs to ACL SC Chair and also from Zn Trg Os to sqn COs. ACL PCs, ACL SC Chair, RCA Ops Os, Zn Trg Os and sqn COs shall receive information for sqns under their responsibility only.

d. Members of the ACL who must receive all Notification of Changes to the Initial Selection Lists are found at Annex H entitled, 2018 ACL PCs Contact List.

17. COMMUNICATION OF CHANGES TO MASTER SELECTION LISTS

a. It is very important that all changes to Master Selection Lists be communicated

b. Le J3 OR SOSL/URSC(C) doit transmettre tous les changements aux listes de sélection initiales pour l'EICA au SN LCA, aux CP LCA et aux J5 Plans (Cadets de l'Air) des URSC et du QGAu J5 Plans (Cadets de l'Air) de l'URSC AQP une fois complétés. Une fois reçus, ces changements doivent être transmis immédiatement; des CP LCA aux Prés CR LCA et également des J5 Plans (Cadets de l'Air) des URSC au J5 Plans (Cadets de l'Air) de l'URSC aux O Entr Z qui les feront suivre aux cmdts d'escs. Les CP LCA, les J5 Plans (Cadets de l'Air) des URSC les Prés CR LCA, les O Entr Z et les cmdts escs recevront l'information concernant les escs sous leur responsabilité seulement.

c. Les BPR des listes de sélection principales pour tous les cours sauf l'EICA doivent transmettre tous les changements aux listes de sélection initiales au J5 Plans (Cadets de l'Air) du QG, au SN LCA, aux CP LCA et aux O Entr Z AQP une fois complétés. De plus, ils doivent également transmettre tous les changements aux listes de sélection initiales pour la BPA et la BPP au ON Ops AC adjoint et à l'OR Ops AC. Une fois reçus, ces changements doivent être transmis immédiatement; des CP LCA aux Prés CR LCA et également des O Entr Z aux cmdts d'escs. Les CP LCA, les Prés CR LCA, les OR Ops AC, les O Entr Z et les cmdts escs recevront l'information concernant les escs sous leur responsabilité seulement.

d. Les membres de la LCA qui doivent recevoir tous les avis de changement aux listes de sélection initiales se retrouvent l'annexe H intitulée, Liste des personnes-ressources des CP LCA 2018.

17. COMMUNICATION DES CHANGEMENTS AUX LISTES DE SÉLECTION PRINCIPALES

a. Il est très important que tous les changements apportés aux listes de

ASAP to all concerned. Master Selection Lists OPIs must use documents at Annexes E, F and G, entitled Notification of Changes, to communicate all changes as they occur.

- b. RCSU(C) J3 OIC OSLA must forward all changes to the IACE Master Selection Lists to ACL HQ and RCSU J5 Plans (Air Cdts)s as soon as they are completed. RCSU J5 Plans (Air Cdts)s shall receive information for sqns under their responsibility only.
- c. Master Selection Lists OPIs for all courses except IACE must forward all changes to Master Selection Lists to HQ J5 Plans (Air Cdts) and ACL HQ as soon as they are completed. In addition, they must also forward all changes to Master Selection Lists for the PPS and the GPS to DNCA Ops O and their RCA Ops O. RCA Ops Os shall receive information for sqns under their responsibility only.

sélection principales soient transmis AQP à tous les intéressés. Les BPR des listes de sélection principales doivent utiliser les documents aux annexes E, F et G, intitulés Avis de changement, pour transmettre tous les changements au fur et à mesure qu'ils sont apportés.

- b. Le J3 OR SOSL/URSC(C) doit transmettre tous les changements aux listes de sélection principales pour l'EICA au SN LCA et aux J5 Plans (Cadets de l'Air) des URSC AQP une fois complétés. Les J5 Plans (Cadets de l'Air) des URSC recevront l'information concernant les escs sous leur responsabilité seulement.
- c. Les BPR des listes de sélection principales pour tous les cours sauf l'EICA doivent transmettre tous les changements aux listes de sélection principales au J5 Plans (Cadets de l'Air) du QG et au SN LCA AQP une fois complétés. De plus, ils doivent également transmettre tous les changements aux listes de sélection principales pour la BPA et la BPP au ON Ops AC Adjoint et à leur OR Ops AC. Les OR Ops AC recevront l'information concernant les escs sous leur responsabilité seulement.

18. NATIONAL SELECTION COMMITTEE

- a. The National Selection Committee is composed of Natl CJCR Sp Gp and ACL staff.
- b. ACL PCs/RCSUs do not have the authority to change the status of a cadet who has been DELETED. However, an ACL PC/RCSU may, for valid reasons, submit a joint request for a DELETED cadet to be re-instated as a spare or a pending cadet. Such a request must be forwarded with justifications to HQ J35. The National Selection Committee will then review the request and a final decision will be forwarded back to the ACL PC/RCSU.

18. COMITÉ DE SÉLECTION NATIONAL

- a. Le comité de sélection national est composé de personnel du GP S Nat CRJC et du LCA.
- b. Les CP LCA/URSC n'ont pas l'autorité de modifier le statut d'un cadet qui a été RAYÉ DE LA LISTE. Cependant, un CP LCA/URSC peut, pour des raisons valables, présenter une demande conjointe afin qu'un cadet RAYÉ DE LA LISTE regagne le statut de substitut ou de cadet en attente. Une telle demande doit être envoyée avec justifications au J35 du QG. Le comité de sélection national examinera la demande et par la suite une décision finale sera transmise au CP LCA/URSC.

- c. Any issue concerning National Summer Training Courses that cannot be resolved between the ACL PC and the RCSU shall be forwarded with comments to HQ J35 and/or to ACL HQ. The National Selection Committee will then review the issue and a final decision will be forwarded back to the ACL PC/RCSU.

- c. Toute situation au sujet du processus de sélection des cours d'instruction d'été nationaux qui ne peut être résolue entre le CP LCA et l'URSC doit être envoyée avec explications au J35 du QG et/ou au SN LCA. Le comité de sélection national examinera la demande et par la suite une décision finale sera transmise au CP LCA/URSC.

19. QUESTIONS/ADDITIONAL INFORMATION

- a. As a matter of convenience, the scoring sheets to be used for the provincial selection boards have been added at Annexes I, J and K.
- b. Any questions or request for additional information concerning the 2018 National Summer Training Courses Selection Process must be addressed to the HQ J35, LCdr Darin McRae.

19. QUESTIONS/RENSEIGNEMENTS SUPPLÉMENTAIRES

- a. Pour des raisons de commodités, les fiches de pointage à être utilisées pour les comités de sélection provinciaux ont été ajoutées aux annexes I, j et K.
- b. Toutes questions ou demande de renseignements supplémentaires au sujet du processus de sélection des cours d'instruction d'été nationaux 2018 doivent être adressée au Capc Darin McRae, J35 due QG.

SCEM Op, plans, doctrine (entr)

LCol T. Campbell
DCOS Trg Ops/Plans/Doctrine

Annex A	2018 Courses Prerequisites	Annexe A	Critères d'admissibilité aux cours 2018
Annex B	Selection Lists - Terminology	Annexe B	Listes de sélection – Terminologie
Annex C	2018 Master Selection Lists OPIs	Annexe C	BPR des listes de sélection principales 2018
Annex D	Replacement of Withdrawals Process Flowchart	Annexe D	Organigramme du processus de remplacement en cas de désistement
Annex E	Notification of Change - Example 1	Annexe E	Avis de changement - Exemple 1
Annex F	Notification of Change - Example 2	Annexe F	Avis de changement - Exemple 2
Annex G	Notification of Change - Example 3	Annexe G	Avis de changement - Exemple 3
Annex H	2018 ACL PCs Contact List	Annexe H	Liste des personnes-ressources des CP LCA 2018
Annex I	Scoring Sheet IACE	Annexe I	Fiche de pointage EICA
Annex J	Scoring Sheet PPS-GPS	Annexe J	Fiche de pointage BPA-BPP
Annex K	Scoring Sheet AATC-AO, AATC-AM, AASC	Annexe K	Fiche de pointage CTAA-OA, CTAA-EA, CASA

**Annex A
Air Cadets
2018 National Summer Training Courses
Selection Process**

**Annexe A
Cadets de l'Air
Cours d'instruction d'été nationaux 2018
Processus de sélection**

2018 COURSES PREREQUISITES

**CRITÈRES D'ADMISSIBILITÉ AUX
COURS 2018**

Revised 15 December 2017

Révisé le 15 décembre 2017

**INTERNATIONAL AIR CADET
EXCHANGE**

**ÉCHANGE INTERNATIONAL DES
CADETS DE L'AIR**

Maximum number of candidates: one per sqn

Nombre maximum de candidats: un par esc

Prerequisite 1 (mandatory)

Critère d'admissibilité 1 (obligatoire)

Age	Minimum 17 by the start of the exchange (when cadets arrive at the host country) and not be 19 before the end of the last exchange, including travel time to return to their home Born between 9 Aug 99 and 17 Jul 01	Âge	Minimum 17 ans au début de l'échange (au moment où les cadets arrivent dans le pays étranger) sans avoir atteint 19 ans avant la fin du dernier échange, incluant le temps de déplacement pour le retour à la maison Être né entre le 9 août 99 et le 17 juillet 01
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Prerequisite 2

Critère d'admissibilité 2

Squadron Program	Level four successfully completed by the application date	Programme des escadrons	Niveau quatre complété avec succès au moment de la mise en candidature.
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POWER PILOT SCHOLARSHIP

Maximum number of candidates: the maximum number of candidates per sqn who may be selected is based on the Registered Cadets Monthly Average (RCMA) as indicated in the table hereunder. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. If an additional candidate is authorized and all candidates from that same sqn applying for the same scholarship meet the ACL Provincial Selection Board minimum standard of 60%, the candidate with the lowest total score on the Merit List shall be over the maximum number of cadets per sqn who may be selected for that scholarship. This cadet shall be listed as PENDING and he shall not be eligible for selection unless one of the cadets from his own sqn applying for the same scholarship withdraws

BOURSE DE PILOTE D'AVION

Nombre maximum de candidats: le nombre maximum de candidats par esc qui peuvent être sélectionnés est basé sur la moyenne mensuelle des cadets inscrits (MMCI) tel qu'indiqué dans le tableau ci-dessous. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Si un candidat additionnel est autorisé et tous les candidats du même esc ayant posé leur candidature à la même bourse satisfont à la note de passage minimum de 60% du comité de sélection provincial de la LCA, le candidat avec le pointage cumulatif le moins élevé sur la liste par ordre de mérite sera au-dessus du nombre maximum de cadets par esc pouvant être sélectionné pour cette bourse. Ce cadet sera inscrit comme étant EN ATTENTE et il ne sera pas admissible à la sélection sauf si un cadet de son esc inscrit à la même bourse se désiste

RCMA	Maximum number of cadets per sqn who may be selected*	MMCI	Nombre maximum de cadets par esc pouvant être sélectionnés*
80 or less	2	80 ou moins	2
81 – 120	3	81 – 120	3
121 – 160	4	121 – 160	4
161 or more	5	161 et plus	5

* See Appendix 1 for maximum number of cadets per sqn who may be selected in 2018.

* Voir appendice 1 pour le nombre maximum de cadets par esc pouvant être sélectionnés en 2018.

Prerequisite 1 (mandatory)

CF Qualifying Exam	Must successfully complete the exam (50% or greater)	Examen d'admission des FC	Doit compléter l'examen avec succès (50% et plus)
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Critère d'admissibilité 1 (obligatoire)

Prerequisite 2

Squadron Program	Level four successfully completed by the end of the current training year	Programme des escadrons	Niveau quatre complété avec succès à la fin de l'année d'instruction en cours
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Critère d'admissibilité 2

Prerequisite 3 (mandatory)

Minimum Medical Standards	A valid Category 3 Medical Certificate (MC) from Transport Canada, with or without restrictions is required. Copy to RCA Ops O NLT 1 Jun 18	Normes médicales minimales	Un Certificat Médical (CM) valide de Transports Canada, catégorie 3, avec ou sans restrictions est requis. Copie à l'OR Ops AC APT le 1 ^{er} juin 18
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Critère d'admissibilité 3 (obligatoire)

Prerequisite 4 (mandatory)

Critère d'admissibilité 4 (obligatoire)

Age	Minimum 17 by September 1 st of the year the course is taken and not be 19 before the end of the course, including travel time to return to their home	Âge	Minimum 17 ans au 1 ^{er} septembre de l'année où le cours est suivi sans avoir atteint 19 ans avant la fin du cours, incluant le temps de déplacement pour le retour à la maison
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Prerequisite 5 (mandatory)

Critère d'admissibilité 5 (obligatoire)

Physical Limitations	The training aircraft used for the PPS impose certain physical limitations with respect to weight and size of the pilot. Therefore, the student pilot's size must promote comfortable positioning in the cockpit with good visibility in all directions as well as being able to reach the controls for full movement. The maximum weight (in cadet PT gear, no shoes/boots, socks only) for a student pilot is 111.13 kg (245 lbs)	Limites physiques	Les avions d'instruction utilisés pour la BPA imposent certaines limitations physiques quant au poids et à la taille du pilote. Par conséquent, la taille du pilote stagiaire doit lui permettre de s'installer à l'aise dans l'habitacle avec une bonne visibilité dans toutes les directions et d'être également en mesure d'atteindre les commandes pour les manier librement. Le poids maximum (en vêtements d'éducation physique des cadets, pas de souliers/bottes, bas seulement) d'un pilote stagiaire est de 111,13 kg (245 lbs)
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Note: Candidates must complete the PPS Height and Weight Form (CATO 54-27, Annex B) and it must be enclosed with their application file. To ensure that candidates meet the maximum weight limitation they will be weighed during the ACL PC Selection board process. Those found to be over 111.13 kg (245 lbs) and subsequently selected will be given until 1 June of the year of the course to meet the required maximum weight. Should they not meet the limitation at that time, they will be deleted from the selected list. All candidates will be weighed again at the start of the course and if they do not meet the limitation at that time, they will be subject to RTU action

Nota: Les candidats doivent compléter le formulaire pour la taille et le poids de la BPA (OAIC 54-27, annexe B) et le joindre à leur dossier de mise en candidature. Pour s'assurer que les candidats rencontrent la limite en ce qui a trait au poids maximum, ils seront pesés au cours du processus des comités de sélection du CP LCA. Ceux dont le poids est au delà de 111,13 kg (245 lbs) et qui sont par la suite sélectionnés auront jusqu'au 1^{er} juin de l'année du cours afin d'atteindre la limite en ce qui a trait au poids maximum. S'ils n'ont pas réussi à l'atteindre à cette date, leur nom sera rayé de la liste de sélection. Tous les candidats seront pesés de nouveau au début du cours et s'ils ne rencontrent pas la limite à ce moment, ils feront l'objet d'un RAU

Prerequisite 6

Critère d'admissibilité 6

Education	Grade 10 or equivalent (Secondary 4 in Quebec and Senior 2 in Manitoba) completed by nomination deadline	Scolarité	Secondaire IV au Québec ou l'équivalent (Senior 2 au Manitoba et 10 ^e année ailleurs au Canada) complété à la date limite des mises en candidature
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GLIDER PILOT SCHOLARSHIP

Maximum number of candidates: the maximum number of candidates per sqn who may be selected is based on the Registered Cadets Monthly Average (RCMA) as indicated in the table hereunder. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. If an additional candidate is authorized and all candidates from that same sqn applying for the same scholarship meet the ACL Provincial Selection Board minimum standard of 60%, the candidate with the lowest total score on the Merit List shall be over the maximum number of cadets per sqn who may be selected for that scholarship. This cadet shall be listed as PENDING and he shall not be eligible for selection unless one of the cadets from his own sqn applying for the same scholarship withdraws

BOURSE DE PILOTE DE PLANEUR

Nombre maximum de candidats: le nombre maximum de candidats par esc qui peuvent être sélectionnés est basé sur la moyenne mensuelle des cadets inscrits (MMCI) tel qu'indiqué dans le tableau ci-dessous. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Si un candidat additionnel est autorisé et tous les candidats du même esc ayant posé leur candidature à la même bourse satisfont à la note de passage minimum de 60% du comité de sélection provincial de la LCA, le candidat avec le pointage cumulatif le moins élevé sur la liste par ordre de mérite sera au-dessus du nombre maximum de cadets par esc pouvant être sélectionné pour cette bourse. Ce cadet sera inscrit comme étant EN ATTENTE et il ne sera pas admissible à la sélection sauf si un cadet de son esc inscrit à la même bourse se désiste

RCMA	Maximum number of cadets per sqn who may be selected*	MMCI	Nombre maximum de cadets par esc pouvant être sélectionnés*
80 or less	2	80 ou moins	2
81 – 120	3	81 – 120	3
121 – 160	4	121 – 160	4
161 or more	5	161 et plus	5

* See Appendix 1 for maximum number of cadets per sqn who may be selected in 2018

* Voir appendice 1 pour le nombre maximum de cadets par esc pouvant être sélectionnés en 2018

Prerequisite 1 (mandatory)

CF qualifying exam	Must successfully complete the exam (50% or greater)	Examen d'admission des FC	Doit compléter l'examen avec succès (50% et plus)
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Critère d'admissibilité 1 (obligatoire)

Prerequisite 2

Squadron Program	Level three successfully completed by the end of the current training year	Programme des escadrons	Niveau trois complété avec succès à la fin de l'année d'instruction en cours
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Critère d'admissibilité 2

Prerequisite 3 (mandatory)

Minimum Medical Standards	A valid Category 3 Medical Certificate (MC) from Transport Canada, with or without restrictions is required. Copy to RCA Ops O NLT 1 Jun 18	Normes médicales minimales	Un Certificat Médical (CM) valide de Transports Canada, catégorie 3, avec ou sans restrictions est requis. Copie à l'OR Ops AC APT le 1 ^{er} juin 18
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Critère d'admissibilité 3 (obligatoire)

Prerequisite 4 (**mandatory**)

Critère d'admissibilité 4 (**obligatoire**)

Age	Minimum 16 by September 1 st of the year the course is taken and not be 19 before the end of the course, including travel time to return to their home	Âge	Minimum 16 ans au 1 ^{er} septembre de l'année où le cours est suivi sans avoir atteint 19 ans avant la fin du cours, incluant le temps de déplacement pour le retour à la maison
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Prerequisite 5 (**mandatory**)

Critère d'admissibilité 5 (**obligatoire**)

Physical Limitations	<p>The Schweizer 2-33 gliders used for the GPS impose certain physical limitations with respect to weight and size of the pilot. Therefore, the student pilot's size must promote comfortable positioning in the cockpit with good visibility in all directions as well as being able to reach the controls for full movement. The physical limitations for height and weight (in cadet PT gear, no shoes/boots, socks only) are:</p> <p>Height: minimum 152.4 cm, maximum 190.5 cm Weight: minimum 40.82 kg, maximum 90.72kg</p>	Limites physiques	<p>Les planeurs Schweizer 2-33 utilisés pour la BPP imposent certaines limitations physiques quant au poids et à la taille du pilote. Par conséquent, la taille du pilote stagiaire doit lui permettre de s'installer à l'aise dans l'habitacle avec une bonne visibilité dans toutes les directions et d'être également en mesure d'atteindre les commandes pour les manier librement. Les limitations physiques pour la taille et le poids (en vêtements d'éducation physique des cadets, pas de souliers/bottes, bas seulement) sont:</p> <p>Taille: minimum 152,4 cm, maximum 190,5 cm Poids: minimum 40,82 kg, maximum 90,72kg</p>
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Note: Candidates must complete the GPS Height and Weight Form (CATO 54-26, Annex B) and it must be enclosed with their application file. To ensure that candidates meet the weight limitations, they will be weighed during the ACL PC selection board process. Those found to be over or under weight limitations and subsequently selected will be given until 1 June of the year of the course to meet the required weight. Should they not meet the limitations at that time, they will be deleted from the selected list. All candidates will be weighed again at the start of the course and if they do not meet the limitations at that time, they will be subject to RTU action

Nota: Les candidats doivent compléter le formulaire pour la taille et le poids de la BPP (OAIC 54-26, annexe B) et le joindre à leur dossier de mise en candidature. Pour s'assurer que les candidats rencontrent les limitations de poids, ils seront pesés au cours du processus des comités de sélection du CP LCA. Ceux dont le poids est au delà ou en deçà des limites et qui sont par la suite sélectionnés auront jusqu'au 1^{er} juin de l'année du cours afin d'atteindre le poids exigé. S'ils n'ont pas réussi à l'atteindre à cette date, leur nom sera rayé de la liste de sélection. Tous les candidats seront pesés de nouveau au début du cours et s'ils ne rencontrent pas les limitations à ce moment, ils feront l'objet d'un RAU

Prerequisite 6

Critère d'admissibilité 6

Education	Grade 9 or equivalent (Secondary 3 in Quebec and Senior 1 in Manitoba) completed by nomination deadline	Scolarité	Secondaire III au Québec ou l'équivalent (Senior 1 au Manitoba et 9 ^e année ailleurs au Canada) complété à la date limite des mises en candidature
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**ADVANCED AVIATION TECHNOLOGY
COURSE - AIRPORT OPERATIONS**

**COURS DE TECHNOLOGIE AVANCÉE
DE L'AVIATION - OPÉRATIONS D'UN
AÉROPORT**

Maximum number of candidates: one per sqn. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. If an additional candidate is authorized and both candidates meet the ACL Provincial Selection Board minimum standard of 60%, the candidate with the lowest total score on the Merit List shall be listed as PENDING

Nombre maximum de candidats: un par esc. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Si un candidat additionnel est autorisé et les deux candidats satisfont à la note de passage minimum de 60% du comité de sélection provincial de la LCA, le candidat avec le pointage cumulatif le moins élevé sur la liste par ordre de mérite sera inscrit comme étant EN ATTENTE

Prerequisite 1 (mandatory)

Critère d'admissibilité 1 (obligatoire)

Age	Not be 19 before the end of the course, including travel time to return to their home	Âge	Ne pas avoir atteint 19 ans avant la fin du cours, incluant le temps de déplacement pour le retour à la maison
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Prerequisite 2

Critère d'admissibilité 2

Squadron Program	Level three successfully completed by the end of the current training year	Programme des escadrons	Niveau trois complété avec succès à la fin de l'année d'instruction en cours
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**ADVANCED AVIATION TECHNOLOGY
COURSE - AIRCRAFT MAINTENANCE**

**COURS DE TECHNOLOGIE AVANCÉE DE
L'AVIATION – ENTRETIEN D'AÉRONEF**

Maximum number of candidates: one per sqn. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. If an additional candidate is authorized and both candidates meet the ACL Provincial Selection Board minimum standard of 60%, the candidate with the lowest total score on the Merit List shall be listed as PENDING

Nombre maximum de candidats: un par esc. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Si un candidat additionnel est autorisé et les deux candidats satisfont à la note de passage minimum de 60% du comité de sélection provincial de la LCA, le candidat avec le pointage cumulatif le moins élevé sur la liste par ordre de mérite sera inscrit comme étant EN ATTENTE

Prerequisite 1 (mandatory)

Critère d'admissibilité 1 (obligatoire)

Age	Not be 19 before the end of the course, including travel time to return to their home	Âge	Ne pas avoir atteint 19 ans avant la fin du cours, incluant le temps de déplacement pour le retour à la maison
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Prerequisite 2

Critère d'admissibilité 2

Squadron Program	Level three successfully completed by the end of the current training year	Programme des escadrons	Niveau trois complété avec succès à la fin de l'année d'instruction en cours
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ADVANCED AEROSPACE COURSE

COURS D'AÉROSPATIALE AVANCÉE

Maximum number of candidates: one per sqn. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. If an additional candidate is authorized and both candidates meet the ACL Provincial Selection Board minimum standard of 60%, the candidate with the lowest total score on the Merit List shall be listed as PENDING

Nombre maximum de candidats: un par esc. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Si un candidat additionnel est autorisé et les deux candidats satisfont à la note de passage minimum de 60% du comité de sélection provincial de la LCA, le candidat avec le pointage cumulatif le moins élevé sur la liste par ordre de mérite sera inscrit comme étant EN ATTENTE

Prerequisite 1 (**mandatory**)

Critère d'admissibilité 1 (**obligatoire**)

Age	Not be 19 before the end of the course, including travel time to return to their home	Âge	Ne pas avoir atteint 19 ans avant la fin du cours, incluant le temps de déplacement pour le retour à la maison
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Prerequisite 2

Critère d'admissibilité 2

Squadron Program	Level three successfully completed by the end of the current training year	Programme des escadrons	Niveau trois complété avec succès à la fin de l'année d'instruction en cours
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Appendix 1 Maximum number of cadets per sqn who may be selected in 2018 – PPS and GPS

Appendice 1 Nombre maximum de cadets par esc pouvant être sélectionné en 2018 – BPA et BPP

SELECTION LISTS - TERMINOLOGY

Revised 15 December 2017

1. SELECTED:

- a. Cadet meets the course prerequisites and he is **SELECTED** because of his ranking on the Master Selection List.
- b. Cadet does not meet the course prerequisites however a submitted waiver request is approved and he is **SELECTED** because of his ranking on the Master Selection List.
- c. Cadets who have initially received the status of **SPARE** or **PENDING** may have their status changed to **SELECTED** at a later date following the Replacement of Withdrawals Process.

2. SELECTED 90/10:

- a. ACL PCs/RCSUs may use the National Summer Training Courses 90/10 Selection Option for the PPS and/or the GPS. The 90/10 Selection Option is optional and ACL PCs/RCSUs are not obligated to adhere to it.
- b. Here is how this option works:
 - (1) 90% of the total vacancies available for the course are awarded to the highest-ranking cadets on the Master Selection List. For example, if the total vacancies available on a specific course for a particular ACL PC is 70, the 63 (70 x 90%) highest-ranking cadets on the list shall be **SELECTED**;

LISTES DE SÉLECTION – TERMINOLOGIE

Révisé le 15 décembre 2017

1. SÉLECTIONNÉ:

- a. Le cadet satisfait aux critères d'admissibilité du cours et il est **SÉLECTIONNÉ** en fonction de son classement sur la liste de sélection principale.
- b. Le cadet ne satisfait pas aux critères d'admissibilité du cours, mais la demande de dérogation soumise est approuvée et il est **SÉLECTIONNÉ** en fonction de son classement sur la liste de sélection principale.
- c. Il est possible que les cadets ayant reçu initialement le statut de **SUBSTITUT** ou **EN ATTENTE** aient un changement de statut à **SÉLECTIONNÉ** à une date ultérieure en fonction du processus de remplacement en cas de désistement.

2. SÉLECTIONNÉ 90/10:

- a. L'option de sélection 90/10 des cours d'instruction d'été nationaux peut être utilisée par les CP LCA/URSC pour la BPA et/ou la BPP. L'option de sélection 90/10 est facultative, et les CP LCA/URSC ne sont pas tenus de l'exercer.
- b. Voici comment fonctionne cette option:
 - (1) Du nombre total de contingentements disponibles dans le cours, 90 % sont assignés aux cadets les mieux classés sur la liste de sélection principale. Par exemple, si le nombre total de contingentements disponibles dans un cours donné pour un CP LCA en particulier est de 70, les 63 (70 x 90%) cadets les mieux classés sur la liste doivent être **SÉLECTIONNÉS**;

(2) The remaining 10% of the total vacancies available are awarded to cadets meeting the courses prerequisites (including those for which a waiver has been approved), from sqns who did not have a selected cadet on that specific course **for the last two years**. These cadets are ranked lower on the Master Selection List and they would not have been selected in the initial selection process. In the example above, for cadets lower on the list than the 63 cadets already selected, the following 7 highest-ranking cadets on the Master Selection List from sqns who did not have a selected cadet on that specific course for the last two years shall be SELECTED 90/10. Of course, no more than one cadet from the same sqn for the same course can be selected when applying this option; and

(3) This option shall be applied separately for each scholarship. A PPS candidate who has previously received a GPS, including earning it on his own merit, cannot use this option to obtain a PPS in subsequent years.

3. DELETED:

- a. Cadet does not meet the course prerequisites, no waiver request has been submitted and the cadet is DELETED.
- b. Cadet does not meet the course prerequisites, a submitted waiver request is not approved and the cadet is DELETED.
- c. Cadet receives a total score below 60% at the Provincial Selection Boards and the cadet is DELETED.

(2) Les 10 % restants du nombre total de contingentements disponibles sont assignés à des cadets satisfaisant aux critères d'admissibilité au cours (incluant ceux dont une demande de dérogation soumise a été approuvée), appartenant à des escs au sein desquels il n'y a pas eu de candidat qui a suivi le cours en question **dans les deux dernières années**. Ces cadets sont moins bien classés sur la liste de sélection principale et n'auraient pas été sélectionnés dans le processus de sélection initial. Dans l'exemple susmentionné, parmi les cadets ayant un classement inférieur à celui des 63 cadets déjà sélectionnés, les 7 cadets les mieux classés appartenant à des escs où il n'y a pas eu de candidat pour le cours en question dans les deux dernières années seront SÉLECTIONNÉS 90/10. Bien sûr, lorsqu'on exerce cette option, on ne peut sélectionner plus d'un cadet venant du même esc pour un même cours; et

(3) Cette option doit être exercée de façon distincte pour chacune des bourses. Les candidats à la BPA qui ont reçu précédemment une BPP, même si elle leur a été attribuée en fonction de leur mérite, ne peuvent pas profiter de cette option pour obtenir une BPA dans les années subséquentes.

3. RAYÉ DE LA LISTE:

- a. Le cadet ne satisfait pas aux critères d'admissibilité du cours, aucune demande de dérogation n'a été soumise et le cadet est RAYÉ DE LA LISTE.
- b. Le cadet ne satisfait pas aux critères d'admissibilité du cours, la demande de dérogation soumise n'est pas approuvée et le cadet est RAYÉ DE LA LISTE.
- c. Le cadet obtient une note totale inférieure à 60 % aux comités de sélection provinciaux et le cadet est RAYÉ DE LA LISTE.

- d. Cadet withdraws and he is DELETED.
- e. DELETED cadets are not eligible for selection.
- f. ACL PCs/RCSUs do not have the authority to change the status of a cadet who has been DELETED. However, an ACL PC/RCSU may, for valid reasons, submit a joint request for a DELETED cadet to be re-instated as a SPARE or PENDING cadet. Such a request must be forwarded with justifications to HQ J35. The National Selection Committee will then review the request and a final decision will be forwarded back to the ACL PC/RCSU.

4. SPARE:

- a. Cadet meets the course prerequisites but he is not selected because of his lower ranking on the Master Selection List. The cadet remains as a SPARE available for selection in case of withdrawals.

5. PENDING:

- a. A cadet applying “over sqn quota” is listed as PENDING.
- b. Here is the definition of “over sqn quota” as it applies to different courses:
 - (1) For the IACE, only one cadet per sqn may apply, PENDING cadets are not authorized;

- d. Le cadet se désiste et il est RAYÉ DE LA LISTE.
- e. Les cadets RAYÉS DE LA LISTE ne sont pas éligibles pour sélection.
- f. Les CP LCA/URSC n'ont pas l'autorité de modifier le statut d'un cadet qui a été RAYÉ DE LA LISTE. Cependant, un CP LCA/URSC peut, pour des raisons valables, présenter une demande conjointe afin qu'un cadet RAYÉ DE LA LISTE regagne le statut de SUBSTITUT ou cadet EN ATTENTE. Une telle demande doit être envoyée avec justifications au J35 du QG. Le comité de sélection national examinera la demande et par la suite une décision finale sera transmise au CP LCA/URSC.

4. SUBSTITUT:

- a. Le cadet satisfait aux critères d'admissibilité du cours, mais il n'est pas sélectionné en raison de son classement moins élevé sur la liste de sélection principale. Le cadet demeure un SUBSTITUT aux fins de sélection en cas de désistement.

5. EN ATTENTE:

- a. Un cadet qui présente une mise en candidature «au-delà du quota de l'esc» est inscrit comme étant EN ATTENTE.
- b. Voici ce qu'on entend par «au-delà du quota de l'esc», en fonction des différents cours:
 - (1) Pour l'EICA, un seul cadet par esc peut présenter une mise en candidature, les cadets EN ATTENTE ne sont pas autorisés;

- (2) For the PPS and the GPS, the maximum number of cadets per sqn who may be SELECTED for each of these scholarships is, 2 for sqns with a Registered Cadets Monthly Average (RCMA) of 80 or less, 3 for sqns with an RCMA of 81 to 120, 4 for sqns with an RCMA of 121 to 160 and 5 for sqns with an RCMA of 161 or more. The maximum number of cadets per sqn who may be selected in 2016 for each of these scholarships is found at Appendix 1 to Annex A. In addition, for each scholarship, ACL PCs/RCSUs may permit one additional cadet per sqn to submit an application. If an additional candidate is authorized and all candidates from that same sqn applying for the same scholarship meet the ACL Provincial Selection Board minimum standard of 60%, the candidate with the lowest total score on the Merit List shall be over the maximum number of cadets per sqn who may be selected for that scholarship. This cadet shall be listed as PENDING and he shall not be eligible for selection unless one of the cadets from his own sqn applying for the same scholarship withdraws; and
- (3) For the AATC-AO, the AATC-AM and the AASC only one cadet per sqn may apply. In addition, for each of these courses, ACL PCs/RCSUs may permit one additional cadet per sqn to submit an application. If an additional candidate is authorized and both candidates meet the ACL Provincial Selection Board minimum standard of 60%, the candidate with the lowest total score on the Merit List shall be listed as PENDING.
- (2) Pour la BPA et la BPP, le nombre maximum de cadets par esc qui peuvent être SÉLECTIONNÉS pour chacune des bourses est de, 2 pour les escs dont la moyenne mensuelle des cadets inscrits (MMCI) est de 80 ou moins, 3 pour les escs dont la MMCI est de 81 à 120, 4 pour les escs dont la MMCI est de 121 et 160 et 5 pour les escs dont la MMCI est de 161 ou plus. Le nombre maximum de cadets par esc pouvant être sélectionnés en 2016 pour chacune des bourses se trouve à l'appendice 1 de l'annexe A. De plus, pour chaque bourse, les CP LCA/URSC peuvent permettre à un cadet additionnel par esc de soumettre sa candidature. Si un candidat additionnel est autorisé et tous les candidats du même esc ayant posé leur candidature à la même bourse satisfont à la note de passage minimum de 60% du comité de sélection provincial de la LCA, le candidat avec le pointage cumulatif le moins élevé sur la liste par ordre de mérite sera au-dessus du nombre maximum de cadets par esc pouvant être sélectionné pour cette bourse. Ce cadet sera inscrit comme étant EN ATTENTE et il ne sera pas admissible à la sélection sauf si un cadet de son esc inscrit à la même bourse se désiste; et
- (3) Pour le CTAA-OA, le CTAA-EA et le CASA, un seul cadet par esc peut présenter une mise en candidature. Cependant, pour chacun de ces cours, les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Si un candidat additionnel est autorisé et les deux candidats satisfont à la note de passage minimum de 60% du comité de sélection provincial de la LCA, le candidat avec le pointage cumulatif le moins élevé sur la liste par ordre de mérite sera inscrit comme étant EN ATTENTE.

6. NOT REVIEWED:

- a. The cadet's application file has not been reviewed by the ACL PC as the cadet's ranking is so far down on the Master Selection List that he has no realistic chance of being selected, the cadet is listed as NOT REVIEWED. Cadet's application files for cadets listed as NOT REVIEWED shall be submitted to Master Selection Lists OPIs at the same time as all other cadet's application files.

7. SELECTED/INC:

- a. A selected cadet with missing documents is listed as SELECTED/INC. All missing documents are listed in the COMMENTS column of the selection list. When all missing documents are received, the selection list COMMENTS column is amended accordingly and the status of the cadet is changed from SELECTED/INC to SELECTED.
- b. For the PPS and the GPS, **if the Transport Canada Medical Certificate is the only missing document**, the cadet shall be listed as SELECTED but if there are any other missing documents, the cadet shall be listed as SELECTED/INC.

8. SELECTED 90/10/INC:

- a. A selected 90/10 cadet with missing documents is listed as SELECTED 90/10/INC. All missing documents are listed in the COMMENTS column of the selection list. When all missing documents are received, the selection list COMMENTS column is amended accordingly and the status of the cadet is changed from SELECTED 90/10/INC to SELECTED 90/10.

6. NON RÉVISÉ:

- a. Le CP LCA/URSC n'a pas révisé la mise en candidature étant donné que le classement du cadet est si loin au bas de la liste de sélection principale qu'il n'a en réalité aucune chance d'être sélectionné, le cadet est inscrit comme étant NON RÉVISÉ. Tous les dossiers des candidats inscrits comme étant NON RÉVISÉ seront remis au BPR des listes de sélection principales en même temps que tous les autres dossiers des candidats.

7. SÉLECTIONNÉ/INC:

- a. Un cadet sélectionné avec des documents manquants est inscrit comme étant SÉLECTIONNÉ/INC. Tous les documents manquants sont énumérés dans la colonne COMMENTAIRES de la liste de sélection. Une fois tous les documents reçus, la colonne COMMENTAIRES est modifiée en conséquence et le statut du cadet passera de SÉLECTIONNÉ/INC à SÉLECTIONNÉ.
- b. Pour la BPA et la BPP, **si le certificat médical de Transports Canada est le seul document manquant**, le cadet sera inscrit comme étant SÉLECTIONNÉ, mais s'il y a d'autres documents manquants, il sera inscrit comme étant SÉLECTIONNÉ/INC.

8. SÉLECTIONNÉ 90/10/INC:

- a. Un cadet sélectionné 90/10 avec des documents manquants est inscrit comme étant SÉLECTIONNÉ 90/10/INC. Tous les documents manquants sont énumérés dans la colonne COMMENTAIRES de la liste de sélection. Une fois tous les documents reçus, la colonne COMMENTAIRES est modifiée en conséquence et le statut du cadet passera de SÉLECTIONNÉ 90/10/INC à SÉLECTIONNÉ 90/10.

b. For the PPS and the GPS, **if the Transport Canada Medical Certificate is the only missing document**, the cadet shall be listed as SELECTED 90/10 but if there are any other missing documents, the cadet shall be listed as SELECTED 90/10/INC.

b. Pour la BPA et la BPP, **si le certificat médical de Transports Canada est le seul document manquant**, le cadet sera inscrit comme étant SÉLECTIONNÉ 90/10, mais s'il y a d'autres documents manquants, il sera inscrit comme étant SÉLECTIONNÉ 90/10/INC.

9. SPARE/INC:

a. A spare cadet with missing documents is listed as SPARE/INC. All missing documents are listed in the COMMENTS column of the selection list. When all missing documents are received, the selection list COMMENTS column is amended accordingly and the status of the cadet is changed from SPARE/INC to SPARE.

9. SUBSTITUT/INC:

a. Un cadet substitut avec des documents manquants est inscrit comme étant SUBSTITUT/INC. Tous les documents manquants sont énumérés dans la colonne COMMENTAIRES de la liste de sélection. Une fois tous les documents reçus, la colonne COMMENTAIRES est modifiée en conséquence et le statut du cadet passera de SUBSTITUT/INC à SUBSTITUT.

10. PENDING/INC:

a. A pending cadet with missing documents is listed as PENDING/INC. All missing documents are listed in the COMMENTS column of the selection list. When all missing documents are received, the selection list COMMENTS column is amended accordingly and the status of the cadet is changed from PENDING/INC to PENDING.

10. EN ATTENTE/INC:

a. Un cadet en attente avec des documents manquants est inscrit comme étant EN ATTENTE/INC. Tous les documents manquants sont énumérés dans la colonne COMMENTAIRES de la liste de sélection. Une fois tous les documents reçus, la colonne COMMENTAIRES est modifiée en conséquence et le statut du cadet passera de EN ATTENTE/INC à EN ATTENTE.