



Application Form
OTC Technical Traffic Operations Course

Date: **APRIL 8-18, 2019**

Agency Applying: _____

Candidate's Name: _____
(Surname) (Given names)

Business Address: _____
(Street) (City/Town) (Province) (Postal Code)

Business Phone: _____ Fax _____ e-mail _____

Home Phone # _____ Sex M F

Present position held: _____

Length of time in present position: _____ years _____ months

Length of time in traffic-related works: same () or _____ years _____ months

Emergency Contact: _____ Relationship: _____ Phone: _____



Academic Education (Highest Level achieved) _____

Special Courses attended:

<u>Name of Course</u>	<u>Location</u>	<u>Length</u>	<u>Final Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(over)

Present Duties of Applicant

Briefly describe your responsibilities in your community in traffic engineering.



(Signature of Applicant)

(Signature of Manager)

(Date)

Please print – (Manager's Name)

(Manager's Email)

(Name of Municipality/Company)

(Address)

(City & Province)

(Postal Code)

**Make cheque payable to "Ontario Traffic Council"
H.S.T. # 107800971**

**Mail to:
Ontario Traffic Council
47 Colborne St., Suite 204
Toronto, ON M5E 1P8**

OTC Conduct Rules at OPC

The Ontario Police College is a training facility where people pursue serious study and career development. The structure of the OPC facility prevents the freedom that might be experienced in a public access hotel environment.

As a resident, you must be constantly aware that your behavior at the Ontario Police College and in the community reflects not only on yourself, but also on the Ontario Traffic Council and your employer.

While in residence, everyone:

- Shall observe quiet time after 11:00pm daily
- Shall obey directions given by staff members and security officers

Dress Code

The OPC has a dress code, which applies to all OTC course participants. Non-police personnel must wear "Business attire" (no jeans and for men: shirt & tie). Outside of class hours casual dress is allowed but should be clean and presentable.

Alcohol Consumption

Alcohol may only be consumed in the College's licensed lounges:

- Lounge "A": no access for OTC course participants
- Lounge "B" Senior & special courses.

There is to be no alcohol consumed in the residences.

Students found violating this policy will be reported and their employer will be notified.

Any student who reports to class under the influence of alcohol and/or other substances will be dismissed from the OTC program and will be asked to leave the course immediately.

Attendance

Students must attend all classes unless permission to be absent is granted from an authorized member of the OTC Traffic Training Course committee and confirmed with the Class Leader.

Attendance records are submitted to each student's employer explaining the reasons for any classes not attended. It is the responsibility of any student, who will not be attending a class, to notify the Class Leader of the reason for the absence.

Class Leader

The Class Leader is responsible for taking daily attendance and disseminating information to class members. These individuals are an integral link between the student body and instructional staff. This person will be selected from among the course participants on the first day.

Along with the completed OTC Technical Traffic Training Course application, we ask the Applying Student to sign to acknowledge having reviewed the *OTC Conduct Rules at OPC* and that the Applying Student agrees to adhere to them.

Applying Student

Students found violating this policy will be reported and their employer will be notified.

We ask the Manager of the Applying Student to sign to acknowledge having reviewed the *OTC Conduct Rules at OPC* with the Applying Student.

Manager

Organization

Date