



First Aid Certified Training Systems Ltd  
**Course Registration Form**

***Please read and complete this registration form and e-mail or fax to FACTS.***

**1. Please indicate the course you are enrolled in:**

Course Name	Course Date
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*Occupational First Aid Level 2 & 3 requires that candidates spend time working on the ground. Please be advised that to be successful and certified, candidates will be expected to perform skills in the classroom setting working in similar conditions. If you have any pre-existing conditions that could be made worse by kneeling, or rolling on the ground, please ensure that you bring these to the attention of your instructor. FACTS Ltd is committed to the safety of our staff and students.*

**2. Please fill in the following fields:**

Surname		First Name	
Mailing Address		Date of Birth	
City	Postal Code	Phone	
E-Mail		Fax#	
Previous Certificate	Number	Expiry Date	
Occupation		Employer	

**3. Please read the following policies and procedures:**

**Refund Policy:**

*FACTS requires notice of withdrawal from a course, by telephone, email, or in person, at least seven business days before the course begins. Upon providing proper notice, registrants will be assessed an administrative fee for refunds. No refund will be made for cancellations received later than seven business days before the course begins.*

**Terms and Conditions of First Aid Certification:**

*FACTS will require a copy of all previous certificates if registered in a "recert" course or a course requiring prerequisites.*

The first aid attendant must follow the principles of first aid treatment as outlined in the WCB of BC's OFA training (or equivalent) programs.

The first aid certificate holder must not engage in inappropriate conduct, not restricted to, but including:

- Smoking while assessing or treating an injured or ill worker and/or while handling oxygen therapy equipment, or permitting others to do so.
- Allowing an injured or ill worker to be transported by stretcher to a place of medical treatment in a conveyance provided by the employer without being accompanied by a first aid attendant of equal or higher qualifications.
- Conduct that may pose a risk to the health or well-being of other workers or the public.
- Removing themselves from being able to see or hear any summons for first aid at a workplace.
- Abandonment of an injured or ill worker after beginning assessment or treatment.
- Refusal to treat an injured or ill worker at the workplace regardless of the cause of, or the injury or illness.
- Treating or transporting an injured or ill worker while impaired or under the influence of drugs or alcohol.

### **Remediation Policy:**

If the candidate fails to achieve success during either the written or the practical portion of the examination, or your instructor deems it to be in the best interest of the candidate to participate in additional training, in order to achieve success, FACTS will offer the following:

- Two days of additional training plus re-examination for a non-refundable fee of **\$200.00** (payable upon registration).

### **4. Please use the check-box below below to indicate that you agree to all of the above-stated terms and conditions.**

**"I agree"**

**"I do not agree"**

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**Training Facility and Administration**  
# 200-4007-27th Street  
Vernon BC  
P: 1-866-583-2287 F: 250-469-9493

**Mailing address**  
8426 Ladner Rd  
Vernon BC V1B 3M8

**Training Facility**  
#4-470 Banks Road  
Kelowna BC  
P: 250-469-9494 F: 250-469-9493

Email: [factsfirstaid@shawbiz.ca](mailto:factsfirstaid@shawbiz.ca)  
Web: [www.first-aid-training.ca](http://www.first-aid-training.ca)