

LOG SCALING COURSE

Registration Information

ALGONQUIN COLLEGE - PEMBROKE CAMPUS

April 27 – May 15, 2020

Information on the Log Scaling course and College registration forms are attached. Please read all information carefully and complete all the required forms.

Registration for the course begins immediately and all applications are accepted on a first-come first-serve basis. Therefore it is important that the application form and payment are returned to the College as soon as possible. You may wish to use a courier or Priority Post service to speed delivery of your application to the College.

The College application form and tuition fee payment in the amount of \$1,631.46 should be submitted by April 17, 2020.

On April 18 the College will determine whether or not the course will run based on the number of students registered and all students will be contacted by email that day.

After this date applications will continue to be accepted, provided the course has not been cancelled and space permitting. After April 17, call the Registration Office at (613) 735-4700, ext 2735 to find out if any space is available before sending your application.

If tuition is being paid by a company, a company cheque or credit card is acceptable or the College can invoice the company for the tuition provided a letter requesting invoicing of the fees accompanies the application. If for any reason the company needs to replace someone, the College must be notified and a refund less \$25 administrative fee will be charged for the withdrawal and the registration process must be completed for the new person including a new request for invoice letter.

On the first day of class, candidates are to report to Algonquin College, Pembroke Campus, 1 College Way, Pembroke, at 8:00 a.m. Room 122.

Other information that has been included in this package:

- A brief description of the course
- General Information list on College policies
- Forms to be completed

If you have any further questions, please contact:

Alana Chaput
Centre for Personal and Professional Development
Algonquin College
1 College Way
Pembroke, ON K8A 0C8
Telephone: (613) 735-4700 ext. 2700/FAX: (613) 735-8800
Email: chaputa@algonquincollege.com



Log Scaling Certification Course

Algonquin College and the Ministry of Natural Resources and Forestry are offering a 3-week log scaling course to prepare individuals to write the MNRF log scaling examination.

Algonquin College is the exclusive training provider of this course in Ontario.

Employers may be eligible to receive up to 5/6 of an employee's training costs through the Canada Ontario Job Grant Program.

Registration Information

- Course Date: April 27 - May 15, 2020
- Course Time:
- Course Fee: \$1,631.46
- Registration accepted by phone, in person or online.
- Pay by credit card or in-person with credit card, debit, or cash.
- See the website for additional course details and descriptions, algonquincollege.com/pembroke-ce/courses/log-scaling/

Changing Opportunities

algonquincollege.com/pembroke-ce
613-735-4700

Pembroke
Campus
ALGONQUIN
COLLEGE

LOG SCALING - COURSE FORMAT

The Crown Forest Sustainability Act requires that "All Crown Timber shall be measured by a licensed scaler at the place of cutting or a concentration point adjacent to the place of cutting."

This year, Algonquin College will provide this training for all scalers within Ontario. The Ministry of Natural Resources and Forestry will continue in its appointment of an Examination Committee, who will prepare final field and written examinations and examine all candidates enrolled in the Scaling Course. The standard set by the Crown will require a pass mark of at least 75% on a written examination, 90% on species identification and be within +/- 5% of the allowable margin on each of two field examinations.

This 160-hour course will be held at Algonquin College, Pembroke Campus. Candidates will receive equal amounts of classroom and field instruction in the various methods of timber measurement. They will be instructed in species identification, the measuring and determining of gross and net volumes, as well as assessing the quality of logs by grading.

The scaling manual will be available in both the French and English language.

PLEASE NOTE that all candidates will be required to pay an additional fee of \$25, to the Ministry of Natural Resources and Forestry, in order to take part in the written and field tests as set by the Examination Committee. This fee will be collected later in the course by the Examination Committee. Payment may be made in the form of cash, cheque or money order. Cheques and money orders should be made payable to the Minister of Finance.

Candidates are responsible for their own room and board throughout the duration of the course. Refer to the Policies and General Information page for accommodation suggestions. At this time, candidates should assume that transportation, to and from mill yard exercises, is their responsibility.

All scaling candidates will be required to provide their own safety equipment. This will include hardhats, high-visibility vests, safety glasses and steel-toe work boots while in the mill yard.

MATH SKILLS REQUIREMENT - All applicants seeking entrance to the Scaling Course, should have mathematics skills equivalent to a Grade 10 or higher. Success in this program requires this level of mathematical skill. Anyone who has doubt as to their mathematical abilities should contact the College (613)735-4700 ext. 2700 to discuss completing an assessment.

Important note: The transcript from the College will only indicate with a "SC" satisfactorily completed or "NSC" as to whether or not you were successful in the preparatory training part of the course. The Ministry of Natural Resources and Forestry will advise you directly on whether or not you have successfully completed their certification examinations.

CANADA ONTARIO JOB GRANT

Premise:

Allows employers to determine who to train and what training is appropriate for their employees

Employer:

Licensed to operate in Ontario and business must reside in Ontario
Employ the individual selected for training and maintain appropriate workplace safety insurance
Comply with all federal and provincial appropriate legislation
Have third party liability insurance
Must not: Be a Broader Public Service organization; be in receipt of funds for the same skills training; or, use training participants to displace existing staff or replace staff who are on lay off

Eligible Candidates:

Employed individuals must be identified by the employer
Unemployed individuals may be considered if there is a permanent conditional offer of employment
Must not be participating in full-time training, education or other government training that supports the same tuition, books, etc.
Resident of Ontario

Financial Contribution: Employers with fewer than 100 employees, the grant covers 5/6 of direct training costs up to a maximum of \$10,000 per employee
Employers with more than 100 employees, the grant covers 1/2 of the direct training costs up to a maximum of \$10,000 per employee

Application process:

<http://www.tcu.gov.on.ca/eng/eopg/cojg/index.html>
Employers visit the website and can complete the application online
Once the application is completed follows steps on site
Employers with applications to train over 25 employees will select the regional ministry office to submit the application; Employers with applications to train 25 or under employees will select a service provider near them

Eligible Trainers:

Colleges of Applied Arts and Technology
Publicly Assisted universities
School Boards
Private trainers operating in compliance with the Private Career Colleges Act
Union Based training centres

Training must be directly related to the work of the employee and completed within 12 months.
Applications for training are not guaranteed and the training cannot take place until approval is received. Employers fill out one application for each type of training they wish to complete.

To learn more, visit Community Employment Services at:
141 Lake St., Pembroke, ON K8A 5L8
Call us at: 613-735-4308 | Email us at: ces@algonquincollege.com



SCALING COURSE - SPRING 2020 TERM

POLICIES & GENERAL INFORMATION

REGISTRAR/ADMISSIONS: Room 131 - (613) 735-4700, Ext. 2735, FAX (613) 735-8800
Office Hours: 8:00 - 4:00 pm Monday to Friday

COLLEGE ADDRESS: Algonquin College, Registrar's Office, 1 College Way,
Pembroke, Ontario K8A 0C8

PAYMENT OF FEES Please make money orders/cheques payable to Algonquin College
Submit fees and all required forms to the College by April 17, 2020.
Registration is on a first-come first-serve basis.

Timetable and Receipt

You will be issued a timetable and a receipt upon the processing of your course fees.

Service Fee

Your course fee will include a service fee of \$1.25 per course hour.

Student Centre Building Fee

A Student Centre Building Fee of \$0.05 per course hour is included in the course fee. Inquiries regarding this fee are to be directed to the Students' Association, (613) 735-4700 Ext.2758.

Parking

Evening and weekend parking is free. Permits are required for parking on College premises during the daytime. Daily and monthly rates are available. Parking costs are \$83.00 per month or \$8.00 per day. See the clerk in Room 131 at the Pembroke Campus to purchase a parking pass. Vehicles without permits will be ticketed.

Responsibility of Student

It is the responsibility of the student to ensure correct selection of, and enrolment in, courses and that prerequisites are met. Accuracy of transcripts is also the responsibility of the student. If there is any question regarding the accuracy of transcripts, the student must contact the Registrar's Office immediately. It is also important to advise the Registrar's Office in writing of any change in name or address. Include your student number.

Transcripts

Transcripts, where applicable, are issued to students via their online ACSIS account.

Income Tax Receipts

Where applicable, receipts will be available on line in February for courses taken in the previous calendar year. (See student ACSIS account, <https://acsis.algonquincollege.com/students>).

Resource Centre/Library (Room 145)

Hours of operation are posted at the Library entrance.

Cafeteria Services/Smoking Policy

There will be food services including vending machines and a basic selection of freshly prepared foods available in the cafeteria. Smoking is not permitted on campus property.

Accommodation

Algonquin College maintains an accommodation list of private homes and apartments available in close proximity to the campus. Students are responsible for making their own housing arrangements. The cost of room and board in this area averages approximately \$100 per week depending upon the type of accommodation desired. You can view the Housing List on the Internet at <http://www.algonquincollege.com/pembroke-housing/> or contact the Housing Officer, at 613-735-4700 ext. 2700 to request a printout mailed to you. If you would prefer to book a hotel, there are a variety of hotels/motels in Pembroke listed at <http://www.pembroke.ca/tourism/accommodations/motels-hotels-inn/>.

REFUND POLICY

NOTE: CONTACT THE REGISTRATION OFFICE BY APRIL 17, 2020 AT THE LATEST IF YOU MUST WITHDRAW.

REFUND WILL BE ISSUED BY COLLEGE CHEQUE.

	Scaling Course
Full Refund	If course is cancelled by College
Partial Refund	Refund less a \$25.00 administrative fee if request is received BY APRIL 17
No refund	After APRIL 17

NOTE TO LATE REGISTRANTS: We regret that exceptions to the Refund Policy cannot be made for students who register late in a course.

CHEQUES RETURNED BY BANK: There will be a \$25.00 charge for all cheques returned by the bank.

LAST DAY TO WITHDRAW FROM A COURSE WITHOUT ACADEMIC PENALTY: Students withdrawing from a course, AFTER THE REFUND DATE, must do so IN WRITING at the Registrar's Office before the withdrawal date on your timetable. Failure to do so will result in a "F" (failure) on your student record.

To formalize compliance with the Freedom of Information and Protection of Personal Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Colleges and Universities Act, R.S.O. 1980. Chapter 272, S.5: R.R.O. 1980. Regulation 640. The information is used for educational, administrative and statistical purposes of the college and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students' Association of Algonquin College for the purposes of the activities of the Association. The College publishes the names of students who graduate and/or achieve academic excellence. For further information, please contact the Registrar's office as below:

Mailing Address: Registrar's Office, Algonquin College, 1 College Way, Pembroke, Ontario, K8A 0C8
Telephone/Fax: (613) 735-4700 Ext. 2735 FAX - (613) 735-8800

COURSE REGISTRATION WORKSHEET

HAVE YOU ATTENDED ALGONQUIN COLLEGE BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No						STUDENT NUMBER							
Previous last name if changed since you last attended Algonquin College: _____													
HAVE YOU MOVED (since you last attended Algonquin College)? <input type="checkbox"/> Yes <input type="checkbox"/> No													
If "Yes" – Previous Address: _____													
LAST NAME				FIRST NAME				INT.	MR. <input type="checkbox"/> MS. <input type="checkbox"/>	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		DATE OF BIRTH (D/M/Y)	
APT.	HOME ADDRESS (street # and name)					CITY			PROVINCE		POSTAL CODE		
HOME PHONE NO. ()				WORK NO. ()				E-MAIL ADDRESS					
ARE YOU A CANADIAN CITIZEN OR PERMANENT RESIDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No													
IF NO, VISA TYPE? _____													
COURSE NO.		SECTION #		COURSE TITLE				CAMPUS	DAY OF COURSE		TIME	FEES	
F O R 7 5 0 0		7 1 1		LOG SCALING				Pembroke	April 27, 2020		1	6 3 1 . 4 6	
Please ensure you have the prerequisites, if any, for the course(s) in question										TOTAL FEES		16 3 1 . 4 6	
PAYMENT													
Please submit this form with payment to: Algonquin College Registrar's Office Room 131 1 College Way Pembroke, ON K8A 0C8													

REGISTRAR'S OFFICE
AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

Algonquin College abides by the Confidentiality of Student Records policy, which protects the privacy of personal information held on student records. This policy is supported by the Freedom of Information and Protection of Privacy Act, which came into effect January 1, 1989.

In compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College cannot release student information without the written authorization of the student. Completion of this form authorizes the release of information as specified by you.

PLEASE PRINT CLEARLY

I, _____,
Name of Student

give my consent to Algonquin College to release the following information (e.g. application information, confirmation of registration, program of study courses, academic records, etc.) as requested, to:

Enter the Name(s) that this information will be released to

Parents/Legal Guardians ☐ Mother ☐ Father ☐ Spouse

☐ Other

Please Specify

Organization/Agency, etc.

Please Specify

I am aware that this authorization is valid for a period of time commencing today and terminating one year after my graduation or after discontinuance of studies at the College. I will inform the Registrar's Office in writing should I decide to withdraw my consent at an earlier date.

Signature _____ Date _____

Student Number 040 _____ Program Name _____

EMAIL SUBMISSION PREFERRED – CITE 'RELEASE OF INFORMATION' IN SUBJECT LINE.
PLEASE RETURN TO:

admissions@algonquincollege.com
Algonquin College – Ottawa Campus
C150 – 1385 Woodroffe Avenue
Ottawa, On K2G 1V8
or Fax: (613) 727-7632

quennee@algonquincollege.com
Algonquin College – Pembroke Campus
1 College Way
Pembroke, ON K8A 0C8
or Fax: (613) 735-8800

perth@algonquincollege.com
Algonquin College – Perth Campus
7 Craig Street
Perth, ON K7H 1X7
or Fax: (613) 267-3950

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students' Association of Algonquin College for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, OC Transpo passes, Alumni Association or for the Key Performance Indicators Survey. The College publishes the names of students who graduate and/or achieve academic excellence. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada's website: <http://www.statcan.ca> or by writing to the Post-secondary Section of Statistics Canada, Centre for Education Statistics, 17th Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6.

SAMPLE OF REQUEST FOR INVOICE LETTER

Please photocopy or retype on company letterhead

Date: _____

Algonquin College
1 College Way
Pembroke, ON K8A 0C8

Attention: Admissions/Registrar

RE: COMPANY SPONSORSHIP - BILLING REQUESTED

Please register the following employees in the course as detailed below and bill the above mentioned company for the course fees:

Employee: _____

Home Address: _____

Algonquin College student number if previous student: _____

Date of Birth: _____

Telephone - Home: _____ Work: _____

Course Number: _____ Course Section: _____

Course Name: _____

(if more than one employee is being sponsored, please forward information on an additional sheet)

Total amount of fees to be billed \$_____.

Yours truly,

Authorized Company Representative

(if billing is to be sent to other than the signing authority, please specify)