



ONTARIO RECREATION
FACILITIES ASSOCIATION INC.

O.R.F.A. DESIGNATION PROGRAM

2004



O.R.F.A. DESIGNATION PROGRAM... TOWARDS PROFESSIONAL RECOGNITION

Background

For over fifty years, the Ontario Recreation Facilities Association Inc. (O.R.F.A.) has been committed to providing its membership with current, relevant and practical professional development opportunities. The variety of course topics, comprehensiveness of curricula, and intensity of programs have grown steadily in response to membership and professional needs. Ever mindful of the increasingly complex scope and function of the recreation facility practitioner, the O.R.F.A. has created a unique opportunity for its members through the **O.R.F.A. Designation Program**.

The **O.R.F.A. Designation Program** formally acknowledges recreation facilities industry personnel who have met specific education and training requirements, have related work experience and who are committed to supporting and contributing to the integrity of the recreation facility profession. The program encourages these professional people to develop and enhance competencies in areas that will benefit themselves, their employers, their profession and the patrons who use its products and services. The program integrates legislation, the latest technology, and application-focused management literature. The O.R.F.A. and the University of Guelph, together with contributions from senior facilitators of Ontario's sport and recreation/leisure profession, have developed a program that will heighten and strengthen the future role of recreation facility professionals.

Benefits from participating in the **O.R.F.A. Designation Program** include opportunities to:

- enroll in a process which provides for profession and province-wide recognition;
- learn from leading specialists in recreation facility areas related to administration/management; ice and aquatic facilities; and buildings and grounds;
- enhance skills and knowledge in topics relevant to your current and future career aspirations;
- meet and interact with colleagues to share experiences and learn from others in the industry; and
- apply successful O.R.F.A. training and designations towards a college diploma.

This guide provides key information designed to assist you in beginning your personal Designation Program. Please read it thoroughly and complete the accompanying application form carefully. If you have any questions, feel free to contact the O.R.F.A. office for assistance. We are committed to helping you realize your potential through this timely and important initiative.

DESIGNATION PROGRAM PRACTITIONER CATEGORIES

The O.R.F.A. Designation Program includes six practitioner categories:

1. Registered Student Practitioner
2. Registered General Practitioner
3. Registered Recreation Facilities Operator - R.R.F.O. Designated Practitioner
4. Registered Recreation Facilities Supervisor - R.R.F.S. Designated Practitioner
5. Registered Recreation Facilities Manager - R.R.F.M. Designated Practitioner
6. Registered Recreation Facilities Administrator - R.R.FA. Designated Practitioner

Registered Student Practitioner

The Registered Student Practitioner category is designed for individuals who are currently enrolled in a community college or university recreation program and who would like to start their professional development link with the O.R.F.A. while they are still in an academic setting.

Registered General Practitioner

The Registered General Practitioner category is designed for individuals who meet the minimum qualifications and who would like to be recognized by the O.R.F.A., the profession and peers by becoming a registered member at the General category.

Registered Recreation Facilities Designations

The four designation categories outline qualification requirements for each of the practitioner levels:

Operator, Supervisor, Manager, and Administrator. All practitioners, regardless of their current position or responsibilities, are eligible to work towards any of the four categories. For example, a pool attendant who is not interested in pursuing the Operator designation but prefers to work toward completing the Supervisor designation may do so, provided he/she meets the academic qualifications and work experience requirements.

While it is assumed that most individuals will work towards only one designation, those interested in pursuing more than one are encouraged to do so, provided that they meet the academic and work experience requirements. For example, the pool attendant, after completing the Supervisor designation, could work towards completing the requirements for the Manager and/or the Administrator designation. Where appropriate, courses completed for one designation category may be transferred to another.

Registered Student Practitioner

To qualify for the Registered Student Practitioner category you must:

- be an O.R.F.A. member;
- be currently enrolled on a full-time basis in a community college or university recreation program;
- have current WH.M.I.S. training; and
- have current First Aid training.

Once you have met the above requirements, complete the application form and remit it along with the appropriate fee to the O.R.F.A. Upon approval from the Chair of Designations, a professional development file will be opened for you at the O.R.F.A. office and you will receive the following:

- O.R.F.A. Registered Student Practitioner certificate and card
- Recognized as an "Individual Member" of the Association and provided with all benefits of such membership
- O.R.F.A. Professional Development folder
- O.R.F.A. Registered Practitioner lapel pin
- O.R.F.A. Registered Practitioner t-shirt
- One year personal subscription to O.R.F.A. Facility Forum magazine
- Discounted course fees for the O.R.F.A. Annual Professional Development Program

Registered General Practitioner

To qualify for the Registered General Practitioner category you must:

- be an O.R.F.A. member;
- have one year recreation industry work experience;
- have Grade 12 education;
- have current W.H.M.I.S. training; and
- have current First Aid training.

Once you have met the above requirements, complete the application form and remit it along with the appropriate fee to the O.R.F.A. Upon approval from the Designation Program Committee, a professional development file will be opened for you at the O.R.F.A. office and you will receive the following:

- O.R.F.A. Registered General Practitioner certificate and card
- Recognized as an "Individual Member" of the Association and provided with all benefits of such membership
- O.R.F.A. Professional Development folder
- O.R.F.A. Registered Practitioner lapel pin
- O.R.F.A. Registered Practitioner t-shirt
- One year personal subscription to O.R.F.A. Facility Forum magazine
- Discounted course fees for the O.R.F.A. Annual Professional Development Program

Registered Recreation Facilities Operator - R.R.F.O. Designated Practitioner

To qualify for the R.R.F.O. designation you must:

- be an O.R.F.A. member;
 - have Grade 12 education;
 - have current W.H.M.I.S. training;
 - have current First Aid training;
 - have two years full-time recreation industry work experience; and
 - have completed the following O.R.F.A. / U of G and / or equivalent courses:
 - Legal Awareness
 - Basic Building Maintenance and Operations - Level 1
 - Hold a Certified Ice/Parks or Aquatic Technician designation
- OR One of the following:
- Basic Refrigeration
 - Introduction to Aquatic Facility Operations
 - Parks Maintenance and Operations
 - **Plus** two technical elective courses (ice, aquatics, buildings/grounds).

Once you have met the above requirements, complete the application form and remit it along with the appropriate fee to the O.R.F.A. Upon review and approval from the Designation Program Committee, you will be awarded the designation, "R.R.F.O." You will also receive a framed Certificate of Designation, a R.R.F.O. lapel pin, a R.R.F.O. portfolio, and a R.R.F.O. practitioner card. Further, a letter will be sent to your employer announcing your accomplishment and your name will be added to the R.R.F.O. Honour Roll and published in an issue of Facility Forum magazine. In addition, you will be recognized as an "Individual Member" of the Association and provided with all benefits of such membership.

Registered Recreation Facilities Supervisor - R.R.F.S. Designated Practitioner

To qualify for the R.R.F.S. designation you must:

- be an O.R.F.A. member;
 - have Grade 12 education;
 - have current W.H.M.I.S. training;
 - have current First Aid training;
 - have four years full-time recreation industry work experience; and
 - have completed the following O.R.F.A. / U of G and / or equivalent courses:
 - Legal Awareness
 - Advanced Building Maintenance and Operations - Level 2
 - Hold a Certified Ice/Parks or Aquatic Technician designation
- OR One of the following:
- Ice Making & Painting Technology
 - Aquatic Facility Operations - Level 1
 - Parks Equipment and Safety Operation

 - **Plus** four elective courses.

Once you have met the above requirements, complete the application form and remit it along with the appropriate fee to the O.R.F.A. Upon review and approval from the Designation Program Committee, you will be awarded the designation, "R.R.F.S." You will also receive a framed Certificate of Designation, a R.R.F.S. lapel pin, a R.R.F.S. portfolio, and a R.R.F.S. practitioner card. Further, a letter will be sent to your employer announcing your accomplishment and your name will be added to the R.R.F.S. Honour Roll and published in an issue of Facility Forum magazine. In addition, you will be recognized as an "Individual Member" of the Association and provided with all benefits of such membership.

Registered Recreation Facilities Manager - R.R.F.M. Designated Practitioner

To qualify for the R.R.F.M. designation you must:

- be an O.R.F.A. member;
- have Grade 12 education;
- have current W.H.M.I.S. training;
- have current First Aid training;
- have seven years full-time recreation industry work experience;
- have completed the following O.R.F.A. / U of G and / or equivalent courses:
 - Legal Awareness
 - Managing People at Work
 - Ten elective courses; and
- have completed the assigned project (refer to appendix 1)

Once you have met the above requirements, complete the application form and remit it along with the appropriate fee to the O.R.F.A. Upon review and approval from the Designation Program Committee, you will be awarded the designation, "R.R.F.M." You will also receive a framed Certificate of Designation, a R.R.F.M. lapel pin, a R.R.F.M. portfolio, and a R.R.F.M. practitioner card. Further, a letter will be sent to your employer announcing your accomplishment and your name will be added to the R.R.F.M. Honour Roll and published in an issue of Facility Forum magazine. In addition, you will be recognized as an "Individual Member" of the Association and provided with all benefits of such membership.

Registered Recreation Facilities Administrator - R.R.F.A. Designated Practitioner

To qualify for the R.R.F.A. designation you must:

- be an O.R.F.A. member;
- have Grade 12 education;
- have current W.H.M.I.S. training;
- have current First Aid training;
- have completed the following O.R.F.A. / U of G and/or equivalent courses:
 - Legal Awareness
 - Managing People at Work
 - Strategic Business Administration;

AND ONE OF THE FOLLOWING:

- hold a diploma/degree in recreation from a recognized community college or university + have completed five electives + have ten years recreation industry work experience + have completed the assigned project

OR

- hold a diploma/degree in another discipline + have completed ten electives + have ten years recreation industry work experience + have completed the assigned project

OR

- have completed fifteen electives + have fifteen years recreation industry work experience + have completed the assigned project.

Once you have met the above requirements, complete the application form and remit it along with the appropriate fee to the O.R.F.A. Upon review and approval from the Designation Program Committee, you will be awarded the designation, "R.R.F.A." You will also receive a framed Certificate of Designation, a R.R.F.A. lapel pin, a R.R.F.A. portfolio, and a R.R.F.A. practitioner card. Further, a letter will be sent to your employer announcing your accomplishment and your name will be added to the R.R.F.A. Honour Roll and published in an issue of Facility Forum magazine. In addition, you will be recognized as an "Individual Member" of the Association and provided with all benefits of such membership.

Summary of Designation Categories

STUDENT

To qualify for the Registered Student Practitioner category you must:

- be an O.R.F.A. member;
- be currently enrolled on a full-time basis in a community college or university recreation program;
- have current W.H.M.I.S. training;
- have current First Aid training;

GENERAL

To qualify for the Registered General Practitioner category you must:

- be an O.R.F.A. member;
- have one year recreation industry work experience;
- have Grade 12 education;
- have current W.H.M.I.S. training;
- have current First Aid training;

R.R.F.O.

To qualify for the R.R.F.O. designation you must:

- be an O.R.F.A. member;
 - have Grade 12 education;
 - have current W.H.M.I.S. training;
 - have current First Aid training;
 - have two years full-time recreation industry work experience;
 - have completed the following O.R.F.A. / U of G and / or equivalent courses:
 - Legal Awareness
 - Basic Building Maintenance and Operations
 - Hold a Certified Ice/Parks or Aquatic Technician designation
- OR** One of the following:
- Basic Refrigeration
 - Introduction to Aquatic Facility Operations
 - Parks Maintenance and Operation
 - **Plus** two technical elective courses.

R.R.F.S.

To qualify for the R.R.F.S. designation you must:

- be an O.R.F.A. member;
- have Grade 12 education;
- have current W.H.M.I.S. training;
- have current First Aid training;
- have four years full-time recreation industry work experience; and
- have completed the following O.R.F.A. / U of G and / or equivalent courses:
 - Legal Awareness
 - Advanced Building Maintenance and Operations – Level 2
 - Hold a Certified Ice/Parks or Aquatic Technician designation

OR One of the following:

- Ice Making & Painting Technologies
- Aquatic Facility Operations - Level 1
- Parks Equipment and Safety Operations
- **Plus** four elective courses.

R.R.F.M.

To qualify for the R.R.F.M. designation you must:

- be an O.R.F.A. member;
- have Grade 12 education;
- have current W.H.M.I.S. training;
- have current First Aid training;
- have seven years full-time recreation industry work experience;
- have completed the following O.R.F.A. / U of G and / or equivalent courses:
 - Legal Awareness
 - Managing People at Work
 - Ten elective courses
- have completed the assigned project.

R.R.F.A.

To qualify for the R.R.F.A. designation you must:

- be an O.R.F.A. member;
 - have Grade 12 education;
 - have current W.H.M.I.S. training;
 - have current First Aid training;
 - have completed the following O.R.F.A. / U of G and/or equivalent courses:
 - Legal Awareness
 - Managing People at Work
 - Strategic Business Administration
 - And one of the following:
 - hold a diploma/degree in recreation from a recognized community college or university + have completed 5 elective courses + have 10 years recreation industry work experience + have completed the assigned project
- OR**
- hold a diploma/degree in another discipline + have completed 10 elective courses + have 10 years recreation industry work experience + have completed the assigned project
- OR**
- have completed 15 electives + have 15 years recreation industry work experience + have completed the assigned project.

ELECTIVES

The following list of elective courses form an inventory of courses developed and/or sponsored by the O.R.F.A. and the University of Guelph. This inventory will continue to grow as new trends in the field of recreation facility management provide opportunities for the design, development and delivery of industry-specific training initiatives. Please refer to page 8 for additional information regarding course equivalencies.

Administration/Management Courses

- Accounting and Finance
- Customer Service and Community Relations
- Effective Writing
- Health and Safety in the Recreation Setting
- Labour & Employment Law
- Legal Awareness
- Managing People at Work
- Public Speaking and Presentation Skills
- Purchasing - Building Blocks of Successful Facilities Management
- Recreation Facility Project Management
- Risk Management
- Strategic Marketing Management
- Total Quality Management
- Train the Trainer

Ice Facility Courses

- Advanced Refrigeration
- Basic Refrigeration
- B-Class Stationary Engineer Refrigeration
- Curling Ice Technician – Level 3
- Ice Making & Painting Technologies
- Ice Maintenance & Equipment Operations

Aquatic Facility Courses

- Aquatic Facility Operations - Level 1
- Advanced Aquatic Facility Operations - Level 2
- Introduction to Aquatic Facility Operations
- Marinas Operations and Management

Buildings and Grounds Courses

- Advanced Building Maintenance and Operations
- Basic Building Maintenance and Operations
- Energy Management for Recreation Facilities
- Parks Equipment Safety Operation
- Parks Maintenance and Operation Level 1
- Parks Maintenance and Operation Level 2
- Revenue Generation in a Recreation Setting
- Sports Turf Management & Maintenance

THE APPLICATION PROCESS

1. Please read the application form carefully and complete all sections. If you do not have an application form or need assistance, please contact the O.R.F.A. office at (416) 426-7062, or 1-800-661-6732, or by fax (416) 426-7385 or info@orfa.com.
2. Send the completed application form with as much support documentation (no originals please) along with the appropriate fee to:

O.R.F.A. Designation Program, Ontario Recreation Facilities Association Inc. 1185 Eglinton Avenue East, Suite 402, North York, Ontario M3C 3C6

3. All applications received by the O.R.F.A. will be reviewed at the next scheduled Designation Program Committee meeting.
4. Once your application has been reviewed, you will receive notification of the Committee's decision. Both approved and non-approved applicants will be contacted.

Any applicant who wishes to appeal the decision of the Chair of Designations may do so by writing to the Executive Director of the O.R.F.A. The appeal will be reviewed and the decision communicated to the individual within sixty days. The decision made based upon the appeal will be considered final.

GENERAL INFORMATION

Course Equivalencies

If you have completed courses through other colleges, universities or professional organizations similar to those offered in the O.R.F.A. Designation Program you are encouraged to include these courses on your application form for consideration of equivalency. Please attach course outlines and original grade transcripts to your application. Submitted course equivalencies must be competency based and hold 75% of the same core content of an O.R.F.A. training course.

If you would like to register for a course at a college or university or through a professional organization and would like to know if the course would be accepted for credit towards your application, please contact the O.R.F.A. Executive Director for more information.

Course Examinations and Minimum Grade Level

The minimum acceptable passing grade per course will be 60%. Individuals who are not successful in meeting this minimum grade level are required to repeat the course. The regular course fee will apply. No challenge exams are permitted.

R.R.F.M. and R.R.FA. Project

The R.R.F.M. and R.R.FA. Designation categories include the completion of a final project. The scope and nature of the project must be agreed upon by the participant, with final approval from the O.R.F.A. For further information on the final project, please refer to page 11.

Annual Renewal Fee

Annual membership in the O.R.F.A. Designation Program applies from January 1st to December 31st of each year. Renewal notices will be mailed to current members on November 1st of each year. Those who fail to remit their fees by February 1st of the following year will have their professional development file closed and lose their rights and privileges.

Note - By not meeting the deadline, the Association's Executive will have little recourse but to remove your name and revoke your designation. Revoking your designation means that should you in the future decide to re-register, you will be required to re-apply as a new applicant and meet any new standards of the day.

Need More Information?

Contact: Executive Director, Ontario Recreation Facilities Association Inc., 1185 Eglinton Avenue. East, Suite 402, North York, Ontario M3C 3C6 tel: (416) 426-7062, 1-800-661-6732, fax: (416) 426-7385 or info@orfa.com.

CODE OF ETHICS

Members of the Ontario Recreation Facilities Association Inc.'s Designation Program strive for professional growth as recreation facility professionals and undertake to honour the code of ethics to the best of their ability. Registered Recreation Facilities Practitioners shall:

- hold learning and continuing professional development as fundamental to support and promote the Association's Designation Program
- demonstrate respect for client dignity and rights and foster practices of inclusion in all aspects of professional activity
- not knowingly contravene or cause to be contravened, any legislation, act, regulation or by-law which relates to their position or the registration program
- be aware of the responsibility to client, employer and community, and to minimize the risk of injury or liability
- strive to maintain the community and employer trust and refrain from any inappropriate practice which may lead to or appear to lead to personal gain
- hold personal knowledge and information gathered in normal business activity as confidential and immediately acknowledge any and all appearance of conflict of interest
- practice and encourage a code of moral behaviour anticipated by our clients, employers and Association.

Frequently Asked Questions About The O.R.F.A. Designation Program

Q. Why consider the O.R.F.A designation process?

A. A designation indicates professional development accomplishments. The original intent of the program was to provide both the employer and practitioner with a path of possible professional development that is relevant to the specific sector they are currently functioning in. The ultimate goal was to have employers post job opportunities asking for a specific O.R.F.A. designation. This is becoming reality.

Q. Do I need to take all O.R.F.A. courses to get my designation?

A. No! The O.R.F.A. accepts many equivalencies from many other disciplines, organizations and educational institutions. Primarily, submissions must prove the value of the equivalent course content by way of a course outline or transcript. Courses less than 28-hours in length do not qualify as an equivalent under any circumstance. As there are so many possible equivalencies available we are unable to list them. Each is reviewed on a case-by-case basis.

Q. Why is there a time requirement for some designations?

A. The O.R.F.A. is a strong advocate that the best teacher is in fact field experience. Having a paper certificate indicates the ability to learn. Having years of experiences helps prove the ability to actually do!

Q. What items must be submitted to be considered for any designation?

- Be a current O.R.F.A. member
- Hold a current First Aid Certificate
- Be current in WHMIS training

Q. Do I need to have a post secondary education to apply for a designation?

A. No! The O.R.F.A. created the designation process to allow those who are currently working in the industry to strive toward a recognized professional designation thus enabling them to take the time they may have spent at O.R.F.A. training sessions and their years of experience and apply for a higher posting within their current operations or at another facility. Post secondary education does help the applicant to quickly move through the designation process.

Q. The application refers to the submission of a "project" what is this about?

A. The two highest designation levels Registered Recreation Facilities Manager (RRFM) and Registered Recreation Facilities Administrator (RRFA) require the applicant to submit a project to be awarded their designation. These projects are chosen by the applicant, and may include a project they have worked on as part of their job duties or alternatively they may choose to complete an outstanding project at work or assist the Association with a current project they are working on. Many opportunities exist here and some exciting projects have been submitted to help strengthen the industry.

Q. Do I need to send any money with my application?

A. No! The O.R.F.A. will review your application for no fee, replying back to you on your success or shortcomings indicating what needs to be completed to gain a designation.

Q. Is there an annual fee to hold my designation?

A. Yes! Currently, a \$75.00+GST fee is charged annually to keep your file current and up to date, thus allowing the O.R.F.A. to confirm that you remain active in the industry. Your fee ensures that you are recognized as an individual member, thus allowing you all the privileges of such membership.

Q. How do I apply?

A. Contact the O.R.F.A. offices at 1-800-661-6732 and request a designation application.

Q. What if I have any questions about the application?

A. Contact the O.R.F.A. Technical Director at the same number.

APPENDIX 1 - O.R.F.A. DESIGNATION PROGRAM PROJECT

Please be advised that one of the mandatory criteria for successful completion of the O.R.F.A.'s Registered Recreation Facilities Manager and Administrator designation requires the completion of an approved project. The scope and nature of the project must be agreed upon by the participant and his/her employer, with final approval from the O.R.F.A. Should the participant wish for preliminary sanctioning by O.R.F.A., the following information must be completed in full and returned to the following address: O.R.F.A. Inc. c/o Chair of Designation Program, 1185 Eglinton Avenue. East, North York, Ontario, M3C 3C6 or fax (416) 426-7385 or info@orfa.com.

1. Name of Applicant: _____

2. Tel #: () _____ Fax #: () _____

3. Name of Project: _____

4. Brief description of Project:

5. Anticipated time required to complete Project? _____

6. What is the Benefit of this Project to Practitioners Employer or Place of Work?

7. What is the Benefit of this Project to other Recreation Facility Practitioners?

Please Note:

- All project submissions remain the property of O.R.F.A. and will be housed in the Facilities Library for general information of other recreation facility practitioners.
- All projects must be recreation facility in nature ie. Preventative Maintenance Program, Alcohol Policy, Risk Management Policy, etc.
- Group Projects will be accepted as long as individuals are able to substantiate direct involvement



ONTARIO RECREATION
FACILITIES ASSOCIATION INC.

DESIGNATION PROGRAM APPLICATION PROCESS

1. There is no cost to have your application reviewed. We are pleased to assess your current status and provide a suggested course of personal professional development for you to consider.
2. To help speed the review process, please read the application carefully and complete each section with as much detail as possible. Providing clear photocopies (no original's please) with your application will further speed the review process.
3. When submitting courses for equivalency please note the following: equivalency courses must be 28-hours in length to be considered (1-day workshops are not acceptable). Equivalencies must be from an accredited training institute and a copy of the certificate/diploma along with a brief course content outline may be required as proof of equivalency. Your signed application further allows the O.R.F.A. to confirm your participation in any educational equivalency course you submit for consideration. The O.R.F.A. will further be permitted to seek confirmation of work history submissions should they feel such a confirmation is warranted.
4. Please allow 6-8 weeks for a review to take place. All applications will be responded to by the O.R.F.A. Executive Director. Appeals to any review may be forwarded in writing to the O.R.F.A. Executive Director. A response to the appeal will be provided within 60-days.

Please print clearly and use one application per designation category.

Mr. Mrs. Ms. _____
SURNAME GIVEN NAMES

Address at which you wish to receive information: Home Business:

ADDRESS TOWN/CITY PROVINCE/STATE POSTAL CODE/ZIP

TELEPHONE HOME BUSINESS FAX

EMPLOYER

EMPLOYER ADDRESS TOWN/CITY PROVINCE/STATE POSTAL CODE/ZIP

NAME OF SENIOR EMPLOYER REPRESENTATIVE POSITION/TITLE (EG. CAO, CITY CLERK, CITY MANAGER, TREASURER. ETC.)

OR

STUDENT IDENTIFICATION NUMBER

COLLEGE/UNIVERSITY

I RECEIVED MY MOST RECENT W.H.M.I.S. TRAINING AT: DATE(S) OF TRAINING

I RECEIVED MY MOST RECENT FIRST AID TRAINING AT: DATE(S) OF TRAINING

- I would like to register for the following category (check one):
- Registered Student Practitioner \$50.00
 - Registered General Practitioner \$100.00
 - R.R.F.O Practitioner \$150.00
 - R.R.F.S. Practitioner \$150.00
 - R.R.F.M. Practitioner \$150.00
 - R.R.F.A. Practitioner \$150.00

**Note: The category fees are a one-time charge.
The annual renewal fee will be \$75.00.**

7% GST (#R126146380) _____

Total Fee _____

EDUCATION

Please note that all applicants must hold a grade 12 or equivalent diploma.

SECONDARY SCHOOL

TOWN/CITY

GRADUATION YEAR (GRADE 12)

COLLEGE/UNIVERSITY

DIPLOMA/DEGREE EARNED

TOWN/CITY

GRADUATION YEAR

EMPLOYMENT HISTORY

Please list your full time work history beginning with your current position.

EMPLOYER

POSITION

FROM (MTH/YR) - TO (MTH/YR)

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

O.R.F.A PROFESSIONAL DEVELOPMENT COURSES

Please list completed O.R.F.A./University of Guelph sponsored courses.

COURSE NAME

MONTH/YEAR TAKEN

LOCATION/INSTITUTE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

COURSE NAME

MONTH/YEAR TAKEN

LOCATION/INSTITUTE

- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

NON-O.R.F.A. SPONSORED COURSES FOR EQUIVALENCY CONSIDERATION

Please list those non-O.R.F.A./University of Guelph sponsored courses which you completed at a college, university or through other professional organizations which you would like considered in this application. Please attach course outlines and original grade transcripts to this form.

COURSE NAME

MONTH/YEAR TAKEN

LOCATION/INSTITUTE

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

