



## Certification of Qualifications for Instructors

Westwind Alternate School requests the following information regarding your qualifications for our records. This information is required for the current school year so that we can process Purchase Orders / Reimbursements for lessons, memberships and etc., for registered students.

**Instructor Name** (please print): \_\_\_\_\_

**Registered Company Name** (if applicable): \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal code:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Make cheque payable to:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Detailed Description of Course:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Course / Registration Fees:** \_\_\_\_\_

**Evidence provided upon completion:** \_\_\_\_\_

Describe your previous instruction experience related to this specific course or area of expertise. Include the number of years that you have been instructing this course / program, etc., and the approximate number of students instructed. Please also attach copies of any related certification documentation and/or a resume of qualifications.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Certification of Qualifications for Instructors (con't)

WAS Students seeking instruction: (Please attach a list if additional space is needed)

Student Name	Student Level (if applicable)	WAS Teacher name & initial

**NOTE\*** It may be the case that in certain circumstances we would require a **Canadian Criminal Record Check** and/or a **Vulnerable Sector Check**.

- I have a current Criminal Record Check / Vulnerable Sector Check (please attach)
- I am willing to get a Criminal Record Check / Vulnerable Sector Check if required (initial \_\_\_\_\_ )

I certify that the above information is correct.

\_\_\_\_\_  
Instructor name & signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike DeVuyst, Principal - WAS

\_\_\_\_\_  
Date



Please note, according to Westwind Alternate School policy g210 – Parent Classes Policy, Westwind Alternate School lessons funded by our Personalized Education Program (PEP) must adhere to the following conditions.

- PEP funding is unable to pay for lessons which are drop-in based or have drop-in based students. Lessons must be part of an event series with clear learning outcomes. Drop-in students, and drop-in based lessons do not meet the academic rigor required by the Province for fully funded educational programs like PEP. Home Based Education does not have these funding conditions.
- WAS must ensure PEP student funding does not directly or indirectly pay for instruction for non-PEP students. For instance, a group lesson may involve PEP students, Home Education students, and general community members. WAS can't pay a single instructor fee for this lesson. This is because PEP funding can't be mixed for non-PEP students. Instead, a per student event series fee should be charged. When in doubt, please contact our school secretary for student program status. Group lessons that only contain PEP students can either have a single lesson fee, or a per student fee.