



Custom Course(s) Request Form

If you wish to arrange for a FOAJ custom course:

- Complete this Custom Course Request Form and send it by fax to 780-466-8015 or email to info@foaj.ca.
- FOAJ will contact you to discuss the custom course request and finalize arrangements.

Your Information:

Platinum Membership #: _____ or Need to Apply _____

Organization Name: _____

Contact Name: _____ Position: _____

Address: _____

(City) (Province) (Postal Code)

Phone: _____ Fax: _____

Email: _____ Date: _____

What Type of Custom Course:

Nature of the custom course you seek: *(please check the ones that apply)*

- Deliver the standard course materials and exercises on a specific date or timeframe.
- Customize the agenda from a regular course to meet our needs.
- Customize the exercises from a regular course to meet our needs.
- Combine one or more regular courses to meet our needs.
- Develop a new course to meet our needs.

Which Course(s):

Which of our standard/regular courses are you seeking: *(please check the ones that apply)*

- Principles of Administrative Justice
- Evidence
- Interpreting Legislation
- Decision Making
- Decision Writing
- Plain Language Writing Decisions
- Effective Hearings
- Case Management Practices
- Effective Witnesses
- Presenting Cases Before Tribunals
- Single Adjudicator's Clinic
- Different Types of Reasons for Different Types of Cases

The new course we seek:

Some Details of the Course(s):

When: We have specific dates in mind: _____
(list the dates)

or

We have a time frame in mind:

- Jan – March April – June July – Aug Sept – Dec

Where: _____
(what city)

Number of participants anticipated: _____

We have read and accept the Terms and Conditions of Custom Courses.

(signature)

(date)