



P.O. Box 68
Armstrong, Ontario
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Whitesand First Nation LDM

Name: _____

Date: _____

TRAINING REQUEST CHECKLIST

In order to qualify for a Whitesand LDM sponsored training program certain criteria needs to be met and you will be required to research training opportunities. In order to assist you, we have prepared a preliminary checklist.

1. Provide the following information:
 - a) Updated resume
 - b) Name of training provider/institution with contact name
 - c) Training outline for the program
 - d) Start and end dates
 - e) Number of training hours per week
 - f) Total cost of training includes materials, taxes, etc.
 - g) Letter of acceptance from trainer/institution
 - h) Completed Client Application form
 - i) Completed Participant Information Form
 - j) Signed EI Verification Form
 - k) Signed Client Consent Form
 - l) Copy of status card (front and back)
 - m) Copy of SIN
 - n) Copy of Drivers license

2. Provide labour market research that will support your training request.

3. Letters of possible employment from potential employers.

4. Once you have complied all the above information, please book an appointment with the Whitesand LDM Program Manager.

Other information needed:

