CADET TRAINING CENTRE

COMMON JOINING INSTRUCTIONS

for

Staff Cadets

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Introduction

1. Purpose

a. The purpose of these Common Joining Instructions are to provide you with the foundation needed to prepare you for your employment this summer.

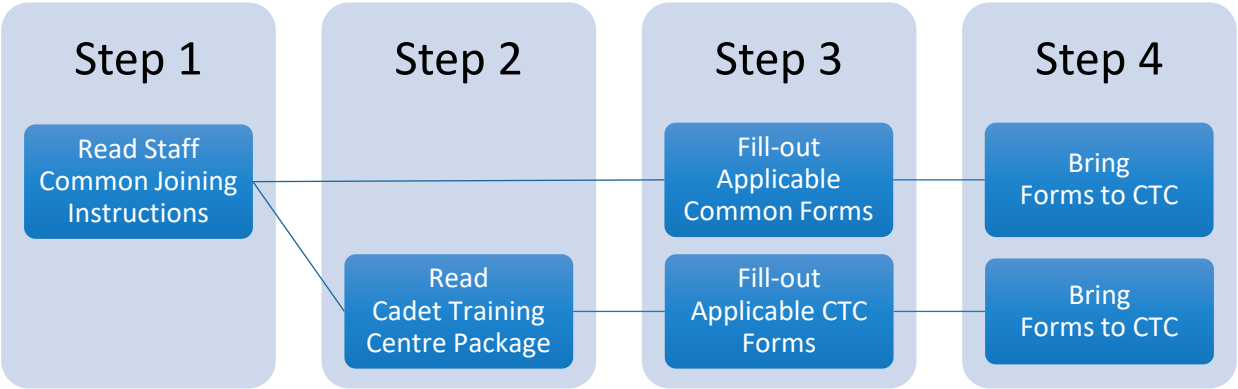
2. Reading the Joining Instructions

a. These Joining Instructions have been written in a way that should be easy to navigate, bringing the most important information to you first, like what you should bring, what you should expect, etc. This information is common amongst all Cadet Training Centres in the Region (Central), so there should be no surprises when you arrive for employment.

b. Each Cadet Training Centre has a specific document attached, called an Annex. Please note that the Annexes have been written for course cadets.

c. Staff Cadets are required to complete the attached forms, much like all course cadets.

d. Please note that the dates listed on the following course information pages may not reflect the employment dates of your contract.



What You Should Have

Here's what you should have:

- Common CTC Joining Instructions (*this is the document you're reading*)
- Common CTC Joining Instructions Forms (found *at the back of this document*)
- CTC Instructions Annex Document (*this is the document that tells you about your CTC*)
- Additional Information (*like pilot or expedition courses, if applicable to you*)

Preparing for Employment

3. Summer Training Briefing

a. Your local Corps / Squadron should provide you with a summer training briefing before you leave. You're encouraged to participate and ask questions during this period.

b. This is your opportunity to clarify course information with your training staff, making sure that you know exactly what course you're taking.

c. All cadets must hand in the "**Offer of Participation Form**" issued by their Corps/Sqn upon arrival at the Cadet Training Centre.

4. Packing for Employment

a. This can be stressful, so we've broken this critical step down to help you out. **Please refer to the attached "Common JI Form – Kit List" for your packing list.** Make sure to follow this checklist so that you don't forget anything, or pack items that you don't need. The indicated quantity is the minimum amount you will need.

b. **Army Cadets must pack their Field Training Uniform, issued by their Corps**.

c. **Sea Cadets must pack their Sea Cadet Training Uniform, issued by their Corps.**

c. When packing your civilian clothing, please make sure you follow standard cadet practices, ensuring that your clothing adheres to acceptable standards. Unnecessary clothing or items are discouraged as s personal storage at the Cadet Training Centre is limited.

d. Course-specific items will be identified in a separate document (if required).

e. Please note that you will be required to travel in uniform, so uniform items listed may be worn once you've checked them off the list.

f. All cadet-issued uniform items must fit properly and be in good repair. All necessary exchanges or replacements must be done at your Corps/Sqn before leaving for your course.

g. All luggage and cadets are subject to inspection upon arrival at the Cadet Training Centre. This is to ensure that you have everything you need to be successful on your course.

h. Staff Cadets participate in Mess Functions, so please pack your Mess Dress Uniform (white dress shirt, black bow tie, tunic with medals/ribbons).

5. Medication

a. If you require prescription medication, please make sure you bring them in their original packaging with a copy of the prescription. It is your responsibility to ensure that you are taking medication as prescribed.

b. Any over-the-counter medication, such as allergy medication or pain relief, must also remain in its original packaging. This medication will be retained and controlled by course staff but made available to you, when possible.

c. Please bring enough prescription medication to last you for the duration of your course, since you may not have the ability to refill your prescription while on course.

6. Anaphylaxis Protocol

a. Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away as this type of reaction can be life-threatening.

b. **Cadets with serious allergies to insect stings or food must bring two prescribed Anakit/Epi-pen/Allerject with them to the CTC.**

c. Cadets must hand-carry a copy of their Anaphylaxis Emergency Plan completed during their annual medical validation to the CTC, and keep a copy on their person (with their emergency medication) at all times.

7. Medic-Alert Bracelets / Devices

a. It is highly recommended that all cadets with known medical conditions requiring immediate identification, wear their Medic-Alert devices (bracelets, necklaces, etc) at all times.

8. Immunizations

a. All cadets must be up-to-date, to their applicable age, with immunizations in accordance with provincial standards, in addition to the meningococcal immunization. Immunizations will not be provided by Canadian Forces Health Services.

b. Cadets may be excluded from training during certain disease outbreaks, if the cadet is not immunized against that particular communicable disease.

9. Electronics and Valuables

a. If you're bringing personal electronic devices, or other valuables, please record them on the "**Common JI Form – Personal Valuable Property Log**" provided with this package. You are responsible for these items – the Cadet Training Centres will not replace personal items which are lost or damaged during your employment.

b. The Cadet Training Centres have rules governing the use of cell phones or other smart devices. The expectation is that you follow these rules, or risk the privilege of using them during

personal time. All Cadet Training Centre staff have the right to seize these devices if order and discipline is impacted.

During Employment

10. Transportation

a. We've arranged for you to get to the Cadet Training Centre. Your method of transportation may be via bus, train, or aircraft. If you're travelling by train or aircraft, your Corps/Sqn will provide you with additional travel information.

b. Closer to your travel date, you will be provided with a travel itinerary from your Corps/Sqn. This information will include a date, location, and time for pick-up. We'll arrange for a pick-up location close to you, for your convenience. This will be an opportunity for you to say farewell to your family and friends.

c. You will be travelling in uniform to the Cadet Training Centre.

(1) Army Cadets: C2A
(2) Sea Cadets: C3A
(3) Air Cadets: C2B

Army Cadets C2A	Sea Cadets C3A	Air Cadets C2B
Headdress	Headdress	Headdress
Short Sleeve Shirt	White Gunshirt	Short Sleeve Shirt
Pants	Pants	Pants
Belt with Brass Buckle	Belt with Brass Buckle	Belt with Brass Buckle
Parade Boots	Parade Boots	Parade Boots
Name Tag	Rank Insignia	Name Tag
Rank Slip-Ons		Rank Slip-Ons

d. Do not wear highland uniform parts, or bring your tunic. These items are not required for courses, so leave them at home.

e. **You must produce a valid Health Card before boarding your transportation.**

f. If you're taking the train or aircraft to your course, you will be required to travel in a more formal order of dress. You will also be required to carry Government-issued photo identification.

g. Under the Government of Canada's Passenger Protect Program, full legal names must be used. A cadet's registered name at their Corps/Sqn must match the identification carried. Any discrepancies, such

as short forms or nicknames, or any variation of their full legal name may result in being denied boarding. Additional details about the Passenger Protect Program are available through Transport Canada.

h. Personal luggage must be clearly marked with a duplicate tag placed inside the container (duffle bag, suitcase, kit bag). Luggage restrictions may apply to cadets travelling by air. Please consult your travel order and the airline. Details regarding checked and carry-on luggage may be obtained from the Canadian Air Transport Security Authority (CATSA).

11. Food and Accommodations

a. Food will be provided for the duration of your course. Every effort is made to accommodate most dietary restrictions, so please let your staff know once you arrive on course if you require assistance.

b. Meals are typically provided in a cafeteria-style setting. This may change depending on your course, Cadet Training Centre, or building availability. Rest-assured though, you will be fed.

c. You may be housed in either soft-walled structures, or dormitory-style buildings depending on your course. You may share a room with either one to ten people, in either a single or bunk-style bed depending on the Cadet Training Centre. You will be provided with an area to store your personal items and clothing, which could either be a closet or a locker. Make sure you bring combination locks.

12. Code of Conduct

a. Each Cadet Training Centre has an established expectation of behaviour. Every person attending these facilities are to adhere to this behaviour without question. This is called a “Code of Conduct”, and is similar to the one you signed when you joined the program. You are required to read and sign this **Code of Conduct** before you start your course.

b. Breaches of this Code of Conduct will result in disciplinary action up to, and including removal from the course.

c. Orders, rules, and regulations exist to ensure the safety of all personnel attending or working at Cadet Training Centres. They must be strictly followed to maintain order, discipline, and safety.

13. Return to Unit

a. Circumstances may arise during your course where you may be required to go home. This may be due to personal reasons (compassionate, medical), performance (training deficiencies), or discipline. Once a decision has been made to return a cadet to their unit, their parent/guardian is contacted, along with their unit Commanding Officer. If a cadet is sent home due to disciplinary reasons, parents / guardians may be responsible to cover the cost associated to getting them home.

14. Spiritual Services

a. Each Cadet Training Centre has spiritual and religious services available to cadets. If you wish to practice your spiritual obligations, please let your staff know.

b. Service information is provided in the Cadet Training Centre documents provided with this package.

15. Health and Dental Services

a. Cadets are covered through the Ontario Health Insurance Plan, and the Department of National Defense for all health-related expenses while attending summer training courses.

b. Each Cadet Training Centre has medical staff on site, who are accessible by the cadets every morning during "Sick Parade", or on an as-needed basis when required.

c. Emergency dental services may also be provided should it be determined that the dental emergency is a direct result of course participation.

d. Eyeglasses may be replaced if they become damaged during training where every effort was made by the cadet to safeguard their care. Otherwise, the cost of replacing damaged eyeglasses rests on the wearer.

e. **Cadets will be subject to a brief interview and medical screening by a medical professional upon arrival at the Cadet Training Centre. This is to prevent the spread of communicable diseases, contagious conditions, and to assess that you're medically fit for training.**

16. Cadet Bank and Canteen Services

a. You will have access to the "Cadet Bank". This service will store your cash at no cost to you, so that you don't find your money missing. The Cadet Bank is accessible during off-training hours, which vary depending on your course and course schedule.

b. The canteen provides a relaxing social atmosphere where you can relax after a long day of training. You will be intermixed with cadets from all over Ontario, so don't be shy. Snacks and beverages are available for purchase. You may also purchase toiletries, polish, souvenirs, etc depending on its availability.

c. All prices are modest and devoted to cadet success.

17. Going Off Base (Leave)

a. Being a Staff Cadet comes with enhanced privileges, such as leaving the CTC during your days off. Transportation off base is typically organized by the Officers and Adult Staff, therefore it's important to stay up-to-date with instructions and schedules.

b. Staff Cadets may also be authorized to wear appropriate civilian attire while off base, provided that it does not bring discredit to the Canadian Cadet Organization.

18. Getting Paid

a. You will be provided a salary during your employment. This salary will be dependent on the rank achieved following your success during Pre-Course. Please consult your chain of command for your rate of pay.

b. Money will be paid by direct deposit into your bank account. Please ensure your banking information is correct by bringing a void cheque and direct deposit slip with you.

19. Cellphones and Cameras

a. Staff Cadets may retain their cellphones and cameras for the duration of their employment.

b. Photos of cadet changing areas or washing facilities are strictly prohibited.

c. Your electronic device may be subject to a search at any time, without notice, by military police during an investigation.

20. Contact Information

a. A complete list of contact information is contained in the applicable Cadet Training Centre package. This includes telephone numbers, email addresses, social media accounts, and your own personal mailing address in case someone wants to send you a letter or care package.

21. Smoking

a. All Cadet Training Centres in Central Region are smoke-free environments. Smoking is not permitted by cadets.

b. This includes the use of e-cigarettes, vapes, and other smoking paraphernalia.

22. Drugs, Alcohol, and Controlled Substances

a. In accordance with National Policy, cadets are prohibited from buying, consuming, or having in their possession alcoholic beverages.

b. Cadets are also prohibited from buying, consuming, or having in their possession any narcotic or hallucinogenic substance.

c. These are zero-tolerance policies, and any offence thereof will result in course failure and Return to Unit.

23. Dress and Deportment

a. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization as a whole. The following regulations are

extracted from Canadian Forces Dress Regulations and Cadet Dress Regulations. They are not intended to be overly restrictive, but to ensure the maintenance of high a standard of grooming consistent with military standards while also recognizing the standards of Canadian society and the traditional privileges, which have proven their value in fostering group identity and morale. The regulations are reasonable, enforceable, assure a favourable military image, and yet permit some individuality.

Hair Style – Male Personnel

a. As guidelines, hair shall be:

i) neatly groomed;

ii) taper-trimmed at the back, the sides, and above the ears, to blend with the hairstyle. A straight cut at the neck is permissible when the tapered appearance is maintained;

iii) not more than 15 centimetres (6 inches) in length and short enough so that when hair is groomed and headdress removed, no hair touches the ears or collar, or falls below the top of the eyebrows. The distance of the hair from the collar for the average man should be 2.5 centimetres (1 inch) but this may vary according to whether the individual has a short or long neck; and

iv) not greater than 4 centimetres (1½ inches) in bulk at the top of the head with the bulk gradually decreasing from the top to blend with the tapered trimmed sides and back; and does not interfere with the proper wearing of any military headdress.

b. Male cadets are expected to be clean-shaven. Reasonable medical or religious considerations will be accommodated. Sideburns shall:

i) not extend below the point where the top of the ear lobe joins the face;

ii) be squared off in a horizontal line at the bottom edge; and

iii) be taper-trimmed to conform to the overall hairstyle and of even width.

Hair Style – Female Personnel

a. Hair shall be kept neat and well-groomed and shall not extend below the lower edge of the jacket collar. Varying hairstyles, straight or curled are permitted within these limits but exaggerated or bizarre styles including those with excessive fullness or extreme height are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of military headdress. Hair ornaments shall not be worn. Bobby pins, hairpins and similar items used to secure the hair shall not be visible.

b. Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the center of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit. Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener. Multiple braids extending below the lower edge of the collar are to be gathered in a bun.

Make-Up – Female Personnel

a. Make-up shall be conservatively applied when in uniform. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow, coloured nail polish and excessive make-up.

24. Fraternization

a. The Cadet Training Centers feature three different groups of personnel: Cadets, Staff Cadets, and Adult Staff (Officers, Members of COATS, Civilian Instructors, Contractors, and DND Employees). Inappropriate interactions or relationship, as defined by CATO 15-22, among any of these groups is not permitted. Failure to comply with this policy will not be tolerated, and will result in immediate Return to Unit for all parties involved.

b. Relationships involving Staff Cadet to Cadet, or Adult Staff to Cadet (Staff or Course) is strictly prohibited by law. Circumstances of this nature will be investigated by the Chain of Command and the local police service.

Going Home

25. Graduation Parades and Ceremonies

a. If you have family or friends who wish to see you participate in special ceremonies, or a course graduation parade, they are encouraged to do so. Graduation dates, ceremonies, etc are provided in the applicable Cadet Training Centre package.

b. It is recommended and preferred, that you give us advanced notice of any intent to attend these events so that we can plan accordingly.

26. Going Home with Family or Friends

a. Once you've completed your contract, you may make arrangements to go home with family or friends. Please advise your staff of these arrangements as soon as possible.

27. Transportation

a. Transportation home is provided at no expense to you, or your family. Once we have planned your return details, we will inform your Corps/Squadron of the date, time, and location of the drop-off. Please keep in mind that delays may happen from time to time but we will do our best to provide accurate timings.

Common Forms

The following forms must be completed in their entirety, and returned with you to the Cadet Training Centre. Please note that these common forms may not be the only ones required for your course. Consult your Cadet Training Centre package for more information.

Common CTC JI Form – Kit List (Common)

- This document provides a list of common items required by each cadet attending summer training courses. The checklist provides a minimum guideline for packing personal and issued items. Staff Cadets have additional items to bring.

Common CTC JI Form – Personal Valuable Property Log

- This form records all valuable property belonging to the cadet, and may be used to identify lost or recovered property. It is recommended that all valuables remain at home for the duration of the course.

Common CTC JI Form – Medication Record

- This form records all prescription and non-prescription medication belonging to the cadet. Due to the sensitive nature of its contents, please place the completed document in a sealed envelope, and return it with the other required forms.

Common CTC JI Form – Cadet Transportation Form

- This form determines whether a cadet requires transportation following their summer employment. If a Staff Cadet wishes to return home with friends or family, they must use this form to identify them.

Common CTC JI Form – Leave Authorization and Consent Form

- This form allows people identified on the form, to pick up course cadets for leave during off-hours. Photo identification is required at pick-up. Note: Cadets attending General Training Course are not authorized leave, due to the condensed and busy course schedule.

Common CTC JI Form – Kit List

Instructions:

Please check-off each item as you pack them. Note that some additional items may be required for your course. Consult your Cadet Training Centre package for more information. ***Army Cadets must pack their FTUs.***

MANDATORY ITEMS *(pack these things first!)*			
	Provincial Health Card		**MedicAlert Identification (if needed)**
	Prescription Medication		**Over-the-Counter Medication (if needed)**
	Prescription Eyewear with protective strap		**Cash (approx. $20)**
	Short Leave Authorization Form		**Personal Kit Log**
	Banking Info (Void Cheque or Direct Deposit Form)		
CIVILIAN – ESSENTIALS *(check off each item once packed)*			
	Underwear (x8)		Toothbrush (x1)
	Cotton Socks (x8)		Toothpaste (x1)
	Deodorant / Antiperspirant (x1)		Comb/Hairbrush (x1)
	Shampoo / Conditioner (x1)		Hair Gel or Spray (x1)
	Shower Sandals (x1 Pair)		Soap (x1)
	Towel (x2)		Wash Cloth (x2)
	Shaving Razor / Shaving Cream (x1)		Feminine Napkins / Tampons
	Laundry Detergent		Combination Lock (x2)
CIVILIAN – OTHER *(check off each item once packed)*			
	T-Shirts (x4)		Shorts (x4)
	Running Shoes (x1 Pair)		Pants (x2)
	Sweatpants (x2)		Sweater (x2)
	Swimsuit (x1)		Sleepwear (x2)
	Hat (x1)		Lip balm, SPF 15+ (x1)
	Sunblock, SPF 35+ (x1)		Polishing Kit
CADET ISSUED *(check off each item once packed)*			
	Environmental T-Shirt (x1)		Wool Socks (x1)
	Headdress (x1)		Dress Shirt (x1)
	Pants (x1)		Belt with Brass Buckle (x1)
	Parade Boots (x1 Pair)		Nametag (x1)
	Rank Slip-ons (x1 Pair, for travel only)		Medal Ribbons (for travel only)
	Full Mess dress (white dress shirt, bow tie, tunic, medals, affiliated regimental attire)		

PROHIBITED ITEMS

The following items are prohibited and will be confiscated. Any item found to be illegal, will be seized and reported to Military Police, or the local police service.

- **Firearm**
- **Illegal or Controlled Substances**
- **Weapons (brass knuckles, throwing stars, etc)**
- **Pornography**
- **Vape, or other forms of electronic cigarettes**
- **Alcohol**
- **Pyrotechnics or other Explosives**
- **Handcuffs**
- **Laser Pointer**
- **Straight Razors**
- **Knives** *(unauthorized blades of any sort are not permitted. This includes but is not limited to: daggers, swords, axes, hatchets, etc. Spiritual or religious blades, such as a Kirpan or Sgian Dubh are acceptable).*

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Common CTC JI Form – Personal Valuable Property Log

Instructions:

Complete this form with as much detail as possible. A lack of detail may result in a failure to identify recovered property.

1. CADET IDENTIFICATION

Cadet Name:	_____	CIN:	_____
Corps/Sqn:	_____	Location:	_____
Course:	_____	CTC:	_____
Phone Number:	_____		

2. PROPERTY IDENTIFICATION

List each item accordingly, following the example provided.

#	Item	Property Description (make, model, colour, etc)	Serial Number
	Cellphone	*Samsung Galaxy 9, Black*	*AAA9999999-999*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

3. DECLARATION

I, _____, hereby identify the above items as personal property, and accept liability for their care. I understand that I may be required to surrender valuable equipment, which may be returned to me following course completion, or at any other time deemed appropriate by course staff.

Cadet (Signature)	Date
Witness (Print Name)	Witness (Signature)

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Common CTC JI Form – Medication Record

Instructions:

Complete this form with as much detail as possible. Once completed, please place in a sealed envelope and return with all other documents to the CTC.

1. CADET IDENTIFICATION

Cadet Name:	_____	CIN:	_____
Corps/Sqn:	_____	Location:	_____
Course:	_____	CTC:	_____
Phone Number:	_____		

2. MEDICATION IDENTIFICATION

List each medication accordingly, following the example provided.

#	Medication	Physical Description	Dosage
	Lorazepam	*Pill, round, white, "15mg"*	*As needed, 1 per day*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

3. DECLARATION

I, _____, understand that I am responsible for managing and taking my medication in accordance with advice and instructions of professional medical personnel.

_____	_____
Cadet (Signature)	Date
_____	_____
Witness (Print Name)	Witness (Signature)

4. PRESCRIPTION PROVIDED

Yes No

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Common CTC JI Form – Cadet Transportation

Instructions:

Complete this form with as much detail as possible. This form must be completed by a parent or guardian.

1. CADET IDENTIFICATION

Cadet Name: _____ CIN: _____

Corps/Sqn: _____ Location: _____

Course: _____ CTC: _____

Phone Number: _____

2. POST-COURSE TRANSPORTATION

I plan on attending my cadet's Course Graduation: Yes No

I intend to bring my cadet home with me following Course Graduation: Yes No

I authorize the person(s) identified below to transport my cadet home following Course Graduation: Yes No

3. AUTHORIZED PERSONNEL IDENTIFICATION

Without prior arrangements, your cadet will not be released to anyone other than a parent, legal guardian, or people identified below with proper identification. If you wish to authorize more people, please identify them on the reverse.

Name: _____ Relationship to Cadet: _____

Phone Number: _____ Driver's License Number: _____

Name: _____ Relationship to Cadet: _____

Phone Number: _____ Driver's License Number: _____

Name: _____ Relationship to Cadet: _____

Phone Number: _____ Driver's License Number: _____

4. DECLARATION

I, _____, understand that my cadet will be provided transportation home following their course, and that if I choose to pick-up my cadet or have them released to another authorized party, and that I am responsible for the costs associated with picking them up.

_____ _____

Parent / Guardian (Signature) Date

_____

Parent / Guardian (Print Name)

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Common CTC JI Form – Time-Off Authorization and Consent

Instructions:

Complete this form with as much detail as possible. This form must be completed by a parent or guardian. Please indicate where your cadet will be during their time off.

1. CADET IDENTIFICATION

Cadet Name: _____ CIN: _____
Corps/Sqn: _____ Location: _____
Course: _____ CTC: _____
Phone Number: _____

2. TIME OFF REQUEST DATES

I request that this cadet be authorized for time off (off base) on the following dates. If more dates are requested, please attach an additional **Time-Off Authorization and Consent Form**:

Departure Date: _____ Time: _____
Return Date: _____ Time: _____
Location of Time-Off: _____

3. AUTHORIZED PERSONNEL IDENTIFICATION

Without prior arrangements, your cadet will not be released to anyone other than a parent, legal guardian, or people identified below. Government-issued Photo Identification is required when picking up a cadet. If you wish to authorize more people, please identify them on the reverse.

Name: _____ Relationship to Cadet: _____
Phone Number: _____ Driver's License Number: _____

Name: _____ Relationship to Cadet: _____
Phone Number: _____ Driver's License Number: _____

Name: _____ Relationship to Cadet: _____
Phone Number: _____ Driver's License Number: _____

4. DECLARATION

_____ _____
Parent / Guardian (Signature) Date

_____
Parent / Guardian (Print Name)