

## RCSU (PACIFIC) - FIRST AID TRAINING PROCESS

1. As per CATO 14-15, specified cadet activities require the presence of a first aid qualified adult supervisor. CIC Officers receive first aid training when taking their Basic Officer Training Course (BOTC), however this qualification expires after three years. In order to provide CIC Officers and other COATS members in Pacific Region the opportunity to obtain and/or maintain their first aid qualification, a regional training policy has been developed.
2. COATS members who require first aid training, should follow these steps:
  - a. Step 1 – Approval. A COATS member requesting first aid training must first email their request to RCSU (Pac) CIC training staff at [EsgRCSUPacCICTraining@forces.gc.ca](mailto:EsgRCSUPacCICTraining@forces.gc.ca). Once training has been approved, the member will receive an email from the RCSU (Pac) CIC training staff with instructions on how to register and gain reimbursement for their course.
  - b. Step 2 – Enroll for Training. After receipt of the approval email, the member should search out a St John’s Ambulance (SJA) Standard First Aid Course which includes CPR and AED located in their local community which is offered on dates that are convenient to them and enroll in the course. Available courses offered by SJA can be found here: [www.sja.ca/English/Pages/default.aspx](http://www.sja.ca/English/Pages/default.aspx).

Note: Members must enroll in the two-day offering of the SJA Standard First Aid Course, not the one-day recertification course. If a member cannot locate a SJA course within their local community, they should seek out other Standard First Aid providers in their area who can provide the equivalent SJA Standard First Aid Course. In this case, the CIC Training Staff must be consulted for guidance prior to registering for a course.

- c. Step 3 – Reimbursement and Pay. Members shall pay for the cost of the course using their own funds and proceed to take the training. Members are entitled to two days of Class A pay for the dates that they attend the course. To seek reimbursement of the course fee and receipt of Class A pay, members shall forward the following documents to RCSU (Pac) within three months of their course completion date:
  - (1) a copy of their first aid certificate;
  - (2) a completed “DND 2893 Attendance Register.” Ensure to sign only for the two days’ pay that the course occurred upon. Under “Part 2 – Authority,” mark “other” and specify “First Aid Training.” Do not submit with your corps/squadron pay;
  - (3) the original invoice marked “paid”;

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- (4) a filled in “direct deposit form” with their current banking information (if not currently on file with RCSU (Pac));
- (5) a completed CF-52 General Allowance Claim; and
- (6) a copy of the authorization email sent to the member from RCSU (Pac) CIC training staff.

Documents shall be sent to:

J3 Regional Training  
Regional Cadet Support Unit (Pacific)  
PO Box 17000 Station Forces  
Victoria BC V9A 7N2.

- 3. Generally, only the cost of the course can be claimed. However if extenuating circumstances exists, such as having to travel a long distance to be able to attend a course, additional support will be considered on a case-by-case basis by seeking prior approval from the RCSU (Pac) CIC training staff.
- 4. St John’s Ambulance is the only recognized provider for Standard First Aid training for military members.
- 5. Inquiries may be directed to the RCSU (Pac) CIC training staff via email at [EsgRCSUPacCICTraining@forces.gc.ca](mailto:EsgRCSUPacCICTraining@forces.gc.ca) or via phone at 250-391-4109 or 250-391-4118.