



## Roster Application Checklist

Before you submit your application please ensure your application is fully completed:

- Ensure you are using the most current application form – check the website for the most current version
- Ensure all your contact information is provided and is up-to –date – do not assume we know your phone number or email
- Fully complete the training section including the course name, the number of course hours and the instructor/institution
- Enclose a Police Record Check and Vulnerable Sector check that is current within three years
- Enclose two letters of reference on the prescribed forms only
- Enclose your declaration sworn before a Notary or Lawyer
- You must be a member of the society to apply to the Roster; if you are not already a member, then mail in your \$50.00 membership fee and completed Society Membership application form (which is also on our website)
- Mail in your non-refundable application fee of \$125.00
- And finally, double check to ensure each section of the application is complete with all requested and necessary information
- If you have any questions regarding the application contact us at [memberships@hearthechild.ca](mailto:memberships@hearthechild.ca)

**Please do not submit an incomplete application.**