

If you wish to arrange for a FAJ custom course:

- Complete this Custom Course Request Form and send it by fax to 780-466-8015 or email to [info@FOAJ.ca](mailto:info@FOAJ.ca).
- FAJ 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 dates for us.
- 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

The new course we seek:

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### 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)*