

Professional Tour Manager Certification Application

Information in your application is held in confidence for evaluating your aptitude for a career as a Tour Manager.

Personal Information

Name	_____	Date of Birth	_____
Address	_____	City	_____
Postal Code	_____	Country	_____
Citizenship	_____	Phone	_____

Educational Background

	Name	City	Major	Year
College/University	_____	_____	_____	_____
Vocational School	_____	_____	_____	_____
High School	_____	_____	_____	_____

Employment Background

Employer	_____	Title	_____
Duties	_____	Date	_____
Employer	_____	Title	_____
Duties	_____	Date	_____

Travel Experience

Domestic _____

International _____

Questions

1. What skills do you have that would contribute to you being a great Tour Director?

2. What type of Tour Group do you imagine yourself working with?

3. What subjects would you enjoy telling a group about?

4. Describe a time when you performed in a leadership role.

5. Is there any reason you may be hindered from working as a Tour Director?

6. How did you hear about us?

7. List any hobbies or special interests that might be of use when guiding a tour. (I.E. Wine tasting, canoeing)

I state that all of the foregoing information is correct to the best of my belief. I understand that:

1. A non-refundable registration fee of \$100 is payable upon acceptance of enrollment.
2. Balance of tuition (\$2000) is due 40 days PRIOR TO START OF SESSION.
3. Enrollment is subject to acceptance by The Tour Guide Training Corporation of Canada, based upon their determination of the applicant's aptitude for guiding.
4. Tuition includes all course materials.
5. Research/home, study is required for each course.
6. Students must complete all sections of the course to the satisfaction of TGT to receive a Diploma.
7. Aid in obtaining employment in the tourism industry as a guide is provided through our Placement Assistance Program, without added cost. There is no guarantee of placement.
8. Refunds in accordance with our booking policy.

Booking Policy

1. Application interview of 30 minutes to determine aptitude for Tour Directing.
2. Acceptance into program. Deposit of \$100 required.
3. Training package sent with information how to prepare for the course.
4. Forty days prior to program the final payment is due. Cancellation after payment will be refunded as follows:
 - 39 – 29 days prior to program = 60% refunded
 - 28 – 20 days prior to program = 40% refunded
 - 19 – 15 days prior to program = 10% refunded
 - 14 – less = 0% refunded
5. Ten days prior to the program details of the itinerary will be provided to each student.

Please complete this form and submit by mail or email.

Mail:

Tour Guide Training Corporation of Canada
397 Front Street West
Suite #1908
Toronto, Ontario
M5V 3S1

EMAIL: ksnowdon@traintheguides.com

Thank you for your application. You will be contacted shortly for a personal interview.

Applicant Signature: _____ Date: _____