



WORKING TO MAKE A DIFFERENCE

Mailing Address
Certification Services
Worker and Employer Services
PO Box 5350 Stn Terminal
Vancouver BC V6B 5L5

Location
6951 Westminster Hwy
Richmond BC V7C 1C6

www.worksafebc.com
Telephone 604 276-3090
Toll-free within BC 1 888 621-7233
Fax 604 279-7494



Order for Certification Training Materials – Training Agency Use Only

Table with 5 columns: Description, Quantity, Price, HST, Total. Rows include OFA Level 1 and TE Course Materials, OFA Level 2, 3, 3R Course Material, Instructor Training Materials, Evaluator Workshop, etc.

Paid by

Form for payment method selection: Cheque/money order, Visa/MasterCard, and Total payment/Expiry date fields.

Ship to

Form for shipping information: Training agency, Address, Contact name, Phone number, Date ordered, Date required, Courier name, Courier account number.

All prices listed above are subject to change.



1. Orders for all training materials must be received in Certification Services, Richmond, at least **two (2) weeks before the required date** to ensure delivery. Telephone requests for material will not be accepted.
2. For shipping orders, we are asking that you set up an account with your own preferred courier service. The courier service will pick up the orders and deliver them to the address specified on the bottom of the order form at your expense. **Do not include this cost in the purchase order.**
3. Any discrepancies or questions regarding the status of your order must be directed to:

WorkSafeBC Certification Services
604 276-3090 or toll-free 1 888 621-7233 (ext. 3090)

This WorkSafeBC order form must be used and sent with payment to the address below:

Certification Services
Worker and Employer Services Division
WorkSafeBC
PO Box 5350 Stn Terminal
Vancouver BC V6B 5L5

Or

Faxed to 604 279-7494

* The disk titled First Aid Training Agency materials includes copies of documents and forms to assist in agency administration. It includes the following:

- Agency Guideline
- Attendant Standard
- Audit outline
- Student checklists
- Monitoring and evaluation forms
- Forms (medical, patient assessment chart, first aid record)
- Sample OFA application
- Sample procedure for evaluator re-qualification and oral exams
- Bloodborne pathogen exposure control plan