



Air Cadet League of Canada Screening Checklist

The following has been prepared for the Sponsoring Committee Chair / Screening Coordinator to assist in the screening of a new applicant. Reference should be made to the detailed procedures as outlined in Steps 1 – 8 in the Squadron Screening Coordinators Handbook.

Documents / Tasks included / required	Received / Completed
Meet with applicant	
Provided Volunteer Screening and Registration Application to applicant	
Provided information to applicant on how to complete an E-PIC	
Applicant provided appropriate ID	
<ul style="list-style-type: none"> • Applicant returned completed Application Form • Applicant provided a jpg photo • Arrange for applicant Reference Checks • Arrange for and complete interview and forms 	
ID verified by SSC-SRC, noted on application and signed	
E-PIC received SSC – copy also on file with PSRC	
Reference checks completed	
Interview completed	
File reviewed	
Agreement reached to accept and recommend applicant	
Agreement reached to reject applicant	
SSCC to retain a copy of Page 1 of the application	
PSRC contacted with respect to rejected application	
Completed file forwarded to PSRC	
Agreement reached with PSRC as to accepting or rejecting applicant	
Documents to be forwarded to PSRC	