

If there are circumstances that prevent a trainer from having a training observed as per the National Trainer reappointment requirements due date, the Trainer, through her ATA, must submit in writing to the Alberta Council Training Adviser/Designate stating why the trainer cannot meet the reappointment requirements. An extension can be requested for a maximum of six months.

Every effort is made to ensure that Trainers are reminded of their reappointment date well in advance however it is expected that Trainers take responsibility for ensuring the necessary requirements are completed prior to their reappointment date.

**Extension requests should be the exception and not the rule!**

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**Trainer Name:** \_\_\_\_\_

**Area:** \_\_\_\_\_

**iMIS Number:** \_\_\_\_\_

**Reappointment Date:**  
*Month/Day/Year* \_\_\_\_\_

**Alberta Council Training Committee understands that situations arise whereby a Trainer may not have been able to facilitate a scheduled evaluation training and that not all Areas will have a training taking place when an evaluation training needs to happen. As such, if necessary, trainers may facilitate their reappointment evaluation at any time in the year preceding their reappointment date.**

**What is the reason it was not possible for you to complete the trainer reappointment requirements by your reappointment date?**

**What is your "action plan" to complete the requirements for your reappointment within the extension period?**

**Comments from Area Training Adviser:**

**Date:** *Month/Day/Year*

**Signature from Area Training Adviser:**

**ATA iMIS number:**