



Off-Site Internship Application

Prior approval by the OPC National Office is required to claim Internship hours for off-site technical experiences. The Attending Supervising Certifee or Registered Technician must be in good standing with OPC.

Steps for Off-Site Internship procedure:

- 1) The Intern must complete the following application form. Both the Intern and the Intern’s Supervisor must sign the form.
- 2) Send application to the OPC National Office for approval.
- 3) Once approved, the Intern may attend the site for the dates indicated.
Note: it is the Interns responsibility to have appropriate workplace and liability insurance for the visit.
- 4) While at the visiting clinic, have Attending Supervisor sign the approved application form to indicate that the Intern has attended.
- 5) Intern is to keep application as record of hours. Visiting hours will be logged as per usual in Typhon (or logbook) and verified by Intern’s Supervisor.

Intern Name: _____

Primary Supervisor: _____ Cert. # _____

Dates of off-site visit (please list): _____

Name of Visiting Clinic: _____

Attending Supervisor: _____ Cert. # _____

Visiting Clinic Address: _____

Street

City

Province

Postal Code

W () _____ E-mail _____

Intern Signature _____

Primary Supervisor Signature _____

Please return this to the OPC National Office:

Phone: 613.595.1919

Email: info@opcanada.ca

Fax: 613.595.1155

I, the Attending Supervisor, confirm that the said Intern has participated in an off-site experience on the dates stated above. I ensure that the Intern is in compliance with the policies and procedures outlined by the OPC.

Attending Supervisor Signature _____

Office Use:

Approved by OPC National Office (circled): YES NO Signed: _____ Date: _____