

Instructions for the Character Reference Form

Applicant:

- Complete the applicant portion of the form in its entirety.
- Forward form to the individual providing the reference.
- Upon receipt, upload the form into your online application.

Note: Three references are required for your licensure application. References must have known the applicant for a period of no less than three years. References cannot be direct supervisors/managers or relatives.

Individual Writing the Reference:

- Complete portion of the form for the person writing the reference.
- Be sure to include the number of years you have known the applicant.
- Be sure to include any information that you believe supports or detracts from the applicant's good character.
- Sign, date and return to applicant.

Character Reference Form

TO BE COMPLETED BY APPLICANT:

Date: _____

What is your full name: _____

Telephone Number: _____

Residential Address: _____

Province: _____ Country: _____

Mailing Address

Work Address

Home Address

Application being filed for:

Original Certification

Reciprocity

(please check one)

TO BE COMPLETED BY THE PERSON WRITING THE REFERENCE:

What is your full name: _____

Address: _____

Telephone Number: _____

Relation to Applicant: _____

Number of years you have known the applicant? _____

Occupation: _____

Please include any information about the applicant that you believe supports or detracts from the applicant's good character:

The information contained in the reference is true and correct to the best of my knowledge and belief.

Date: _____

Written Signature: _____