

## **TORONTO HOSTELS TRAINING CENTRE**

### **Training Equivalency**

The Toronto Hostels Training Centre offers three categories of training sessions:

1. **Certified Training:** Certified training monitored by a recognized accredited training organization for Standard First Aid and CPR (WSIB certified trainer), Non-Violent Crisis Intervention (CPI certified trainer), Understanding and Managing Aggressive Behaviour (HY'N'Hancement certified trainer), Defusing Hostility (CTI certified trainer) and WHMIS (WHMIS certified trainer). Upon completion of the required number of training hours and/or test, participants receive a certificate issued by the recognized accredited training organization covering a specific period of validity.
2. **Toronto Shelter Standards Training:** Training developed in collaboration with Hostel Services, Shelter Housing and Support Division to correspond with the training requirements for all shelter and hostel staff detailed in the Toronto Shelter Standards. Upon completion of the required number of training hours, participants receive a certificate of attendance issued by the Toronto Hostels Training Centre.
3. **Training Developed Through Recommendations:** Training developed through THTC Board of Directors, Course and Curriculum committees, shelters/hostels, member agencies and participant recommendations. Upon completion of the required number of training hours participants receive a certificate of attendance issued by the Toronto Hostels Training Centre.

#### **Applying for Equivalency - Certified Training**

Please submit the following either in person/fax or by mail:

1. The session offered by THTC for which you wish to receive credit/equivalency
2. The original or photocopy of the certificate in question. If providing a photocopy/fax please ensure the name of the training agency, participant and date of issue and/or expiry on the certificate is clear and can be read easily
3. Contact information for the training agency that provided the training
4. Participant contact information in the event further clarification is required

If the certification training was not provided by a recognized accredited training organization, also provide the following:

1. The training agency/instructor and contact information
2. Curriculum/content of training session
3. Number of training hours
4. Copy of the instructor's current training certification

#### **Applying for Equivalency - Toronto Shelter Standards Training**

Please submit the following either in person/fax or by mail:

1. The session offered by THTC for which you wish to receive credit/equivalency
2. The title, instructor, institution, program name of the training in question
3. Contact information for instructor/institution that delivered training
4. Number of training hours
5. Curriculum/content of training session

### **Applying for Equivalency - Training Developed Through Recommendations**

Please submit the following either in person/fax or by mail:

1. The session offered by THTC for which you wish to receive credit/equivalency
2. The title, instructor, institution, program name of the training in question
3. Contact information for instructor/institution that delivered training
4. Number of training hours
5. Curriculum/content of training session

Forward all equivalency inquiries to:

Toronto Hostels Training Centre  
Attention: Equivalency Inquiry  
661 Yonge Street, Suite 200  
Toronto, ON M4Y 1Z9  
Tel. (416) 469-0007  
Fax. (416) 469-5313  
Email. [inquiries@thtcentre.com](mailto:inquiries@thtcentre.com)

In most cases, for certified training equivalency, participants will be notified by either the office administrator or executive director. For curriculum and content equivalency, participants will be notified by the executive director and/or the curriculum committee chair and/or their designate.