P24 Program completion graduation and student documents

Effective date: November 1, 2026.

Bote verifies that the student has completed every required training component, assessment and contracted program hour before confirming program completion. Completion of a Transport Canada licence or rating alone does not establish completion of the CAC program.

EMS retains the student record, supporting documents and completion evidence. Bote confirms training credits and hours from any approved program transition or authorised delivery partner. Outstanding requirements must be clearly identified to the student and assigned instructor.

Susan reviews the graduation account, including payments, charges, credits and unused utilization balances. Bote separately verifies completion of all training and program requirements.

Bote issues Letters of Completion and final transcripts and may assign this work to the Assistant CFI. Susan supplies the financial review result and Alano resolves administrative matters.

Alano provides routine enrolment and attendance letters and Letters of Enrolment for study permit renewal. Sunny continues to issue initial Letters of Acceptance. Documents are provided to the student, who is responsible for submitting them to IRCC where required. Record the document, issuer and issue date in EMS.