

Drone Training Guide

This guide is designed to assist cadets with successfully obtaining their Basic Drone Operators Certificate. In it cadets will find all of the information required in order to successfully pass the Transport Canada Basic Drone Operators Exam cadets must be 14 years of age or older to take the exam.

In order to successfully pass the exam the following steps must be taken:

- Step 1 Watch the youtube video Study Guide for Canadian Base Ops Drone Pilot Exam

<https://youtu.be/ut44cLyXWLk?si=sheQ7QoW0iIVN3DN> be sure to take note of the reference materials!

- Step 2 Open windows on you computer with the following links

https://tc.canada.ca/sites/default/files/2024-03/aim-2024-1_access_e.pdf

<https://lois-laws.justice.gc.ca/eng/regulations/SOR-96-433/index.html>

Knowledge Requirements for Pilots of Remotely Piloted Aircraft Systems 250 g up to and including 25 kg, Operating within Visual Line-of-Sight (VLOS) - TP 15263

(Search for this using Google)

Canada Gazette, Part I, Volume 151, Number 28: Regulations Amending the Canadian Aviation Regulations (Unmanned Aircraft Systems)

(Search for this using Google)

<https://laws-lois.justice.gc.ca/eng/acts/a-2/page-1.html#h-7499>

<http://www.gazette.gc.ca/rp-pr/p2/2019/2019-01-09/html/sor-dors11-eng.html>

- Step 3 Create a GC Key account you will require an email address to do this.

GCKey help

You can use your GCKey username and password to sign in to most Government of Canada online accounts and services.

Anyone in any country can sign up and create a GCKey username and password to access online services.

On this page

- [GCKey is not an account](#)
- [Browser errors and technical problems](#)
- [Create a GCKey username and password](#)
- [How to sign in using GCKey](#)
- [Forgot your username or password](#)
- [Change your GCKey password, email or authentication](#)
- [What to do if your GCKey has been revoked](#)

GCKey is not an account

A GCKey username and password can be used to sign in to **any Government of Canada online account** that supports GCKey.

It's not an account. Once you create a GCKey username and password, you still have to register for each online account to match them to your account profile.

Find the account or government service you want to use, then select the **GCKey button**

- [List of all accounts](#)

You usually only need one GCKey username and password to sign in to any government service that supports GCKey.

For example:

- create a GCKey username and password to register and reserve a campsite in My Parks Canada Reservation Account
- then use your same GCKey username and password to register and sign in to My Service Canada Account to manage your Employment Insurance or Canada Pension

Browser errors and technical problems

You can use the same GCKey username and password on different computers, phones and tablets.

If you're getting error messages:

- use a modern web browser like Safari, Chrome, Firefox or Microsoft Edge, rather than Internet Explorer
- use your browser's default settings because GCKey needs JavaScript and cookies enabled
- don't bookmark pages that you see after you sign in - you must sign in to see them
- keep your browser updated

If you see one of these messages when you try to sign in, update your browser:

- Page Can't Be Displayed
- Cannot Establish a Secure Connection
- Page Not Available

You can usually find the option to update your browser in your browser menu's settings or preferences. If you are using Internet Explorer, update your browser to Microsoft Edge.

[Back to top](#)

How to create a GCKey username and password

1. Find the account or government service you want to register for
 - [List of accounts](#)
2. If that account uses GCKey as a sign-in option, select the **GCKey button**(sign in/ log in/ register with GCKey) to make a GCKey username and password
3. On the **Welcome to GCKey** page, select the **Sign Up** button
4. Read and accept the Terms and Conditions of Use
5. [Create your username](#)
6. [Create your password](#)
7. [Create your recovery questions](#)
8. [Enter a recovery email address](#)
9. [You may be required to choose a method of two-factor authentication](#)

You can also [create more than one GCKey username and password](#).

Create your username

You can find rules for creating your username in the **Username Checklist** box on the **Create Your Username** page. You won't be able to proceed unless all requirements listed in that checklist are met.

As you enter a username a red “x” or a green checkmark will appear in the **Username Checklist**. The “x” means you haven't met the username requirements. The checkmark means you have met the username requirements.

Each username needs to be unique. You'll receive a message if the username you create has already been used.

Tips for creating a username

When creating your username, you should:

- make it easy for you to remember but hard for others to guess
- avoid using personal information, such as your name, Social Insurance Number (SIN), mailing address, or email address
- keep your username secure and don't share it with anyone

Create your password

You can find rules for creating your password in the **Password Checklist** box. You won't be able to proceed unless all password requirements are met.

As you enter a password a red “x” or a green checkmark will appear in the **Password Checklist**. The “x” means you haven't met the password requirements. The checkmark means you have met the password requirements.

Confirm your password

Re-enter your password exactly as you entered it into the **Create Your Password** field. Both password must match or you won't be able to proceed.

Tips for creating your password

When creating your password, you should:

- make it easy for you to remember but hard for others to guess
- avoid using personal information, such as your name, Social Insurance Number (SIN), mailing address, or email address
- keep your password secure and don't share it with anyone

Create recovery questions, answers and hints

Recovery questions are used to help you if you forget your password.

Your questions, answers and hints should be easy for you to remember but hard for others to guess.

Recovery questions and answers are required.

To create yours follow these steps:

1. For the first question, choose a recovery question from **Select a Recovery Question**
2. Enter an answer to the question in the **My Recovery Answer** field
3. Enter the name of someone you'll remember in the **Memorable Person** field
 - If you think you may forget the answer to this question, you can enter a hint in the **Memorable Person Hint** field
4. Enter a date that you'll remember in the **My Memorable Date** field
 - If you think you may forget the answer to this question, you can enter a hint in the **Memorable Date Hint** field
5. Select **Continue**

Add your email address in case you forget your username or password

On the **Optional Account Recovery** page you should add an email address. This email address is used to help you recover your GCKey username if you forget your username or password. This step is optional but highly recommended.

As you enter an email address a red “x” or a green checkmark will appear in the **Email Checklist**. The “x” means you haven't met the email requirements. The checkmark means you have met the email requirements.

If your email address has already been used

If your email address is associated with another GCKey username, a warning message will appear indicating that your email address is already in use.

You have 3 options:

- Attempt to recover the username and/or password of the other GCKey username associated with that email address by following the process for username recovery or password reset
- Register a different email address
- Register the email address to your new GCKey username by completing the email address registration process
 - If you choose to complete this process, the system will remove the email address from your other GCKey username

Creating more than one GCKey username and passwordTwo-factor authentication

[Back to top](#)

How to sign in using GCKey

Sign in the same way every time you use a Government of Canada online account. If you have used GCKey to sign in before, ensure you sign in with the same GCKey username and password you used to register for that online account.

To sign in with GCKey:

1. On the sign-in page for the account you want to use, select the **GCKey button** (Sign in with GCKey)
 - [List of accounts](#)
2. On the **Welcome to GCKey** page, enter the username and password you created when you first signed up for your GCKey
3. Select the **Sign In** button
4. You may be asked to select **Continue** to proceed to two-factor authentication.
 - Two-factor authentication is a security measure that helps protect your personal information. It requires you to confirm

your identity each time you use a GCKey. This helps prevent unauthorized access to your online accounts and services.

5. On the **Two-factor authentication page** choose one of the authentication methods and follow the on-screen instructions.

- Step 4 Go to the Transport Canada drone exam page

<https://tc.canada.ca/en/aviation/drone-safety/drone-pilot-licensing>

About the online Small Basic Exam

You **must** pass this exam to get your Pilot Certificate – Basic Operations.

The Small Basic Exam:

- 35 multiple choice questions.
- 90 minutes to complete the exam. If you run out of time, your exam will be marked based on the answers provided (see accommodations notice below).
- A score of 65% or higher is considered a pass.
- Step 5 Use the gift card provided to you to take the exam
- Upon successful completion of the exam email Captain Patterson at the email provided to you and print your certificate.

Cadets must successfully pass the exam before September 18th, 2024

If you have any questions call Captain Patterson at the number provided after 11:00 am on Saturday September 14th or Sunday September 15th.

No. 137 ROYAL CANADIAN ARMY CADET CORPS

Parental Permission Form

Dear Parent/Guardian

No 137 RCACC will be conducting a field training exercise (FTX) in Val Des Bois Quebec on the weekend of September 22, 2024. This FTX is to be set up as follows: Cadets are to be dropped off at 1001 Heritage on Saturday September 21st at 0745 hours to be transported to the training site. All cadets are to be picked up from the Drop off site on Saturday September 22nd at 17:00 hours unless otherwise notified. This permission form is for your son/daughter/ward to participate in this weekend activity, which includes practical drone flight instruction. Please be advised that neither the Corps or the Department of National Defence will be responsible for lost, damage, or theft of any personal items brought to any training weekend (i.e., MP3 players IPODS, Cell phones, DVD players). The unit adheres to a zero-tolerance policy in regards to smoking, alcohol and drugs. A short health form is attached and must be filled out and returned with the permission form. Your son/daughter/ward will be required to have their Health Card in their possession when being dropped off so that we have it in the event of an emergency. Please also provide us with the name and phone number of an emergency contact in the event that you cannot be reached. This form must be returned to the unit by September 19th, 2024 in order to go on the weekend. Cadets will not be allowed to attend this FTX without returning this form. Cut and return the bottom form

Name of Cadet _____

_____ Name of
parent or legal guardian Home# _____ Cell # _____ Work# _____
Alternate Contact _____ #Phone # _____ Do we have
permission to give the above-noted cadet

Tylenol/Advil/ Gravol if necessary? Y _ N__

If your cadet is taking any medication, please list the medication and dosage below. NOTE all medication must be reported and turned into the Officer in Charge and will be distributed by the Officer in Charge. Cadets are responsible for informing the Officer in Charge, however, when they need to take the medication.

—

I give consent for my son/daughter/ward to attend this weekend FTX:
