

Table of Contents

Introduction to fire etc. Client-Hosted Training	1
Contact the Distance Learning Office.....	1
Available Templates	1
Available Course CDs	1
Steps	2
Step 1 – Select the Training: Host Department Responsibility	3
Resource Listing.....	3
Safety Standards.....	3
NFPA 1001 – Resource Requirement List	4
NFPA 1021 – Resource Requirement List	11
Definition of Fees	13
Invoicing Procedure.....	14
Step 2 – Planning: Host Department Responsibility	15
Plan the Training	15
Choose Qualified Evaluators.....	16
Plan for the Written Examination	16
Release of Achievement	17
Choose Qualified Proctors	17
Step 3 – Submit the Application Form: Host Department Responsibility.....	18
Application to Host a Course Form	19
Step 4 – Application Accepted or Denied: fire etc. Responsibility	23
Step 5 – Course Delivery: Host Department and Lead Instructor	24
Notify Students of Your Training	24
Cancellations.....	24
Changes	24
Lead Instructor Responsibilities	25
Step 6 – Practical Evaluation: Evaluator Responsibility.....	26
Evaluation Procedures	27
Step 7 – Written Examination: Proctor Responsibility.....	28
Testing Procedures	29
Step 8 – The Next Step: Student Responsibility	31
Certification	31
Examination Rewrite	31
Late Evaluation.....	31
Appendix “A” Procedure for Completing Examination Card.....	32
Appendix “B” CD Order Form.....	34
Appendix “C” Sample of Proctor and Evaluator Agreement Forms ...	36
Appendix “D” Authorization to Release Achievement.....	40

Introduction to fire etc. Client-Hosted Training

The **Client-Hosted Handbook** is also available on the **fire etc. website at fire-etc.ca**

fire etc. is pleased to introduce its newly modified application process for Client-Hosted Training.

The *Client-Hosted Handbook* outlines the specific procedures necessary to ensure that you, the client, receive the best service possible. It contains clear instructions on the roles, responsibilities and qualifications for each person involved with Client-Hosted Training and is intended to reduce the processing time.

Contact the Distance Learning Office

In keeping with its dedication to superb customer service, **fire etc.** has determined that the most efficient way to contact Distance Learning is through e-mail. Please send your inquiries to:

dlearn@fire-etc.ca

fire etc.

5704 – 47 Avenue
Vermilion, AB T9X 1K4
Telephone: 1 888 863 2387
Fax: 1 780 853 3008

Available Templates

All forms used for Client-Hosted Training are now available as Microsoft Word templates.

1. Application to Host a Course
2. Official Course Registration Form
3. Official Examination Registration Form
4. Evaluator Agreement Form
5. Proctor Agreement Form
6. Release of Test Scores Form

These templates are available on our website under Distance Learning at **www.fire-etc.ca**

Available Course CDs

For your convenience, you may now order the following CD's:

- NFPA 1001 Levels I and II and NFPA 472 Awareness and Operations Levels
- NFPA 1021 Level I
- NFPA 1021 Level II

Departments wishing to photocopy their own course guides may do so from this CD. It will also be convenient to have on hand for those last minute enrolments. See Appendix "B" for CD Order Form.

Steps

The following outline provides you with the eight steps in the Client-Hosted process and each step is explained in detail in this handbook.

Steps	Procedure	Area of Responsibility
Step 1	Select the Training	Host Department
Step 2	Planning <ul style="list-style-type: none">Secure Resources, Instructor, Evaluator and Proctor	Host Department
Step 3	Submit the Application	Host Department
Step 4	Application is Accepted OR Application is Denied	fire etc. Distance Learning Returned to Host Department with explanation
Step 5	Course Delivery	Host Department and Lead Instructor
Step 6	Practical Evaluation	Evaluator
Step 7	Written Examination	Proctor
Step 8	The Next Step	Student

Each step is presented as a “checklist” to ensure you do not inadvertently miss any critical step.

Step 1 – Select the Training: Host Department Responsibility

- Choose the training.

Refer to our current training calendar (also available on our website) for course descriptions including pre-requisites, evaluation requirements, and alternate delivery methods.

You can choose to complete our standard series of modules or ask us about customizing a series for you. Additional time and/or fees may apply.

Resource Listing

Definitions

- **Series ID #:** identification number of a series within NFPA 1001.
- **Facilities:** suitable area required for teaching.
- **Equipment:** items required for the completion of an objective within a series.
- **Suggested Training Aids:** these are not necessary but are **suggested** items that can be used by the instructor for demonstration purposes.
- **Other:** self-explanatory.

Safety Standards

- Ensure all Personal Protective Equipment (PPE) meets applicable standards.

Item	Standard
Turnout gear	NFPA and CGSB
Self-contained Breathing Apparatus (SCBA)	NIOSH
SCBA cylinders	Current hydro-testing and Transport Canada
Safety helmets	NFPA and CSA standards
Safety footwear	CSA Grade I standard
Safety footwear in live fire operations	CSA Grade I and NPFA
Safety eyewear	CSA
Fire fighting gloves	NFPA
Balaclava	NFPA

Recommendation: NFPA recommends that fire resistant clothing not be worn under turnout gear. Natural fiber cotton clothing is suggested.

Reminder: It is expressly understood that **fire etc.** shall assume no liability for any actions resulting from the presentation of any **fire etc.** sponsored or prepared training, which is presented in a “client-hosted distance learning” situation. The department will conduct the training according to accepted norms and practices, including NFPA 1403 Live Fire Training Standard and in such a manner as not to violate any local regulations, resolutions, municipal bylaws and provincial and/or federal legislation.

NFPA 1001 – Resource Requirement List

- Ensure facilities and equipment availability.

The NFPA 1001 Resource Requirement List on the following pages details the specific requirements for each series in five distinct categories.

Series ID #	Facilities	Equipment	Suggested Training Aids
S100	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • TV and VCR • Specific First Aid and CPR equipment provided by the instructor 	<ul style="list-style-type: none"> • Provided by the instructor
S200	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • TV and VCR • Radios (as can be provided by the Authority Having Jurisdiction) • Graph paper • Tape measures • Rulers • Tour of mechanical room to view HVAC systems 	<ul style="list-style-type: none"> • Various building construction props • Possible tour of community to view various types of construction

Series ID #	Facilities	Equipment	Suggested Training Aids
S300	<ul style="list-style-type: none"> • Appropriate size classroom • Air recharge facility • Enclosed darkened area for searches • Elevated area for hoisting equipment • Suitable outdoor work area 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Practice Rope – 1 per student • Ropes – 4 lengths of 50 ft. (for hoisting gear) • Turnout gear • SCBA • BA Control Board c/w tags (or accountability system used by the Authority Having Jurisdiction) • Radios • Roof ladders • Extinguishers • Pike poles • Axes • Hoses • Smoke ejectors • Variety of nozzles and hoses • Smoke machine for cold smoke or wet straw for hot fire 	<ul style="list-style-type: none"> • Damaged PPE for demonstration purposes • SCBA demo pack
S400	<ul style="list-style-type: none"> • Appropriate size classroom • Stairwell for hose deployment • Suitable outdoor work area • Suitable washing area 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Turnout gear • Practice hose • Nozzle sample • If available to the Authority Having Jurisdiction, pumper for hose loads (or portable hose beds) • Working pumper (necessary for connecting to hydrant and the forward/reverse lays) • Pitot and pressure gauges • Access to hydrants for flow testing • Standpipe system • Fire department connections 	<ul style="list-style-type: none"> • Hose samples • Coupling samples • Fire hydrant sample • Hose washer

Series ID #	Facilities	Equipment	Suggested Training Aids
S500	<ul style="list-style-type: none"> • Appropriate size classroom • Air recharge facility • Stairwells for hose advances • Suitable outdoor work area for placing and using ladders • A suitable structure for ventilation demonstration 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Turnout gear • SCBA • Salvage tarps • Smoke ejectors • Ropes (for hoisting) • Ground ladders • Portable generator • Flood lights • Fire department connections • Hose dummies (or suitable rescue mannequins) • Smoke machine for ventilation demo 	<ul style="list-style-type: none"> • Ladder (for classroom demonstration) • Forcible entry tools (for classroom demonstration) • Aerial truck (this is not required by NFPA 1001) • Positive pressure ventilation
S600	<ul style="list-style-type: none"> • Appropriate size classroom • Suitable outdoor driving area 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Hydrant flow graph paper • Turnout gear • Operational pumper(s) with pressure or governor relief device(s) • Drafting equipment • Traffic cones • Vehicle checklists • Equipment for master streams (1 complete set per pump) • Pitot and pressure gauges • Hearing protection • Access to working hydrants x 3 	<ul style="list-style-type: none"> • Various pumps and relief valve parts

Series ID #	Facilities	Equipment	Suggested Training Aids
S700	<ul style="list-style-type: none"> • Live burn facility to simulate a structure fire: <ul style="list-style-type: none"> - Above grade - Level grade - Below grade • Outdoor work area suitable for wildland fire fighting • Vehicle for burning (devoid of all flammable and combustible liquids) • Live fire training must be in compliance with NFPA 1403 and NFPA 1500 • Appropriate size classroom • Air recharge facility 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Whiteboard (including markers and brushes) • Turnout gear • SCBA • BA Control Board c/w tags (or accountability system used by the Authority Having Jurisdiction) • Fully equipped pumper(s) • Salvage tarps • Wildland tools and equipment • Generator • Positive pressure ventilation • Flood lights • Smoke ejectors • Flashlights • Access to working hydrants x 3 • Hose dummies (or suitable rescue mannequins) • Supplies and consumables for live fires (straw, pallets, torch) • Forcible entry tool(s) 	<ul style="list-style-type: none"> • Various wildland fire fighting tools (for classroom demonstration) • Dumpster prop, if available
S800	<ul style="list-style-type: none"> • Appropriate size classroom • Air recharge facility • Suitable outdoor work area (all foam and foam application areas must meet provincial environmental requirements) • Static flammable liquid pit • Pressurized flammable liquid prop • Pressurized liquefied gas prop 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • SCBA • Foam application props • Foam agent samples • Hose dummies (or suitable rescue mannequins) • Foam concentrate • Foam appliances • Fully equipped pumper 	

Series ID #	Facilities	Equipment	Suggested Training Aids
S900	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Video taping equipment • Whiteboard (including markers and brushes) • Flip charts • Placards • Video camera • Video tapes • Radios • Public Education handouts • Copies of Incident Reports • Textbook: ERG 2004 • Incident Report Forms 	

*** The S900 series requires the textbook ERG 2004. This can be supplied or purchased by your department. For more information on purchasing the ERG 2004 textbook, contact CANUTEC.**

S1000	<ul style="list-style-type: none"> • Appropriate size classroom • Air recharge facility • Extinguisher recharge centre • Sprinkler system • Suitable outdoor work area • Safe fuel dispensing system 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Turnout gear • SCBA • 20 lbs. Extinguishers • Flowing sprinkler head • Sprinkler wedges • Graph paper • Tape measures • Various extinguisher pan sizes (e.g. X, Z, Square, 3-dimensional) 	<ul style="list-style-type: none"> • Extinguisher samples • Agent samples • Variety of sprinkler heads • Extinguishers (3 for 20 students)
--------------	--	--	--

Series ID #	Facilities	Equipment	Suggested Training Aids
S1100	<ul style="list-style-type: none"> • Appropriate size classroom • Suitable outdoor work area • Air recharge facility 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Turnout gear • SCBA • Appropriate videos • Heavy hydraulic tools • Hand tools • Pneumatic tools • Leather gloves • CSA approved safety eye wear • Hearing protection • Filtration Masks • Traffic cones • Cribbing and shoring materials • Variety of scrap vehicles sufficient to meet the needs of the series (Rule of Thumb: 1 vehicle per 2 students) • Hose dummies (or suitable rescue mannequins) • Various props that could be used to simulate a motor vehicle accident such as an old snowmobile, an old motorcycle, a ditch or a power pole • Pneumatic lifting bag(s) 	<ul style="list-style-type: none"> • Deployed air bags

Series ID #	Facilities	Equipment	Suggested Training Aids
S1200	<ul style="list-style-type: none"> • Appropriate size classroom • Air recharge facility • Water supply • Suitable outdoor work area 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Turnout gear • SCBA • Decontamination equipment • Level A, B, C suits • Chemical reference material • Command board • Air monitoring equipment • Radios • Headsets • Placards and labels • Hose dummies (or suitable rescue mannequins) • Various props that could be used to simulate a dangerous goods spill or release such as boxes, barrels, tanks, old pressurized gas cylinders, unused tank truck or old railway tank car • Textbook: ERG 2004 	<ul style="list-style-type: none"> • ERG 2004

- **The S1200 series requires the textbook ERG 2004. This can be supplied or purchased by your department. For more information on purchasing the ERG 2004 textbook contact CANUTEC.**

NFPA 1021 – Resource Requirement List

Series ID #	Facilities	Equipment	Suggested Training Aids
FOTP 100	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • LCD projector • Video player • Screen 	<ul style="list-style-type: none"> • PowerPoint presentations
FOTP 200	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • LCD projector • Video Recorder (VHS/CD/DVD) • Video player • Overhead projector • Screen • Transparencies • Flipchart 	<ul style="list-style-type: none"> • PowerPoint presentations
FOTP 300	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • LCD projector • Video player • Screen 	<ul style="list-style-type: none"> • PowerPoint presentations • Risk Watch • Learn Not to Burn
FOTP 400	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • LCD projector • Video player • Screen 	<ul style="list-style-type: none"> • PowerPoint presentations
FOTP 500	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • LCD projector • Video player • Screen • Tape measures • Rulers • Paper • Radios • Clipboards 	<ul style="list-style-type: none"> • PowerPoint presentations

Series ID #	Facilities	Equipment	Suggested Training Aids
FOTP 600	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • LCD projector • Video player • Screen 	<ul style="list-style-type: none"> • PowerPoint presentations
FOTP 700	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • LCD projector • Video player • Screen 	<ul style="list-style-type: none"> • PowerPoint presentations
FOTP 800	<ul style="list-style-type: none"> • Appropriate size classroom 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • LCD projector • Video Recorder (VHS/CD/DVD) • Video player • Screen • Map of Pavement Narrows • ERG manuals • Radios 	<ul style="list-style-type: none"> • PowerPoint presentations

Prerequisites

- Accept responsibility for ensuring students meet the prerequisites and any special requirements outlined in the series/course description.

Resource Listings for the following qualifications coming soon:

- NFPA 472 Professional Competence of Responders to Hazardous Materials Incidents
- NFPA 1002 Fire Department Vehicle Driver/Operator Professional Qualifications
- NFPA 1051 Wildland Fire Fighter Professional Qualifications
- NFPA 1081 Industrial Fire Brigade Member Professional Qualification

Definition of Fees

Municipal Fire Department: An Alberta Municipal fire department as defined within the Municipal Affairs guidelines.

Municipal Student Rate: The subsidized rate for Alberta Municipal fire departments only. This rate applies only to NFPA 1001 (Level I and II), NFPA 472 (Awareness and Operations Levels), NFPA 1002 (Pump and Aerial Levels), NFPA 1021, NFPA 1031, NFPA 1033, NFPA 1035 and NFPA 1041. The exemptions to the subsidized rate from the current programs are NFPA 472 (Dangerous Goods Technician), NFPA 1003, NFPA 1051, and NFPA 1081.

fire etc. Tuition Fees: Applies to any public or private emergency response agency or other organization not defined as an Alberta Municipal fire department.

Who is the Host?	Attended by Members of the Host Department	Attended by Other Recognized Municipal Students	Attended by Other Emergency Response Departments
Municipal Fire Department Host	Municipal rate applied	Municipal rate applied	Rate applied per student
Emergency Response Departments	Rate applied	Not acceptable. Exceptions may be granted on a case-by-case basis. Prior approval required.	Not acceptable. Business Development may grant exceptions. Prior approval required.

Accept responsibility for the training offered including all monetary charges.

Fees for January 1, 2006 – December 31, 2006 (a minimum of 5 students required)

- Alberta Municipal Student \$70/student
- fire etc.** Tuition Fees for set courses and series
- 32 - 40 hours duration \$180/student
- 17 – 31 hours duration \$155/student
- 1 – 16 hours duration \$105/student

2006 Fees for Special Services

- Transcript fee\$10
- Examination challenge fee (some exceptions apply)\$175
- fire etc.** replacement certificate\$40
- IFSAC/ProBoard certification, per level, per entity\$30
- IFSAC/ProBoard replacement certificate\$70
- Examination rewrite fee\$80
- Late write examination fee\$80
- Equivalency application fee\$30

- Accept responsibility for all shipping fees and, if applicable, proctor/evaluator and facilities/equipment rental fees.

Invoicing Procedure

Once the training is complete, the sponsoring host department will be invoiced for either the number of students requested on the application form or the actual number of students listed on the Official Course Registration sheet, whichever is the greater. You will be billed for a minimum of 5 students. Alberta Municipal Fire Department members as defined will be billed at the Alberta Municipal Student Rate. All other students will be billed at the **fire etc.** Tuition Rate.

Step 2 – Planning: Host Department Responsibility

Plan the Training

- Choose a lead instructor who meets the qualification requirements. The lead instructor must be a graduate of the training being held and must have successfully completed NFPA 1041 Level I (Instructional Methodology II). **Exception:** only a lead instructor who has successfully completed Instructional Methodology III can deliver Instructional Methodology I and II.
- Ensure the lead instructor, evaluator and/or proctor have each other's contact information.
- Together with your lead instructor, plan the training delivery date(s).
- Together with your evaluator, plan the evaluation while also determining the duration, the number of evaluators required (recommended 1 evaluator to 12 students) and equipment.
- Comply with all environmental and safety practices as outlined in the Declaration section of the application form.
- Accept responsibility for any problems, issues, or changes to the training plan and ensure you clearly communicate this information to the lead instructor, evaluator, proctor, and students.

fire etc. recommends that class size be limited to 24 students. The recommended student-to-instructor ratio is a maximum of 7:1 in training containing practical components and 5:1 for live fire training.

Training with enrolment of 24 will typically require a minimum of four days (32 hours) for presentation. It is also advisable that an additional day (8 hours) be scheduled for study periods. Additional time may be required for evaluation and student examination.

It is recommended that the training be completed within the following timelines:

Training Duration in Hours	Time Allotted for Completion for the Entire Class/Group
1 – 16	• Thirty (30) days
17 – 40	• Sixty (60) days
41 – 80	• One Hundred and Twenty (120) days

Choose Qualified Evaluators

If evaluator material has not been received ten (10) days prior to the start date, contact the Distance Learning office via e-mail at:

dlearn@fire-etc.ca

- Ensure the evaluator meets the qualification requirements.
 1. He/she must be a graduate of the training being evaluated, OR has been granted equivalency to the training.
 2. Has successfully completed NFPA 1041 Level II Instructional Methodology III.
 3. Has completed, signed, and returned the "Evaluator Agreement Form" to **fire etc.** with the evaluator package.
- Must be an approved **fire etc.** evaluator. Refer to the *New Evaluators* section below.
- An evaluator **cannot** be involved in the training or instruction portion of the training that he/she is evaluating.
- Completed, signed, and returned the "Evaluator" section on the application form prior to the training start date.

Plan for the Written Examination

- Together with the proctor/evaluator, schedule a test date and include it on your application. This ensures a minimum time lapse between training completion and testing. It is strongly recommended that your completion date be your test date.

A student may write an examination only after successful completion of the practical component where applicable. The minimum passing score for a practical component is completion of 85% of all skills, including critical skills. All written examinations require a minimum passing score of 70%.

Examination results will be mailed to the host department for distribution to all students within forty-five (45) days, and the department will be advised of the overall pass rate.

- The host department accepts responsibility for the immediate distribution of the unopened examination results to all participants including those from other departments to ensure rewrite eligibility.

Release of Achievement

Individual students' results are personal and confidential and must be provided to the students unopened. A host department wishing to receive individual results must:

- Complete the "Release of Achievement" form.
- Obtain students' authorizations.
- Submit the completed form with the examinations for marking.

Choose Qualified Proctors

- A proctor is someone of good standing in the community (e.g. a minister, teacher, professor, commissioner for oaths, fire chief, or similar office holder) or organization who is not associated with the delivery of the training that they are proctoring.
- Complete, sign, and return the "Proctor" section on the application form prior to the examination.
- Complete, sign, and return the "Proctor Agreement Form" to the Distance Learning office with the proctor package.

Step 3 – Submit the Application Form: Host Department Responsibility

- Submit one completed application form per course a minimum of twenty-one (21) days prior to the desired starting date of training.
- Observe new sections on the Application to Host a Course form specifically addressing the Evaluator and Proctor information and their commitments to your training.

Training Tip

- It is recommended you implement a department registration process to confirm student commitment to the training.

Application to Host a Course



fire etc.

the emergency training centre of Lakeland College

Complete all **four pages** of this application form

One application per course is required

SECTION 1	GENERAL INFORMATION (Please print)		
	Department Name	Contact Person	
	Mailing Address: Street/Avenue/Box Number		
	Town/City	Province	Postal Code
	E-mail Address	Telephone Number ()	Fax Number ()
	INVOICE INFORMATION		
	<input type="checkbox"/> Same as above		
	Contact Name	Department or Company	
	P.O. Number _____		
	<i>If no Purchase Order number is provided, fire etc. will assume that a Purchase Order number is not required for payment.</i>		
Department or Company Address			

SECTION 2	SERIES/COURSE INFORMATION (Please print)		
	Series/Course Name	Series/Course ID #	
	Lead Instructor Name (please print)		
	Number of Students	Preferred start date	Completion date
	Date of Practical Evaluation (if applicable)	Date of Written Examination	

Application to Host a Course



the emergency training centre of Lakeland College

Department Name

Course Name

Contact Person

SECTION 3	SHIPPING INFORMATION		
	Courier companies require an account number prior to shipping		
	Preferred Courier Service: <input type="checkbox"/> Greyhound <input type="checkbox"/> DHL <input type="checkbox"/> Purolator		
	Account Number _____ (any applications without an account number will be shipped by Greyhound)		
	Shipping Address: Courier companies require a street/avenue address		
	Street Address		
Town/City			
Province			
Postal Code			

SECTION 4	HOST DEPARTMENT DECLARATION	
	It is expressly understood that fire etc. shall assume no liability for any actions resulting from the presentation of any fire etc. sponsored or prepared series/course, which is presented in a “distance learning” series/course situation. The department will conduct the series/course according to accepted norms and practices, including NFPA 1403 Live Fire Training Standard, and in such a manner as not to violate any local regulations, resolutions, municipal bylaws, and provincial and/or federal legislation.	
	I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld. If admitted, I agree to comply with all rules and regulations of fire etc. I have read and understand all the above statements.	
	Applicant's Signature and Title	Date
The collection of this personal information is necessary for operating and administering the services of the Registry and will be protected under the provisions of the <i>Alberta Freedom of Information and Protection of Privacy Act</i> .		

Complete all four pages of this application form

Page 2 of 4

Application to Host a Course



the emergency training centre of Lakeland College

Department Name _____

Course Name _____

Contact Person _____

SECTION 5	EVALUATOR INFORMATION (Please print)		
	Evaluator Name _____		
	Indicate your role: <input type="checkbox"/> Evaluator <input type="checkbox"/> Both Evaluator and Proctor		
	Shipping Address: Courier companies require a street/avenue address		
	Town/City _____	Province _____	Postal Code _____
	E-mail Address _____	Telephone Number _____ ()	Fax Number _____ ()
	Courier companies require an account number prior to shipping		
	Preferred Courier Service: <input type="checkbox"/> Greyhound <input type="checkbox"/> DHL <input type="checkbox"/> Purolator		
	Account Number _____ <i>(any applications without an account number will be shipped by Greyhound)</i>		
	Series/Course Name _____	Series/Course ID # _____	Location _____
Department or Company Name _____	Date of Practical Evaluation (if applicable) _____	Written Examination Date _____	

SECTION 6	EVALUATOR COMMITMENT	
	I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld. If admitted, I agree to comply with all rules and regulations of fire etc. I have read, understood and hereby agree to comply with my role and responsibilities as outlined in the Client-Hosted Handbook.	
	Evaluator Signature _____	Date _____
The collection of this personal information is necessary for operating and administering the services of the Registry and will be protected under the provisions of the <i>Alberta Freedom of Information and Protection of Privacy Act</i> .		

Complete all four pages of this application form

Application to Host a Course



fire etc.
the emergency training centre of Lakeland College

Department Name

Course Name

Contact Person

SECTION 7	PROCTOR INFORMATION (Please print)		
	Proctor Name		
	Shipping Address: Courier companies require a street/avenue address		
	Town/City	Province	Postal Code
	E-mail Address	Business Number ()	Business Fax ()
	Courier companies require an account number prior to shipping		
	Preferred Courier Service: <input type="checkbox"/> Greyhound <input type="checkbox"/> DHL <input type="checkbox"/> Purolator		
	Account Number _____ <i>(any applications without an account number will be shipped by Greyhound)</i>		
	Series/Course Name	Series/Course ID #	Location
Department or Company Name		Written Examination Date	

SECTION 8	PROCTOR COMMITMENT	
	I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld. If admitted, I agree to comply with all rules and regulations of fire etc. I have read, understood and hereby agree to comply with my role and responsibilities as outlined in the Client-Hosted Handbook.	
	Proctor Signature	Date
The collection of this personal information is necessary for operating and administering the services of the Registry and will be protected under the provisions of the <i>Alberta Freedom of Information and Protection of Privacy Act</i> .		

**Mail or fax your completed application form to Distance Learning at fire etc.
Fax Number: 1 780 581 2042**

Page 4 of 4

Step 4 – Application Accepted or Denied: fire etc. Responsibility

The Distance Learning staff will verify all information submitted on the Application to Host a Course form for material availability to meet the applicant's time frame.

Note: Delays occur when the application form is incomplete. Such applications will not be processed and will be returned.

Step 5 – Course Delivery: Host Department and Lead Instructor

Notify Students of Your Training

- Although verbal notification is acceptable, it is best to notify students in writing. This guarantees that the location, training dates and times, and examination date are communicated accurately to those attending.

Cancellations

- Cancellation of training must be submitted in writing. A host department submitting a cancellation notice within the fourteen (14) days prior to the commencement of training will be invoiced according to the number of students requested on the application form. No charges will apply if cancellation is prior to the fourteen (14) days.

Changes

- The host department must immediately submit any changes to the number of students in writing to the Distance Learning office. Acceptance of the changes may or may not be accommodated. You will be notified of the decision via e-mail or fax within two (2) business days.
- Should there be a need to change the lead instructor, notify the Distance Learning office in writing for approval of the change prior to the commencement of the training.

In addition to practical evaluations and written examinations, **fire etc.** may conduct audits on any portion of client-hosted training.

Lead Instructor Responsibilities

If course material has not been received ten (10) days prior to the training start date, contact the Distance Learning office via e-mail at:

dlearn@fire-etc.ca

An instructor for client-hosted training **cannot** function as the evaluator for any student.

- Maintain confidentiality with student personal information at all times.
- Review all training material upon receipt and verify against packing slip.
- Be adequately prepared to instruct. An instructor conducting training for the first time can expect to spend approximately one hour in preparation for every hour of presentation. Subsequent presentations may require less preparation time. A preparation-to-presentation time ratio of 1:1 for the training being taught is recommended. For example, five days of training will require five days of preparation time. As you become familiar with the materials, this preparation time can be reduced.
- Ensure the accuracy and completeness of student information on the Official Course Registration form including student identification number when known.

Note: First-time students will not be issued a student ID number until the required paperwork is returned to **fire etc.** for registration, and therefore are exempt from this step.

- Inform the Host Department of any changes in student numbers.
- Prior to the scheduled test date, forward a copy of the accurately completed Official Course Registration form to the proctor.
- Upon completion of training, deliver the following to the Evaluator:
 - Instructor's Practical Skills Checklist. Retain a copy for your records.
 - Official Course Registration Form.
 - Video presentations and/or student assignments, if applicable.

Note: A skill or skills not taught will delay students' final training results.

Step 6 – Practical Evaluation: Evaluator Responsibility

The purpose of an evaluation is to ensure the student can demonstrate to the evaluator that he/she has mastered the required practical skill.

- Prior to the evaluation, ensure you have received the following documentation/materials from the Lead Instructor:
 - Instructor's Practical Skills Checklist. Retain a copy for your records.
 - Official Course Registration Form.
 - Video presentations and/or student assignments, if applicable.

- Evaluate the practical components of the training. The evaluator must indicate **P** (Pass) or **F** (Fail) on the Practical Skills Checklist for each student being evaluated.

- Immediately complete evaluation materials and return along with all instructional materials prepaid via courier (traceable method of shipping) to the Distance Learning Office.

fire etc. Emergency Training Centre
Distance Learning Office
5704 – 47 Avenue
Vermilion, AB T9X 1K4
Telephone: 1 888 863 2387

Note: An Evaluator may be a member of the host department but **must not** be involved in the training/instruction of the course for which he/she is an evaluator.

Note: Students' final training results are delayed when an evaluator neglects to evaluate skills or has not indicated **P** (Pass) or **F** (fail) on the Practical Skills Checklist.

Evaluation Procedures

1. To qualify as an Evaluator, a person must:
 - be approved by **fire etc.**
 - hold NFPA 1041 Fire Service Instructor Professional Qualifications Level II (Instructional Methodology III)
 - be a graduate of the course or series being evaluated
 - sign the Evaluator Agreement form, acknowledging intention to comply with the evaluation procedures of **fire etc.**
2. An Evaluator may be a member of the host department but **must not** be involved in the training/instruction of the course for which he/she is an evaluator.
3. **fire etc.** has the right to audit an evaluation in progress without prior notice.
4. Evaluation materials shall be kept in a secure location with limited and controlled access, and shall not be opened until time of evaluation. However, the Evaluator should prepare by reading any supplementary information included with the evaluation package.
5. Practical skills are performed and evaluated as a part of the teaching/learning process at the appropriate time during the series/course, and recorded on the master check-off sheet with the appropriate rating, by the Evaluator. The course instructor will not function as the Evaluator for any student.
6. 85% of all demonstrable skills (including the critical skills) of a series/course must be successfully completed for a student to achieve a Pass in the practical components. Unsuccessful completion of a critical skill will result in an automatic failure of the practical component. A student failing the practical component will not be allowed to sit the written examination component.
7. For the particular skills that are to be examined, the Evaluator will measure the candidate's performance against the appropriate "actions" listed for that skill and assign a rating for it with minimum latitude for interpretation.
8. For (7) above, the Evaluator assigns an overall Pass or Fail grade for the specific skill.
9. Where specific skills are tested under evaluation conditions, candidates failing specific skill(s) will be given one additional opportunity to successfully complete the practical examination component.
10. Upon completion of the evaluation, the Evaluator shall return the completed documentation forms prepaid to **fire etc.**, by courier or registered mail.
11. All materials shall be locked in a secure location until they can be shipped.

Step 7 – Written Examination: Proctor Responsibility

If examination material has not been received ten (10) days prior to the examination date, contact the Distance Learning office via e-mail at:

dlearn@fire-etc.ca

- Maintain confidentiality with student personal information at all times.
- Accept responsibility for receiving examination materials collect.
- Ensure the accuracy and completeness of student information on the Official Examination Registration form including student identification numbers when known.
- Instruct students on how to accurately fill in examination cards. Visual instructions on this procedure are contained further on in this handbook. See Appendix “A”.
- Supervise the written examination in accordance with the proctor agreement.
- Immediately return all examination materials to **fire etc.** prepaid via courier (traceable method of shipping).

fire etc. Emergency Training Centre
Distance Learning Office
5704 – 47 Avenue
Vermilion, AB T9X 1K4
Telephone: 1 888 863 2387

Students who are not present at the scheduled examination time must apply for an examination late write.

Immediately return all:

- Examination booklets
- Examination cards
- The Official Examination Registration form

Note: Under no circumstance can the Proctor withhold examination booklets.

Testing Procedures

1. Examination booklets and other test materials shall be kept in a secure location with limited controlled access and shall not be removed or opened until time of examination. Upon opening the sealed examination package, the proctor shall date and initial the package.
2. The proctor will familiarize him/herself with any supplementary information sent with the sealed examination package.
3. Prior to the commencement of a written examination, the proctor shall ensure there are no unauthorized materials on or near any desks and chairs in the examination hall. The proctor shall also ensure adequate spacing between adjacent desks to make communication between students difficult.
4. The proctor shall not permit any unauthorized person(s) to be in the examination room during the conduct of an examination.
5. When a student arrives at the examination site for testing, the proctor shall verify his/her identity and check the name against the Official Course Registration sheet. Any student who does not have proper identification, whose name is not on the Official Course Registration sheet, or who has come to the examination ill prepared, may be asked to leave the test site immediately.
6. The proctor shall distribute the examination booklets/testing materials to all eligible students a few minutes prior to the scheduled commencement of the examination, and brief students on conduct during the examination. The proctor will emphasize that no communication between students and no access to any unauthorized material is permitted.
7. The proctor shall instruct students on how to accurately fill in examination cards.
8. The proctor shall ensure that the Official Examination Registration sheet is accurately completed, including student identification numbers when known.
Note: First-time students will not be issued a student ID number until the required paperwork is returned to **fire etc.** for registration, and therefore are exempt from this step.
9. The proctor shall commence the examination at the scheduled time and is required to observe the students as they take the test, to ensure that normal examination procedures are followed. Any student violating normal examination procedures will be asked to stop the examination and remain outside the examination area until a statement can be taken on his violation.
10. The proctor shall collect the examination booklets/testing material when a student is ready to leave after completing the examination early, or at the scheduled time for ending the examination.
11. Upon completion of the examination, the proctor shall complete the documentation forms/examination violation reports (if any) and return them together with all the examination booklets/testing material, prepaid by courier (a traceable method of shipping) to **fire etc.**

12. If the proctor is unable to return the documentation and examination booklets/testing material on the same day, these shall be locked in a secure location until ready for delivery.
13. The proctor must not have been associated with the delivery of the training.
14. **Examinations shall not be photocopied.**

Note: Delays occur when incomplete information is received.

Step 8 – The Next Step: Student Responsibility

Certification

Certificates are not issued for completion of individual modules. They will be issued on completion of a series of modules, a full NFPA standard, or a level within a standard.

A student can apply for IFSAC/ProBoard certification upon completion of an NFPA level. Forms are available from the Office of the Registrar and on the website. For standard level requirements, refer to the current training calendar. These certificates are issued quarterly.

Examination Rewrite

A student failing a written examination with a score of 60-69% will be allowed to rewrite the test. A student attaining a test score of lower than 60% must repeat the training in its entirety.

- The fee for examination rewrite must accompany the “Application for Rewrite” form.
- The application to rewrite must be made within sixty (60) days of release of the test scores.
- The rewrite must be completed within sixty (60) days of acceptance of the application.
- The student is responsible for locating a proctor and setting the rewrite date. (Contact the Distance Learning office at dlearn@fire-etc.ca for a list of proctors in your area). This will require a minimum of fourteen (14) days lead-time for approval.
- The proctor must contact **fire etc.** to confirm the examination date.

Examination rewrite results will be mailed to the student within forty-five (45) days of receipt of the examination for scoring.

Late Evaluation

A student with a valid reason for not completing an examination or practical evaluation on the scheduled day can request a Late Evaluation form from the Distance Learning office. The completed form must be returned within thirty (30) days of conclusion of the training. The late evaluation must be completed within sixty (60) days of the initially scheduled evaluation.

- The fee for late write evaluation must accompany the “Application for Late Write”.