



Fire Service Instructor I and II Course Scheduling Application Form

In order to set up a Fire Service Instructor course as a "host department", it is necessary to obtain **prior approval** from the Program Coordinator, Fire & Safety Division, Justice Institute of British Columbia. This requires completion and submission of the form below. Please refer to the procedure and conditions specified on the following pages in order to assess suitability to deliver a FSI course. If your department would like to proceed with the application, please complete the following form and submit by fax to:

**Mike Judd, Program Manager, Fire & Safety Division
Justice Institute of British Columbia | fax 604.462.9149**

When the request is approved, the Coordinator will fax the approved form back to the department.

IMPORTANT NOTES

1. Contracting a JIBC Fire and Safety Division Instructor(s) for their time involved in the delivery of the course is the responsibility of the Host Department.
2. The JIBC's accreditation precludes instructors from teaching and evaluating students from their own department. It is important to ensure that evaluations are "objective" and there can be no hint of a "vested interest" or conflict of interest. Please check with the JIBC Coordinator before contracting an instructor or evaluator.
3. Collection of registration forms and fees from students participating in the course is the responsibility of the Host Department. **Please note: For FSI-II it is essential to get the approval of the Justice Institute for student attendance prior to the course, since FSI-I or equivalent is a pre-requisite.**
4. Adequate facilities provision (classrooms, break-out rooms, etc.) and equipment availability (overhead projector, flipcharts, SCBA, ladders, etc.) is the responsibility of the host department.
5. Upon completion of the course, the Justice Institute will invoice the host department \$180/student for certification costs (incorporating the IFSAC and Pro Board seal), student record updating, and the printing and mailing of student manuals.

Please check the course requested: <input type="checkbox"/> Fire Service Instructor I (3 days, 21 hours)		
<input type="checkbox"/> Fire Service Instructor II (3 days, 21 hours)		
Dates requested for course:		
Host Department Name:		Number of Students Expected _____
Host Department Contact:		
Telephone: ()	Fax: ()	Email:
Course Location (Exact Address): _____		

Instructors requested:		
Is the course open to students from departments other than the host department? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Request Submitted by: (Host Department)		Date Submitted:
Approved by (JIBC):		Date Approved:



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FACILITIES

FACILITY REQUIREMENTS

Suitable Classroom and Break out rooms (1 classroom, large enough to accommodate full class; 1 break out room/area for every 3 students). Classroom/break out rooms should have all required training aids, adequate lighting, ventilation/heating, etc. Classrooms shall have adequate number of chairs and tables.

In addition to classrooms, the following are also required: Washrooms, First Aid Provisions, Suitable Hands On Training Areas, and Photocopier.

ADMINISTRATION

HOST DEPARTMENT RESPONSIBILITIES

1. **Obtain Approval:** Submit formal request to Justice Institute Fire & Safety Division Program Coordinator, using the Course Scheduling Application form.
2. **Arrange Facilities and Equipment:** Once approval is given by the Justice Institute Fire Academy to proceed, the host department arranges for the facilities (per the facilities requirements and training aids specified above) and any refreshment breaks that they would like to pre-arrange. For example, in some locations it might be inconvenient to have students leave the facility and travel to a restaurant. In such cases, the host department might make arrangements for the refreshments to be catered and bill the students accordingly.
3. **Register Students:** Collect names and payment (where necessary) from students. It is mandatory that the students who attend complete the registration form (which is included with the package sent to you prior to the course). This registration form should be returned to JI, along with the evaluation forms, after the course is complete.
4. **Instructors:** The host department is responsible for **contracting and paying** the instructors and making arrangements for the Instructor(s) accommodation, where necessary. The host department should liaise with the Instructor(s) on an on-going basis. The instructor(s) must be approved by the JIBC Fire and Safety Division's coordinator, prior to forming contractual agreement.
5. **Course Materials and Pre-Course Assignments:** The JIBC Program Coordinator will ensure that the latest version of the materials is used and will ensure materials are distributed to the host department **via mail or courier**, once the approval is given to host the session. **The host department must distribute the materials for the binders and make the pre-course material to the students at least four weeks prior to the course.** This provides the student with sufficient time to complete the assignments, which must be available for review by the Instructor at the beginning of the course. Materials shipped from the Justice Institute directly to the student will result in additional costs that will be directly billed to the host department.
6. **Immediately Before the Course Starts:** Meet with the Instructor to finalize arrangements for the course and confirm student registration.
7. **During the Course:** Maintain contact with the Instructor to ensure that the course is running smoothly. If problems arise, attempt to solve them locally. If this is not possible, inform the Program Coordinator.
8. **On Completion of the Course:** With the Instructor, participate in the student evaluation of the course.
9. **Cancellations or Postponement:** If it is necessary for the host department to postpone or cancel the course, the host department must inform the Program Coordinator immediately.

JUSTICE INSTITUTE RESPONSIBILITIES

1. **Approval:** The Program Coordinator will consider all requests for hosting the course and will make every effort to accommodate the request. Once the terms and conditions have been guaranteed by the host department, permission to host the course will be approved, via the Course Scheduling Application form.
2. **Instructor Qualification:** The Program Coordinator will ensure that the Instructor(s) are on the list of instructors approved to teach this course. Every attempt will be made to accommodate the request by the host department to use the instructor(s) requested.
3. **During the Course:** The Program Coordinator will liaise, as necessary, with the host department and the Lead Instructor, to ensure smooth running of the course.



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4. **After the Course:** The Program Coordinator receives the list of course participants from the Instructor. The signed-off checklists for each student activity must be submitted by the Instructor, showing the status of each student.
5. **Student Status:** On receipt of the Instructor recommendation and the completed, signed-off checklist, the Program Coordinator will update the student record accordingly and prepare a certificate of achievement, incorporating the IFSAC and Pro Board seal, for all successful students. The certificates will be mailed out directly to the student.
6. **Invoicing:** The Justice Institute will invoice the host department at \$180.00/student (refer to the note section of the Course Scheduling Application form).

INSTRUCTOR RESPONSIBILITIES

1. **Instructor Qualifications:** Before accepting any assignment, formal permission must be received from the Program Coordinator of the Justice Institute of BC. Only those instructors on the list of approved vendors for delivery of the appropriate level of the Fire Service Instructor Program are contracted.
2. **Contract:** Once an agreement has been reached between the Justice Institute and the Instructor(s), a contract will be prepared between the Instructor and the Host Department, detailing the dates of the course, the location, and the per diem rate. Any incidental costs (such as travel, accommodation, etc.) will also be specified in the contract. **Please note that the contract is between the Instructor and the host department.**
3. **Prior to the course**
 - Become familiar with the Justice Institute's "Guide for Instructors". This provides information that every instructor must be aware of (as a representative of the JIBC).
 - Liaise with the Program Coordinator and the host department to monitor status of the course (dates, location, etc.).
 - With the Host Department and JIBC Program Coordinator, ensure that the appropriate pre-course materials have been distributed to registered students and that the latest version of the instructional materials is available. Also, that the instructional materials (transparencies, handouts, etc.) are up to date.
 - Perform a check on facilities and equipment at the site location and advise the host department of any problems.
 - Ensure that all pre-course assignments are completed and marked prior to commencement of the course. This must be completed before the first full day of the course. No student will be allowed to participate in the course if the pre-course assignments are not completed satisfactorily.
 - Carry out an attendance check, ensuring that the correct students are attending the course.
4. **During the Course:**
 - Deliver the course in accordance with the lesson plans. Alert the host department and/or the Program Coordinator of any issues or problems as they arise.
 - Complete the checklists to track student accomplishment of the objectives as they progress through the course.
 - Ensure that each student has signed the attendance register, including their birth date and contact information.
5. **Upon Completion of the Course:**
 - Distribute course evaluation sheets to the students to elicit feedback on their evaluation of the course. Collect completed sheets.
 - Compile a list showing the status of each student and submit to the Program Coordinator, together with signed-off checklists showing successful or unsuccessful status.
 - Submit to the Program Coordinator any additional information that may be helpful in improving future sessions of the course.