



# Distance Learning Handbook

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*Lakeland College*®



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# Distance Learning Handbook

## Contact the Distance Learning Office

Email: [dlearnfire@lakelandcollege.ca](mailto:dlearnfire@lakelandcollege.ca)

Telephone: 1 800 661-6490 ext. 2054

Fax: 1 780 853 4348

Mail: Distance Learning  
Lakeland College Emergency Training Centre  
5704 College Drive  
Vermilion, AB T9X 1K4

## Advisory

Lakeland College assumes no liability for any actions resulting from the presentation of any Lakeland College sponsored or prepared training in a “client-hosted distance learning” situation.

The department will conduct the training according to accepted norms and practices, including the NFPA 1403 Live Fire Training Standard, and in such a manner as to not violate any local regulations, resolutions, municipal bylaws, and provincial and/or federal legislation.

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## Client Hosted Training

Client-hosted delivery allows emergency services departments to conduct or host Lakeland College Emergency Training Centre courses for their members. The host department assumes responsibility for scheduling the course and providing qualified instructors and proctors/evaluators.

This client-hosted handbook is your step-by-step guide to hosting a successful course offering and receiving the best service possible.

Prior to applying to host courses, please check the following:

- **Step 1 – Course Selection**  
Refer to the list of available courses for client-hosted training. Course descriptions, including prerequisites, evaluation requirements, and alternate delivery methods, are described in the Lakeland College Emergency Training Centre’s current training calendar. See our website [www.lc-etc.ca](http://www.lc-etc.ca), or get a calendar in print form from Distance Learning.
- **Step 2 – Resources**  
Ensure you have the required resources (equipment & appropriate facilities).
- **Step 3 – Prerequisites**  
Ensure your students have the prerequisites for study and any other special requirements, as outlined in the calendar description.
- **Step 4 – Budget for Costs/Course Fees.**
- **Step 5 – Planning Course Delivery/Instructor and Evaluator**  
Textbooks can be purchased at a location of your choice or from one of the following websites:  
AFCA – <http://www.afca.ab.ca>  
Annex – [www.annexbookstore.com](http://www.annexbookstore.com)
- **Step 6 – Submit the Application Form**
- **Step 7 – Course Delivery**
- **Step 8 – Practical Evaluation**
- **Step 9 – Written Examination (non-certified exams)**
- **Step 10 – Actions to be Taken After the Exam**

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## Step 1 – Course Selection

Choose from the following list of available courses for Client Hosted Training.

### Emergency Preparedness

Basic Emergency Management #1-BEP  
Introduction to Incident Command System 100 #1-ICSEP  
Emergency Operations Centre Management #1-EOCM

### NFPA 472 Responders to Hazardous Materials Incidents

Dangerous Goods – Awareness #FFTS-900a  
Dangerous Goods – Operations #FFTS-1200

### NFPA 1001 – Fire Fighter

FFTS-200  
FFTS-300  
FFTS-401  
FFTS-500  
FFTS-700 (Approved site required)  
FFTS-800 (Approved site required)  
FFTS-900b  
FFTS-1000a  
FFTS-1000b  
FFTS-1100  
FFTS-1200

### NFPA 1002 Fire Department Vehicle Driver/Operator

Fire Apparatus – Driving and Maintenance #FFTS-601  
Fire Apparatus – Pumping Operations #2-PU  
Aerial Apparatus #3-PU

### NFPA 1006 Technical Rescuer

Rescue Awareness (NFPA 1006 Ch. 5) #RT-100  
Rope Rescue Level I and Level II #RT-110/RT-120  
Confined Space Rescue Level I and Level II #RT-111/RT-121  
Trench Rescue Operations Level I and Level II #RT-112/RT-122

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### **NFPA 1021 Fire Officer**

FOTP-250  
FOTP-300  
FOTP-400  
FOTP-500  
FOTP-600  
FOTP-700  
FOTP-800 (Approval required)

### **NFPA 1041 Fire Service Instructor Level I**

Fire Service Instructor Level I #INST1041-1

### **NFPA 1051 Wildland Fire Fighter**

Wildland Fire Fighter #1051-01

### **NFPA 1081 Industrial Fire Brigade Member**

Incipient Level #IND 104  
Advanced Exterior Level #IND 105  
Interior Structural Level #IND 106  
Industrial Fire Brigade Leader #IND 110

### **Safety Codes Officer in the Fire Discipline (NFPA 1031 & NFPA 1033)**

Safety Codes Act and the Law #1-SCAL  
Basic Introduction to the Alberta Fire and Building Codes #1-BIAFB  
Introductory Fire Investigation #1-SCOII  
General Fire Prevention #1-GFP  
Basic Safety Codes Officer #FS100  
Building Construction and Protection Systems #1-BCPS  
Properties of Materials #1-PMSC  
Alberta Codes and Standards #1-ASCSS  
Inspection Procedures #1-IPSC  
Fire Origin and Cause Determination #1-FOCD  
Fire Protection Equipment and Water Supplies #1-FPEWS

**NOTE:** After completion of the above-listed SCO courses, you may apply for Level 1 NFPA 1031 & 1033 certification through the Office of the Fire Commissioner.



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## Step 2 – Resources

### Personal Protective Equipment

Safety Standards: Ensure all Personal Protective Clothing (PPC) meets the current 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
Firefighting gloves	NFPA
Balaclava	NFPA

**Recommendation:** NFPA recommends that fire-resistant clothing **NOT** be worn under turnout gear. Natural fibre cotton clothing is recommended.

## NFPA 1001 – Resource Requirement List

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<b>200</b> Building Construction	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Radios (provided by the Authority Having Jurisdiction)</li> <li>• Graph paper</li> <li>• Tape measures</li> <li>• Rulers</li> </ul>	<ul style="list-style-type: none"> <li>• Various building construction props</li> <li>• Possible tour of community to view various types of construction</li> <li>• Tour of mechanical room to view HVAC systems</li> </ul>
<b>300</b> Basic Fire Operations	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Air recharge facility</li> <li>• Enclosed darkened area for searches</li> <li>• Elevated area for hoisting equipment</li> <li>• Suitable outdoor work area</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Practice Rope – 1 per student</li> <li>• Ropes – 4 lengths of 50 ft. (for hoisting gear)</li> <li>• Turnout gear</li> <li>• SCBA</li> <li>• BA Control Board c/w tags</li> <li>• Radios</li> <li>• Roof ladders</li> <li>• Extinguishers</li> <li>• Pike poles</li> <li>• Axes</li> <li>• Hoses</li> <li>• Smoke ejectors</li> <li>• Variety of nozzles and hoses</li> <li>• Smoke machine for cold smoke, or wet straw for hot fire</li> </ul> <p>Note: No live fire should be used for this course</p>	<ul style="list-style-type: none"> <li>• Damaged PPC for demonstration purposes</li> <li>• SCBA demo pack</li> </ul>

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<b>401</b> Fireground Water Supplies	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Stairwell for hose deployment</li> <li>• Suitable outdoor work area</li> <li>• Suitable washing area</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Turnout gear</li> <li>• Practice hose</li> <li>• Nozzle sample</li> <li>• Pumper for hose loads (or portable hose beds)</li> <li>• Working pumper (necessary for connecting to hydrant and the forward/reverse lays)</li> <li>• Pitot and pressure gauges</li> <li>• Access to hydrants for flow testing</li> <li>• Standpipe system</li> <li>• Fire department connections</li> <li>• Hydrant flow graph paper</li> </ul>	<ul style="list-style-type: none"> <li>• Hose samples</li> <li>• Coupling samples</li> <li>• Fire hydrant sample</li> <li>• Hose washer</li> </ul>
<b>500</b> On Scene Support Operations	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Air recharge facility</li> <li>• Stairwells for hose advances</li> <li>• Suitable outdoor work area for placing and using ladders</li> <li>• A suitable structure for ventilation demonstration</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Turnout gear</li> <li>• SCBA</li> <li>• Salvage tarps</li> <li>• Smoke ejectors</li> <li>• Ropes (for hoisting)</li> <li>• Ground ladders</li> <li>• Portable generator</li> <li>• Flood lights</li> <li>• Fire department connections</li> <li>• Smoke machine for ventilation demonstration</li> </ul>	<ul style="list-style-type: none"> <li>• Ladder (for classroom demonstration)</li> <li>• Forcible entry tools (for classroom demonstration)</li> <li>• Positive pressure ventilation</li> </ul>

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<p><b>601</b> Fire Apparatus – Driving and Maintenance</p>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Suitable outdoor driving area</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Turnout gear</li> <li>• Operational pumper(s) with pressure or governor relief device(s)</li> <li>• Drafting equipment</li> <li>• Traffic cones</li> <li>• Vehicle checklists</li> <li>• Equipment for master streams (1 complete set per pump)</li> <li>• Pitot and pressure gauges</li> <li>• Hearing protection</li> <li>• Access to working hydrants x 3</li> <li>• Designated driving area set-up</li> </ul>	<ul style="list-style-type: none"> <li>• Various pumps and relief valve parts</li> </ul>

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<b>700</b> Structural Firefighting	<ul style="list-style-type: none"> <li>• Live burn facility to simulate a structure fire <b>Must be approved by OFC</b> <ul style="list-style-type: none"> <li>• Above grade</li> <li>• Level grade</li> <li>• Below grade</li> </ul> </li> <li>• Outdoor work area suitable for wildland fire fighting</li> <li>• Vehicle for burning (devoid of all flammable and combustible liquids)</li> <li>• Live fire training must be in compliance with NFPA 1403 and NFPA 1500</li> <li>• Appropriate size classroom</li> <li>• Certified air recharge facility</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Whiteboard (including markers and brushes)</li> <li>• Turnout gear</li> <li>• SCBA</li> <li>• BA Control Board c/w tags (or accountability system used by the Authority Having Jurisdiction)</li> <li>• Fully equipped pumper(s)</li> <li>• Salvage tarps</li> <li>• Wildland tools and equipment</li> <li>• Generator</li> <li>• Positive pressure ventilation</li> <li>• Floodlights</li> <li>• Smoke ejectors</li> <li>• Flashlights</li> <li>• Access to working hydrants x 2</li> <li>• Hose dummies (or suitable rescue mannequins)</li> <li>• Supplies and consumables for live fires (straw, pallets, torch)</li> <li>• Forcible entry tool(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Various wildland fire fighting tools (for classroom demonstration)</li> <li>• Dumpster prop, if available</li> <li>• Vehicles – stripped of gas tank &amp; interior lining &amp; drain all other fluids</li> </ul>

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<p><b>800</b> Hazardous Materials Fires</p> <p>Subject to approval by OFC</p>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Air recharge facility</li> <li>• <b>Facility and props must be approved by Lakeland College Emergency Training Centre</b></li> <li>• Suitable outdoor work area (all foam and foam application areas must meet provincial environmental requirements)</li> <li>• Static flammable liquid pit</li> <li>• Pressurized flammable liquid prop</li> <li>• Pressurized liquefied gas prop</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• SCBA</li> <li>• Foam application props</li> <li>• Foam agent samples</li> <li>• Hose dummies (or suitable rescue mannequins)</li> <li>• Foam concentrate</li> <li>• Foam appliances</li> <li>• Fully equipped pumper</li> </ul>	
<p><b>*900a</b> Dangerous Goods Responder Awareness Level</p>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Placards and labels</li> <li>• Textbook: ERG</li> </ul>	<ul style="list-style-type: none"> <li>• Textbook: ERG</li> </ul>
<p><b>900b</b> Fire Safety</p>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Videotaping equipment</li> <li>• Whiteboard (including markers and brushes)</li> <li>• Flip charts</li> <li>• Placards</li> <li>• Video camera</li> <li>• Video tapes</li> <li>• Radios</li> <li>• Public Education handouts</li> <li>• Copies of Incident Reports</li> <li>• Textbook: ERG</li> <li>• Incident Report Forms</li> </ul>	
<p><b>*The 900a series requires the current edition of the ERG. This can be supplied or purchased by your department. For more information on purchasing the ERG, contact CANUTEC.</b></p>			

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<b>1000a</b> Pre and Post Incident Operations	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Air recharge facility</li> <li>• Suitable outdoor work area</li> <li>• Safe fuel dispensing system</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Flowing sprinkler head</li> <li>• Sprinkler wedges</li> <li>• Graph paper</li> <li>• Tape measures</li> </ul>	<ul style="list-style-type: none"> <li>• Variety of sprinkler heads</li> <li>• Cause Determination material</li> </ul>
<b>1000b</b> Portable Fire Extinguishers	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Air recharge facility</li> <li>• Extinguisher recharge centre</li> <li>• Sprinkler system</li> <li>• Suitable outdoor work area</li> <li>• Safe fuel dispensing system</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Turnout gear</li> <li>• SCBA</li> <li>• 20 lb. extinguishers</li> <li>• Flowing sprinkler head</li> <li>• Sprinkler wedges</li> <li>• Graph paper</li> <li>• Tape measures</li> <li>• Various extinguisher pan sizes (e.g. X, Z, Square, 3-dimensional)</li> </ul>	<ul style="list-style-type: none"> <li>• Extinguisher samples</li> <li>• Agent samples</li> <li>• Variety of sprinkler heads</li> <li>• Extinguishers (3 for 20 students)</li> </ul>
<b>1100</b> Vehicle Extrication	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Suitable outdoor work area</li> <li>• Certified air recharge facility</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Turnout gear</li> <li>• SCBA</li> <li>• Appropriate videos</li> <li>• Heavy hydraulic tools</li> <li>• Hand tools</li> <li>• Pneumatic tools</li> <li>• Leather gloves</li> <li>• CSA approved safety eye wear</li> <li>• Hearing protection</li> <li>• Filtration masks</li> <li>• Traffic cones</li> <li>• Cribbing and shoring materials</li> <li>• Variety of scrap vehicles sufficient to meet the needs of the series (Rule of Thumb: 1 vehicle per 2 students)</li> </ul>	<ul style="list-style-type: none"> <li>• Deployed air bags</li> <li>• NOTE: Vehicles must be stripped of fuel and tanks and all other fluids drained</li> </ul>

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
		<ul style="list-style-type: none"> <li>• Hose dummies (or suitable rescue mannequins)</li> <li>• 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</li> <li>• Pneumatic lifting bag(s)</li> </ul>	
<p><b>*1200</b> Dangerous Goods, Responder – Operation Level</p>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Air recharge facility</li> <li>• Water supply</li> <li>• Suitable outdoor work area</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• Turnout gear</li> <li>• SCBA</li> <li>• Decontamination equipment</li> <li>• Level A, B, C suits</li> <li>• Chemical reference material</li> <li>• Command board</li> <li>• Air monitoring equipment</li> <li>• Radios</li> <li>• Headsets</li> <li>• Placards and labels</li> <li>• Hose dummies (or suitable rescue mannequins)</li> <li>• 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</li> <li>• Textbook: ERG</li> </ul>	<ul style="list-style-type: none"> <li>• ERG</li> </ul>
<p><b>*The 1200 series requires the current edition of the ERG. This can be supplied or purchased by your department. For more information on purchasing the ERG, contact CANUTEC.</b></p>			



## NFPA 1021 – Resource Requirement List

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<b>FOTP 250</b>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• LCD projector</li> <li>• Video Recorder (VHS/CD/DVD)</li> <li>• Video player</li> <li>• Overhead projector</li> <li>• Screen</li> <li>• Transparencies</li> <li>• Flipchart</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> </ul>
<b>FOTP 300</b>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• LCD projector</li> <li>• Video player</li> <li>• Screen</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> <li>• Risk Watch</li> <li>• Learn Not to Burn</li> </ul>
<b>FOTP 400</b>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• LCD projector</li> <li>• Video player</li> <li>• Screen</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> </ul>
<p><b>FOTP 500</b></p> <p><b>Subject to approval by Lakeland College Emergency Training Centre</b></p>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Extra classroom for scenarios (preferable adjoining)</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• LCD projector</li> <li>• Video player</li> <li>• Screen</li> <li>• Tape measures</li> <li>• Rulers</li> <li>• Paper</li> <li>• Radios</li> <li>• Clipboards</li> <li>• Accountability board or props</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> </ul>

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<b>FOTP 600</b>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• LCD projector</li> <li>• Video player</li> <li>• Screen</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> </ul>
<b>FOTP 700</b>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• LCD projector</li> <li>• Video player</li> <li>• Screen</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> </ul>
<p><b>FOTP 800</b></p> <p><b>Subject to approval by Lakeland College Emergency Training Centre</b></p>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> <li>• Extra classroom for scenarios (preferable adjoining)</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• LCD projector</li> <li>• Video Recorder (VHS/CD/DVD)</li> <li>• Video player</li> <li>• Screen</li> <li>• Map of your own town</li> <li>• ERG manuals</li> <li>• Radios</li> <li>• Accountability board or props</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> </ul>

## NFPA 1051 – Resource Requirement List

<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<b>1051 Wildland</b>	<ul style="list-style-type: none"> <li>• Appropriate size classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (including markers and brushes)</li> <li>• LCD projector</li> <li>• Video player</li> <li>• Screen</li> <li>• 1% foam induction system</li> <li>• Forestry nozzles</li> <li>• Foam nozzles</li> <li>• 6 Lengths forestry hose</li> <li>• 4 Fire fighter axes</li> <li>• 4 Polaskies</li> <li>• 4 McLeod tools</li> <li>• 4 Shovels</li> <li>• 2 Backpack pumps</li> <li>• 6 Files</li> <li>• 1 Drip torch (complete with fusees)</li> <li>• 1 Portable forestry pump</li> </ul>	<p>Videos</p> <ul style="list-style-type: none"> <li>• Bear Awareness – recommended viewing</li> <li>• Hand Tools – suggested viewing</li> <li>• Weather – suggested viewing</li> <li>• Fire Pumps – suggested viewing</li> <li>• Fire Attack – recommended viewing</li> </ul>

### Step 3 – Prerequisites

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

### Step 4 – Budget for Costs/Course Fees

#### Tuition Fees

Full tuition fees must be paid by all emergency response agencies and any other organization that is not defined as an Alberta municipal fire department. Please contact the Registrar's Office for a current fee schedule.

#### Municipal Fire Department Rate

The subsidized rates are 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, 1021, 1031, 1033, 1035 and 1041.

Non-subsidized courses include NFPA 472 (Dangerous Goods Technician), 1003, 1051, and 1081.

#### Fee Allocation

Who is the host?	Attended by members of the host department	Attended by other recognized municipal students	Attended by other emergency response departments (non-municipal)
Municipal fire department	Municipal rate applied	Municipal rate applied	Non-municipal rate applied per student
Emergency response departments (Non-municipal departments)	Non-municipal rate applied	Granted on a case-by-case basis. Prior approval required.	Granted on a case-by-case basis. Prior approval required.

#### Invoicing Procedure

Once the training is complete, the sponsoring host department will be invoiced for the number of exams used. You will be billed for a minimum of 5 students. Alberta municipal fire department members will be billed at the Alberta municipal student rate. All other students will be billed at the non-municipal rate.

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## Step 5 – Planning Course Delivery/Instructor and Evaluator



### Instructor

Choose a Lead Instructor who meets the qualification requirements.

- The lead instructor must be a graduate of the training being held
- Must have successfully completed NFPA 1041 Level I
- Exception: Only a lead instructor who has successfully completed 1041 Fire Service Instructor Level II can deliver 1041 Fire Service Instructor Level I
- The coordinator and the lead instructor plan the training delivery date(s)

### Evaluator

Choose an Evaluator who meets the qualification requirements of the OFC

- The evaluator must be a graduate of the training being evaluated OR
- Has been granted equivalency to the training
- Has successfully completed NFPA 1041 Fire Service Instructor Level II
- An evaluator cannot be involved in the instruction portion of the training that he is evaluating
- An evaluator must not have any personal relationship with the course instructor or any of the students he/she is evaluating
- The coordinator and the evaluator plan the evaluation to determine the time needed and the number of evaluators required (recommended: 1 evaluator to 12 students)

### Proctor

Choose a Proctor to invigilate the written examination.

- A proctor is someone of good standing in the community who is not associated with the delivery of the training they are proctoring
  - Example: a minister, teacher, professor, commissioner of oaths, fire chief, or similar office holder or organization
- To qualify as a proctor, a person must:
  - Sign the Proctor Agreement form, acknowledging his/her intention to comply with the testing procedures of the LC ETC and OFC
  - For more information, contact Distance Learning at [dlearnfire@lakelandcollege.ca](mailto:dlearnfire@lakelandcollege.ca) or 1-800-661-6490 ext 2054 or directly at 1-800-661-6490 (ext 2054) or the OFC

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## Host Department

- Ensure the lead instructor, evaluator, and/or proctor have each other's contact information.
- All modifications to any part(s) of the course must be submitted in writing for approval to LC ETC Distance Learning prior to the start date of the course. Email the request for modification to [dlearnfire@lakelandcollege.ca](mailto:dlearnfire@lakelandcollege.ca) or fax 780-853-4348
- Comply with all environmental and safety practices as outlined in the declaration section of the application form.
- LC ETC recommends that class size be limited to a maximum of 24 students.
  - The recommended student-to-instructor ratio is a maximum of 7:1 in training with practical components and 5:1 for live fire training.
  - Aerial Apparatus is limited to a maximum of 12 students per course.
- Training 24 students 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.

## Plan for the Written Examination

- Schedule a test date and include it on your application form.
  - 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.
  - All written examinations require a minimum passing score of 70%.
- Examination results will be mailed to the host department for distribution to all students.
- 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.
- The OFC requires 30 day's notice of all examination dates. Distance Learning will send this request to the OFC on your behalf.

## Release of Achievement

- Individual students' results are personal and confidential and must be provided to the students unopened.
- In order for the individual student results to be released to the host department, the checkbox must be checked and student's signature must be present on the Student Registration form.

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## Step 6 – Submit the Application Form

### Application Form

- Application forms can be found:
  - On website our <http://www.emergency-training.ca/distance-learning-training/forms.aspx>
  - By contacting Distance Learning
    - Email: [dlearnfire@lakelandcollege.ca](mailto:dlearnfire@lakelandcollege.ca)
    - Telephone: 1 800 661-6490 ext. 2054
    - Fax: 1 780 853 4348
    - Mail: Distance Learning  
Lakeland College Emergency Training Centre  
5704 College Drive  
Vermilion, AB T9X 1K4
- Submit one completed application form per course, a minimum of 6-8 weeks prior to the desired starting date of training.
  - **Note:** Delays occur when the application form is incomplete.
  - Such applications will not be processed and will be returned.
- The Distance Learning staff will verify all information submitted on the Application to Host a Course form and will confirm material availability to meet the applicant's time frame.

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#### Training Tip

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

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### Prerequisites

- It is the host department's responsibility to ensure that students meet the prerequisites and any special requirements outlined on the series/course description.

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## Step 7 – Course Delivery

### Course Packages

- If the following packages have not been received at least one week (7 days) prior to the course start date, contact the Distance Learning office via e-mail at: [dlearnfire@lakelandcollege.ca](mailto:dlearnfire@lakelandcollege.ca)
  - Instructor package containing Course Outlines, Practical Skills Checklist, Instructor Agreement Form and Course Registration Sheet

### Changes

- The host department must immediately submit in writing any changes to the number of students to the Distance Learning office at least 3 weeks prior to the examination date in order for the OFC to process the change.
  - Changes may or may not be accommodated.
- 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.

### Cancellations

- Cancellation of training must be submitted in writing and is subject to a cancellation fee if course material has been sent to the host department.

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Lakeland College may conduct audits on any portion of client-hosted training.

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### **Lead Instructor's Responsibilities**

- Review all training materials upon receipt and verify against your letter. Please read the letter to keep current with any changes.
- Be adequately prepared to instruct.
- Teach all of the practical skills.
- The instructor must indicate P (Pass) or F (Fail) on the Practical Skills Checklist for each student.
- Ensure the accuracy and completeness of student information on the Official Course Registration form.
- Inform the host department of any changes in student numbers.
- Prior to the scheduled test date, forward a copy of the 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
  - Instructor Agreement Form
  - Keep completed assignments and video presentations at the host department for possible future audits.

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## Step 8 – Practical Evaluation

### Evaluator's Responsibilities

- 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
  - Instructor Agreement Form
- Evaluate the practical components of the training.
  - The evaluator must indicate P (Pass) or F (Fail) or NA (not applicable) on the practical skills checklist for each student being evaluated.
- Immediately complete evaluation materials and ship to the OFC. Except for the Basic SCO course; these materials are returned to the address below:

Distance Learning Office  
Lakeland College Emergency Training Centre  
5704 College Drive  
Vermilion, AB T9X 1K4

### Evaluation Procedures

- To qualify as an evaluator, a person must:
  - Be approved by LC ETC and OFC
  - Hold NFPA 1041 Fire Service Instructor Level II
  - Be a graduate of the course or series being evaluated
  - Sign the evaluator agreement form, acknowledging intention to comply with the evaluation procedures of LC ETC and OFC
- 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
  - have any personal relationship with the instructor or students
- Evaluation materials shall be kept in a secure location with limited and controlled access, and shall not be opened until the time of evaluation.
  - The evaluator, however, should prepare by reading any supplementary information included with the evaluation package
- 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.

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## Step 9 – Written Examination (non-certified exams)

### Proctor's Responsibilities

- Maintain confidentiality with student personal information at all times.
- Accept responsibility for receiving examination materials via courier.
- 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.
- Supervise the written examination in accordance with the proctor agreement.
  - NEVER photocopy exams
- Shipping is done from Lakeland College Emergency Training Centre to the proctor collect and must be returned to the Emergency Training Centre prepaid via courier.
  - Exams must be traceable at all times; arrangements must be made with the candidates/organizations for reimbursement of shipping costs.
- Students who are not present at the scheduled examination time and have passed their practical skills portion must apply for an examination late write. An explanation for why the student was unable to attend the exam must be provided.
- Immediately after the exam, return the following to Lakeland College Emergency Training Centre prepaid via courier (traceable method of shipping):
  - Examination booklets
  - Examination cards
  - Assignments
  - Proctor Agreement form
  - Instructor Agreement form
  - Note: Under no circumstance can the proctor withhold examination booklets

### Ship to:

Distance Learning Office  
Lakeland College Emergency Training Centre  
5704 College Drive  
Vermilion, AB T9X 1K4

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### Testing Procedures (non-certified exams)

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 the 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 (3 m) 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 examination.
5. When a student arrives at the examination site for testing, the proctor shall verify his/her identify and check the name against the Exam Registration sheet. Any student who does not have proper identification, whose name is not on the Exam 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. If a candidate needs to leave the examination area after the test has begun, i.e. a bathroom visit, the proctor will arrange an escort to take the candidate to the destination and back to the examination area.
7. The proctor shall instruct students on how to accurately fill in examination cards.
8. The proctor shall ensure that the Student 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 for registration, and therefore are exempt from this step.

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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).
  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, EMAILED OR PHOTOGRAPHED.**

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## Step 10 – Actions to be Taken After the Exam

### 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 an examination rewrite must accompany the Application for Rewrite form.
- The application to rewrite must be made within sixty (60) business days of release of the test scores.
- The rewrite must be completed within sixty (60) business days of acceptance of the application.
- The student is responsible to locate a proctor and set the rewrite date.
  - Contact the OFC for proctor information.

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## Correspondence Training

### Correspondence Registration Process

- Complete the form Application for Correspondence Course, found:
  - On the website <http://www.emergency-training.ca/forms.aspx>
  - Alternatively, a form may be obtained by contacting Distance Learning  
Email: [dlearnfire@lakelandcollege.ca](mailto:dlearnfire@lakelandcollege.ca)  
Telephone: 1 800 661-6490 ext. 2054  
Fax: 1 780 853 4348
- Ensure the application form is complete.
  - Applications that do not include complete course application information or course fees will not be processed
- Email [dlearn@lakelandcollege.ca](mailto:dlearn@lakelandcollege.ca) or fax it to the Registrar's Office at 780 853 2955.
- The correspondence package will be sent via Canada Post a few days before the start date.
- All courses offered by correspondence or online will begin on the first day of the month.
  - Applications must be received by the 15th of the preceding month, or the registration will be deferred to the next possible starting date
  - Students have eight weeks from the start date to complete their course, including the writing of the final examination
- Students may not drop a course after it begins, but may withdraw by notifying the Office of the Registrar. There are no refunds once materials have been sent to the student.
- Students may apply for a one-month extension at a cost.
  - A completed Application for Course Extension form must be submitted and paid for prior to the end date of the course







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