

Distance Learning Client Hosted Handbook



Client-hosted Training

Client-hosted service 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 how-to guide to host a successful course offering and receiving the best service possible. Prior to applying to host courses please check the following:

- ⇒ Step 1 - Refer to the list of available courses for client hosted training. Course descriptions including pre-requisites, evaluation requirements, and alternate delivery methods are described in the Lakeland College Emergency Training Centre's current training calendar (available on our website www.lakelandcollege.ca or in print form from Distance Learning).
- ⇒ Step 2 – Ensure you have the required resources (equipment & appropriate facilities see pages 6-15)
- ⇒ Step 3 – Ensure your students have the pre-requisites for study and any special requirements as outlined in the calendar description.
- ⇒ Step 4 – Budget for costs/course fees.
- ⇒ Step 5 – Planning course delivery/instructor & evaluator
*for 1001 indicate which textbook you are instructing with. Text books may be purchased at your choice of location. For a list of textbooks and where to purchase you can go to the following websites:
 - AFCA – www.ajmercy@telus.net
 - Annex – www.annexbookstore.com
- ⇒ Step 6 – Submit application form
- ⇒ Step 7 – Course delivery
- ⇒ Step 8 – Practical evaluation
- ⇒ Step 9 – Written exam
- ⇒ Step 10 – Next step

It is expressly understood that Lakeland College shall assume no liability for any actions resulting from the presentation of any Lakeland College 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 to not violate any local regulations, resolutions, municipal bylaws and provincial, and/or federal legislation.

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Contact the Distance Learning Office

Email:

dlearnfire@lakelandcollege.ca

Telephone:

1 888 863 2387 ext 2054
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

Step 1 – Course Selection: Host Department Responsibility

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

Available Courses for Client Hosted Training:

Emergency Preparedness

Emergency Planning for Elected Officials #1-EPEO
Emergency Operations Centre Management #1-EOCM
Basic Emergency Management #1-BEP
Introduction to Incident Command System 100 #1-ICSEP
Introduction to Incident Command System 200 #2-ICSEP
Introduction to Incident Command System 300 #3-ICSEP
Introduction to Incident Command System 400 #4-ICSEP

NFPA 472 Responders to Hazardous Materials Incidents

Dangerous Goods – Awareness #FFTS–900a
Dangerous Goods – Operations #FFTS–1200
Dangerous Goods – Technician #1-DGTC

NFPA 1001 – Fire Fighter

FFTS–200
FFTS–300
FFTS–400
FFTS–500
FFTS–600
FFTS–700
FFTS–800
FFTS–900
FFTS–1000
FFTS–1100
FFTS–1200

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NFPA 1002 Fire Department Vehicle Driver/Operator

FFTS-600
Pump Operator B #2-PU
Aerial Apparatus #3-PU
NFPA 1021 Fire Officer

FOTP-100
FOTP-200
FOTP-300
FOTP-400
FOTP-500
FOTP-600
FOTP-700
FOTP-800

NOTE – starting in 2011, FO training will be text book based and available on-line.

NFPA 1035 Public Fire and Life Safety Educator Level I

Building Construction I, II & III #999-IT, 2T, 3T
Fire Service Instructor Level I Part 1 #1-FSI
Fire Service Instructor Level I Part 2 #2-FSI
Communication Skills #1-CSSC
Alberta Codes and Standards #1-ASCSS
Building Construction and Protection Systems #1-BCPS

NFPA 1041 Fire Service Instructor Level I

Fire Service Instructor Level I Part 1 #1-FSI
Fire Service Instructor Level I Part 2 #2-FSI

NFPA 1051 Wildland Fire Fighter

Wildland Fire Fighter #1051-01

NFPA 1081 Industrial Fire Brigade Member

Industrial Fire Fighter Entry Level #1-IFFEL
Incipient Level #1081-INCT/1081-INCP
Advanced Exterior Level #1081-ADVEXT/1081-AEPR
Interior Structural Level #1081-ISTH/1081-ISPR
Industrial Fire Brigade Leader #1081-LLTH/1081-LLPRA

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
Law for Fire Safety Codes Officers #1-LFSC
Building Construction and Protection Systems #1-BCPS
Properties of Materials #1-PMSC
Communication Skills #1-CSSC
Alberta Codes and Standards #1-ASCSS
Inspection Procedures #1-IPSC
Fire Origin and Cause Determination #1-FOCD

NOTE: completion of the above listed SCO courses you may apply for Level 1 NFPA 1031 & 1033 certification

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Old Course	Module #	Module Name	T	P	Series	2010 Series
Part I Fire Fighter Building Construction	FF 1001-32	Fire Department Communications	I	I	200	No Change
Building Construction	FF 999-1	Building Construction I	I		200	No Change
Building Construction	FF 999-2	Building Construction II	I		200	No Change
Building Construction	FF 999-3	Building Construction III	I		200	No Change
Part I Fire Fighter	FF 999-4	Fire Behavior	I		200	No Change
Part I Fire Fighter	FF 1001-31	General Knowledge and Skills I	I	I	300	No Change
Part I Fire Fighter	FF 1001-33.1	SCBA	I	I	300	No Change
Part II Fire Fighter	FF 1001-33.4	Exiting a Hazardous Area	I	I	300	No Change
Part III Fire Fighter	FF 1001-33.8	Structural Search and Rescue	I		300	No Change
Part IV Fire Fighter	FF 1001-33.8	Structural Search and Rescue		I	300	No Change
Part III Fire Fighter	FF 1001-35.3	Equipment Cleaning and Checking	I	I	300	No Change
Part III Fire Fighter	FF 1001-33.9	Interior Structure Fire - Simulated	I		400	S401
Part II Fire Fighter	FF 1001-35.4	Hose Cleaning Inspection	I	I	400	S401
Part II Fire Fighter	FF 1001-45.3	Perform an Annual Service Test on Fire Hose	I	I	400	S401
Pump Operator "A"	FF 1001-45.4	Fire Hydrant Flow Testing	I	I	400	S401
Pump Operator "A"	FF 1001-33.14	Water Supplies	I	I	600	S401
Pump Operator "A"	FF 1001-33.2	Responding on Apparatus	I		600	S401
Part IV Fire Fighter	FF 1001-33.2	Responding on Apparatus		I	600	S401
Part III Fire Fighter	FF 1001-33.10	Horizontal Ventilation	I		500	No Change
Part IV Fire Fighter	FF 1001-33.10	Horizontal Ventilation		I	500	No Change
Part III Fire Fighter	FF 1001-33.11	Vertical Ventilation	I		500	No Change
Part IV Fire Fighter	FF 1001-33.11	Vertical Ventilation		I	500	No Change
Part III Fire Fighter	FF 1001-33.12	Overhaul a Fire Scene	I		500	No Change
Part IV Fire Fighter	FF 1001-33.12	Overhaul a Fire Scene		I	500	No Change
Part III Fire Fighter	FF 1001-33.13	Property Salvage	I	I	500	No Change
Part III Fire Fighter	FF 1001-33.16	Emergency Scene Illumination	I		500	No Change
Part IV Fire Fighter	FF 1001-33.16	Emergency Scene Illumination		I	500	No Change
Part III Fire Fighter	FF 1001-33.17	Utilities Shutdown	I		500	No Change
Part IV Fire Fighter	FF 1001-33.17	Utilities Shutdown		I	500	No Change
Part III Fire Fighter	FF 1001-33.3	Forcible Entry	I		500	No Change
Part IV Fire Fighter	FF 1001-33.3	Forcible Entry		I	500	No Change
Part III Fire Fighter	FF 1001-33.5	Ground Ladders	I	I	500	No Change
Pump Operator "A"	DRIVER OP 1002-2.2	Fire Apparatus-Preventative Maintenance	I	I	600	S601
Pump Operator "A"	DRIVER OP 1002-2.3	Driving - Operating Fire Apparatus	I	I	600	S601

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Pump Operator "A"	DRIVER OP 1002-3.1&3.2	Apparatus Equipped with an Attack or Fire Pump			I 600	S601
Part IV Fire Fighter	FF 1001-33.18	Wildland Fires	I	I	700	No Change
Part III Fire Fighter	FF 1001-33.6	Vehicle Fires	I		700	No Change
Part IV Fire Fighter	FF 1001-33.6	Vehicle Fires		I	700	No Change
Part III Fire Fighter	FF 1001-33.7	Class A Structural Fire	I		700	No Change
Part IV Fire Fighter	FF 1001-33.7	Class A Structural Fire		I	700	No Change
Part IV Fire Fighter	FF 1001-33.9	Interior Structure Fire - Live		I	700	No Change
Part III Fire Fighter	FF 1001-43.2	Coordinate and Interior Attack Line	I		700	No Change
Part IV Fire Fighter	FF 1001-43.2	Coordinate and Interior Attack Line		I	700	No Change
Part V Fire Fighter	FF 1001-43.1	Extinguish an Ignitable Liquid Fire	I		800	No Change
Part VI Fire Fighter	FF 1001-43.1	Extinguish an Ignitable Liquid Fire		I	800	No Change
Part V Fire Fighter	FF 1001-43.3	Control a Flammable Gas Cylinder Fire	I		800	No Change
Part VI Fire Fighter	FF 1001-43.3	Control a Flammable Gas Cylinder Fire		I	800	No Change
Part V Fire Fighter	HAZMAT 472-2	Analyzing the Incident	I		900	S900a
Part V Fire Fighter	HAZMAT 472-24	Implementing the Planned Response	I		900	S900a
Fire Prevention	FF 1001-35.1	Fire Safety Survey	I	I	900	S900b
Fire Prevention	FF 1001-35.2	Fire Safety Information	I	I	900	S900b
Part I Fire Fighter	FF 1001-41	General Knowledge and Skills II	I		900	S900b
Part III Fire Fighter	FF 1001-42	Fire Department Communications II	I	I	900	S900b
Part III Fire Fighter	FF 1001-43.4	Protect Evidence of Fire Cause and Origin	I		1000	S1000a
Part IV Fire Fighter	FF 1001-43.4	Protect Evidence of Fire Cause and Origin		I	1000	S1000a
Fire Prevention	FF 1001-45.1	Pre-incident Survey	I	I	1000	S1000a
Part III Fire Fighter	FF 1001-33.15	Portable Fire Extinguishers	I		1000	S1000b
Part IV Fire Fighter	FF 1001-33.15	Portable Fire Extinguishers		I	1000	S1000b
Vehicle Extrication	FF 1001-44.1	Vehicle Extrication	I	I	1100	No Change
Vehicle Extrication	FF 1001-44.2	Assist Rescue Operation Teams	I	I	1100	No Change
Vehicle Extrication	FF 1001-45.2	Maintain Power Plants	I	I	1100	No Change
Dangerous Goods	HAZMAT 472-3.2	Surveying the Incident & Collecting Information	I	I	1200	No Change
Dangerous Goods	HAZMAT 472-32.3	Predicting the Behaviour of Material I	I		1200	No Change
Dangerous Goods	HAZMAT 472-32.4	Predicting the Behaviour of a Material II	I		1200	No Change
Dangerous Goods	HAZMAT 472-33	Planning the Response	I	I	1200	No Change
Dangerous Goods	HAZMAT 472-34	Implementing the Planned Response	I	I	1200	No Change
Dangerous Goods	HAZMAT 472-35	Evaluating Progress	I		1200	No Change

Step 2 – Resources: Host Department Responsibility

Personal Protective Equipment

Safety Standards: Ensure all Personal Protective Clothing (PPC) 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 fibre cotton clothing is recommended.

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NFPA 1001 – Resource Requirement List

Series ID #	Facilities	Equipment	Suggested Training Aids
100	<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 lb. 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)
200	<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 • 	<ul style="list-style-type: none"> • Various building construction props • Possible tour of community to view various types of construction • Tour of mechanical room to view HVAC systems

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Series ID #	Facilities	Equipment	Suggested Training Aids
300	<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 • 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 <p>Note – no live fire should be used for this course</p>	<ul style="list-style-type: none"> • Damaged PPC for demonstration purposes • SCBA demo pack
400	<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 • Hydrant flow graph paper 	<ul style="list-style-type: none"> • Hose samples • Coupling samples • Fire hydrant sample • Hose washer

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Series ID #	Facilities	Equipment	Suggested Training Aids
500	<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 • Smoke machine for ventilation demo 	<ul style="list-style-type: none"> • Ladder (for classroom demonstration) • Forcible entry tools (for classroom demonstration) • Positive pressure ventilation
600	<ul style="list-style-type: none"> • Appropriate size classroom • Suitable outdoor driving area 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • 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 • Driving Course 	<ul style="list-style-type: none"> • Various pumps and relief valve parts

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Series ID #	Facilities	Equipment	Suggested Training Aids
700	<ul style="list-style-type: none"> • Live burn facility to simulate a structure fire Must be approved by Lakeland College Emergency Training Centre - 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 • Certified 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 2 • 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 • Vehicles – stripped of gas tank & interior lining & drain all other fluids

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<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
<p>800</p> <p>*Subject to approval by Lakeland College Emergency Training Centre</p>	<ul style="list-style-type: none"> • Appropriate size classroom • Air recharge facility • Facility and props must be approved by Lakeland College Emergency Training Centre • 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 	
<p>900</p>	<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 2008 • Incident Report Forms 	

*** The 900 series requires the textbook ERG 2008. This can be supplied or purchased by your department. For more information on purchasing the ERG 2008 textbook, contact CANUTEC.**

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<i>Series ID #</i>	<i>Facilities</i>	<i>Equipment</i>	<i>Suggested Training Aids</i>
1000	<ul style="list-style-type: none"> • Appropriate size classroom • Air recharge facility • Suitable outdoor work area • Safe fuel dispensing system 	<ul style="list-style-type: none"> • Whiteboard (including markers and brushes) • Flowing sprinkler head • Sprinkler wedges • Graph paper • Tape measures 	<ul style="list-style-type: none"> • Variety of sprinkler heads • Cause Determination material
1100	<ul style="list-style-type: none"> • Appropriate size classroom • Suitable outdoor work area • Certified 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 • NOTE: vehicles must be stripped of fuel and tanks and all other fluids drained

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Series ID #	Facilities	Equipment	Suggested Training Aids
1200	<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 2008 	<ul style="list-style-type: none"> • ERG 2008

The 1200 series requires the textbook ERG 2008. This can be supplied or purchased by your department. For more information on purchasing the ERG 2008 textbook contact CANUTEC.

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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	Appropriate size classroom	Whiteboard (including markers and brushes) LCD projector Video player <ul style="list-style-type: none"> • Screen 	PowerPoint presentations
FOTP 500	Appropriate size classroom	Whiteboard (including markers and brushes) LCD projector Video player Screen Tape measures Rulers Paper Radios <ul style="list-style-type: none"> • Clipboards 	PowerPoint presentations

*Subject to approval by Lakeland College Emergency Training Centre

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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 *Subject to approval by Lakeland College Emergency Training Centre	<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

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NFPA 1051 – Resource Requirement List

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

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 1081 Industrial Fire Brigade Member Professional Qualifications

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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 to not violate any local regulations, resolutions, municipal bylaws and provincial, and/or federal legislation.

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Step 3 – Prerequisites: Host Department Responsibility

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

Step 4 – Budget/Course Fees: Host Department Responsibility

Tuition Fees

Apply to any public or private emergency response agency or any other organization not defined as an Alberta municipal fire department.

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.

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 host	Municipal rate applied	Municipal rate applied	Tuition rate applied per student
Emergency response departments (Non municipal departments)	Tuition rate applied	Not acceptable. Exceptions may be granted on a case-by-case basis. Prior approval required.	Not acceptable. Exceptions may be granted on a case-by-case basis. Prior approval required.

Fees for January 1, 2010 – December 31, 2010 (a minimum of 5 students required)

- ⇒ Alberta municipal student.....\$70/student (currently under review)
- ⇒ Tuition fees for set courses and series
 - 32 – 40 hours duration \$185/student
 - 17 – 32 hours duration \$180/student
 - 1 – 16 hours duration \$125/student
- ⇒ *Emergency Response Guidebooks must be supplied by the host department for each student on the NFPA 472 course as well as NFPA 1001 900, 900a and 1200 courses.
- ⇒ *The cost of the Basic Safety Codes Officer Training when all four courses are booked to run consecutively will be \$185.00 per student rather than \$70 per student per course.
- ⇒ Additional costs..... Shipping (COD)

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Fees for Special Services

⇒ Examination challenge fee (some exceptions apply)	\$175
⇒ Lakeland College replacement certificate	\$40
⇒ Examination rewrite fee.....	\$80
⇒ Rescheduled examination (latewrite)	\$80
⇒ Registration change	\$25
⇒ CD of course materials.....	\$175 + GST
⇒ Extensions.....	\$75.00

Invoicing Procedure

Once the training is complete, the sponsor host department will be invoiced for whichever is the greater—either the number of students requested on the application form or the actual number of students listed on the official course registration sheet. 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 tuition rate.

Step 5 – Planning Course Delivery/Instructor and Evaluator: Host Department Responsibility

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, Part 1 and Part 2.
- ⇒ Together with your lead instructor, plan the training delivery date(s).

Evaluator

Choose an **Evaluator** who meets the qualification requirements.

- ⇒ The evaluator must be a graduate of the training being evaluated OR
- ⇒ Has been granted equivalency to the training.
- ⇒ Also, has successfully completed NFPA 1041 Fire Service Instructor Level II.
- ⇒ An evaluator **cannot** be involved in the training or instruction portion of the training that he is evaluating.
- ⇒ Together with your evaluator, plan the evaluation while determining the duration 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 that they are proctoring
 - e.g. a minister, teacher, professor, commissioner for oaths, fire chief, or similar office holder or organization
- ⇒ To qualify as a proctor, a person must:
 - Be approved by Lakeland College Emergency Training Centre
 - Sign the *Proctor Agreement* form (found at the end of the Handbook or by contacting Distance Learning), acknowledging intention to comply with the testing procedures of the Lakeland College Emergency Training Centre
 - For more information contact Distance Learning at dlearnfire@lakelandcollege.ca or 780 581 2054.

Host Department

- ⇒ Ensure the lead instructor, evaluator, and/or proctor have each other's contact information.
- ⇒ All variances to any part(s) of the course must be submitted, in writing, to Lakeland College Emergency Training Centre Distance Learning prior to the start date of the course for approval. Email the request for variance to dlearnfire@lakelandcollege.ca.
- ⇒ Comply with all environmental and safety practices as outlined in the Declaration section of the application form.

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- ⇒ Lakeland College Emergency Training Centre recommends that class size be limited to a maximum 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.
 - Aerial Apparatus is limited to a maximum of 8 students per course.
- ⇒ Training with enrolment of 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.
- ⇒ 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

Plan for the Written Examination

- ⇒ Together with the proctor/evaluator, 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. (see page 28 for further information)
 - 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) business days, and the department will be advised of the overall pass rate.
- NOTE: for any course that requires hand marking of an exam taken between April 1 and October 1 the results may not be released before October 15.
- ⇒ 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.

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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 Examination Registration form.

Step 6 – Submit the Application Form: Host Department Responsibility

Application Form

- ⇒ Application forms can be found:
 - In Client Hosted Handbook
 - On website www.lakelandcollege.ca/fireetc
 - By contacting Distance Learning
 - Email: dlearnfire@lakelandcollege.ca
 - Telephone: 1 888 863 2387 ext 2054
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 twenty-one (21) business days 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 for material availability to meet the applicant's time frame.

Training Tip

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

Prerequisites

- ⇒ **It is the Host Departments responsibility to ensure students meet the prerequisites and any special requirements outlined on the series/course description.**

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Please complete all **four pages** of this application form

Please note: one application per course is required

SECTION 1	GENERAL INFORMATION (Please print)		
	Department Name	Contact Person	
	Mailing Address Number	Street/Avenue/Box	
	Town/City	Province	Postal Code
	Email Address	Telephone	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, Lakeland College Emergency Training Centre will assume that the Purchase Order number is not required for payment.</i>		
Department or Company Address			

SECTION 2	Course Information (Please Print)		
	Course Name	Course ID	
	Which Textbook are you using (for 1001 only)		
	<input type="checkbox"/> Delmar Cengage(Canadian)	<input type="checkbox"/> IFSTA	<input type="checkbox"/> Jones & Bartlet
	Lead Instructor Name	Student ID #	
	Number of Students	Preferred Start Date	Completion Date
Date of Practical Evaluation (if applicable)		Date of Written Examination	

Distance Learning Client Hosted Handbook



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		
	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 Lakeland College Emergency Training Centre shall assume no liability for any actions resulting from the presentation of any Lakeland College Emergency Training Centre 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 Lakeland College Emergency Training Centre I have read and understand all the above statements.	
	Applicant's 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> .		

SECTION 5	EVALUATOR INFORMATION (Please Print)		
	Evaluator Name	Student ID #	
	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
	Email Address	Telephone ()	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		
	Series/Course Name	Series/Course ID#	Location
	Department or Company	Name	Date of Practical Evaluation

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 Lakeland College Emergency Training Centre. I have read, understood and hereby agree to comply with my role and responsibilities as outlined in the Client-Hosted Handbook.	
	Applicant's 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> .		

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SECTION 7	PROCTOR INFORMATION (Please Print)		
	Proctor Name	Student ID#	
	Shipping Address: Courier companies require a street/avenue address		
	Town/City	Province	Postal Code
	Email Address	Telephone ()	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		
	Series/Course Name	Series/Course ID#	Location
	<i>Department or Company Name</i>		<i>Written Examination Date</i>

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 Lakeland College Emergency Training Centre I have read, understood and hereby agree to comply with my role and responsibilities as outlined in the Client-Hosted Handbook.	
	Applicant's 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 the Distance Learning at
Lakeland College Emergency Training Centre
5704 College Drive
Vermilion, AB T9X 1K4
Fax Number: 1 780 853-4348**

Step 7 – Course Delivery: Host Department Responsibility

Course Packages

- ⇒ If the following packages have not been received at least ten business (10) days prior to the course start date, contact the Distance Learning office via e-mail at: dlearnfire@lakelandcollege.ca
 - Instructor package containing:
 - Course Outlines, Practical Skills Checklist, Instructor Assignment Sheets and Course Registration Sheet
 - Evaluator package containing Evaluator copy of Practical Skills Checklist
 - Proctor package containing Examination Record Sheet, Exam Booklets (within the sealed package) and Exam Registration sheets (attached to each exam booklet – do not detach from exam booklet)

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.
- ⇒ Should there be a need to change the evaluator notify the Distance Learning office in writing for approval of the change prior to the commencement of the training.
 - **Approval/denial must be received by the host department prior to the start date of the course**
- ⇒ Any variances to the Practical Skills must be submitted in writing to Distance Learning prior to the start date of the course.
 - Approval/denial must be received by the host department prior to the start date of the course.

Cancellations

- ⇒ Cancellation of training must be submitted in writing.
- ⇒ A host department submitting a cancellation notice within the fourteen business (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 business (14) days.

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

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Lead Instructor Responsibilities

- ⇒ 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 two hours in preparation for every hour of presentation.
 - Subsequent presentations may require less preparation time.
 - A preparation-to-presentation time ratio of 2:1 for the training being taught is recommended.
 - For example, five days of training will require ten days of preparation time. As you become familiar with the materials, this preparation time can be reduced.
- ⇒ 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 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 Lakeland College for registration, and therefore are exempt from entering their student ID#
- ⇒ 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
 - Video presentations and/or student assignments, if applicable
 - **Note:** Incomplete documentation or skills taught/evaluated will delay students' final training results.

Step 8 – Practical Evaluation: Host Department Responsibility

Evaluators Responsibilities

- ⇒ The purpose of an evaluation is to ensure the student can demonstrate to the evaluator that he 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 along with all instructional materials (see list below) ship prepaid via courier (traceable method of shipping) to the Distance Learning Office.
 - Instructor's copy of the practical skills checklist,
 - Course registration sheet and
 - Any student assignments that must be marked by Lakeland College Emergency Training Centre evaluators.

Ship to:

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 Lakeland College Emergency Training Centre
 - 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 Lakeland College Emergency Training Centre
- ⇒ 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.
- ⇒ Emergency Training Centre has the right to audit an evaluation in progress without prior notice.
- ⇒ 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

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- ⇒ 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.**
- ⇒ 100% 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.
 - Students will be given two attempts to complete the tested skill(s)
 - Unsuccessful completion of any 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.
- ⇒ 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.
 - The Evaluator assigns an overall Pass or Fail grade for the specific skill
- ⇒ 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.
- ⇒ Upon completion of the evaluation, the Evaluator shall return the completed documentation forms prepaid to Emergency Training Centre, by courier or registered mail.
- ⇒ All materials shall be locked in a secure location until they can be shipped.

Step 9 – Written Examination: Host Department Responsibilities

Proctor Responsibilities

- ⇒ Maintain confidentiality with student personal information at all times.
- ⇒ Accept responsibility for receiving examination materials, via courier 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.
- ⇒ 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 Emergency Training Centre prepaid via courier.
 - Exams must be traceable at all times; arrangements must be made with the candidates/organizations for shipping costs reimbursement.
- ⇒ Students who are not present at the scheduled examination time and have passed their practical skills portion must apply for an examination late write.
- ⇒ Immediately after the exam return the following to Lakeland College Emergency Training Centre prepaid via courier (traceable method of shipping):
 - Examination booklets
 - Examination cards
 - The official examination registration 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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Written Examination Procedures

1. The proctor will familiarize him/herself with any supplementary information sent with the sealed examination package.
2. 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.
3. The proctor shall not permit any unauthorized person(s) to be in the examination room during the conduct of an examination.
4. 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.
5. 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.
6. The proctor shall instruct students on how to accurately fill in examination cards.
7. The proctor shall ensure that the official examination registration sheet is accurately completed, including student identification numbers when known.
 - a. **Note:** First-time students will not be issued a student ID number until the required paperwork is returned to Lakeland College Emergency Training Centre for registration and therefore are exempt from entering a student ID#.
8. 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.
9. 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.
10. 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 Emergency Training Centre
11. 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.
12. The proctor must not have been associated with the delivery of the training.

Note: Delays occur when incomplete documentation is received.

Step 10 – The Next Step: Student Responsibility

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 business (60) days of release of the test scores.
- ⇒ The rewrite must be completed within sixty business (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 for a list of proctors in your area.
 - This will require a minimum of fourteen business (14) days lead-time for approval.
- ⇒ The proctor must contact Lakeland College Emergency Training Centre to confirm the examination date.
- ⇒ Examination rewrite results will be mailed to the student within forty-five business (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 Registries Office. The completed form must be returned within thirty business (30) days of conclusion of the training. The late evaluation must be completed within sixty business (60) days of the initially scheduled evaluation.
- ⇒ The fee for late write evaluation must accompany the *Application for Late Write*.

CORRESPONDENCE Training

Correspondence Registration Process

- ⇒ Complete the form *Application for Correspondence Course*, found:
 - On website www.lakelandcollege.ca/fireetc
 - Alternatively a form may be obtained by contacting Distance Learning
 - Email: dlearnfire@lakelandcollege.ca
 - Telephone: 1 888 863 2387 ext 2054
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.

- ⇒ Mail the completed application or fax it to Registrar's Office at 780 853 2955.

- ⇒ The correspondence package will be sent via Canada Post within twenty (20) business days of receipt of the completed application form and payment.

- ⇒ All courses* offered by correspondence or online will begin on the first day of the following months: September, October, November, December, January, and February.
 - 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 up to the end of the fifth week of the course by notifying the Office of the Registrar using the appropriate withdrawal form. There are no refunds once materials have been sent to the student.

- ⇒ Students may apply for one 1-month extension at a cost of \$75.
 - A completed *Application for Course Extension* form must be submitted and paid for prior to the end date of the course.

*Some exceptions may apply.

NOTE: any course that has an exam that must be hand marked between April 1 and October 1 may not have the results released before October 15

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Proctors

- ⇒ Courses involving a written examination require a proctor to supervise the examination.
 - A proctor must be someone of good standing in the community who is not associated with the training.
 - Examples are a fire chief, minister, teacher, librarian, professor, commissioner for oaths, or similar office holder
 - To qualify as a proctor, a person must:
 - Be approved by the Lakeland College Emergency Training Centre
 - Sign the *Proctor Agreement* form (found at the end of the Handbook or by contacting Distance Learning), acknowledging intention to comply with the testing procedures of Lakeland College Emergency Training Centre
 - For more information contact Distance Learning at dlearnfire@lakelandcollege.ca or 780 581 2054.

Customized Modules

As of November 1, 2009 customized 1001 and 1021 modules will no longer be available. This service has been in place for 10 years and was designed to accommodate students, who were partially through the AFTS courses, to complete the modular program without being required to retake complete courses. Individuals will now be required to complete courses in the 1001 FFTP or 1021 FOTP courses when they are missing modules.

List of Available Correspondence Courses: Emergency Preparedness

Emergency Operations Centre Management #1-EOCM
Basic Emergency Management #1-BEP
Introduction to Incident Command System 100 #1-ICSEP
Introduction to Incident Command System 200 #2-ICSEP

NFPA 472 Responders to Hazardous Materials Incidents

Dangerous Goods – Awareness #FFTS–900a

NFPA 1021 Fire Officer

FOTP–100
FOTP–200
FOTP–300
FOTP–400
FOTP–600
FOTP–700

NFPA 1035 Public Fire and Life Safety Educator Level I

Building Construction I, II & III #999-IT, 2T, 3T
Communication Skills #1-CSSC
Alberta Codes and Standards #1-ASCSS

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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
Law for Fire Safety Codes Officers #1-LFSC
Building Construction and Protection Systems #1-BCPS
Properties of Materials #1-PMSC
Communication Skills #1-CSSC
Alberta Codes and Standards #1-ASCSS
Inspection Procedures #1-IPSC
Fire Origin and Cause Determination #1-FOCD

Contact the Distance Learning Office

Email: dlearnfire@lakelandcollege.ca

Telephone: 1 888 863 2387 ext 2054
1 800 661-6490 ext 2054

Fax: 1 780 853 4348

Mail: Distance Learning
Lakeland College Emergency Training Centre
5704 College Drive
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