

LEAD INSTRUCTOR INFORMATION

Please print clearly and DO NOT use initials.

Surname _____ First Name _____ Department for whom you are training _____

NFPA Standard _____ Level _____ Dates of training (from/to) (mm/dd/yyyy) _____

INSTRUCTOR TRAINING PROCEDURES

The following training procedures **must be READ immediately upon receiving your instructor package. You must FOLLOW all of the procedures listed here** before, during and after the training. After the training, **SIGN the declaration** confirming that you have read and followed all of these procedures and submit it to the Office of the Fire Commissioner (OFC).

BEFORE THE TRAINING

- Check that the instructor package sent by the OFC contains the Instructor Agreement (this document), a complete list of skills, and all the skills sheets. If any of these items are missing, contact the OFC immediately.
- Prepare and collect the resources required for the training (e.g., lesson plans, textbooks, PowerPoints, student handouts).
- Plan to teach all of the Job Performance Requirements (JPRs) for the level (requisite knowledge and skills).
- Ensure you have the tools, equipment, PPE and facilities required to complete the training.
- Check the facilities where the training will be occur to ensure they are a safe and healthy environment (e.g., temperature, air quality, lighting, space). Refer to NFPA 1403 Live Fire Training Evolutions, *Occupational Health and Safety Act, Regulation and Code*, and any local regulations, resolutions, municipal bylaws, and provincial and/or federal legislation.
- Check with the host department to determine if there are any candidates with disabilities and plan for any special accommodations that will be required. The OFC must approve any testing accommodations required.
- Confirm the number of candidates with the host department. If there has been a change in the number of candidates, contact the OFC immediately.

DURING THE TRAINING

- Treat all candidates fairly and with respect. The OFC expects instructors to treat all candidates in accordance with the *Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights Act*.
- Remain objective when dealing with the candidates. Do not treat any candidate preferentially or place any individual or group at a disadvantage.
- Allocate sufficient time for candidates to learn and practice all requisite knowledge and practical skills.

AFTER THE TRAINING

- Do NOT act as the evaluator for the course. An instructor cannot act as the evaluator for a course he/she has taught.
- Upon completion of training, make sure all paperwork has been filled out, signed and submitted to the OFC. Retain a copy for department training records.

DECLARATION

I, _____, have complied with all of the training requirements and procedures listed here as specified by the Office of the Fire Commissioner and confirm that I have read these procedures before the start of the training. I understand that failure to follow these procedures may result in suspension of my duties as an instructor, proctor, and evaluator for certification processes with the Office of the Fire Commissioner.

SIGNATURE

DATE

Email: ofc.certificationexam@gov.ab.ca
Website: www.ofc.alberta.ca