

References:	PRO BOARD CRITERIA: PA1 PROVINCE OF BRITISH COLUMBIA MINISTRY OF ADVANCED EDUCATION PRIVATE CAREER TRAINING INSTITUTIONS AGENCY (PCTIA) EVALUATOR MANUAL	
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### 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To provide a written, formal policy for employment and/or sponsorship of all candidates attending Academy courses to meet the Province of British Columbia Ministry of Advanced Education Private Training Act Policy & Legislation. In addition to clearly state expectation of student conduct.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the Academy to be familiar with this guideline to ensure that all candidates meet the employment and/or sponsorship criteria before being enrolled in Academy courses. It is the responsibility of the Academy to ensure students are made aware of student conduct expectations.

### 2.0 PROCEDURES

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- 2.1 It is the policy of the Academy that candidates must be employed by, or be a member of, one of the following:
- 2.1.1 Career or Volunteer Fire Department
  - 2.1.2. Emergency Paramedic Service
  - 2.1.3 Law Enforcement
  - 2.1.4. Military
  - 2.1.5. Industrial Fire Brigade
  - 2.1.6. Land or Water Search and Rescue
  - 2.1.7 Any other Emergency Response Organization deemed acceptable by the Fire Chief
- 2.2 It is the policy of the Academy that all candidates are sponsored and authorized by their Employer or Volunteer organization to attend courses.
- 2.3 All correspondence regarding the candidate will be with the candidate's employer or sponsor.

### 3.0 STUDENT CONDUCT

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- 3.1 Students will adhere to all Academy safety rules and regulations.
- 3.2 Horseplay will not be tolerated.

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3.3 Students may be subject to expulsion at the discretion of the Academy for dishonest behaviour.

Dishonesty is any word, action or deed performed alone, or with others, for the direct or indirect intention of proving an unfair advantage or benefit to self or other student(s) that includes:

- 3.3.1. Coaching during evaluations
- 3.3.2. Cheating
- 3.3.3. Plagiarism
- 3.3.4. Unapproved collaboration
- 3.3.5. Alteration of records
- 3.3.6. Bribery
- 3.3.7. Lying
- 3.3.8. Misrepresentation

3.4 Students expelled for dishonesty are **not** eligible for a tuition refund.

  
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Karen Fry  
Academy Director

December 18, 2020  
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Date