

References: PRO BOARD CRITERIA: PA1, TA1, TA2

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### 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To provide a written, formal policy to the accessibility and availability of all training courses, written exams and practical skills evaluation equally to all candidates.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the registrar, instructors, evaluators and proctors to be familiar with this guideline to ensure all eligible candidates are aware of the various options to the accessibility and availability of training courses, written exams and practical skills evaluations. It is the responsibility of the Academy to ensure the necessary guidelines and procedures have been provided to ensure all Academy personnel provide candidates with accurate information.

### 2.0 PROCEDURES

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- 2.1. The Academy will advertise open registration dates for training courses, written exams and practical skills evaluation on a bi-annual basis.
- 2.2. Academy course dates will be posted on the Academy web page ([www.vierafire.ca](http://www.vierafire.ca)).
- 2.3. Minimum and maximum class sizes will be identified based on curriculum requirements, resource and safety requirements.
- 2.4. Open registration dates are subject to change, based on demand.
- 2.5. Three weeks prior to an open registration date the course and evaluations may be cancelled due to lack of registrations. Candidates registered for a cancelled course and/or evaluation will be notified in writing and transferred to the next available date. If the date is not suitable to the candidate, the candidate can contact the registrar and select a more suitable date. No transfer fee will be applied.
- 2.6. Candidates are not required to attend the training course, and may register for the written exam and practical skills evaluations providing they meet the required prerequisites.
- 2.7. Any combination of training, written exams and practical skills evaluation may be specially requested by fire departments, industrial brigades or other acceptable emergency response organizations. These can be conducted at their location or at the Academy facilities. This request will be made directly to the Academy and dates will be mutually agreed upon.

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- 2.8. A fire department, industrial brigade or other acceptable emergency response organization requesting on-site evaluations must ensure the Academy that they have adequate resources and facilities to safely facilitate the evaluation process.
- 2.9. The fire department, industrial brigade or other acceptable emergency response organization requesting the on-site training and/or evaluations will be on a cost recovery basis.

  
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Karen Fry  
Academy Director

December 22, 2017  
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Date