

References:	PRO BOARD CRITERIA: PA2 NFPA 1001, WCB OCCUPATIONAL FIRST AID, FMR-2	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy of granting equivalency to both career and volunteer firefighters to NFPA 1001 Level 1 and Level 2.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all Fire Chiefs, of both career and volunteer fire departments, to be familiar with this guideline to ensure equivalency applications are completed accurately and submitted within the allotted timeframe. It is the responsibility of the Academy to review all equivalency applications and to notify the Fire Chief if the application has been approved or rejected.

2.0 PROCEDURES

- 2.1. The Academy equivalency granting for NFPA 1001 Levels 1 and 2 is a one-time event only or:
 - 2.1.1. when a new NFPA standard is granted to the Academy that warrants an extension of this operational guideline.
 - 2.1.2. when an approved candidate enters into the accreditation certification process for the first time.
- 2.2. In Reference to 2.1.1 and 2.1.2 the Academy will send out a notification letter and NFPA 1001 Level 1 & 2 Equivalency Application form (VIERA003) to the candidate's Fire Chief. The equivalency request must be requested by the Fire Chief or his/she approved representative.
 - 2.2.1. This equivalency granting to NFPA 1001 Level 1 and Level 2 is only valid and recognized at the Academy as meeting the prerequisites for enrolment in Pro Board approved programs that require NFPA 1001 Level 1 and 2 as a prerequisite.
 - 2.2.2. If approved by the Academy a letter of equivalency will be issued to the candidate. NFPA 1001 Level 1 and 2 certification will not be issued.



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3.0 MINIMUM REQUIREMENTS OF THE NON-CERTIFIED NFPA 1001 APPLICANT

- 3.1. Minimum of grade 12 or equivalent education.
- 3.2. A minimum of 19 years old at the time of the application.
- 3.3. Medical First Responder (EMA FR) or WCB Occupational First Aid
- 3.4. Employed as career firefighter at the time of the application - First class Firefighter and four (4) years completed service for a career fire department.
- 3.5. An active volunteer firefighter at the time of the application and six (6) years completed service for a Volunteer Fire Department.

4.0 APPLICATION PROCEDURE

- 4.1. The NFPA 1001 Level 1 & 2 Equivalency Application form (VIERA003) must be completed and signed by the applicant.
- 4.2. The applicant submits the equivalency application form to his or her Fire Chief for review.
- 4.3. The Fire Chief will approve or reject the application. If approved the Fire Chief will sign the application verifying the information contained on the application is accurate and true to the best of his or her knowledge.
- 4.4. Copies of any supporting documentation, certificates, diplomas etc. are to be submitted with the application. Note these copies will not be returned to the applicant.
- 4.5. The application will be sent to the Academy. Upon receiving the application, the Academy will acknowledge receipt by email and inform them that the application is under review.
- 4.6. The Academy will review all applications and approve or reject the application based on minimum requirements.

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- 4.7. Candidates that have been approved for equivalency of NFPA 1001 Levels 1 and 2 will receive a letter of equivalency from the Academy which will be sent to the applicant's Fire Chief.
- 4.8. If the application is rejected the Academy will notify the applicant's Fire Chief in writing, including justification for the reason the application was rejected.

5.0 RECORDKEEPING

- 5.1. The Academy will keep all application forms and supporting documentation for five (5) years.
- 5.2. The Academy will keep a list of all approved equivalencies granted to NFPA 1001 Level 1 and Level 2.
- 5.3. The candidate must present the letter of equivalency upon first-time registration for any Academy Pro Board accredited programs.
- 5.4. Upon a candidate's registration to an Academy Pro Board accredited program, the application and supporting documentation for equivalency will be stored in their student records.

6.0 FIRE INVESTIGATOR (NFPA 1033)

- 6.1 It is the decision of the Academy that incumbents currently serving in the field of Fire Investigation will not be granted equivalency.
- 6.2 Any qualified individual wanting Pro Board approved NFPA 1033 certification will be required to apply to the FPOABC and Academy and challenge both the written and practical evaluation processes as established by the Academy. Successful candidates will be issued a certificate and will be registered on the Pro Board Registry.



Karen Fry
Academy Director

December 22, 2017

Date