

References:	EVALUATOR MANUAL, PRO BOARD CRITERIA: TA5, TA6, TA7, TD3	
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### 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To ensure that all instructors selected by the Academy meet the prerequisite qualifications and are provided with sufficient mentoring to deliver knowledgeable, methodical and quality instruction to Academy clients.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the Academy to ensure that the established qualifications and mentoring are met and the responsibility of instructors and evaluators to abide by these requirements.

### 2.0 PROCEDURES

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#### 2.1. ELIGIBLE INSTRUCTOR/EVALUATOR APPLICANTS:

- 2.1.1. Subject Matter Experts
- 2.1.2. City of Nanaimo Staff

#### 2.2. REQUIRED QUALIFICATIONS:

- 2.2.1. Fire Service Instructor Level 1 NFPA 1041 (or equivalent)
- 2.2.2. Certified to the NFPA standard they are teaching or equivalent subject matter knowledge and expertise
- 2.2.3. Appropriate teaching experience as determined by the Academy

#### **ADDITIONAL REQUIRED QUALIFICATIONS FOR LIVE FIRE INSTRUCTORS:**

- 2.2.4. Live Fire Incident Safety Officers and Live Fire Instructors in Charge must have certified Incident Safety Officer NFPA 1521 (or equivalent)
- 2.2.5. Live Fire Instructors in Charge must also have Fire Service Instructor Level 2 NFPA 1041 (or equivalent)

#### 2.3. ELIGIBLE PRODUCT METHODOLOGY EVALUATOR APPLICANTS:

- 2.3.1. Appropriate subject matter expertise and experience as determined by the Academy.

#### 2.4. INSTRUCTOR/EVALUATOR MANDATORY REQUIREMENTS:

- 2.4.1. Attend an Academy evaluator course at the contractor's expense.

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- 2.4.2. Sign and adhere to the Academy Instructor/Evaluator Agreement.
- 2.4.3. Sign and adhere to the Academy Operational Guideline Agreement.
- 2.4.4. Provide a copy of a current City of Nanaimo Business License if working within the City of Nanaimo limits.
- 2.4.5. Adhere to the Academy Instructor/Evaluator Invoicing Instructions OG #5977.
- 2.4.6. Instructors/Evaluators will be retained by the Academy on a contract basis.
- 2.4.7. Applicants must submit a current resume to the Academy complete with applicable certification(s) or proof of subject matter expertise.

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- 2.4.8. Applicants may be required to provide further information upon request, participate in an interview process or practical demonstration as part of the selection process. Successful candidates will be notified by the Academy. The Academy Director will approve all hiring.
- 2.4.9. Instructors/Evaluators, where possible, should be trained and certified to one level higher than the subject they are instructing.
- 2.4.10. Acceptance as an Instructor/Evaluator may be restricted to specific course subject matter, qualifications, skills and experience of the individual. Instructor/Evaluators must have the necessary knowledge and experience to make competent and accurate judgments.
- 2.4.11. All VIERA Instructor/Evaluators/Proctors are subject to periodic performance evaluations by a peer evaluator and/or the Accreditation Manager or his/her designate.

### 3.0 NEW INSTRUCTOR/EVALUATOR DEVELOPMENT

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- 3.1. If a candidate does not meet the full requirements in Section 2 or has limited instructional experience, the Academy will use its discretion to approve the individual to enter a development program, with the intention of the individual's advancement to an assistant instructor position.
- 3.2. Candidates will agree to a development position on a voluntary basis without remuneration. The individual will remain in the development process until the candidate is evaluated and the Academy determines they are competent to advance to the assistant instructor status.

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- 3.3. Development activities may include auditing courses, assisting instructors with course materials and classroom activities, and co-teaching small portions of courses under the direction of a lead instructor.
- 3.4. Acceptance into the mentoring program does not guarantee advancement to instructor status.

## **4.0 INSTRUCTOR CLASSIFICATION**

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- 4.1. An instructor will be classified based on their individual experience, expertise and training. The Academy will assign Instructors to one of the following categories:
  - 4.1.1. Fire Ignition Team Member (rate of pay: \$400/day)
  - 4.1.2. New Instructor (rate of pay: \$400/day)
  - 4.1.3. Lead Instructor (rate of pay \$600/day)
  - 4.1.4. Designated Professional/Subject Matter Expert (negotiated rate)
  - 4.1.5. Or other agreed upon rate
- 4.2. New instructors/evaluators are be required to undertake a coaching/mentoring process, where he/she will be placed with a Lead instructor for coaching and mentoring. Each coaching/mentoring process will be uniquely designed based on the individual's experience and knowledge. Upon the written request from the assistant instructor the Academy may assign an evaluator to conduct an evaluation of the new instructor, while acting in the instructor role. Based on the evaluation results the evaluator will make a recommendation to the Academy as to whether that instructor is able to be assigned to instructor status.

  
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Karen Fry  
Academy Director

December 18, 2020  
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Date