



JIBC

School of Public
Safety & Security

Fire & Safety
Division

Career Fire Fighter Pre-employment Certificate Program

Applicant Information and Admission Package for:

Spring:	May-July
Fall:	September – December
Winter:	January – March



Dear Applicant;

Welcome and thank you for your interest in training for a career in the Fire Service. The challenge and satisfaction experienced from helping others are just two of the reasons why a career in the Fire Service is more than just another job.

Our Career Fire Fighter Pre-employment Certificate Program model is consistent with standard post-secondary education practice. You apply for admission into the certificate program as you would any other post-secondary education program. Upon successful completion of the certificate program, you will receive certification to National Fire Protection Association (NFPA) 1001 Standard Fire Fighter I & II, NFPA 472 Hazardous Materials Response to the Awareness Level, NFPA 472 Hazardous Materials – Hazardous Materials Operations Level /Weapons of Mass Destruction Incidents, NFPA 1051 Wild Land Fire Fighter I, NFPA 1006 Chapter 5 – Basic Rescuer Skills, First Responder Level III with Automatic External Defibrillators and Spinal Management endorsement, and Emergency Vehicle Driving Regulation – Non-Police, plus 4 additional Letters of Completion. Upon completion of the program, students will have achieved 30.5 post secondary credits. These credits can be applied toward ongoing education (diplomas, degrees) at the Justice Institute of British Columbia (JIBC), or submitted to other post secondary institutions for consideration as partial credit toward their programs.

Included in this package is a self-assessment questionnaire, ***Assessing your Qualifications to Become a Fire Fighter***. Please review the questions and complete this form to help you in determining whether this is the career for you. It does not need to be submitted with your application.

A summary of the steps in the admission process is included with this package. It explains the required and preferred qualifications for admission; applicant review process, medical exam, and physical fitness assessment, as well as a description of the Career Fire Fighter Pre-employment Certificate Program content, duration, location, tuition fees and the Applicant Admission Application Form.

Please read all the information carefully.

Yours truly,

Dean Cleave
Coordinator, Fire Fighter Programs

Assessing Your Qualifications to Become A Fire Fighter

Before you complete the Applicant Admission Application form, take a moment to see if you meet the qualifications for a fire fighter by answering each of the questions below.

This is a self-assessment, please do not enclose it with your application.

	YES	NO
• Do you possess a valid Class 5, BC Drivers License with airbrake endorsement and full driving privileges?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you physically fit and do you maintain a healthy life style?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have 20/40 visual acuity in each eye, unaided as determined by an optometrist or ophthalmologist?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have colour vision safe for the position of fire fighter? (As determined by Ishihara screening and additional colour vision tests as required such as Fahrnsworth D-15 (saturated and unsaturated), Dvorine PIC, Dvorine NOM, Fahrnsworth Munsell 100 Hue Test and the Lantern Test)?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you ever been convicted of a criminal offence that would exclude you from being in a position of trust?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you currently hold a CPR Level "C" certificate or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have good listening skills; are you able to extract and understand information in oral communication?	<input type="checkbox"/>	<input type="checkbox"/>
• Can you communicate effectively, both orally and in writing?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you a competent swimmer?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you comfortable being in confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you comfortable with heights?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you willing to comply with instructions, directions and orders given by officers?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you willing to work co-operatively with others as part of a team effort; supporting, encouraging and helping fellow team members to work competently and safely?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you willing to work in dangerous and unpleasant situations, take calculated risks to help others in need and continue working despite physical discomfort?	<input type="checkbox"/>	<input type="checkbox"/>
• In the face of uncertainty, can you make necessary decisions?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have the self-confidence to be assertive when the situation demands it?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you able to deal with stressful situations in a calm and constructive manner?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you consider yourself tolerant towards others?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you comfortable with people from different cultures and backgrounds?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you make an effort to learn about cultures which are different from your own?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you comfortable with interpersonal situations and establishing rapport with others?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you try your personal best in carrying out a task?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you try to assess your strengths and weaknesses objectively and then attempt to educate or improve yourself?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you behave in an ethical manner by being straight-forward and honest; not lying or exaggerating?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you currently active in contributing in some way to your community?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you willing to adapt to change?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you willing to attend courses and learn continually?	<input type="checkbox"/>	<input type="checkbox"/>



PLEASE READ THIS DOCUMENT CAREFULLY

GENERAL INFORMATION

Who is Suited for a Career as a Fire Fighter?

Fire fighting is not just another job. It is a demanding career that carries considerable responsibility in providing preservation of life, property and the environment.

Like most careers, fire fighter's duties have changed dramatically over the last 25 years. While the actual volume of emergency incident response has often increased with the population, the percentage of response to fire calls has typically decreased.

Fire Service response has diversified to include hazardous materials incidents, specialized rescue calls, medical aid, marine emergencies, and a wide variety of assistance to the public. Non-emergency duties include training and maintenance of fire stations, vehicles, and equipment. However, a growing emphasis on public education programs, commercial, residential and industrial inspections and community interaction, require public speaking and interpersonal skills. Computers are commonplace in the fire station and associated skills are necessary.

The fire fighter's job is dynamic. New equipment, techniques, and the changing needs of their profession demand a highly adaptable person who is prepared to pursue ongoing education and who can balance acceptance of new concepts and challenges while maintaining a diverse set of basic skills.

Who Supports the Program?

An Advisory Committee, consisting of representatives from the BC Professional Fire Fighters' Association, Fire Chiefs' Association of BC, Volunteer Fire Fighters' Association, BC Human Resource Departments, JIBC Fire & Safety Division and Fire Departments from several municipalities, meet on a regular basis to review and ensure that the application/screening entrance requirements, as well as the program content, meet the needs of participating departments.

The JIBC Fire & Safety Division's Pre-employment Certificate Program currently has 5 certificates accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (NBFSPQ/ProBoard), plus an additional two accredited by IFSAC (see breakdown on page 4).

Program Details

The purpose of the program is to prepare individuals to apply for a fire fighter position in the Fire Service. The Career Fire Fighter Pre-employment Certificate Program is 12 weeks full time. **There are various start dates scheduled throughout the year.** Classes run from 6:30 am to 5:00 pm Monday to Friday; however, some evening and Saturday sessions are scheduled. The program only takes place at the Fire & Safety Division, Maple Ridge Campus located at 13500 – 256th Street, Maple Ridge, BC V4R 1C9.



Applicants will learn through theory, lectures, and practice drills, and will be examined on the following subjects:

	Credits
• Vehicle Rescue I	1.00
• Pumps and Pumping	2.00
• Rescuer Basic Skills	2.00
• Hazardous Materials Emergency Responder Awareness	0.50
• Hazardous Materials Emergency Responder Operations	2.00
• Fire Hoses and Fire Streams	3.00
• Self Contained Breathing Apparatus (SCBA) and Personal Protective Equipment (PPE)	1.00
• Ground and Aerial Ladders	2.00
• Resume Writing and Interviewing Skills	0.50
• Ropes and Knots	0.50
• Fire Control	3.00
• Fire Prevention/Pre-Incident Planning	1.50
• Fitness Training	2.50
• First Responder III with AED and Spinal Management	4.00
• Fire Department Organization and Safety	0.50
• Salvage & Overhaul	0.50
• Forcible Entry	0.50
• Building Construction & Ventilation	0.50
• Emergency Vehicle Driving Regulation – Non-police	0.00
• Fire & Life Safety Educator I	1.00
• Basic Fire Suppression and Safety	1.00
• Rapid Intervention Team	1.00
	Total Credits: <u>30.5</u>

Certificates received:

- Career Fire Fighter Pre-Employment Certificate (30.5 post-secondary credits)
- NFPA 1001 Fire Fighter I & II certificate (with IFSAC and ProBoard seals)
- NFPA 472 Hazardous Materials – Awareness Level (with IFSAC and ProBoard seals)
- NFPA 472 Hazardous Materials – Hazardous Materials Operations Level /Weapons of Mass Destruction Incidents (with IFSAC and ProBoard seals)
- NFPA 1051 Basic Fire Suppression and Safety I (with IFSAC and ProBoard seals)
- NFPA 1006 Chapter 5 Basic Rescuer Skills (with IFSAC seal)
- First Responder Level III with AED and Spinal Management
- Emergency Vehicle Driving Regulation – Non-Police

Letters of Completion received:

- Vehicle Rescue
- Pumps and Pumping
- Rapid Intervention Team
- Fire & Life Safety Educator I



ADMISSION / SCREENING PROCESS

The Admission/Screening process for the Career Fire Fighter Pre-employment Certificate Program takes place throughout the year. Each application will be screened for entry into the available upcoming programs. Below is an outline of the screening process.

Table with 2 columns: Step number and Date(s). Steps include Application Submission, Application Review, Orientation, Payment of Fees, and Program Start Date.

*NOTE: A \$75 NON REFUNDABLE Application fee is due at time of application submission to Registration

1 ADMISSION REQUIREMENTS

Applicants must meet all required qualifications to be considered for admission into the Career Fire Fighter Pre-employment Certificate Program.

Required Prerequisites:

- List of prerequisites including high school graduation, BC Drivers License, Airbrake Endorsement, Current Driver's Abstract, Current CPR Level "C", Medical Examination, and Candidate Physical Ability Test (CPAT).

NOTE: It is the responsibility of the applicant to ensure that they meet all the required qualifications and provide back-up documentation verifying the same. Only those applications that are submitted with all the pre-requisites will be entered into the next stage of the application process.

CPR – Level C

This certificate must be current at the time you submit your application and on day 1 of the program. A valid certificate from any recognized training agency is acceptable.

2 APPLICATION SUBMISSION

To register for the Career Fire Fighter Pre-employment Certificate Program, you must complete the Applicant Admission Application Form and submit a \$75 non refundable application fee to the JIBC Registration Office at the JIBC New Westminster Campus. Any application received with missing documentation will not be processed beyond acknowledgement of receipt. WE WILL NOT CONTACT YOU OR FOLLOW UP WITH YOU REGARDING ANY MISSING DOCUMENTATION – IT IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT TO SUBMIT ALL MISSING PREREQUISITES.

Completed application forms, the \$75 application fee and the prerequisite documentation should be submitted to: Registration Office, JIBC, 715 McBride Boulevard, New Westminster, BC V3L 5T4, either by mail, courier



or in person (no faxes please). This includes copies of all the required certificates, transcripts, etc (see list above). Submission of your complete application package should be on standard white 8½" x 11" paper, paper clipped or single stapled (NOT in folders) with clear photocopies of attachments such as certificates, drivers license (front and back), etc. Please do not laminate documents.

Note: Due to the high demand for this program, and the limited number of seats available, the earlier you submit a completed application (with all prerequisites) the better your chances are of advancing in this process.

③ APPLICATION REVIEW

Applicants who have all the prerequisites and a completed application form will be contacted by email to acknowledge receipt of application. The Coordinator will review all applications. Students will be contacted via email, if successful in the selection process.

④ MEDICAL EXAMINATION

Applicants are required to attend an extensive Fire Fighter Medical Examination and Assessment before admission into the program. The Medical Assessment is required prior to the Physical Fitness Assessment. Further details relating to the medical examination will follow.

Some Medical Requirements:

Normal unaided hearing is required.

6.4.1 Category A medical conditions shall include the following:

- (1)Far visual acuity less than 20/40 binocular, corrected with contact lenses or spectacles, or far visual acuity less than 20/100 binocular for wearers of hard contacts or spectacles, uncorrected
- (2)Color perception — monochromatic vision resulting in inability to use imaging devices such as thermal imaging cameras
- (3)Monocular vision
- (4)Any eye condition that results in the candidate not being able to safely perform one or more of the essential job tasks

⑤ PHYSICAL FITNESS ASSESSMENT

The Physical Fitness Assessment can be booked once you have been passed as fit for firefighting by the medical examiner. You are required to book your own CPAT with Abbotsford Fire Rescue Service after receiving your medical certificate. (www.abbotsfordcpat.ca).



6 ADMISSION INTO THE PROGRAM

The JIBC, Fire & Safety Division will notify the successful applicants of their admission into the program at least **15 business days** prior to the date of Orientation. Admission into the program will be contingent on the applicant's successful completion of the medical examination and physical fitness assessment. Unsuccessful applicants may be required to go through the Admission/Screening Process again.

Successful applicants invited to Orientation will be required to complete Incident Command Systems Level I.

* **Please note:** Acceptance into the Career Fire Fighter Pre-employment Certificate Program is not a guarantee of future employment.

7 FEES & FINANCIAL ASSISTANCE

PLEASE NOTE: THESE PRICES ARE SUBJECT TO CHANGE

Screening Process Costs

Application Fee (non-refundable) \$ 75.00
* **MUST BE SUBMITTED WITH APPLICATION** *

Program Costs

Incident Command Systems Level I (CMD112 – Pre Requisite) \$ 35.19
Tuition (12-week Program) \$ 6,628.98
Personal Protective Equipment Rental (see Note 1 below) \$ 812.00 incl. HST
Learner Service Fee (see Note 2 below) \$ 155.55
Total Program Cost \$ 7,631.72 (incl. applicable tax)

Additional Costs

Medical
CPAT

Students will be responsible for purchasing required textbooks & program uniform (approx. \$602.95 + tax)

Optional Costs

Administrative fees to process EMA license

- First Responder III \$ 84.00 incl. HST
- AED Endorsement \$ 28.00 incl. HST
- Spinal Endorsement \$ 28.00 incl. HST

NOTE: If students already have one or all their EMA License there is no need to pay the above license fee. Students only pay for the licenses they do not have at the start of the program or if they wish for their FR qualification to be registered. This is an optional fee, if you don't pay the fee then the FR qualification will not be registered.

Payment Schedule

Payments for the program as outlined are to be made payable to the Justice Institute of British Columbia. A \$500.00 non-refundable deposit must be paid at the time of acceptance into the program, prior to orientation and will be credited towards your program costs. All fees are subject to change without notice.

<u>Item:</u>	<u>Due Date:</u>	<u>Amount:</u>
Application Fee	Submission of Application	\$ 75.00
Tuition deposit	Upon acceptance into program	\$ 535.19
Textbooks	Before Orientation – books to be taken to Orientation	\$ 302.95 + tax
Final Balance	The day before Orientation	Outstanding balance



NOTE: THESE ARE DOMESTIC FEES. INTERNATIONAL STUDENTS MUST CONTACT THE MAPLE RIDGE CAMPUS (SEE PAGE 9 FOR CONTACT INFORMATION)

Transfer/ Withdrawal Policy

Any transfer requests made once an offer of a seat in the program has been extended and accepted, are subject to a \$50 administration fee.

If withdrawal from the Career Fire Fighter Pre Employment Certificate Program is requested the following cancellation policies apply:

Orientation to Week 2 of Program50% refund*

Week 3-525% refund*

Week 6-12no refund

The above refunds are calculated after the \$500 deposit has been deducted.

***less program deposit and withdrawal fee**

Financial Assistance

Once you have been accepted into the program, you may wish to apply for financial assistance through government student loans or JIBC Bursaries. Applicants who have applied and been accepted into the 12-Week Career Fire Fighter Pre-employment Certificate Program are eligible for loan assistance. Financial assistance may take up to 6 weeks for approval. For information on loans and bursaries, the application process and funding procedures contact the Student Awards and Financial Aid Advisor at financialaid@jibc.ca or 604-528-5762 (toll free 1-877-528-5591).

Notes:

1. If you wish to use your own Personal Protective Equipment (PPE), it must meet applicable standards and be inspected by the Fire & Safety Division staff. A letter from the Fire Chief authorizing the use of the equipment is required before any fees are paid, failure to do so will result in a \$50 administration fee.
2. Learner Service Fee (LSF): As part of a commitment to improving the quality of services for our students, the JIBC charges a Learner Services Fee (LSF) of \$5.00 per course credit to a maximum of 6 credits per course (\$30.00). The fee applies to credit courses only and is collected at the time of enrollment. The fee is tax deductible and is refundable when a student withdraws before the class withdrawal deadline. The learner services fee is used to enhance library, technology and other services for the benefit of students at all JIBC locations.

8 PROGRAM START DATES

The Program runs 3 times a year with start dates in January, May & September (subject to change). For more information regarding actual start dates please contact the Maple Ridge Campus.

FOR MORE INFORMATION CONTACT:

JIBC – Maple Ridge Campus
 13500 – 256th Street
 Maple Ridge, BC V4R 1C9
 Telephone: 604-462-1000
 Fax: 604-462-9149
 Maple Ridge toll free: 1-888-844-0445

JIBC – New Westminster Campus
 715 McBride Boulevard
 New Westminster, BC V3L 5T4
 Telephone: 604-528-5590
 Fax: 604-528-5660
 Student Services toll free: 1-877-528-5591



PLEASE CONSIDER THE FOLLOWING WHEN SUBMITTING YOUR APPLICATION:

- 1. Please single staple or paper clip admissions package;
2. Incomplete applications will not be considered; and
3. All questions must be answered in full and copies of all related licences, certificates, diplomas, receipts and other requirements must be attached.

IDENTIFYING DATA

Form containing personal information fields: Have you taken a course at the JIBC before?, JIBC Student Number, Provincial Education Number, Last name, First name, Middle name, Address, Email, City, Province, Postal code, Evening or home phone, Day phone, Cell phone, Date of Birth, Gender, Immigration Status, etc.



EDUCATION

Please provide **detailed** information of your education and training, including degrees, certificates, diplomas, etc.

High School Name		Year Graduated	
Additional Comments (if any)			
College/University			
Program Name(s)		Level Achieved (Degree, Certificate, Diploma)	
Additional Comments (if any)			
College/University			
Program Name(s)		Level Achieved (Degree, Certificate, Diploma)	
Additional Comments (if any)			
Vocational/Trade/Technical			
Program Name(s)		Level Achieved (Degree, Certificate, Diploma)	
Additional Comments (if any)			
Other Certificates/Licenses (Please list along with any additional comments)			

EMPLOYMENT DATA

Current Employer			
Position Title			
Address		City, Prov	
Contact Name, Title		Phone	
Date Employed From		Employed To	
Job Duties			
Previous Employer			
Position Title			
Address		City, Prov	
Contact Name, Title		Phone	
Date Employed From		Employed To	
Job Duties			
Previous Employer			
Position Title			
Address		City, Prov	
Contact Name, Title		Phone	
Date Employed From		Employed To	
Job Duties			



REQUIRED QUALIFICATIONS

Drivers Licence	<input type="checkbox"/> Yes <input type="checkbox"/> No	Class #(s)
Air Brake Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed
Air Brake Theory	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed
CPR Level "C" Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date CPR Card Issued		Expiry Date on Card: (must be current at Day 1 of the program)

OTHER PREFERRED QUALIFICATIONS

Industrial First Aid Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry Date
Life Saver/Swim Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Swim Certificate(s) Obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry Date(s)
Additional Certifications: _____		
Equipment & Small Tools you are able to operate (specify licenses or certificates where applicable) _____		

VOLUNTEER &/OR FIRE FIGHTING EXPERIENCE

Fire Department	_____	
Date From	_____	Date To _____
Community/Volunteer Experience	_____	
Date From	_____	Date To _____

CRIMINAL RECORD CHECK

Have you ever been convicted of a criminal offence to which a pardon has not been granted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details: _____	

MEDICAL DATA

Do you have any of the following, which may prevent you from performing all or some of the duties of a Fire Fighter?

- | | | | |
|---------------------|--|---------------------------|--|
| Medical Disability? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Colour vision impairment? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Corrective lenses? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Hearing impairment? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

If you answered yes to any of the above, provide details.



Please check off all the documentation you have enclosed:

<input type="checkbox"/> *Applicant Admission Application Form	<input type="checkbox"/> *Photocopy of Class 5 Drivers License(s)
<input type="checkbox"/> *\$75 Non Refundable Application Fee	<input type="checkbox"/> *Air Brake Endorsement
<input type="checkbox"/> *Photocopy of High School Transcript(s) Provided by the Ministry of Education or your High School OR:	<input type="checkbox"/> *Current Drivers Abstract Provided by the Insurance Corporation of BC
<input type="checkbox"/> *Photocopy of Grade 12, GED or equivalent Diploma	<input type="checkbox"/> ** Medical Certificate of Completion
<input type="checkbox"/> *Photocopy of Birth Certificate	<input type="checkbox"/> **Physical Certificate of Completion and mark
<input type="checkbox"/> *Photocopy of CPR "C" Certificate – Level C (see section 1)	<input type="checkbox"/> Photocopy of Post-Secondary Transcript(s)
	<input type="checkbox"/> Photocopy of Post Secondary Certificates, Diplomas, and Degrees

*prerequisites; **required after being selected;

I declare that all statements made in this application are true and I understand that any misrepresentation of material facts herein may cause forfeiture of my rights to successfully complete the Career Fire Fighter Pre-employment Certificate Program.

X _____
Signature of Applicant

Date

Please ensure that all questions have been answered in full and copies of all related licences, certificates, diploma, transcripts, and other requirements are attached. Before you submit your application, have you filled out all sections of the application?

Note regarding Personal Information:

The British Columbia Ministry of Education has extended its student numbering system, called the Personal Education Number (PEN), into the post-secondary system. In future, each post-secondary institution will be able to issue a PEN number to each student who has not already been assigned one. In order to issue a number we must collect information on date of birth and gender. The information will be used only for measuring participation in post-secondary education, for registration purposes and for program research and evaluation. For the latter, any personal information disclosed will be in non-identifiable form. This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and is required in order to process each student's application.