



HOST DEPARTMENT **APPLICATION PACKAGE**

Vancouver Island Emergency Response Academy (VIERA) would like to welcome career, composite, volunteer departments, and other industrial brigades to the NFPA 1001 Level I and II Fire Fighter Training Certificate Program.

This **Host Department Application Package** is your guide to enrolling your members.

STEP 1 – SIGN UP YOUR DEPARTMENT & YOUR FIRE FIGHTERS

1. Decide what you are applying for:

Fire Fighter Training Level I & II Certificate Topics grouped into 15 sets at \$100 each (\$35 for re-writes) + HazMat Awareness and HazMat Operations (offered by VIERA) are required for certification

Skills Maintenance Access

For members who are already certified but would like to maintain their skills with access to the online curriculum that supports the textbook resources.

2. Complete the **Department Information Form** [online version](#) and submit to viera@nanaimo.ca

3. Have each student complete an **Application and Consent Form** [online version](#) and to viera@nanaimo.ca

All future students will complete this form. If a student can provide evidence that they have successfully completed any courses from another accredited institution, they will receive complete reciprocity.

STEP 2 – OBTAIN COURSE MATERIALS

1. Contact viera@nanaimo.ca to purchase **Required Resource** Fundamentals of Fire Fighter Skills & Hazmat Response, *Canadian 4th edition*

2. **Additional Resources**

Once your application is processed, your designated **Department Contact Person** will be emailed information to gain access to Moodle. Each registered person will also receive an email with login information specific to them.

Moodle is an on-line learning management system that provides access to the on-line course content, resources, learning tools and practice quizzes, and tracks evaluations.

Please note that only the designated contact person within your department will have Administrative Access within the Moodle page. The Administrative Access will give this person access to all the student grades within the Moodle grade book and the ability to alter the Moodle page to fit the needs of your department.

STEP 3 – DECIDE PROCTORS AND EVALUATORS

Departments may provide proctors and practical evaluators that are approved by VIERA, and may provide their own instructors.

1. **PROCTORS**

Potential proctors must review and complete the [VIERA Proctor Agreement](#). Approval will be granted once this form has been submitted and reviewed. A confirmation email will be sent to the Proctor after the review.

2. **EVALUATORS**

Any fire department individual wishing to evaluate candidates in the practical skills for the NFPA 1001 program must complete an online evaluator workshop conducted by VIERA.

Note: Under no circumstance can an evaluator evaluate a candidate whom they have instructed in preparation for the course being evaluated.

Potential evaluators must be provided with a copy of the *Evaluator Manual* found on the VIERA website at www.vierafire.ca

The potential evaluator must complete the **VIERA Evaluator Workshop**. This [Online Training Application Form](#) can be used to register staff.

Once the potential evaluator has completed the online Workshop they will be directed to complete the [VIERA Evaluator Agreement](#) and submit it with their resume. The potential evaluator will be notified of approval by email.

HazMat Operations must be evaluated by an experienced HazMat evaluator approved by VIERA. Fire Suppression courses (Live Fire) must be evaluated by an approved NFPA 1403 evaluator.

STEP 4 – REQUEST **WRITTEN EVALUATIONS** & SEND PRACTICAL EVALUATIONS

When you are ready to request written evaluations for the courses, use the **Grouped Course Registration Form** [online version](#) or email the pdf on page 6 to viera@nanaimo.ca. You will receive an email confirming your request. Students must be registered in the courses in order to be evaluated.

- ✓ Check the written evaluations you are requesting
- ✓ Enter the number of students to be evaluated
- ✓ Write the student's names at the bottom
- ✓ Note all written exams received by approved VIERA proctors must be returned to VIERA within 14 business days of being received, or they will be considered expired and void
- ✓ Copies of the relevant student **Practical Skill Check Sheets** (JPR's) must be received digitally by VIERA before the evaluation is considered complete
- ✓ Once registration for a set has been completed, tuition fees for that set are non-refundable

Pending any unforeseen circumstances, grades will be posted to student Moodle pages within 30 days once evaluations and outstanding required information have been received by VIERA.