

- Applications must be received by the Office of the Fire Commissioner (OFC) at least **ONE MONTH (30 DAYS)** prior to the exam/evaluation date(s). Please submit one form for each NFPA standard/level. The OFC may decline an application if it is not complete or if all requirements have not been met.
- All testing must occur on a site that has been approved by the OFC.
- Before applying, review NFPA Standard Availability on the OFC's website. Note whether the level you wish to host is available or due to be revised during your proposed training period.
- Review the [instructor, proctor and evaluator requirements](#) posted on the OFC website prior to completing this application.
- If a change is required for the testing date or in the number of students, please complete and submit an Exam/Evaluation Change Request form to the OFC at least **2 WEEKS** prior to the exam/evaluation date.
- The training host's responsibilities have been listed in the attached Training Host Agreement (pages 3 and 4 of this document). This agreement must be signed prior to the application being approved.

HOST INFORMATION			
Host Department Name		Contact Name (first and last)	
Address			
Town / City	Province / Territory	Postal Code	
Email		Contact Number (with area code)	
Approved Training Provider / School (if applicable)		Contract # (if applicable)	
TRAINING INFORMATION			
NFPA #	Level (e.g., Operations, Fire Fighter I, Trench Rescue II) Include course name for S-series, F-series and 1031/33.		# students
Preferred Start Date (mm/dd/yyyy)		Expected End Date (mm/dd/yyyy)	Textbook(s) Used (including edition)
Written Examination Date (mm/dd/yyyy)		Practical Evaluation Date (mm/dd/yyyy)	
Written Exam Location		Skills Evaluation Location	Approved site? YES
Testing accommodations required?		YES	
If testing accommodations are required, complete and attach an Application for Testing Accommodations for each applicable candidate.			

This collection of personal information is necessary to support the certification and accreditation programs of the Office of the Fire Commissioner. The collection is authorized under Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the Act. If you have questions regarding the collection of your personal information, please send your inquiry to the Office of the Fire Commissioner, 16th Floor, Commerce Place, 10155 – 102nd Street, Edmonton, AB, T5J 4L4 or email ofc.certificationexam@gov.ab.ca.

LEAD INSTRUCTOR INFORMATION

All lead instructors must have successfully completed (1) the training level they will be teaching and (2) NFPA 1041 Fire Service Instructor Level I. If not currently an approved instructor with the OFC, please include proof of qualification with this application. The instructor CANNOT act as the proctor or evaluator. An instructor package and Instructor Agreement will be sent by email to the training host contact.

First Name	Middle Name	Last Name	Birth Date
Address			
Town / City	Province / Territory	Postal Code	
Email	Contact Number (with area code)		

EVALUATOR INFORMATION

All evaluators must have successfully completed (1) the training level they will be evaluating and (2) NFPA 1041 Fire Service Instructor Level II. If not currently an approved evaluator with the OFC, please include proof of qualification with this application. The evaluation package and Evaluator Agreement will be sent to the evaluator listed below.

First Name	Middle Name	Last Name	Birth Date
Shipping Address (for delivery by courier)		Business Name (if shipping to a business)	
Town / City	Province / Territory	Postal Code	
Email	Contact Number (with area code)		

PROCTOR INFORMATION**SAME AS EVALUATOR**

All proctors must NOT have been involved in the training and must NOT be related to, married to (legally or common-law) or otherwise personally associated with any of the candidates writing the exam. The exam package and Proctor Agreement will be sent to the proctor listed below.

First Name	Middle Name	Last Name
Shipping Address (for delivery by courier)		Business Name (if shipping to a business)
Town / City	Province / Territory	Postal Code
Email	Contact Number (with area code)	

INVOICE INFORMATION (May not apply to those testing through an approved training provider.)

TOTAL # CANDIDATES	COST PER EXAM \$45 (OR \$35 if 20 or more)	TOTAL DUE
	@	= \$

After the exams have been marked, the training host will be invoiced by email through the contact person listed below. All student marks and scoring summaries will be sent at this time. **The OFC will charge based on the total number of exams marked. An exam will not be marked if a candidate has not successfully passed the skill evaluation.**

Invoice Recipient	Department / Company / School	Contact Number ()
Email	Purchase Order # / Contract #	

Training hosts can pay for the exams after they have received the invoice by mailing a cheque or money order payable to the Government of Alberta OR by emailing the OFC to request payment by credit card (the OFC will send a link to a secure payment page).

Office of the Fire Commissioner
16th floor, Commerce Place
10155-102 Street
Edmonton, AB T5J 4L4

email: ofc.certificationexam@gov.ab.ca

TRAINING HOST

Fire Department or Approved Training Provider

Contact Name (first and last)

TRAINING HOST RESPONSIBILITIES

Approved hosts of OFC NFPA certification exams/evaluations are responsible for ensuring all OFC requirements have been met. A representative of the OFC may, without notice, visit your testing site to ensure all requirements have been met.

APPLICATIONS AND SCHEDULING

- Training hosts are expected to follow all timelines and processes related to applications to host training, rewrites, rescheduling and appeals and indicated on the OFC website: www.ofc.alberta.ca/fire-rescue-service-certification.
- The training host is solely responsible for the scheduling of training and testing and for informing students and the OFC of any changes to the schedule.
- To reschedule or otherwise change your training/testing, complete and submit an Exam/Evaluation Change Request form.

INSTRUCTION

- JPRs: All of the NFPA Standard Job Performance Requirements (JPRs) for the level must be covered during instruction in preparation for assessment.
- INSTRUCTOR QUALIFICATIONS: Instructors must be qualified as per OFC requirements. All training for certification must be led by a qualified instructor who provides feedback to students as required. At no time can the instructor participate in the proctoring of the exam or the evaluation of the skills. Instructors must read and sign an Instructor Agreement.
- ONLINE CONTENT: Online content can be used as part of the training, but the course must be moderated and facilitated by a qualified instructor. Skills instruction should be hands on and requires regular coaching, feedback and mentoring.
- TEXTBOOKS: It is the training host's responsibility to select the textbook and any other resources used during training. The OFC is not responsible for differences between the text used to validate the exam and the resources used by the training host.

FACILITY/SITE

- SITE INSPECTION: An OFC site inspection must be completed for the testing site by a qualified third-party external to the organization.
- TRAINING SITE REQUIREMENTS: Training site owners must ensure the following requirements have been met.
 - All fire training facilities (including structures, props, trenches, confined spaces, rappelling walls, etc.) should conform to NFPA 1402 Guide to Building Fire Service Training Centers and *Occupational Health and Safety Act, Regulation and Code*. Some new structures may require an engineering inspection and report, as decided by the authority having jurisdiction.
 - Training site owners must consult with the appropriate authority having jurisdiction to ensure all of the necessary permits (building, electrical, gas) have been acquired. Those municipalities that do not require permits for fire training structures must provide a written declaration of exemption.
 - Any gas or electric props built out-of-country must be certified for use in Canada/province of Alberta.
 - All facilities using live fire must conform to the requirements of NFPA 1403 Live Fire Training Evolutions.
 - Those training hosts proposing to use an acquired structure during an evaluation for certification will require an inspection by a representative of the OFC prior to testing.
 - All training sites should be inspected by qualified personnel on an annual basis.

- **TOOLS, EQUIPMENT AND PROPS:** There must be sufficient tools, equipment and props to accommodate all students and to address all the required skills for the Standard/Level. All tools, equipment and props must be properly maintained and in good working order.
- **HEALTH AND SAFETY:** A safe and healthy environment must be maintained, including such things as temperature, air quality, lighting, space, cleanliness and tidiness. All testing must comply to *Occupational Health and Safety Act, Regulation and Code* and any local regulations, resolutions, municipal bylaws, and provincial and/or federal legislation, including environmental legislation. All existing and potential hazards must be identified and addressed (e.g., electrical, mechanical, atmospheric, weather) by a designated safety officer. The evaluator can, at any time, stop an evaluation so that his/her concerns or hazards identified can be addressed.
- **INSPECTION:** A walkthrough of the testing site should be conducted prior to the scheduled start time by a representative of the facility or other qualified personnel.

TESTING

- **TESTING MATERIALS:** All testing materials supplied to the training host are the property of the OFC and may not be reproduced or distributed beyond their administration. Completed exams and evaluations must be kept securely and privately until they have been returned to the OFC.
- **LIVE FIRE:** All live fire testing must comply to NFPA 1403 Live Fire Training Evolutions.
- **OBJECTIVITY:** Skills evaluations must be completed in an objective manner and training hosts must avoid any potential conflicts of interest in the evaluation of candidates. Evaluators must not be pressured or otherwise influenced in any way that interferes with their ability to act as an agent of the OFC independent of the training host.
- **EVALUATORS AND PROCTORS:** Evaluators and proctors must be qualified as per OFC requirements, see www.ofc.alberta.ca/certification-instructor-proctor-and-evaluator-requirements. It the responsibility of the training host to ensure the Evaluator and Proctor Agreements are read, followed and signed.
- **RETESTING:** Students should be accommodated to retest a skill, at the discretion of the evaluator, within a reasonable amount of time during the same evaluation session. Exam rewrites for qualified students must be scheduled through the OFC. For more information see www.ofc.alberta.ca/certification-rewriting-exam-skills-evaluation.

DECLARATION

I, _____, ensure that I have read the requirements specified by the OFC and that the training host will comply with these requirements. I understand that failure to follow these requirements may result in the suspension of the NFPA certification privileges of the training host with the Alberta Office of the Fire Commissioner.

SIGNATURE

DATE

QUESTIONS?

Email: ofc.certificationexam@gov.ab.ca

Website: www.ofc.alberta.ca