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Community Safety and  
Correctional Services  
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**Ministère de la**  
Sécurité communautaire et  
des Services correctionnels  
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MEMO TO: Fire Chiefs  
Ontario Fire Departments

FROM: Tracey Sylvester, Registrar  
Ontario Fire College

RE: **2013 - 2014 COURSE CALENDAR**

This calendar covers courses offered at the Ontario Fire College, Gravenhurst Campus, between April 1, 2013 and March 31, 2014.

**We will begin accepting applications at 8:00 a.m. on Monday, November 19th. Applications received before this time will not be considered.**

Applications can be sent in the following manner:

1. Using the electronic application form located on the Ontario Fire College website [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM).  
Username: ofc Password: preclass Scroll down and enter the link "College Calendar" to find the E-Application form.

**We encourage you to apply for courses using the new electronic application form only.**

2. Scan and e-mail: The application form is located on the OFC Website [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM).  
Username: ofc Password: preclass. Scroll down and enter the link "College Calendar" to find the E-Application form. Print and scan the application (signed by F/Chief or designate) and send by e-mail to [applyofc@ontario.ca](mailto:applyofc@ontario.ca).  
Applications without the signature of the Fire Chief or his/her designate will be rejected.

**Should you choose to scan and email please include no more than ten applications per attachment.**

3. Applications submitted electronically or by email preferred. *If you have no other alternative* fax to 705-687-4611

Please note that we no longer accept hand-delivered applications.

As in previous years, we will accept up to three student-learners from a fire department on each course offering. If you are uncertain which staff member you will be sending you may book up to two vacancies on each course offering. If you have not provided us with the participant's name nine weeks before the course begins your vacancy will be cancelled without notification from the Registrar's Office.

If you have any questions or concerns please feel free to contact me at any time.



**MINISTRY OF COMMUNITY SAFETY  
AND CORRECTIONAL SERVICES**

**OFFICE OF THE FIRE MARSHAL**

# **ONTARIO FIRE COLLEGE**

**COURSE CALENDAR**

**APRIL 1, 2013 – MARCH 31, 2014**

## TABLE OF CONTENTS

	<u>Page</u>	
A Message from the Ontario Fire Marshal	4	
A Message from the Ontario Fire College Principal	5	
What's New at the OFC - from the Academic Manager	6	
<b><u>GENERAL INFORMATION</u></b>		
How to Register for Courses at the Ontario Fire College	8	
The Office of the Fire Marshal	9	
Program Advisory Committees	9	
Ontario Fire College Staff Telephone Directory	10	
Prerequisite Course Information	11	
<b><u>COMPANY OFFICER DIPLOMA PROGRAM</u></b>		
	Company Officer Levels 1 and 2 Information	13
	Company Officer Program Overview (Flowchart)	14
CO 101	Legislation/Standards/Program Orientation	15
CO 201	Leadership and Communication Theory	15
CO 202	Practical Communication and Supervision	16
CO 30102	Fire Prevention and Inspections	17
CO 401	Pre-Incident Planning	17
CO 50102	Incident Management Theory and Size-Up	18
CO 50345	Advanced IMS Theory	18
CO 506	Incident Management Practice	19
CO 60102	Specialized Rescue and Response	19
FSA	Fire Scene Assessment	20
CO 701	Principles of Adult Learning	20
CO 702	Application of Adult Education Principles	21
CO 703	Training Administration and Program Planning	21
CO 704	Career Development	22
CO 801	Public Education	22
CO 901	Applied Administration and Supervision; Equipment and Station Maintenance	23
CO 1000	Comprehensive Review and Exam	23
<b><u>FIRE PREVENTION OFFICER DIPLOMA PROGRAM</u></b>		
	Program Overview (Flowchart)	24
FPO 101	Legislation/Standards/Program Orientation	25
FPO 201	Leadership and Communication Theory	25
FPO 202	Practical Communication and Supervision	26
FPO 301	Introductory Fire Prevention Theory	27
FPO 302	Introductory Fire Prevention Inspections	27
FPO 401	Fire Safety Plan Evaluation	27
FPO 501	Advanced Fire Prevention Theory	28
FPO 502	Advanced Fire Prevention Inspections	28
FPO 503	Flammable and Combustible Liquids	28
FPO 504	Retrofit	29
FPO 505	Courtroom Procedures and Prosecution	29
FPO 601	Principles of Adult Learning	30
FPO 602	Application of Adult Education Principles	30
FPO 604	Career Development	31
P/Educator	Public Fire and Life Safety Education	31
FI FPO	Fire Investigation for Fire Prevention Officers	32
FPO 800	Comprehensive Review and Exam	32

## **TRAINING OFFICER DIPLOMA PROGRAM**

	Program Overview (Flowchart)	33
TATA	Teaching and Training Adults	34
TO 401	Planning, Designing and Developing Fire Service Education/Training Programs	35
TO 402	Delivery and Administration of Education/Training Programs	35

## **VOLUNTEER FIREFIGHTER PROGRAM**

	Volunteer Firefighter Module "A"	36
	Volunteer Firefighter Module "B"	36
	Volunteer Firefighter Module "A-B" Combination	37

## **PROFESSIONAL DEVELOPMENT SEMINARS**

	Fire Service Executive Development Seminar	38
	Fire Safety Inspection & Enforcement Seminars	38
	Fire Prevention Officers Seminar	38
	Mechanical Officers Seminar	39
	Senior Officers Seminars	39
	Training Officers Seminar	39

## **SPECIALIZED COURSES**

	Air Monitoring	40
	Associate Instructor – Level 1 - 2	40
	Community and Environmental Impact of Fire	41
	Effective Inspections of Commercial Cooking Systems	41
	Emergency Patient Care	41
	Emergency Patient Care Train-the-Trainer	42
	Firefighter Survival Train-the-Trainer	42
	Flashover - Recognizing Pre-Flashover Conditions	43
	Hazardous Materials – Operations Plus	43
	Hazardous Materials – Technician Level	44
	Ice Rescue	45
	Ice Rescue Train-the-Trainer	45
	Introduction to the Essentials of IMS	46
	ISO NFPA 1521 - Incident Safety Officer Exam	46
	Managing a High Rise Emergency	47
	Marine Training for the Fire Service	47
	Pumper Operations	48
	Pump Operations Train-the-Trainer	48
	Solar Photovoltaic Systems, Wind Turbines and Firefighter Safety	49
	Trainer Facilitator	49
	Master Trainer Facilitator	50
	Water Rescue	50
	Water Rescue Train-the-Trainer	51

## **SPECIALIZED COURSES OFFERED AT ONTARIO FIRE COLLEGE IN PARTNERSHIP WITH OTHER ORGANIZATIONS AND ACADEMIC INSTITUTIONS**

### **CN Railway**

	Railroad Emergency Response Management Seminar	52
--	--	----

### **Firefighters Association of Ontario**

		52
--	--	----

### **Ontario Association of Fire Training Officers**

	Rural Water Supply Operations	52
--	-------------------------------	----

### **Ontario Fire Chiefs' Secretaries Association**

	Annual Fall Seminar	53
--	---------------------	----

## **Public Services Health and Safety Association**

Basic Certification for Emergency Workers	53
Carbon Monoxide Awareness	54
Confined Space Rescue – Awareness Level	54
Designated Officer	55
Fire Sector Level 2 Certification	55
Heavy Equipment and Agricultural Machinery Rescue	55
Hydrocarbon Identification and Suppression	55
Rope Rescue - Operations Level	56
Rope Rescue - Technician Level	57
Silo Fire Awareness Level	57
Structural Collapse – Awareness Level	57
Trench Rescue – Awareness Level	58

## **Ryerson University**

Program Information	58
---------------------	----

## **OFC COURSES OFFERED AT OTHER TRAINING CENTRES**

Emergency Services Training Centre – Blyth, Ontario	60
Eastern Ontario Fire Academy – Norwood, Ontario	61
Hastings Prince Edward County Mutual Fire Aid Association Training Complex	61
Lyndhurst Training Centre – Leeds & 1000 Islands	61

## **OFC COURSES OFFERED ONLINE**

Terrorism/Hazardous Materials Awareness Course	63
Centre for Emergency Response & Public Safety (CERPS)	63
Get Ready Online Inc.	63

## **APPLICATIONS AND REQUIRED DOCUMENTATION**

Ontario Fire College Application Form	66
ESTC – Blyth Application Form	67
Hastings / Prince Edward County Application Form	68
Leeds & 1000 Islands Application Form	69
Georgian College Teaching and Training Adults (TATA) Course Information and Application Form	70
Georgian College CO/FPO 201 Application Form	72

## A MESSAGE FROM THE FIRE MARSHAL OF ONTARIO

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The Ontario Fire College continues to be the focal point of education and training for fire services in the province of Ontario. As an education and training centre of excellence, the college is continually engaged in transforming itself to better serve fire department training needs, as well as fire protection needs of all municipalities in Ontario. Last calendar year, the college reached new milestones by delivering more courses, and more off-campus courses, than in any previous year. This was a major step forward in achieving the goal of becoming more accessible, while providing quality education and training.

To build on the successes of last year, I envision that this year's calendar will continue to build on making the Ontario Fire College the focal point of fire service education and training. To that end, we are establishing an e-registration process to better serve our stakeholders. We continue to build stronger working relationships with regional training centres. This year, courses offered at some of these centres across the province are identified in our course calendar. In addition, some partnerships have been established with e-learning groups to provide online courses. This delivery method will make training more accessible and affordable, as requested by our stakeholders.

Programs and courses are being transformed in order to better serve your needs. Keeping in mind the importance of the three lines of defense, the Public Educator course is being revamped and will become a core course in the Fire Prevention Officer Diploma Program. As a result, graduates of the diploma program will obtain both the Public Information Officer and the Public Educator certificates as part of the program. Workshops that focus on specific topics and issues will also be offered to public educators.

In addition, courses such as FLASHOVER, Master Trainer Facilitator, and Trainer Facilitator have been revamped. Other courses, such as the Solar Panel course and the Fire Safety Inspection and Enforcement seminar, have been added to the calendar to fill a need identified by the fire service in Ontario.

The Ontario Fire College is committed to working with all of our stakeholders and partners to continue to provide high quality education and training that is attainable, accessible, and affordable from an on-campus, an off-campus, and an e-learning perspective. I hope that you will continue to take advantage of these opportunities and continue growing with the Ontario Fire College.

Lastly, as the Ontario Fire College continues to transform itself, I thank you for your contribution and dedication to the education and training transformation process. With your strong partnership and continued support, we will continue to provide exemplary education and training for a safer Ontario.

Tadeusz (Ted) Wieclawek  
Fire Marshal of Ontario

## A MESSAGE FROM PRINCIPAL FRED MCLENNAN

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### *“Transforming but still committed to ‘AAA’ quality education and training”*

The Fire Marshal encouraged the fire service to contribute and participate in the transformation process at the OFC last year. We have come a long way and continue to grow together. “AAA” quality education and training means that the Ontario Fire College, in consultation with Ontario fire services, is on a course to become more **Attainable**, more **Accessible**, and more **Affordable**.

To that end, our total off-campus student-learners have already exceeded the number attending in Gravenhurst. We have forged partnerships with Regional Centres, such as the ESTC (Emergency Services Training Centre) in Blyth, Ontario; the EOFA (Eastern Ontario Fire Academy) in Norwood, Ontario; the Hasting/Prince Edward County Mutual Aid Association Training Complex; and the newest addition as of last year, the LTIESTC (Leeds & Thousand Islands Emergency Services training Centre); and the PEST (Thunder Bay and Regional Protective and Emergency Services Training Centre). We have also partnered with ONLINE programs, such as the CERPS (Centre for Emergency Response & Public Safety) and Get Ready Online Inc. to offer OFC courses or equivalency courses from a web-based platform in order to become even more accessible.

In order to be more attainable, the OFC continues to revamp our programs and courses and to build on successes such as the Company Officer LEVEL One and LEVEL TWO certificates. So far, over 2264 student-learners have completed the Company Officer LEVEL ONE certificate and over 1300 student-learners have achieved Company Officer LEVEL TWO certification. We are also revamping the Public Educator course and aligning it with the Fire Prevention Officer Diploma program, where prevention officers will benefit from the acquisition of both the Public Information Officer Certificate and the Public Education Officer Certificate when completing their diploma program.

With respect to making education and training more affordable to all fire services in Ontario, we are continually expanding our Associate Instructor program in collaboration with our partners at various Regional Training Centres. We are also continually expanding our partnership with other training agencies, such as the Public Services Health and Safety Association and Ryerson University. We are looking forward to more partnerships with the opening of more regional training centres, such as the Kingston Fire & Rescue Training Facility. Again, while much has been done to reach this milestone, much remains to be done to solidify and continue this growth trend.

We will continue to implement quality control measures, such as monitoring, to ensure the consistency and excellence of OFC courses. We continue to invest in technology to provide ‘AAA’ quality education and training to all fire services in Ontario. We have introduced an e-registration form to make registration more fluid. We have streamlined our off-campus course request to ease the administrative burden on requesting fire services. We have also made available the Resource Centre catalogue system online.

The Ontario Fire College is here to be of service to Ontario fire service and working together we will realize tremendous accomplishments.

Fred McLennan, Principal  
Ontario Fire College

## WHAT'S NEW AT THE OFC FROM THE ACADEMIC UNIT MANAGER AND THE ACADEMIC STANDARDS AND EVALUATION UNIT MANAGER

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### Wait Listed Student-Learners

Again, we are reconciling the wait list for the Company Officer program into courses on the 2013-2014 Calendar. In addition, from now on we will be reconciling the wait list for the Fire Prevention Officer program, as well as any other courses or programs offered at the OFC.

Departments will still be notified of the course date being offered and asked to reply by a specified deadline.

### E-application

The OFC is pleased to announce the introduction of e-application. The usual application has been modified into an active form that can be submitted through any web browser into the OFC mailbox. The e-application will be routinely uploaded into the Registrar's database in order to streamline and speed up your application process and course registry. We encourage you to use this new service. The use of the e-application will alleviate delays in registering for courses and reduce wait time.

### Online Course Offerings

The OFC has partnered with CERPS (Centre for Emergency & Public Safety) to offer Legislation 101, CO 30102, CO401, CO701/FPO601, CO 703, CO 704/FPO604, CO 901, and the Solar Photovoltaic Systems, Wind Turbines, and Firefighter Safety courses online. Equivalency for EPC can also be obtained through Get Ready Online Inc. More information on how to register is available in the 2013-2014 Calendar under the heading "*ONTARIO FIRE COLLEGE COURSES OFFERED ONLINE*".

### Public Fire & Life Safety Educator Course and FPO 603 and P/Educator Part B

The FPO 603 has been replaced by a revamped Public Fire & Life Safety Educator course. Recently, there has been an increased enrolment into P/Educator Part B from fire prevention officers and it was determined that a revamped Public Fire & Life Safety Educator course would better serve our stakeholders. This revamped course, although two days longer, does not significantly increase the current workload of the Fire Prevention Officer Diploma program and does not take away from the Public Educator certification. This revised course aligns itself better with the emphasis on the first two lines of defence.

### Public Educator Workshops

We are working on the development of several Public Educator workshops to be announced later in the 2013-2014 calendar year. These two-day workshops will be topic specific and will emphasize the first two lines of defence.

### Course Listing for Regional Training Centres

New to the 2013-2014 calendar is a section listing all OFC courses offered through our partnerships with various training centres across the province. We continue to list courses offered through outside partners, such as Ryerson University and the Public Services Health and Safety Association.

### Introduction to the Essentials of IMS

Although this course has originally been offered only in the field, given the popularity of the CO LEVEL ONE certificate and due to popular demand, we are now pleased to offer the Introduction to IMS course at the Ontario Fire College. Please browse through the 2013-2014 OFC Calendar for delivery dates.

### Master Trainer Facilitator

The Trainer Facilitator program has been revamped and we are now offering a course specifically designed to develop Master Trainer Facilitators. This three-day workshop focuses on the roles and responsibilities of a Master Trainer Facilitator. The course will explore the basics of presenting a training session based on a lesson plan, as well as the basics of conducting successful skill evaluations, using performance demonstration documents from the Firefighter Curriculum. Furthermore, it will offer student-learners an opportunity to

develop and practice effective teaching techniques and communication skills in a classroom environment.

### Trainer Facilitator

The Trainer Facilitator course has been revamped. The “NEW” two-day workshop is a revised version of, and replaces, the former Trainer Facilitator Presentation Skills workshop. This course will focus on developing practical skills in order to properly sign off firefighters, while using Performance Demonstration documents, specific to any given section of the OFC Firefighter Curriculum. In addition, emphasis will be placed on the duties of the chief, supervisor and worker in training, under the Occupational Health and Safety Act. Further, the Fire Service Career Path Plan, standards curriculum process, and Firefighter Certification will be addressed.

### ISO NFPA 1521 Exam

For student-learners who have completed their CO LEVEL ONE certificate, we are now offering testing dates for the ISO NFPA 1521 Incident Safety Officer exam. It is estimated that over 2000 student-learners are currently eligible to write the exam. Those who are successful in passing the exam will receive their NFPA 1521 Incident Safety Officer certification through IFSAC and ProBoard.

### Solar Photovoltaic Systems, Wind Turbines & Firefighter Safety

Due to increasing exposure to renewable energy technology, the OFC is pleased to announce the addition of a Solar Photovoltaic, Wind Turbine & Firefighter Safety course to its panoply of quality education and training programs and courses. This one-day course emphasizes the potential dangers to firefighters. An online version of this course offered online through CERPS is expected later this year. We are also offering this course through our partnerships with various training centres across the province.

### Technical Rescuer Pilot Course

A course had been developed for Technical Rescuer, based on NFPA 1006, Chapters 5 and 6. A pilot course will be held in spring, 2013, after which the course materials will be finalized and the course will be announced on the OFC Educational Materials website. The OFM has received accreditation for these levels, so that candidates who successfully complete provincial testing will be certified.

### Revision of the Standardized Curriculum for Firefighters in Ontario and OFC Firefighter Curriculum

In order to maintain accreditation status and continue to certify firefighters, the Standardized Curriculum for Firefighters in Ontario and Firefighter Curriculum are being updated to incorporate changes to NFPA 1001 and NFPA 472 (2013 Editions). The Standards have been analyzed, and it has been determined that the required changes will be minimal. However, there will be some additional job performance requirements (JPRs) regarding fire and life safety initiatives. Also, the time limit requirements associated with donning personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) have been removed from the Standard. Further, a new job performance requirement was developed to address the need for firefighters to activate an emergency call for assistance.

Additionally and in response to recommendations received from our fire service and Pre-Service College partners another change that will be made is that the Performance Tests will be simplified. The revised Performance Tests will still require that the essential skills be checked off by evaluators who are OFC-qualified trainer facilitators. However, many of the details that previously required individual check-off will be noted for the purpose of guidance to the evaluators, and will not require individual check off. The result will be that the Performance Test document will be shortened considerably. This change should result in more streamlined and efficient skills-testing and record-keeping processes.

### Validation of the Standardized Curriculum for Firefighters

Once a draft of the curriculum has been developed, a validation meeting will be called, where a representative group of individuals from Fire Departments and Pre-Service Colleges will be invited to assist in validating the curriculum. That meeting will occur early in 2013.

### Provincial Testing to the New Standards

In order to maintain compliance with our accrediting bodies, IFSAC and ProBoard, provincial testing to the new Standards will begin in early 2014 (further details to follow).

## HOW TO REGISTER FOR COURSES AT THE ONTARIO FIRE COLLEGE

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E-applications are processed in the order that they arrive in the Registrar's Office and, in order to increase your chances of being accepted on courses, e-applications should be sent to us as soon as possible.

Once courses have filled we begin to accept student-learners on wait lists. If cancellations come in throughout the year the fire chief (or his/her designate) of the next candidate on the wait list will be notified immediately. Please note that our Volunteer Firefighter courses often fill up very quickly and have significant wait lists and you are encouraged to apply for these courses as quickly as possible.

### HOW TO IMPROVE YOUR FIRE DEPARTMENT PERSONNEL'S CHANCES OF BEING ACCEPTED ON COURSES:

- Fill out E-application form completely showing course numbers and start date
- If you are scanning the application form to submit by email please print legibly
- Make certain the application is approved by the Fire Chief or designate
- Complete a separate e-application form for each participant for each course
- When applying for a series of courses i.e. CO 401, CO 50102, the participant must be accepted on the prerequisite course before he/she can be accepted on the remaining courses. In other words, if the CO 401 you applied to is full and your name is placed on the wait list, your e-application for CO 50102 will be rejected and you must re-apply.
- If there is documentation required (i.e. copies of licences, certificates, etc.) ensure that the Fire Chief or his/her designate has attested to the fact that the registrant has the required documentation by signing the appropriate section of the e-application form. Random audits will be done throughout the year to ensure that documentation is available at the fire department.
- If you want to book a space for your department but are uncertain of the individual you plan to send, you may book a "Vacancy". Simply put "Vacancy" in place of the student-learner's name on the application form. **There is a maximum of two Vacancies per Fire Department per course.** Submit an e-application for the student-learner that is to be filling the vacancy **nine weeks before the start date** your vacancy will be rejected and the space will be offered to the next person on the wait list without further notice from the Registrar's Office.

### IF YOU ARE CANCELING...

- The Fire Chief (or his/her designate) should notify the Registrar's Office in writing by e-mail at [applyofc@ontario.ca](mailto:applyofc@ontario.ca) as soon as you realize that your candidate will not be able to attend. **We do not accept verbal cancellations.**
- If you wish to send a substitute student-learner, submit an e-application form before he/she attends the college. Please ensure that any substitute student-learner has successfully completed the prerequisite course (if required) and has been given adequate time to complete pre-class material.

### ONTARIO FIRE COLLEGE OFF-CAMPUS/REGIONAL TRAINING CENTRES COURSES

Student-learners attending these off-campus/Regional Training Centres courses will not be charged the \$65.00 registration fees. However, administrative fees (where applicable), accommodation and/or meal charges will be the responsibility of the student-learner or their fire department. No travel subsidy will be provided for student-learners attending these courses.

Departments can still request additional courses to be offered locally, either dedicated to one department or to a mutual aid group of departments, or to any regionally organized group of departments. Departments are expected to cover some or all of the costs for these additional offerings, as they are outside the OFC's operating budget.

**Requests for Off-Campus Course forms must be sent to the Registrar's Office no less than two weeks before the proposed course start date.**

Additional information on requesting off-campus courses can be found on the OFC Educational Materials website in the "Off-Campus Courses" folder.

## OFFICE OF THE FIRE MARSHAL

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### WHO WE ARE

The Office of the Fire Marshal (OFM) is a branch of the Ministry of Community Safety and Correctional Services.

### MISSION

The mission of the OFM is to contribute to an environment for the residents of Ontario that is safe from fire and other public safety hazards by providing leadership and expertise in the reduction and elimination of these hazards.

### ROLE

The role of the OFM is to minimize the loss of life and property from fire in Ontario by providing

- support to municipalities and fire departments across Ontario in meeting the needs of their communities, including public education, fire prevention, firefighting, fire protection, training, and fire investigation,
- leadership within the Ontario Government by advising on standards and legislation relating to fire prevention and protection, and
- recommendations for the provision of adequate levels of fire safety for buildings and premises within Ontario.

### ORGANIZATIONAL STRUCTURE

The Fire Marshal of Ontario is appointed by the Lieutenant Governor-in-Council. The Fire Marshal acts as the principal advisor to Government on public fire protection policy and fire safety issues. In addition to administering the overall operation of the OFM and fire-related legislation, the Fire Marshal provides leadership to municipalities and municipal fire services in matters relating to public fire safety.

The OFM operates from a head office, in Toronto, as well as from offices in Midhurst, Sudbury, Thunder Bay and the Ontario Fire College in Gravenhurst.

### ONTARIO FIRE COLLEGE

In operation since 1949, the Ontario Fire College's primary mandate is to meet the education and training needs of the Ontario fire service. The College offers education and training programs which are based on the Ontario Fire Service Standards.

### ONTARIO FIRE COLLEGE ADVISORY COMMITTEES

The Ontario Fire College holds regular meetings with its Program Advisory Committees. Current membership lists for the Company Officer, Fire Prevention Officer, Training Officer and Firefighter Curriculum Program Advisory Committees and the OFC Advisory Council can be found on the OFC's information website at [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM). All of the committees provide ongoing advice and recommendations to the College on all aspects of its programs and courses.

## ONTARIO FIRE COLLEGE STAFF TELEPHONE DIRECTORY

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<b>ADMINISTRATION</b>		
<b>Principal</b>	<b>McLennan, Fred</b>	<b>705-687-9650</b>
Principal's Secretary	Matchett, Shirley	705-687-9654
Receptionist	Legg, Diane	705-687-9690
Administrative Clerk	Taylor, Arlene	705-687-9659
Fax		705-687-7911
<b>ACADEMIC STANDARDS &amp; EVALUATION</b>		
<b>Section Manager</b>	<b>Rose Barg</b>	<b>416-325-0943</b>
Executive Coordinator/Chair Certification	Doug Goodings	416-325-3136
Program Coordinator	Karyn Lewis-Haughton	416-325-3182
Educational / Training Consultant	Karen Bauman	416-325-3273
Educational Consultant	Leslie Swan	416-325-3166
Educational Consultant	Jason Van Slack	416-325-0942
Program Assistant	Tatyana Kurilov	416-325-3142
Section Coordinator	Carmen Palitti	416-325-3168
<b>ACADEMIC UNIT</b>		
<b>A/Academic Unit Manager</b>	<b>Degagné, Guy</b>	<b>705-687-9651</b>
<b>REGISTRAR'S OFFICE</b>		
Registrar	Tracey Sylvester	705-687-9653
Email applications to		<a href="mailto:applyofc@ontario.ca">applyofc@ontario.ca</a>
Fax		705-687-4611
<b>RESOURCE CENTRE</b>		
Librarian	Jones-Simmons, Carol	705-687-9688
<b>INSTRUCTIONAL STAFF</b>		
Instructor	Attwell, Jeffrey	705-687-9667
Instructor	Benoit, Ken	705-687-9670
Instructor	Gillis, Jana	705-687-9687
Instructor	Johnson, Chris	705-687-9662
Instructor	Outtrim, Doug	705-687-9665
Instructor	Tiller, David	705-687-9697
Mechanical Officer	McNeice, Lorne	705-687-9657
<b>FACILITY MANAGEMENT</b>		
<b>Facility Manager</b>	<b>Williams, Larry</b>	<b>705-687-9672</b>
Food Services Supervisor	Tebby, Mary-Lyn	705-687-9680
Guest Services Clerk	Harris, Ginette	705-687-9677

PREREQUISITE COURSE INFORMATION

<b>COURSE CODE</b>	<b>COURSE DESCRIPTION</b>	<b>PREREQUISITE</b>
<b>COMPANY OFFICER DIPLOMA COURSES</b>		
CO / FPO 101	Legislation/Orientation	None
CO / FPO 201	Leadership & Communication Theory	None
CO / FPO 202	Practical Communication & Leadership	CO/FPO 201
CO 30102	Fire Prevention Theory	None
CO 401	Pre-Incident Planning	None
CO 50102	Incident Management Theory & Size-Up	CO 401
CO 50345	Advanced IMS Theory	CO 50102 or CO 502
CO 506	Incident Management Practice	CO 50345 or CO 505
CO 60102	Specialized Rescue & Response	CO 50345 and either CO 506 or INTRO IMS
CO 701	Principles of Adult Learning	None
CO 702	Application of Adult Education Principles	CO 701
CO 703	Training Administration & Program Planning	None
CO 704	Career Development	None
CO 801	Public Education	None
CO 901	Applied Administration and Supervision	None
FSA	Fire Scene Assessment for Company Officers	None
CO 1000	Comprehensive Review & Exam	All Company Officer Courses
<b>FIRE PREVENTION OFFICER DIPLOMA COURSES</b>		
FPO 301	Introductory Fire Prevention Theory	None
FPO 302	Introductory Fire Prevention Inspections	FPO 301
FPO 401	Fire Safety Plan Evaluation	FPO 302
FPO 501	Advanced Fire Prevention Theory	FPO 302
FPO 502	Advanced Fire Prevention Inspections	FPO 501
FPO 503	Flammable & Combustible Liquids	FPO 302
FPO 504	Retrofit	FPO 302
FPO 505	Courtroom Procedures & Prosecution	FPO 302
FPO 601	Principles of Adult Learning	None
FPO 602	Application of Adult Education Principles	FPO 601
FPO 603	Public Fire & Life Safety Education	Experience in Fire Prevention
FPO 604	Career Development	None
FPO FSA	Fire Scene Assessment for Fire Prevention Officers	None
FPO 800	Comprehensive Review & Exam	All Fire Prevention Officer Courses
<b>TRAINING OFFICERS DIPLOMA COURSES</b>		
Adult Education Certificate	Adult Education Cert. from a Community College	None
TO 401	Planning Training Programs	Adult Ed. Certificate from Community College
TO 402	Delivering Training Programs	TO 401
AND THE FOLLOWING: CO/FPO 101, CO/FPO 201, CO/FPO 202, CO 30102, CO 401, CO 801, TF & EITHER CO 506 OR INTRO IMS		
<b>VOLUNTEER FIREFIGHTER PROGRAM COURSES</b>		
V/F/F Module A	Volunteer Firefighter Module A	None
V/F/F Module B	Volunteer Firefighter Module B	V/F/F Module A
<b>SPECIALIZED COURSES OFFERED THROUGH ONTARIO FIRE COLLEGE</b>		
AIR MONITORING	Air Monitoring and Detection	None
A/I LEVEL 1-2	Associate Instructor Level 1 and 2	All courses in both Level 1 and 2
COMM COOKING	Effective Inspections of Commercial Cooking Systems	None
EPC 1	Emergency Patient Care	Standard First Aid/CPR Level C/AED
EPC – TTT	Emergency Patient Care – Train-the-Trainer	EPC 1 & TF or the former TFPS
FIRE/ENVIRO	Community & Environmental Impact of Fire	None
FLASHOVER	Flashover	Curriculum Sign-offs
H/M OPS PLUS	Hazardous Materials Operations Plus	See Course Information for details
H/M OPS TECH	Hazardous Materials Technician	See Course Information for details
HIGHRISE	Managing a High Rise Emergency	None
ICE RESCUE	Ice Rescue	See Course Information for details
ICE RESCUE - TTT	Ice Rescue – Train-the-Trainer	Ice Rescue or Water/Ice Rescue and TF or the former TFPS
INTRO IMS	Intro to the Essentials of Incident Mgmt Systems	None

<b>COURSE CODE</b>	<b>COURSE DESCRIPTION</b>	<b>PREREQUISITE</b>
ISO 1521 Exam	Incident Safety Officer NFPA 1521 Exam	CO Level 1 Certificate or Certificate of Equivalency - Company Officer
MARINE	Marine Training for the Fire Service	Swim 100m using PFD / Restricted VHF Licence
MTF	Master Trainer Facilitator	TF or former TFPS
PUMP OPS	Pump Operations	None
PUMP OPS - TTT	Pump Operations – Train-the-Trainer	Pump Operations and TF or former TFPS
SOLAR	Solar Photovoltaic Systems, Wind Turbines & FFS	None
TF	Trainer Facilitator	None
WATER RESCUE	Water Rescue	See Course Information for details
WATER RESCUE - TTT	Train the Trainer – Water Rescue	Water Rescue and TF or former TFPS
<b>SPECIALIZED COURSES OFFERED THROUGH OTHER AGENCIES</b>		
AGRI RESCUE	Heavy Equipment and Agricultural Machinery Rescue	None
BASIC CERT LEVEL 1	Basic Certification for Emergency Workers	None
C/SPACE AWARENESS	Confined Space Awareness	None
CARBON	Carbon Monoxide Awareness	None
CNR SEMINAR	Railroad Emergency Response Management Seminar	None
DESIGNATED OFFICER	Designated Officer	None
LEVEL 2	Fire Sector Level 2 Certification	None
PROPANE	Hydrocarbon Identification and Suppression	None
ROPE RES	Rope Rescue – Operations Level	Competent in the use of ropes
ROPE RES TECH	Rope Rescue – Technician Level	EPC and Rope Rescue Ops Level
RURAL	Rural Water Supply	Knowledge of drafting and pumper operations
SILO	Silo Fire Awareness	None
STRUCTURE	Structural Collapse Awareness	None
TRENCH	Trench Rescue Awareness	None

## COMPANY OFFICER DIPLOMA PROGRAM

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By agreement between the Office of the Fire Marshal and the Ontario Association of Fire Chiefs, courses have been combined to create Level 1 and Level 2 certificate offerings which will be delivered off-campus through OFC associate instructors. Student-learners will receive certificates for completion of Level 1 and Level 2. Upon successful completion of the diploma level courses student-learners will be awarded an OFC Company Officer Diploma.

### LEVEL 1

CO 101 Legislation//Standards/Program Orientation  
CO 401 Pre-Incident Planning  
INTRO IMS Introduction to the Essentials of Incident Management System

### LEVEL 2

CO 50102 Incident Management Theory & Size Up  
CO 50345 Advanced IMS Theory  
CO 506 Incident Management Practice  
CO 60102 Specialized Rescue & Response  
FSA Fire Scene Assessment

### DIPLOMA LEVEL

CO 201 Leadership and Communication Theory  
CO 202 Practical Communications and Supervision  
CO 30102 Prevention and Inspections  
CO 701 Principles of Adult Learning  
CO 702 Application of Adult Education Principles  
CO 703 Training Administration and Program Planning  
CO 704 Career Development  
CO 801 Public Education  
CO 901 Applied Administration, Supervision and Equipment/ Station Maintenance  
CO 1000 Comprehensive Review and Exam

# COMPANY OFFICER DIPLOMA PROGRAM

## COMPONENT A

### CO 100 Legislation Module

CO 101 Legislation//Standards/Program Orientation

### CO 200 Leadership and Communication Module

CO 201 Leadership and Communication Theory  
CO 202 Practical Communications and Supervision

## COMPONENT B

### CO 300 Fire Prevention Module

CO 30102 Fire Prevention and Inspections

## COMPONENT C

### CO 400 Pre-Incident Planning Module

CO 401 Pre-Incident Planning

### CO 500 Incident Management Module

CO 50102 Incident Management Theory and Size-Up  
CO 50345 Advanced IMS Theory  
CO 506 Incident Management Practice or Intro to IMS

### CO 600 Specialized Operations Module

CO 60102 Specialized Rescue and Response  
FSA Fire Scene Assessment

## COMPONENT D

### CO 700 Training and Development Module

CO 701 Principles of Adult Learning  
CO 702 Application of Adult Education Principles  
CO 703 Training Administration and Program Planning  
CO 704 Career Development

### CO 800 Public Education Module

CO 801 Public Education

### CO 900 Applied Administration Module

CO 901 Applied Administration/ Supervision and Equipment/ Station Maintenance

## COMPONENT E

### CO 1000 Comprehensive Review Module

CO 1000 Comprehensive Review and Exam

## COMPANY OFFICER DIPLOMA PROGRAM

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*The Ontario Company Officer Certification Program, of which the OFC Diploma is the academic component, is accredited by the International Fire Service Accreditation Congress (IFSAAC) to Ontario Standards.*

### CO/FPO 101 - Legislation/Standards/Program Orientation

This course offers student-learners a legislative framework that provides context for the fire and life safety through which Company Officers, Fire Prevention Officers and Training Officers conduct their roles. The course involves significant pre-class reading. This course is offered both at the Ontario Fire College and regionally throughout the province.

Prerequisite: None  
In-Class Session: 1 day  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 5/13	CO/FPO 101-13-6
MAY 21/13	CO/FPO 101-13-7
JULY 5/13	CO/FPO 101-13-8
JAN 9/14	CO/FPO 101-14-1

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

### CO/FPO 201 - Leadership and Communication Theory

This course offers student-learners an opportunity to develop and practice effective leadership and communication skills as they relate to the supervisory role of the Company Officer, the Fire Prevention Officer and the Training Officer. Particular emphasis is placed on communication, delegation, and motivational skills as a leader.

The Ontario Fire College has partnered with Georgian College to offer this course in several formats. The focus of Leadership and Communication is on increasing leadership effectiveness. Leadership is demonstrated by behaviour, not position. Student-learners will examine leadership within a personal and a professional context. Participants will develop an understanding of leadership qualities and skills, and the role leadership plays in their lives and workplaces.

When this course is offered at the Ontario Fire College student-learners are provided with all meals and accommodation at no cost to the participants or their fire departments; however, travel expenses will not be reimbursed for this course.

Prerequisite: None  
In-Class Session: 4 days  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass  
Cost: Tuition fee of \$302.50 includes handouts. Fees may be subject to change. See Georgian's application form on Page 72 for payment details.

Courses are available to accommodate your schedule and preferences. Student-learners can complete this course in a variety of formats, locations and schedules.

Offerings scheduled at the Ontario Fire College (residential training location)

To register, please complete the Georgian College Application Form on Page 72 of this calendar and submit with your fee to Georgian College. **Do not send your application to the Ontario Fire College.**

APR 2 – 5/13

NOV 26 – 29/13

FEB 4 – 7/14

Please download your pre-class study material from the OFC website so you may complete your assignment prior to the first class.

**On-line via the World Wide Web**

Using your computer and the Internet, you can take Leadership and Communication Theory at home or at work. Participants complete a section of work every week that includes readings, on-line discussions and web research.

The on-line course is scheduled for the following dates:

APR 16 – JUN 15/13

SEP 17 – NOV 16/13

JAN 20 – MAR 14/14

The application process is the same as for the residential course at the Ontario Fire College. Please download your pre-class study material from the OFC website so you may complete your assignment prior to the end of your first week. For more information call (705) 325-2740 ext. 3368 or e-mail [sknox@georgianc.on.ca](mailto:sknox@georgianc.on.ca).

**At the fire department**

For course/training offered at your department or locality, please contact us at (705) 325-2740 ext. 3368 and discuss how Georgian College can meet your training needs.

**CO/FPO 202 - Practical Communications and Supervision**

This course prepares the student-learner to communicate effectively with personnel, external agencies, and the public, in the role of Company Officer, Fire Prevention Officer or Training Officer.

Prerequisite: CO/FPO 201

In-Class Session: 3 days

Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)

**Username:** ofc **Password:** preclass

DATE	COURSE #
JULY 29 – 31/13	CO/FPO 202-13-5
OCT 15 – 17/13	CO/FPO 202-13-6
JAN 6 - 8/14	CO/FPO 202-14-1
FEB 19 – 21/14	CO/FPO 202-14-2

## CO 30102 - Fire Prevention and Inspections

This course develops fire prevention knowledge based on the legislative framework and assists Company Officers in developing appropriate fire prevention processes to develop techniques and skills in the application of inspection processes. Particular emphasis is given to the role and responsibilities of the Company Officer in carrying out these inspections.

Those who have successfully completed one or more of the former courses (CO 301 or CO 302) should register for the new course and will be expected to attend only for the portion they require to complete. The following information indicates which days student-learners should attend, based on the old course numbering: Former CO 301 – Days 1, 2, and 3 Former CO 302 – Days 4 and 5

Prerequisite: None  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APRIL 22 - 26/13	CO 30102-13-2
JULY 15 - 19/13	CO 30102-13-3
NOV 25 - 29/13	CO 30102-13-4
JAN 13 - 17/14	CO 30102-14-1

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

## CO 401 - Pre-Incident Planning

CO 401 forms part of our new Company Officer Level 1 (see Communiqué #2010-04). Level 1 courses are primarily delivered off-campus through OFC Associate Instructors. However, a limited number of courses are being offered at the OFC to ensure that all fire departments have access. This course assists student-learners to analyze, plan and strategize for effective responses to emergency incidents. Special consideration is given to high risk and high priority emergency evacuation situations, building construction and terms, and the role of the Incident Safety Officer. Completion of CO Level 1 Certification enables student-learners to write the NFPA 1521 Exam which is accredited to IFSAC and Proboard.

Prerequisite: None  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #
APRIL 8 - 12/13	CO 401-13-5
AUG 26-30/13	CO 401-13-6
FEB 10 - 14/14	CO 401-14-1

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

## CO 50102 - Incident Management Theory and Size-Up

CO 50102 forms part of our new Company Officer Level 2 (see Communiqué #2010-04). Level Two courses are primarily delivered off-campus through OFC Associate Instructors. However, a limited number of courses are being offered at the OFC to ensure that all fire departments have access to this course.

This course builds upon the knowledge and skills learners developed in the pre-incident planning module. Emphasis will be placed on the theory of incident management systems, to assess and determine company officers' roles and responsibilities during emergency responses.

Prerequisite: CO 401  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 15 – 19/13	CO 50102-13-2
JULY 15 – 19/13	CO 50102-13-3
FEB 24 - 28/14	CO 50102-14-1

## CO 50345 - Advanced IMS Theory

CO 50345 forms part of our new Company Officer Level 2 (see Communiqué #2010-04). Level Two courses are primarily delivered off-campus through OFC Associate Instructors. However, a limited number of courses are being offered at the OFC to ensure that all fire departments have access to this course, especially those who have previously completed CO 501 and CO 502.

This course combines the former CO 503, CO 504 and CO 505 and offers student-learners who have successfully completed CO 502 an opportunity to complete their Incident Management Module. Student-learners will enhance their knowledge and skills in emergency response communications to effectively manage emergency scenes; provides student-learners with the skills and knowledge required to contact, communicate with, and coordinate activities with external agencies at emergency scenes; and assists student-learners to conduct effective post-incident evaluations, collect/record appropriate incident related documentation, and to manage an incident through exercise simulations.

Those who have successfully completed one or more of the former courses should register for the new course and will be expected to attend only for the portion they require to complete. The following information indicates which days student-learners should attend, based on the old course numbering.

Former CO 503 Day 1,  
Former CO 504 Day 2  
Former CO 505 Day 3, 4, 5

Prerequisite: CO 502 or CO 50102  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Materials: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
JUN 17 – 21/13	CO 50345-13-3
AUG 12 – 16/13	CO 50345-13-4
MARCH 10 – 14/14	CO 50345-14-1

### CO 506 - Incident Management Practice

In this course the student-learner puts into practice the skills and knowledge developed in the Pre-Incident Planning, Incident Management Theory, Emergency Response Communications and Incident Size-Up courses. Student-learners demonstrate practical skills in Incident Management. This is a hands-on course involving strenuous physical activity.

This course requires at least 10 student-learners, to ensure that all student-learners have the maximum opportunity to achieve all the learning outcomes, especially on the practical fireground scenarios. If late cancellations reduce the number of student-learners below 10, the course may be cancelled. To avoid inconvenience and costs to others, we ask that departments and student-learners meet their commitment to attend, once registered. With sufficient advance notice, we can sometimes fill vacancies, but we cannot guarantee the availability of substitute student-learners.

Student-learners must provide their own turnout gear. To maximize firefighter safety, participants are required to bring their own SCBA and two air cylinders. Information and guidance on safely transporting SCBA and cylinders to and from the College are included in the pre-class information package for this course

NOTE: Student-learners who have successfully completed INTRO IMS (Introduction to the Incident Management System) will automatically be granted an equivalency for CO 506.

Prerequisite: CO 505 or CO 50345  
 In-Class Session: 4 days  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
 Textbook/Pre-class Materials: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
MAY 27 - 30/13	CO 506-13-1
AUG 19 – 22/13	CO 506-13-2
OCT 7 – 10/13	CO 506-13-3

### CO 60102 - Specialized Rescue and Response

This course combines the former CO 601 and CO 602 and builds upon the knowledge and skills student-learners developed in the Pre-Incident Planning Module. Emphasis is placed on the theory of Incident Management Systems to assess and determine Company Officers' roles and responsibilities during emergency responses, including strategies to assess or size up an emergency incident or scene as effective Company Officers.

Those who have successfully completed one or more of the former courses should register for the new course and will be expected to attend only for the portion they require to complete. The following information indicates which days student-learners should attend, based on the old course numbering.

Former CO 601 Day 1, 2, 3  
 Former CO 602 Day 4, 5  
 Prerequisite: CO 50345 and CO 506  
 In-Class Session: 5 days  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a

minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Materials: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
JUL 8 - 12/13	CO 60102-13-3
AUG 26 – 30/12	CO 60102-13-4
NOV 25 – 29/12	CO 60102-13-5

### FSA - Fire Scene Assessment

This 2-day course replaces the former 3-day course offered until March 2008, entitled Fire Cause Determination. The learning outcomes of this new course continue to cover the required learning outcomes for the Company Officer Diploma Program. Student-learners who have successfully completed Fire Cause Determination are not required to re-take this course.

Prerequisite: None  
In-Class Session: 2 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
MAY 22 – 23/13	FSA-13-2
JULY 2 – 3/13	FSA-13-3
JULY 4 – 5/13	FSA-13-4
SEPT 3 – 4/13	FSA-13-5
SEPT 5 – 6/13	FSA-13-6

### CO 701/FPO 601 - Principles of Adult Learning

This course prepares student-learners to deliver training effectively by analyzing and applying principles of adult education, assessing learner needs, planning lessons, and conducting evaluations.

Prerequisite: None  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Materials: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 29 – MAY 1/13	CO701/FPO601-13-3
JUNE 26 – 28/13	CO701/FPO601-13-4
MARCH 19 – 21/14	CO701/FPO601-14-1

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

## CO 702/FPO 602 - Application of Adult Education Principles

This course builds upon acquired knowledge and skills in adult learning. Particular emphasis is placed on the application of adult education principles in learning situations that involve fire department personnel, external agencies, and the public. Computers are available to student-learners in the computer lab, located on the second floor of the Residence Building and in the Resource Centre. Participants who have their own laptop computers are strongly encouraged to bring them to the College. Currently, our computer system supports Microsoft Windows XP and Microsoft Office 2003 programs.

Prerequisite: CO 701/FPO 601  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Materials: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APRIL 15 – 19/13	CO702/FPO602-13-3
MAY 27 – 31/13	CO702/FPO602-13-4
JUL 15 - 19/13	CO702/FPO602-13-5
AUG 26 – 30/13	CO702/FPO602-13-6
JAN 13 – 17/14	CO702/FPO602-14-1

## CO 703 - Training Administration and Program Planning

This course assists student-learners to develop skills and knowledge that will enhance the department's planning, implementation, and evaluation of training and educational programs.

Prerequisite: None  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Materials: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
AUG 19 – 21/13	CO 703-13-2
NOV 13 – 15/13	CO 703-13-3
DEC 9 – 11/13	CO 703-13-4
FEB 10 – 12/14	CO 703-14-1
MARCH 10 – 12/14	CO 703-14-2

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

## CO 704 - Career Development – CORRESPONDENCE COURSE

This course introduces the student-learner to the concepts and considerations necessary to maintain one's professional currency as a Company Officer by introducing the student-learner to the design, development, and implementation of a career pathway. Subject matter includes succession planning, career advancement, career pathway development, and obstacles to personal development. Student-learners complete self-paced learning inquiries and assignments and submit them to the Course Coordinator for marking. Registration is in the usual manner.

Prerequisite: None  
In-Class Session: No classroom session – this is a Correspondence course.  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Materials: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 1/13	C704/F604 CR-13-2
JUL 1/13	C704/F604 CR-13-3
OCT 1/13	C704/F604 CR-13-4
JAN 1/14	C704/F604 CR-14-1

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

## CO 801 - Public Education

This course assists student-learners to develop the knowledge and skills necessary to present and provide fire safety training and education to the public. NOTE: Student-learners who have successfully completed the Office of the Fire Marshal's Public Fire and Life Safety Educator Program will automatically be granted an equivalency for CO 801.

Prerequisite: None  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Materials: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
AUG 6-8/13	CO 801-13-2
OCT 15-17/13	CO 801-13-3
FEB 19-21/14	CO 801-14-1

## CO 901 - Applied Administration and Supervision; Equipment and Station Maintenance

This course prepares the Company Officer to establish and maintain administrative processes to enhance fire department operations, including equipment and station maintenance. The applied role of the Company Officer as a supervisor in the fire department is also addressed.

Prerequisite: None  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 2 – 4/13	CO 901-13-2
AUG 6 – 8/13	CO 901-13-3

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

## CO 1000 - Comprehensive Review and Exam

This final course in the Company Officer Diploma Program engages student-learners in integrating the critical learning outcomes from all courses. Days 1 & 2 will be tutorial in nature, allowing for discussion with instructors, group study and review, and orientation to Day 3. Day 3 will consist of written testing, including scenario – based questions, calling upon student-learners to display their ability to incorporate what they have learned, throughout the program, in situations that Company Officers would typically face. There is no pre-class package for this course. Student-learners are encouraged to review the key components of the program, but are not expected to have memorized specific notes or content. The two-day tutorial is designed to lead student-learners through the key learning outcomes of the program.

Those individuals who successfully complete this course will graduate from the Company Officer Diploma Program.

Graduates who choose to seek voluntary certification as a Company Officer will have met all requirements for the academic component of certification.

Prerequisite: Successful completion of all courses in the Company Officer Diploma Program.  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
SEP 4 – 6/13	CO 1000-13-2
NOV 13 – 15/13	CO 1000-13-3
JAN 22 – 24/14	CO 1000-14-1

# FIRE PREVENTION OFFICER DIPLOMA PROGRAM

## COMPONENT A

### FPO 100 Legislation Module

FPO 101 Legislation//Standards/Program Orientation

### FPO 200 Leadership and Communication Module

FPO 201 Leadership and Communication Theory  
FPO 202 Practical Communications and Supervision

## COMPONENT B

### FPO 300 Fire Prevention Module

FPO 301 Introductory Fire Prevention Theory

FPO 302 Introductory Fire Prevention Inspections

### FPO 400 Fire Safety Plan Module

FPO 401 Fire Safety Plan Evaluation

## COMPONENT C

### FPO 500 Advanced Fire Prevention Module

FPO 501 Advanced Fire Prevention Theory

FPO 502 Advanced Fire Prevention Inspections

FPO 503 Flammable and Combustible Liquids

FPO 504 Retrofit

FPO 505 Courtroom Procedures and Prosecution

## COMPONENT D

### FPO 600 Adult and Public Education Module

FPO 601 Principles of Adult Learning

FPO 602 Application of Adult Education Principles

FPO 604 Career Development

Public Fire & Life Safety Educator (Formerly FPO 603 & P/Ed Part B)

### FPO 700 Fire Investigation Module

FI FPO Fire Investigation for Fire Prevention Officers

## COMPONENT E

### FPO 800 Comprehensive Review Module

FPO 800 Comprehensive Review and Exam

## FIRE PREVENTION OFFICER DIPLOMA PROGRAM

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*The Ontario Fire Prevention Officer Certification Program, of which the OFC Diploma is the academic component, is accredited by the International Fire Service Accreditation Congress (IFSAC) to Ontario Standards.*

### CO/FPO 101 - Legislation/Standards/Program Orientation

This course offers student-learners a legislative framework that provides context for the fire and life safety through which Company Officers, Fire Prevention Officers and Training Officers conduct their roles. The course involves significant pre-class reading. This course is offered both at the Ontario Fire College and regionally throughout the province.

Prerequisite:	None
In-Class Session:	1 day
Cost:	Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.
Textbook/Pre-class Material:	Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: <a href="http://www.ofmsps.ca/OFCEM">www.ofmsps.ca/OFCEM</a> <b>Username:</b> ofc <b>Password:</b> preclass

DATE	COURSE #
APR 5/13	CO/FPO 101-13-6
MAY 21/13	CO/FPO 101-13-7
JULY 5/13	CO/FPO 101-13-8
JAN 9/14	CO/FPO 101-14-1

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

### CO/FPO 201 - Leadership and Communication Theory

This course offers student-learners an opportunity to develop and practice effective leadership and communication skills as they relate to the supervisory role of the Company Officer, the Fire Prevention Officer and the Training Officer. Particular emphasis is placed on communication, delegation, and motivational skills as a leader.

The Ontario Fire College has partnered with Georgian College to offer this course in several formats. The focus of Leadership and Communication is on increasing leadership effectiveness. Leadership is demonstrated by behaviour, not position. Student-learners will examine leadership within a personal and a professional context. Participants will develop an understanding of leadership qualities and skills, and the role leadership plays in their lives and workplaces.

When this course is offered at the Ontario Fire College student-learners are provided with all meals and accommodation at no cost to the participants or their fire departments; however, travel expenses will not be reimbursed for this course.

Prerequisite:	None
In-Class Session:	4 days
Textbook/Pre-class Material:	Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: <a href="http://www.ofmsps.ca/OFCEM">www.ofmsps.ca/OFCEM</a> <b>Username:</b> ofc <b>Password:</b> preclass
Cost:	Tuition fee of \$302.50 includes handouts. Fees may be subject to change. See Georgian's application form on <a href="#">Page 72</a> for payment details.

Courses are available to accommodate your schedule and preferences. Student-learners can complete this course in a variety of formats, locations and schedules.

Offerings scheduled at the Ontario Fire College (residential training location)

To register, please complete the Georgian College Application Form on Page 72 of this calendar and submit with your fee to Georgian College. **Do not send your application to the Ontario Fire College.**

APR 2 – 5/13

NOV 26 – 29/13

FEB 4 – 7/14

Please download your pre-class study material from the OFC website so you may complete your assignment prior to the first class.

**On-line via the World Wide Web**

Using your computer and the Internet, you can take Leadership and Communication Theory at home or at work. Participants complete a section of work every week that includes readings, on-line discussions and web research.

The on-line course is scheduled for the following dates:

APR 16 – JUN 15/13

SEP 17 – NOV 16/13

JAN 20 – MAR 14/14

The application process is the same as for the residential course at the Ontario Fire College. Please download your pre-class study material from the OFC website so you may complete your assignment prior to the end of your first week. For more information call (705) 325-2740 ext. 3368 or e-mail [sknox@georgianc.on.ca](mailto:sknox@georgianc.on.ca).

**At the fire department**

For course/training offered at your department or locality, please contact us at (705) 325-2740 ext. 3368 and discuss how Georgian College can meet your training needs.

**CO/FPO 202 - Practical Communications and Supervision**

This course prepares the student-learner to communicate effectively with personnel, external agencies, and the public, in the role of Company Officer, Fire Prevention Officer or Training Officer.

Prerequisite: CO/FPO 201

In-Class Session: 3 days

Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)

**Username:** ofc **Password:** preclass

DATE	COURSE #
JULY 29 – 31/13	CO/FPO 202-13-5
OCT 15-17/13	CO/FPO 202-13-6
JAN 6-8/14	CO/FPO 202-14-1
FEB 19-21/14	CO/FPO 202-14-2

## FPO 301 - Introductory Fire Prevention Theory

This course assists student-learners to develop knowledge of fire prevention and inspection methods. Further, it builds upon the legislative context developed in the Legislation/Standards (CO/FPO 101) course to assist Fire Prevention Officers in developing appropriate fire prevention processes.

Prerequisite: None  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APRIL 8 – 12/13	FPO 301-13-2
OCT 7 – 11/13	FPO 301-13-3
FEB 10 – 14/14	FPO 301-14-1

## FPO 302 - Introductory Fire Inspections

This course assists student-learners to develop techniques and skills in the application of inspection processes. Particular emphasis is given to the roles and responsibilities of Fire Prevention Officers in carrying out these inspections.

Prerequisite: FPO 301  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 15 – 19/13	FPO 302-13-2
AUG 26 – 30/13	FPO 302-13-3

## FPO 401 - Fire Safety Plan Evaluation

This course assists student-learners to build on their knowledge and skills in fire prevention. Emphasis is placed on the student-learner's skill in effectively developing and evaluating fire safety plans.

Prerequisite: FPO 302  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
AUG 6 - 8/13	FPO 401-13-3
DEC 9 - 11/13	FPO 401-13-4
JAN 22 – 24/14	FPO 401-14-1
MAR 19 - 21/14	FPO 401-14-2

### FPO 501 - Advanced Fire Prevention Theory

This course builds upon the student-learner’s knowledge and skill in fire prevention theory and practice. Emphasis is placed on the responsibility of the Fire Prevention Officer in complex inspection situations.

Prerequisite: FPO 302  
 In-Class Session: 5 days  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
 Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
JUN 24 - 28/13	FPO 501-13-2
JUL 22 – 26/13	FPO 501-13-3
JAN 27 – 31/14	FPO 501-14-1

### FPO 502 - Advanced Fire Prevention Inspections

This course builds upon the knowledge and skills the student-learner has developed in Fire Prevention and Inspection. Special consideration is given to inspecting practices in complex or unusual circumstances.

Prerequisite: FPO 501  
 In-Class Session: 5 days  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
 Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
MAY 27 – 31/13	FPO 502-13-1
AUG 19 – 23/13	FPO 502-13-2

### FPO 503 - Flammable and Combustible Liquids

This course provides the student-learner with a background on the intent and application of Part 4 of the Ontario Fire Code. It enables the learner to identify risks and apply the requirements of Part 4 of the Ontario Fire Code to address fire safety hazards associated with the storage, handling and use of flammable and combustible liquids.

Prerequisite: FPO 302  
 In-Class Session: 5 days  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on

a quarterly basis.  
 Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 8 – 12/13	FPO 503-13-1
AUG 12 – 16/13	FPO 503-13-2

### FPO 504 - Retrofit

This course builds on the basic knowledge of the Ontario Fire Code developed in FPO 301, Introductory Fire Prevention Theory, and FPO 302, Introductory Fire Prevention Inspections. Student-learners are provided with an opportunity to examine the unique intent and application of Part 9 of the Ontario Fire Code. This course assists student-learners to develop the knowledge and skills necessary to address fire and life safety issues in older buildings in their communities that are regulated by Part 9 of the Ontario Fire Code.

Prerequisite: FPO 302  
 In-Class Session: 5 days  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
 Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 22 - 26/13	FPO 504-13-2
JUL 8 - 12/13	FPO 504-13-3
JAN 27 - 31/14	FPO 504-14-1

### FPO 505 - Courtroom Procedures and Prosecution

This course prepares the student-learner to provide the necessary documentation and evidence to prepare for prosecution through the court system. Emphasis is also placed on preparing student-learners to give evidence at a court proceeding.

Prerequisite: FPO 302  
 In-Class Session: 5 days  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
 Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
OCT 21 - 25/13	FPO 505-13-2
NOV 4 – 8/13	FPO 505-13-3
JAN 13 – 17/14	FPO 505-14-1

## CO 701/FPO 601 - Principles of Adult Learning

This course prepares student-learners to deliver training effectively by analyzing and applying principles of adult education, assessing learner needs, planning lessons, and conducting evaluations.

Prerequisite: None  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APR 29 – MAY 1/13	CO701/FPO601-13-3
JUNE 26 – 28/13	CO701/FPO601-13-4
MARCH 19 – 21/14	CO701/FPO601-14-1

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

## CO 702/FPO 602 - Application of Adult Education Principles

This course builds upon acquired knowledge and skills in adult learning. Particular emphasis is placed on the application of adult education principles in learning situations that involve fire department personnel, external agencies, and the public.

Computers are available to student-learners in the computer lab, located on the second floor of the Residence Building and in the Resource Centre. Participants who have their own laptop computer are strongly encouraged to bring them to the College. Currently, our computer system supports Microsoft Windows XP and Microsoft Office 2003 programs.

Prerequisite: CO 701/FPO 601  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
APRIL 15 – 19/13	CO702/FPO602-13-3
MAY 27 – 31/13	CO702/FPO602-13-4
JUL 15 - 19/13	CO702/FPO602-13-5
AUG 26 – 30/13	CO702/FPO602-13-6
JAN 13 – 17/14	CO702/FPO602-14-1

## FPO 604 - Career Development – CORRESPONDENCE COURSE

This correspondence course introduces the student-learner to the concepts and considerations necessary to maintain one's professional currency as a Fire Prevention Officer by introducing the student-learner to the design, development, and implementation of a career pathway. Subject matter includes succession planning, career advancement, career pathway development, and obstacles to personal development. Student-learners complete self-paced learning inquiries and assignments and submit them to the Course Coordinator for marking. Registration is in the usual manner.

Prerequisite:	None
In-Class Session:	<u>No classroom session – this is a Correspondence course.</u>
Cost:	Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.
Textbook/Pre-class Materials:	Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: <a href="http://www.ofmsps.ca/OFCEM">www.ofmsps.ca/OFCEM</a> <b>Username:</b> ofc <b>Password:</b> preclass

DATE	COURSE #
APR 1/13	C704/F604 CR-13-2
JUL 1/13	C704/F604 CR-13-3
OCT 1/13	C704/F604 CR-13-4
JAN 1/14	C704/F604 CR-14-1

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

## **Public Fire & Life Safety Educator (Formerly FPO 603 & P/Ed Part B)**

The Public Fire and Life Safety Educator course is accredited by both the International Fire Service Accreditation Congress (IFSAAC) and the National Board on Fire Service Professional Qualifications (ProBoard) to NFPA 1035 Level 1 and 2.

This course provides Public Fire and Life Safety Educators and / or Fire Prevention Officers in the Ontario fire service with a comprehensive educational program that meets the needs of the student-learner and addresses the needs of the public, the fire department, and the community. The participants learn and practice the skills necessary to perform as a Public Fire and Life Safety Educator. There will be an additional charge for textbooks.

Prerequisite:	Student-learners must have experience in fire prevention or fire suppression and possess a good knowledge of fire behaviour and the principles of fire and life safety. Student-learners must have good communication skills, as there will be extensive reading and written assignments and delivery of oral presentations.
In-Class Sessions:	One week (5 days) of classes at the Ontario Fire College.
Cost:	Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.
Textbook/Pre-class Material:	Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: <a href="http://www.ofmsps.ca/OFCEM">www.ofmsps.ca/OFCEM</a> <b>Username:</b> ofc <b>Password:</b> preclass

DATE	COURSE #
JUN 17-21/13	P/EDUCATOR-13-1
JUL 29 – AUG 2/13	P/EDUCATOR-13-2
SEPT 16 – 20/13	P/EDUCATOR-13-3

## Fire Investigation for Fire Prevention Officers

This 5 day course provides in-depth instruction in all aspects of assessing and investigating fire scenes, relevant to Fire Prevention Officers. This course has been revised from the previous two day Fire Scene Assessment course to better match the outcomes of the Ontario Standard for Fire Prevention Officers.

This course is intended only for Fire Prevention Officers. Company Officers and other fire service personnel will continue to take the two day Fire Scene Assessment course which is part of the Company Officer Level 2 Program & the Company Officer Diploma Program.

Prerequisite: None  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
JUN 17 - 21/13	FI FPO-13-1
JUL 22 - 26/13	FI FPO-13-2
SEPT 16 – 20/13	FI FPO-13-3

## FPO 800 - Comprehensive Review and Exam

This final course in the Fire Prevention Officer Diploma Program engages student-learners in integrating the critical learning outcomes from all courses. Days 1 & 2 will be tutorial in nature, allowing for discussion with instructors, group study and review, and orientation to Day 3. Day 3 will consist of written testing, including scenario – based questions, calling upon student-learners to display their ability to incorporate what they have learned throughout the program, in situations that Fire Prevention Officers would typically face. There is no pre-class package for this course. Student-learners are encouraged to review the key components of the program, but are not expected to have memorized specific notes or content. The two-day tutorial is designed to lead student-learners through the key learning outcomes of the program.

Those individuals who successfully complete this course successfully will graduate from the Fire Prevention Officer Diploma Program.

Graduates who choose to seek voluntary certification as a Fire Prevention Officer will have met all requirements for the academic component of certification.

Prerequisite: Successful completion of all courses in the Fire Prevention Officer Diploma Program.  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
SEP 4 - 6/13	FPO 800-13-2
NOV 13 - 15/13	FPO 800-13-3
JAN 22 - 24/14	FPO 800-14-1

## TRAINING OFFICER DIPLOMA PROGRAM

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To achieve an OFC Training Officer Diploma, Training Officers are required to complete a Certificate in Adult Education from a College of Applied Arts and Technology. Once this certificate is obtained, they can register for the following two OFC Training Officer courses. Upon successful completion of these two courses, as well as the other courses from the Company Officer Diploma Program they will receive the OFC Training Officer Diploma. The OFC Training Officer Diploma constitutes the academic component of certification for Training Officers.

### TRAINING OFFICER PROGRAM

Certificate in Adult Education from a  
Community College

- TO 401 Planning, Designing and Developing  
Fire Service Training Courses
- TO 402 Delivery and Administration of Education  
and Training Programs

- CO/FPO 101 Legislation
- CO/FPO 201 Leadership and Communication Theory
- CO/FPO 202 Practical Communication/Supervision
- CO 30102 Fire Prevention and Inspections
- CO 401 Pre-incident Planning (includes ISO and  
Building Construction)
- CO 801 Public Education
- TF Trainer Facilitator Designation
- Also, either of the following courses:
- INTRO IMS Introduction to the Incident Management  
System or
- CO 506 Incident Mgmt Practice

The Training Officer Diploma Program has changed significantly to better align to the revised Ontario Standard for Training Officers, and in response to feedback and input from Training Officers. Effective October 1, 2011, the Training Officer Diploma consists of the following courses:

1. Completion of a Certificate in Adult Education from a Community College
2. Training Officer 401 (after completion of above Certificate)
3. Training Officer 402 (after completion of TO401)
4. Trainer Facilitator designation from the OFC
5. CO/FPO 101, Legislation Orientation
6. CO/FPO 201, Leadership & Communication Theory – See Page 15 for info & Georgian College application on Page 71
7. CO/FPO 202, Practical Communication & Supervision
8. CO 30102, Fire Prevention & Inspections for Company Officers
9. CO 401, Pre-Incident Planning
10. Intro to IMS
11. CO 801, Public Education for Company Officers

**TATA - Certificate in Adult Education – Georgian College’s Teaching and Training Adults**

To assist Training Officers to achieve the Certificate in Adult Education from a College of Applied Arts and Technology, the Ontario Fire College has collaborated with Georgian College to have Georgian’s courses delivered in an intensive mode at the Fire College. This approach will allow Training Officers to attend these courses at the Ontario Fire College and perhaps complete them at an accelerated pace.

When this course is offered at the Ontario Fire College student-learners are provided with all meals and accommodation at no cost to the participants or their fire departments; however, travel expenses will not be reimbursed for this course.

Prerequisite: None  
 In-Class Session: Part A – 4 days Part B – 3 days  
 Textbook/Pre-class Material: Contact Georgian College – see application for details  
 Cost: Tuition fee of \$963.00 includes handouts. Fees may be subject to change. See Georgian’s application form on Page 71 for payment details.

To register, please complete the Georgian College Teaching and Training Adults (TATA) Application Form on Page 69 of this calendar and submit, with your fee, to Georgian College.

Offering scheduled at the Ontario Fire College: (residential training location)

TATA	APR 23 - 26/13 (PART A)
	OCT 15 - 17/13 (PART B)

## TO 401 - Planning, Designing and Developing Fire Service Education/Training Programs

This applied course covers the key elements required for planning, designing and developing education and training programs within a municipal fire service. Building on generic adult education theory and principles, student-learners apply their knowledge and skills to the process of course development within the operational realities of a fire service. Needs assessment, legislative framework, resource allocation, and specific curriculum development are among the topics covered.

**Prerequisite:** A certificate in Adult Education from a College of Applied Arts and Technology. Because training officers are expected to have significant knowledge and skills in adult education theory in order to perform their roles, the community college certificate ensures achievement of the theory learning outcomes they need. For more information on the Training Officers Certification Program consult the OFM website: [www.ofm.gov.on.ca/english/Certification](http://www.ofm.gov.on.ca/english/Certification)

Documentation of prerequisites does not have to accompany the application. The revised OFC Application Form now requires a signature from the Fire Chief or designate attesting to the fact that this documentation exists in the department and is available for audit purposes.

**In-Class Session:** 1 day at the Fire College + self study  
**Cost:** Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
**Textbook/Pre-class Material:** Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

<b>DATE</b>	<b>COURSE #</b>
MAY 21/13	TO 401-13-1
JUN 24/13	TO 401-13-2
JAN 9/14	TO 401-14-1

## TO 402 - Delivery and Administration of Education/Training Programs

This applied course addresses all aspects of the delivery of education and training programs in a fire department setting, both in classroom and fireground settings. Key elements required to safely, effectively, and efficiently deliver training in a fire department are discussed and demonstrated by student-learners. Particular emphasis is given to the practical delivery of live fire training on a fireground in a manner that ensures firefighter safety.

**Prerequisite:** TO 401  
**In Class Session:** 5 days  
**Cost:** Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
**Textbook/Pre-class Material:** Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

<b>DATE</b>	<b>COURSE #</b>
SEPT 16 - 20/13	TO 402-13-1
OCT 7-11/13	TO 402-13-2

## VOLUNTEER FIREFIGHTER PROGRAM

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Only Module A and B appear in this year's Calendar. This continues the focus on primary firefighting skills from the Firefighter Curriculum. Module A is a pre-requisite for Module B, to maximize safety and effectiveness of training. There is one combined Module A/B offered in consecutive weeks, but firefighters can also attend a Module A and Module B separately throughout the year.

### Volunteer Firefighter Module A

This course develops basic firefighting skills based on the Firefighter Curriculum and the Ontario Fire Service Firefighter Standards. Student-learners will be signed-off in Search and Rescue, Fire Suppression, PPE, SCBA, Fire Streams, IMS, Ladders, Ventilation, Firefighter Survival, Firefighter Safety and key components of Chemistry of Combustion. **Note:** All Volunteer Firefighter courses fill up quickly - you are encouraged to apply as early as possible.

Student-learners must provide their own turnout gear. To maximize firefighter safety, participants are required to bring their own SCBA and two air cylinders. Information and guidance on safely transporting SCBA and cylinders to and from the College are included in the pre-class information package for this course

Prerequisite:	None
In-Class Session:	5 days
Cost:	Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.
Textbook/Pre-class Material:	Information regarding textbook requirements and pre-class assignments should be downloaded from the VOLUNTEER MODULES PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: <a href="http://www.ofmsps.ca/OFCEM">www.ofmsps.ca/OFCEM</a> <b>Username:</b> ofc <b>Password:</b> preclass

DATE	COURSE #
APR 15 – 19/13	V/F/F-MA-13-2
MAY 13 - 17/13	V/F/F-MA-13-3
MAY 25 - 26/13 (PART A) MAY 31 – JUN 2/13 (PART B) <b>SPLIT OVER 2 WEEKENDS</b>	V/F/F-MA-13-4
OCT 19 - 20/13 (PART A) OCT 25 - 27/13 (PART B) <b>SPLIT OVER 2 WEEKENDS</b>	V/F/F-MA-13-5

### Volunteer Firefighter Module B

This course is an extension of Module A in which student-learners are signed-off in Size Up, Communications, Search and Rescue, Ladders, Ventilation, Water Supply, Fire Streams.

Student-learners must provide their own turnout gear. To maximize firefighter safety, participants are required to bring their own SCBA and two air cylinders. Information and guidance on safely transporting SCBA and cylinders to and from the College are included in the pre-class information package for this course. **Note:** All Volunteer Firefighter courses fill up quickly - you are encouraged to apply as early as possible.

Prerequisite:	Module A is a pre-requisite for Module B, to maximize safety and effectiveness of training.
In-Class Session:	5 days
Cost:	Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the VOLUNTEER MODULES PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
JUL 8 - 12/13	V/F/F-MB-13-2
OCT 5 - 6/13 (PART A) OCT 11 - 13/13 (PART B) <b>SPLIT OVER 2 WEEKENDS</b>	V/F/F-MB-13-3

### Volunteer Firefighter Module A and B Combination

Taken together, Modules A and B contain almost the exact content of the former OFC Recruit training course. For this and other reasons – declining numbers of departments registering students – the OFC Recruit course has not been offered since 2009. Those departments looking for equivalent training should register their firefighters for the back-to-back Module A and B on September 16 – 20/13 and September 23 – 27/13. **Note:** All Volunteer Firefighter courses fill up quickly - you are encouraged to apply as early as possible. [Send an application form for both the Module A and Module B dates.](#)

Prerequisite: None  
 In-Class Session: 10 days - 5 days for each module  
 Cost: Fire departments will be charged a total non-refundable registration fee of \$130.00 for each student-learner accepted into this double module course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the VOLUNTEER MODULES PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
SEP 16 – 20/13	V/F/F-MA-13-6
SEP 23 - 27/13	V/F/F-MB-13-4

## PROFESSIONAL DEVELOPMENT SEMINARS

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### Fire Service Executive Development Seminar

These seminars are open to Fire Chiefs and members of their senior management teams. The agenda will be distributed to participants prior to the start date of the seminar and will be posted on the OFM/OFC website. It will focus on timely and relevant topics intended to further the educational and leadership development goals of senior officers.

Cost: Fire departments will be charged a total non-refundable registration fee of \$100.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Seminar Agenda: When available, the agenda will be published in the SEMINAR AGENDAS SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass

DATE	COURSE #
DEC 2 - 5/13	EXEC DEV SEM-13-1

### Fire Safety Inspection & Enforcement Seminar

This one day seminar will describe legislative authority of the *Fire Protection and Prevention Act* (FPPA) and the *Provincial Offences Act* (POA). It will describe the legislated options available to address contraventions of the *Fire Code* and other fire hazards that are not regulated by the *Fire Code*. It will identify appropriate course(s) of action to ensure that *Fire Code* contraventions or hazards are reduced or eliminated in a timely manner and/or enforcement measures are taken.

This seminar will parallel the OFM-TG-01-2012 Fire Safety Inspections and Enforcement Guideline. The FPPA provides several options that can be exercised by the fire service to achieve compliance with the FPPA and the Fire Code. All options will be discussed at this seminar.

Fire Chiefs directly responsible for ensuring Fire Code compliance in their municipalities, Chief Fire Prevention Officers, Fire Prevention Officers and Inspectors who confront instances of non-compliance with legislation, codes or standards, and are responsible to commence enforcement procedures and Municipal Prosecutors responsible for prosecution of *Fire Code* contraventions will find this seminar of interest.

Cost: There is no fee to attend this seminar.  
Textbook/Pre-class Material: Students are required to bring a copy of OFM-TG-01-2012 Fire Safety Inspections and Enforcement Guideline (Pages 1 to 37), the FPPA and Fire Code, notebook.  
Information and a **pre-class assignment that is to be completed prior to arrival for the seminar** should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
Username: ofc Password: preclass

DATE	COURSE #
APR 4/13	FSIE SEM-13-5
AUG 1/13	FSIE SEM-13-6
NOV 13/13	FSIE SEM-13-7

### Fire Prevention Officer Seminar

A planning committee including current fire prevention officers and members of the Ontario Municipal Fire Prevention Officers Association develop the agenda for the annual seminar to address themes and topics of relevance to fire prevention officers. The agenda will be distributed to participants prior to the start date of the seminar and will be posted on the OFM/OFC website.

Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on

Seminar Agenda: a quarterly basis.  
When available, the agenda will be published in the SEMINAR AGENDAS SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #
SEP 9 – 13/13	F/P/O SEM-13-1

### Mechanical Officer Seminar

The agenda will be distributed to participants prior to the start date of the seminar.

Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Seminar Agenda: When available, the agenda will be published in the SEMINAR AGENDAS SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #
APR 29 – MAY 3/13	MECHANIC SEM-13-1

### Senior Officer Seminars

Senior Officer Seminars offered this year will focus on the learning outcomes from the Senior Officer Standards related to Fire Prevention Officers and Suppression. The target group for these Seminars is Ontario Fire Service personnel who perform the functions described in the Ontario Senior Officer Standard.

Cost: Fire departments will be charged a total non-refundable registration fee of \$100.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Seminar Agenda: When available, the agenda will be published in the SEMINAR AGENDAS SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #	
JAN 20-21/14	SR OFF PREV-14-1	This seminar covers Fire Prevention learning outcomes.
MAR 10-11/14	SR OFF SUPPR-14-1	This seminar covers Fire Suppression learning outcomes.

### Training Officer Seminar

A planning committee including current training officers and members of the Ontario Association of Fire Training Officers develop the agenda for the annual seminar to address themes and topics of relevance to training officers. The agenda will be distributed to participants prior to the start date of the seminar and will be posted on the OFM/OFC website.

Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Seminar Agenda: When available, the agenda will be published in the SEMINAR AGENDAS SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #
SEPT 30 – OCT 4/13	TRG/OFF SEM-13-1

### SPECIALIZED COURSES

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## Air Monitoring and Detection

This course is designed for the Hazmat Responder at the Operations or Technician level. The first two days of the course cover chemical terminology and properties and their application to monitoring, sensor terminology, interpretation of readings provided by the monitor, and maintenance. Days 1 and 2 involve hands-on training with platoon scenarios and chemical testing. The use of a chemical matrix is emphasized for developing a risk-based response.

The third day is devoted to radiation with an instructor from the Canadian Nuclear Safety Commission. Areas covered include radiation terminology, detection devices and interpretation, exposure versus contamination, safe distances and decontamination. Upon completion the student-learner will have gained knowledge of practical application of instruments and decontamination procedures.

Prerequisite: None  
In-Class Session: 3 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass

DATE	COURSE #
SEP 4 - 6/13	AIR MONITOR-13-1
NOV 26 - 28/13	AIR MONITOR-13-2

## Associate Instructor – Level 1-2

This course prepares training officers to be designated as OFC Associate Instructors who can then deliver the courses which compose Company Officer Levels One and Two:

CO/FPO 01, Legislation  
CO 401, Pre-Incident Planning  
Introduction to the Incident Management System  
CO 50102, Incident Management Theory and Size-Up  
CO 50345, Advanced IMS Theory  
CO 60102, Specialized Rescue and Response  
Fire Scene Assessment

Working with the OFC course coordinators, student-learners will be given access to the Instructor Manuals and briefed on the breadth and depth of coverage given to topics in each of the courses. Administrative information relevant to OFC Associate Instructors is also provided.

Prerequisite: Open to training officers who are Certified Training Officers, Full-time Training Officers, OFC Associate Instructors, or have been granted an OFC Training Officer Certificate.

Applicants must have successfully completed all the OFC courses included in Level One and Two

In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: This course does not have pre-class information available on-line. Pre-class information will be sent

to course participants before the course start date.

DATE	COURSE #
APR 15 - 19/13	A/I LEVEL1-2-13-2
JAN 27 - 31/14	A/I LEVEL1-2-14-1

### Community and Environmental Impact of Fire

This course covers how air and water contaminants may affect the community and environment. The objective of the course is to enhance the student-learner's competence in dealing with legislative enforcement requirements, fire and environmental hazards associated with these products, fire safety plans and preplanning. The course is geared towards senior fire prevention and suppression officers who are responsible for fire prevention.

Prerequisite: None  
In-Class Session: 2 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass

DATE	COURSE #
JAN 9 - 10/14	FIRE/ENVIR-14-1

### Effective Inspections of Commercial Cooking Systems

This course prepares fire prevention officers and other fire service personnel to attain a technical competency of the inspection process for commercial cooking systems and operation and gain a fundamental understanding of fire and building codes and standards for commercial cooking operations in Ontario.

Prerequisite: None  
In-Class Session: 3 days  
Cost: Fire departments will be charged a total non-refundable registration fee of \$395.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.  
Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass

DATE	COURSE #
MAY 21 - 23/13	COMM COOKING-13-2
JAN 6 - 8/14	COMM COOKING-14-1

### Firefighter Emergency Patient Care

This course enables the student to perform basic emergency patient care including scene stabilization, primary and secondary survey, and patient care management for common medical and trauma emergencies during various fire service emergency responses.

Prerequisite: Standard First Aid/CPR Level C/AED  
In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a

minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass.

DATE	COURSE #
JAN 27 – 31/14	EPC 1-14-1

Note: This course is also available online through [GET READY ONLINE INC.](#) See page 63 for more information

### Firefighter Emergency Patient Care Train-the-Trainer:

This course introduces the Trainer to the Ontario Fire College Emergency Patient Care course from the Instructor’s perspective. Each participant is given an in-depth review of the content, learning outcomes, evaluation techniques of the course, as well as the Instructor Guide for the course. Upon successful completion of this course student-learners will have knowledge and skills to teach the Emergency Patient Care course in their own departments

Prerequisite: Student-learners must be active responders within their department.

Completion of the OFC Firefighter Emergency Patient Care course or equivalent and Trainer Facilitator (TF) or the former Trainer Facilitator Presentation Skills (TFPS).

In-Class Session: 5 days

Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass. Check for pre-class information prior to the course start date on the OFC website.

DATE	COURSE #
JAN 6 - 10/14	TTT-EPC 1-14-1

### Fire Fighter Survival Train the Trainer

This introduces the theory, rationale and practical evolutions involved with Fire Fighter Survival and RIT. In a safe and controlled environment, participants will acquire the skills to teach Self Rescue, Team Skills and Rapid Intervention. The course is physically demanding and participants must be healthy and fit to complete this labour- intensive course.

This five-day course is offered off-campus at sites which are pre-approved by the Fire College. In order to participate, each department must register two (2) personnel from each department to attend. In addition to successfully completing the five-day course, participants must be monitored and approved as Associate Instructors on the first occasion that they teach the three day Fire Fighter Survival course.

There are a number of locations and instructors provincially who offer this five (5) day course. The host department will normally advertise the course offering to neighbouring departments. For further information or for a list of approved courses, please contact the Fire College Coordinator (Doug.Outtrim@ontario.ca) to inquire about courses in your area.

Prerequisite: Firefighter Survival and Trainer Facilitator (TF)

### Flashover – Recognizing Pre-Flashover Conditions for Survival

**Please note that the Flashover course will be offered at Regional Centres for the 2013-2014 Calendar Year – dates and locations to be announced.**

This course, which is conducted in a safe and controlled environment, introduces firefighters to the conditions that can lead to flashover. Course participants gain an enhanced knowledge of fire behaviour with an emphasis on factors leading to the potential of flashover. Student-learners will enter a Training Unit wearing full bunker gear during this course.

Student-learners must provide their own turnout gear. To maximize firefighter safety, participants are required to bring their own SCBA and two air cylinders. Information and guidance on safely transporting SCBA and cylinders to and from the College are included in the pre-class information package for this course

Prerequisite: Signed off in Protective Clothing, Self-contained Breathing Apparatus and Fire Suppression Techniques from Firefighter Curriculum or trained to departmental Standards in the correct application of protective clothing, self-contained breathing apparatus and fire suppression techniques. Participants must be in good physical condition. Student-learners must provide their own turnout gear. Note: Graduates of any endorsed Pre-Service Firefighter Education and Training Program have completed all the required sign-offs for courses requiring firefighter curriculum sign-offs.

In-Class Session: 2 days

### Hazardous Materials Operations Plus (NFPA 472-2008 Mission Specific)

The Hazardous Materials Operations Plus course is accredited by the International Fire Service Accreditation Congress (IFSAC) to NFPA 472.

Student-learners must provide their own turnout gear. To maximize firefighter safety, participants are required to bring their own SCBA and two air cylinders. Information and guidance on safely transporting SCBA and cylinders to and from the College are included in the pre-class information package for this course

This course prepares the student-learner with the knowledge, skills, and abilities to respond to various hazardous materials incidents at the Operations (*Mission Specific*) Level of National Fire Protection Association Standard (NFPA) 2008 472 – Standard on Professional Competence of Responders to Hazardous Materials Incidents.

This course covers the operational tasks and duties expected to be performed by a team of emergency response personnel along with the required competencies to perform those tasks.

Prerequisites: Successful completion of Test 4 (Firefighter Curriculum). Information on arranging testing is available on the OFM website [www.ofm.gov.on.ca](http://www.ofm.gov.on.ca). Click on Ontario Firefighter Curriculum Testing Schedule or contact the OFM Testing Unit at [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca), 416-325-3182 or 416-325-3140.

Successful completion of provincial IMS100 course. This course is available on-line, can be completed in a short period of time and allows student-learners to print their certificates upon completion. It can be accessed at <http://training.emergencymanagementontario.ca>. A step-by-step guide is also posted in the Pre-Class folder for this course.

Current certification in a recognized standard first aid course and/or completion of the Firefighter Emergency Patient Care Component of the Ontario Firefighter Curriculum. Note: Graduates of any endorsed Pre-Service Firefighter Education and Training Program have completed all the required sign-offs for courses requiring firefighter curriculum sign-offs. Current certification in CPR at Level "C". CPR certification *must include* one & two person adult and child CPR, adult and child conscious and unconscious choking, infant CPR and infant conscious and unconscious choking. *Current* is defined by the recognized agency. A recognized agency includes Red Cross, St. John Ambulance, Royal Life Saving, or National Ski Patrol. All other agencies must be submitted to the OFC Registrar's office for approval.

By registering a student-learner for this course, Fire Chiefs are attesting that the individual is experienced and competent in fire ground operations and the use of personal protective equipment.

Other emergency response agency members, such as police and ambulance, may apply and will be considered on an individual basis.

In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass

DATE	COURSE #
APR 22 - 26/13	H/M OP PLUS-13-1
AUG 19 - 23/13	H/M OP PLUS-13-2

### Hazardous Materials – Technician Level

Student-learners must provide their own turnout gear. To maximize firefighter safety, participants are required to bring their own SCBA and two air cylinders. Information and guidance on safely transporting SCBA and cylinders to and from the College are included in the pre-class information package for this course

This course provides the student-learner with the knowledge, skills, and abilities to respond to various Hazardous Materials Incidents at the Technician Level of National Fire Protection Association Standard (NFPA) 2008 472 - Standard on Professional Competence of Responders to Hazardous Materials Incidents. The course covers the operations performed by a team of emergency response personnel in order to gather and analyze situational, product, and container information necessary to, where possible, control the release of a hazardous material substance(s), effect rescue or recovery, safely mitigate the incident, and assist with scene restoration, while utilizing specialized protective equipment.

In-Class Session: 5 days  
Prerequisites: Successful completion of Hazardous Materials Operations Plus Course or recognized equivalent. Successful completion of Test 4 (Firefighter Curriculum). Information on arranging testing is available on the OFM website [www.ofm.gov.on.ca](http://www.ofm.gov.on.ca). Click on "Ontario Firefighter Curriculum Testing Schedule" or contact the OFM Testing Unit at [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca), 416-325-3182 or 416-325-3140.

Successful completion of provincial IMS100 course. This course is available on-line, can be completed in a short period of time and allows student-learners to print their certificates upon completion. It can be accessed at (<http://training.emergencymanagementontario.ca>). A step by step guide is also posted in the Pre-Class folder for this course. Due to the changes in the NFPA 472 2008 Standard, additional study of some content areas (e.g. air monitoring and illicit drug labs may be required during the course.

Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements should be downloaded from the REQUIRED TEXTBOOK SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass. Student-learners should check this site for pre-class material. This course does not have pre-class information available on-line.

DATE	COURSE #
JUL 22 - 26/13	H/M TECH-13-1
NOV 4-8/13	H/M TECH-13-2

## Ice Rescue

This course focuses on the knowledge and skills required to perform ice-based rescues.

**Prerequisites:** Firefighter Emergency Patient Care I (formerly First Responder), or signed-off in all sections of Component 2, Section 37, Firefighter Emergency Patient Care I (formerly First Responder) of Firefighter Curriculum.

This course is physically demanding and participants should be in good physical condition. Student-learners must be prepared to demonstrate, on the first day of class, their ability to swim 100 metres wearing a Personal Flotation Device.

**Note:** Graduates of any endorsed Pre-Service Firefighter Education and Training Program have completed all the required sign-offs for courses requiring firefighter curriculum sign-offs.

**In-Class Session:** 3 days  
**Cost:** Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

**Textbook/Pre-class Material:** Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #
JAN 22 - 24/14	ICE RESCUE-13-3
FEB 12 - 14/14	ICE RESCUE-13-4

## Ice Rescue Train-the-Trainer

This course introduces the Trainer to the Ontario Fire College Ice Rescue course from the Instructor's perspective. Each participant is given an in-depth review of the content, learning outcomes, and evaluation techniques of the course, as well as the Instructor Guide for the course. Upon successful completion of this course student-learners will have knowledge and skills to teach the OFC Ice Rescue course in their own departments

**Prerequisite:** Either Trainer Facilitator or the former Trainer Facilitator Presentation Skills (TFPS). OFC Ice Rescue or Water/Ice Rescue course or equivalent

**In-Class Session:** 3 days  
**Cost:** Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

**Textbook/Pre-class Material:** Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass.

DATE	COURSE #
JAN 6 - 8/14	TTT-ICE-14-1
JAN 15 - 17/14	TTT-ICE-14-2

## Introduction to the Essentials of IMS

This course is designed to provide student-learners with an overview of Incident Management Systems. There will be classroom work as well as some practical sessions on the fire grounds. The course provides student-learners with an opportunity to hone their skills in commanding small to medium sized incidents. Furthermore, this course prepares student-learners to take more advanced/comprehensive IMS courses, such as the Company Officer 500 series taught at the Ontario Fire College. A certificate of completion is awarded to those who successfully complete the entire course.

Prerequisite:	None
In-Class Session:	4 days
Cost:	Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.
Textbook/Pre-class Material:	Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: <a href="http://www.ofmsps.ca/OFCEM">www.ofmsps.ca/OFCEM</a> Username: ofc Password: preclass.

DATE	COURSE #
MAY 23-26/13	INTRO IMS-13-4
OCT 24-27/13	INTRO IMS-13-5

## ISO NFPA 1521 Exam

The Ontario Fire College is pleased to offer the ISO NFPA 1521 Incident Safety Officer Exam. Student-Learners who have received their Company Officer Level 1 Certificate are eligible to apply. Those that are successful in passing the exam will receive their NFPA 1521 Incident Safety Officer Certification through IFSAC and ProBoard. There will be two offerings daily of the exam at 11:00 am or at 1:00 pm.

Prerequisite:	Company Officer Level 1 Certificate
In-Class Session:	1 hour exam
Cost:	There is no fee for the exam.
Note:	There are no accommodations or meals provided at the Ontario Fire College to attend the exam.
Textbook/Pre-class Material:	The test is multiple choice. Test questions cover information from NFPA 1521 (2008) <b>Standard for Fire Department Safety Officer</b> objectives 4.4, 4.5, 4.6, 6.1, 6.6 and 6.7 and the following textbooks: IFSTA (2001). Fire Department Safety Officer, 1 <sup>st</sup> Edition, 1 <sup>st</sup> Printing and Delmar (2007) Fire Department Incident Safety Officer, 2 <sup>nd</sup> Edition, 1 <sup>st</sup> Printing.

DATE	COURSE #
MAY 16/13	ISO 1521-13-1 11 AM
MAY 16/13	ISO 1521-13-2 1 PM
MAY 17/13	ISO 1521-13-3 11 AM
MAY 17/13	ISO 1521-13-4 1 PM
JUNE 25/13	ISO 1521-13-5 11 AM
JUNE 25/13	ISO 1521-13-6 1 PM
JUNE 26/13	ISO 1521-13-7 11 AM
JUNE 26/13	ISO 1521-13-8 1 PM
JULY 3/13	ISO 1521-13-9 11 AM
JULY 3/13	ISO 1521-13-10 1 PM
JULY 4/13	ISO 1521-13-11 11 AM
JULY 4/13	ISO 1521-13-12 1 PM

## Managing a High-Rise Emergency

This course familiarizes fire officers with the construction of high-rise buildings and the special problems that the fire service may encounter during an emergency response to one of these unique structures.

Prerequisite: Although there is no prerequisite, priority will be given to company officers who have successfully completed Command I or CO 506.

In-Class Session: 10 days

Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass

DATE	COURSE #
MAR 17 - 21/14 (PART A)	HIGHRISE-14-1
MAR 24 - 28/14 (PART B)	

## Marine Training for the Fire Service

Student-learners who successfully complete this course will be issued a Transport Canada EXN-24 Training Certificate for a MED A3 and SVOP Commercial Licence.

NOTE: Student-learners who successfully complete this course will be issued Transport Canada Certificates for MED A3 (Marine Emergency Duties) and SVOP (Small Vessel Operator Proficiency).

Upon successful completion of this course student-learners will receive Small Commercial Vessels Certification. This certification is only required by those who operate > than 2 nautical miles from shore on vessels < 5 GT on large bodies of water. Vessels operating on waters where they are under these restrictions require only a Pleasure Craft Operators Card. Student-learners will be asked to provide details regarding their department's marine operational requirements and only those requiring Commercial Certifications will be accepted.

The Ontario Provincial Police (OPP), in partnership with the Ontario Fire College, presents this five-day marine training course for the fire service. This course will assist fire service vessel operators to become proficient in vessel transport, care and maintenance, and to develop maneuvering and navigational skills. Upon successful completion of the course the student-learner will be able to:

- Transport, launch and re-trailer vessels using prescribed procedures in accordance with OPP policy;
- Perform daily equipment checks to ensure vessels are maintained in working order;
- Start up a vessel following approved procedures;
- Fuel vessels following approved procedures;
- Maintain vessel control while maneuvering a vessel through a variety of marine exercises;
- Anchor a vessel and maintain position following approved procedures;
- Navigate a vessel between given points using regular navigational charts during both day time and night time;

Transport Canada requires all persons who are seeking to acquire Canadian Maritime Documents to first obtain a Canadian Document Number (CDN). The OPP, as an approved course provider for the MEDA3 (Marine Emergency Duties) and the SVOP (Small Vessel Operators' Proficiency), may issue certificates only once the CDN has been obtained.

Once you have been accepted on this course students should check the "SPECIALIZED PROGRAMS" folder in our website [www.ofmsps.ca/ofcem](http://www.ofmsps.ca/ofcem) for instructions on acquiring this CDN well in advance of the course start date.

Prerequisite: VHF Licence (Restricted Operators Licence - Marine) which can be obtained through your local Canadian Power and Sail Squadron.

Course participants must be able to swim a minimum of 100 metres using a personal flotation device. There is considerable evening work and mandatory night exercises during this course. Pre-class assignments must be completed prior to attending the course.

**Cost:** Fire departments will be charged a total non-refundable registration fee of \$425.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

**Course Length:** 5 days  
**Textbook/Pre-class Material:** Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #
SEP 23 - 27/13	MARINE-13-1

### Pumper Operations

Upon successful completion of this course each participant will understand and be able to demonstrate the operation of a fire department pumper from both a static and pressurized source of water.

**Prerequisite:** None.  
**In-Class Session:** 5 days  
**Cost:** Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

**Textbook/Pre-class Material:** Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #
JUN 10 – 14/13	PUMP OPS-13-1
JUL 29 – AUG 2/13	PUMP OPS-13-2

### Pumper Operations Train-the-Trainer

This course introduces the Trainer to the Ontario Fire College Pumper Operations course from the Instructor’s perspective. Each participant is given an in-depth review of the content, learning outcomes, and evaluation techniques of the course, as well as the Instructor Guide for the course. Upon successful completion of this course, student-learners will have knowledge and skills to teach the OFC Pumper Operations course in their own departments.

**Prerequisite:** Either Trainer Facilitator or the former Trainer Facilitator Presentation Skills (TFPS) and successful completion of the OFC Pumper Operations Course.

**In-Class Session:** 3 days  
**Cost:** Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

**Textbook/Pre-class Material:** Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass. Check for pre-class information prior to the course start date. If pre-class information is not available on the website prior to the course start date, it will be sent to participants in advance.

DATE	COURSE #
JUL 2 - 5/13	TTT-P/OPS-13-1
OCT 15 - 18/13	TTT-P/OPS-13-2

### **Solar Photovoltaic Systems, Wind Turbines & Firefighter Safety**

This course is designed to provide a general overview of developing technology, with an emphasis on potential danger to firefighters. Section 21 Guidance Note #6-34 *“Solar Photovoltaic (PV) Systems”* and Guidance Note #6-35 *“Wind Turbines”* require fire departments to develop operational guidelines to safeguard personnel from solar and wind generated electrical hazards. Information provided in this course will assist with the requirements. This course will familiarize fire fighters with solar energy and wind turbine components and systems, as well as provide practical tactics to ensure firefighter safety.

A photovoltaic prop has been built to offer demonstration and hands-on exercises at the Fire College site. For off campus delivery, where available, a tour of a contemporary, typical solar infrastructure and components will be included.

Prerequisite: None  
 In-Class Session: 1 day  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course on campus. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.  
 Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmmps.ca/OFCEM](http://www.ofmmps.ca/OFCEM) Username: ofc Password: preclass. Check for pre-class information prior to the course start date. If pre-class information is not available on the website prior to the course start date, it will be sent to participants in advance.

DATE	COURSE #
APR 2/13	SOLAR-13-1
APR 3/13	SOLAR-13-2
JULY 31/13	SOLAR-13-3
AUG 1/13	SOLAR-13-4
OCT 22/13	SOLAR-13-5

Note: This course is also available online through [www.cerps.ca/fire](http://www.cerps.ca/fire) See page 63 for more information

### **Trainer Facilitator**

This two-day workshop is a revised version of, and replaces, the former Trainer/Facilitator Presentation Skills workshop. A Trainer facilitator is an individual who has the knowledge, training and experience to assess the skills of fire fighters and to sign off fire fighters who successfully meet the criteria of final performance tests. This course will focus on developing practical skills in order to properly sign off fire service members while using “Performance Demonstration” documents, specific to any given section of the 2008 Firefighter Curriculum. Further, emphasis is placed on the duties of the chief, supervisor and worker in training, under the Occupational Health and Safety Act. The Fire Service Career Path Plan, standards curriculum process, and Firefighter Certification will also be addressed.

Note: As a requirement for Firefighter Certification, a qualified Trainer Facilitator is required for all firefighter performance enabler sign-offs.

In-class Session: 2 days  
 Prerequisite: None  
 Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
MAY 13 - 14/13	TF-13-1
JUNE 15 – 16/13	TF-13-2
JULY 6 - 7/13	TF-13-3
AUG 24 – 25/13	TF-13-4
FEB 3 – 4 /14	TF-14-1

### Master Trainer Facilitator

This three-day workshop focuses on the roles and responsibilities of a Master Trainer Facilitator. A Master Trainer facilitator is a qualified individual, who under the direction of the Office of the Fire Marshal conducts Trainer Facilitator workshops to qualify Trainer Facilitators. The course will explore the basics of presenting a training session based on a lesson plan, as well as the basics of conducting successful skill evaluations, using performance demonstration documents from the Firefighter Curriculum. Furthermore, it will offer student-learners an opportunity to develop and practice effective teaching techniques, and communication skills in a classroom environment. Particular emphasis is placed on teaching how a Trainer Facilitator must conduct drills and perform sign off procedures, as well as instructing on the duties of the chief, supervisor and worker in training, under the Occupational Health and Safety Act. The Fire Service Career Path Plan, Standards curriculum process, and Firefighter Certification will also be addressed.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM)  
**Username:** ofc **Password:** preclass

DATE	COURSE #
AUG 20-22/13	MTF-13-1
OCT 21-23/13	MTF-13-2
MAR 25-27/14	MTF-14-1

### Water Rescue

This course focuses on the knowledge and skills required to perform water rescues.

Prerequisites: Firefighter Emergency Patient Care I (formerly First Responder), or signed-off in all sections of Component 2, Section 37, Firefighter Emergency Patient Care I (formerly First Responder) of Firefighter Curriculum. This course is physically demanding and participants should be in good physical condition. Student-learners must be prepared to demonstrate, on the first day of class, their ability to swim 100 meters wearing a Personal Flotation Device and complete a tread water test of 15 minutes without PFD.

Note: Graduates of any endorsed Pre-Service Firefighter Education and Training Program have completed all the required sign-offs for courses requiring firefighter curriculum sign-offs.

In-Class Session: 5 days  
Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.

Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) **Username:** ofc **Password:** preclass

DATE	COURSE #
AUG 26 – 30/13	WATER-13-2

Water Rescue Train-the-Trainer

This course introduces the Trainer to the Ontario Fire College Water Rescue course from the Instructor’s perspective. Each participant is given an in-depth review of the content, learning outcomes, and evaluation techniques of the course, as well as the Instructor Guide for the course. Upon successful completion of this course, student-learners will have knowledge and skills to teach the OFC Water Rescue course in their own departments.

- Prerequisite: Either Trainer Facilitator or the former Trainer Facilitator Presentation Skills (TFPS).  
OFC Water Rescue or Water/Ice Rescue course or equivalent
- In-Class Session: 5 days
- Cost: Fire departments will be charged a non-refundable registration fee of \$65.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis.
- Textbook/Pre-class Material: Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGES SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass.

DATE	COURSE #
JUL 22 - 26/13	TTT-WATER-13-1

## SPECIALIZED COURSES AND WORKSHOPS OFFERED IN PARTNERSHIP WITH OTHER ORGANIZATIONS AND ACADEMIC INSTITUTIONS

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### CN RAILWAY - Railroad Emergency Response Management Seminar

This seminar, which is offered in conjunction with CN Railway, is intended for chiefs and senior officers likely to be involved in incident management of rail incidents and will build upon participants' knowledge of the Incident Management System. Participants will learn about the roles individual employees and departments play at a rail incident and CN's internal incident command structure, as well as the protocol for functioning in a unified incident command system if multiple stakeholders are involved. The seminar participants will review the CN Emergency Response Plan, and participate in a tabletop exercise using the plan and their newly acquired knowledge of railroad emergency response management.

Prerequisite: Intended for chiefs and senior officers likely to be involved in the incident management of rail incidents

In-Class Session: 2 days

Cost: Fire departments will be charged a total non-refundable registration fee of \$240.00 for each student-learner accepted into this course. The registration fee is not charged for cancellations received a minimum of eight weeks prior to the course start date. Fire departments will be sent an invoice on a quarterly basis. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course. Student-learners are provided with all meals and accommodation however travel expenses will not be reimbursed for this seminar.

DATE	COURSE #
APR 3 - 4/13	CN RESPONSE-13-1

### FIREFIGHTERS' ASSOCIATION OF ONTARIO

The Firefighters' Association of Ontario (FFAO), in partnership with the Ontario Fire College, will be offering courses at the Ontario Fire College as well as on-site during their annual convention and these courses will be advertised by the FFAO and on our OFC Educational Materials website when available.

### ONTARIO ASSOCIATION OF FIRE TRAINING OFFICERS

#### Rural Water Supply Operations

The Ontario Association of Fire Training Officers (OAFTO), in conjunction with the Ontario Fire College, is offering this course to enhance the student-learner's ability to deliver water in non-hydrant areas. Practical instruction, hands-on training and various evolutions in which the student-learner will learn how efficient and continuous water supplies can be accomplished from static source/porta-tanks. Upon successful completion of the course, student-learners will be signed-off in some components of the Water Supply, Portable Pumps and Tanker Operation sections of the Firefighter Curriculum. This course can also be delivered on-site at fire departments. Fire departments interested in hosting a course please contact Doug Burgin at (416) 338-9546.

This course runs from 7:00 p.m. – 10:00 p.m. on the first day for classroom presentations. Student-learners are requested to bring a copy of their fire department's Water Supply Set Up or Operating Guideline regarding fire department set-up for drafting operations and their fire department's available resources. Student-learners must provide their own turnout gear.

For more information on membership in the Ontario Association of Fire Training Officers or to find additional training courses go to [www.firetraining.ca](http://www.firetraining.ca).

Prerequisite: Knowledge of drafting and pumper operations would be an asset.

In-Class Session: 2.5 days (Course begins at 7:00 p.m. on the Friday evening – no dinner provided).

Cost: Cost of the course is \$250.00 per student-learner. Payment should be made by cheque to the

Ontario Association of Fire Training Officers (OAFTO) and must be paid on the first day of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted and fails to attend this course.

Textbook/Pre-class Material:

Information regarding textbook requirements and pre-class assignments should be downloaded from the SPECIALIZED PROGRAMS PRE-CLASS PACKAGE SECTION of our OFC Educational Materials Site: [www.ofmsps.ca/OFCEM](http://www.ofmsps.ca/OFCEM) Username: ofc Password: preclass

To register for these courses complete the OFC Application Form on Page 66 of this calendar and send to the Office of the Registrar.

DATE	COURSE #
JUN 7 - 9/13 (BEGINS AT 1900 HRS ON FIRST EVENING)	RURAL-13-1
SEP 13 - 15/13 (BEGINS AT 1900 HRS ON FIRST EVENING)	RURAL-13-2

### ONTARIO FIRE CHIEFS' SECRETARIES ASSOCIATION (OFCSA)

The O.F.C.S.A. hosts an Educational Seminar at the Ontario Fire College, annually, on the third weekend in September. The position of the Fire Chief's Secretary plays a very important role within the fire service and this three-day seminar is a valuable learning opportunity. The purpose of the seminar is to enhance professional development and self-improvement through education and networking.

Membership in this Association is open to the Administrative Assistant (Secretary) of Ontario Fire Chiefs. The annual membership fee is \$45.00

Prerequisite: Must be a member in good standing of the Ontario Fire Chiefs' Secretaries Association.

Date: SEP 13 – 15/13 (Friday to Sunday)

For more information about membership and/or registration, contact any one of the three executive members:

- Kim Richardson (President) Guelph Fire Department Ph: 519-824-6590 x2126 email: [kim.richardson@guelph.ca](mailto:kim.richardson@guelph.ca)
- Cathy McGrath (Vice President) Grimsby Fire Department Ph: 905-945-2113 email: [cmcgrath@town.grimsby.on.ca](mailto:cmcgrath@town.grimsby.on.ca)
- Andrea Ball (Secretary/Treasurer) Township of King Fire & Emergency Services Ph: 905-833-4070 email: [aball@king.ca](mailto:aball@king.ca)

### PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION

The Public Services Health and Safety Association (formerly Municipal Health and Safety Association), in conjunction with the Ontario Fire College, is offering several courses at the Ontario Fire College in 2013 - 2014.

**EXCEPT WHERE OTHERWISE NOTED, PLEASE REGISTER FOR PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION COURSES BY COMPLETING THE OFC APPLICATION FORM ON PAGE 66 AND FORWARDING BY E-MAIL TO THE OFFICE OF THE REGISTRAR.**

### Basic Certification Level 1

Under the Occupational Health & Safety Act, employers are required to have at least two members of the Joint Health and Safety Committee (JHSC) trained in health and safety. The certification process consists of two phases: Part 1 Basic Certification and Part 2 workplace hazard training (also known as Sector Specific Certification).

Certification Part 1

Appropriate for all sectors, this program is the first part of the training process for individuals to be certified under guidelines established by the Workplace Safety and Insurance Board and enforced by the Ministry of Labour. Workplaces that regularly have 20 or more employees must have at least two personnel that have completed the certification training.

## Basic Certification for Emergency Workers

Appropriate for Emergency Services Workers, this program is the first part of the training process for individuals to be certified under guidelines established by the Workplace Safety and Insurance Board and enforced by the Ministry of Labour. Workplaces that regularly have 20 or more employees must have at least two personnel that have completed the certification training

**Cost of the course is \$437.50 plus HST per student-learner**, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: None  
Course Duration: 3 days  
Textbook/Pre-class Material: No pre-class required – books will be given out during the first morning of the course

DATE	COURSE #
OCT 21-23/13	BASIC CERT 1-13-1

## Carbon Monoxide Awareness

This course will help develop the student-learner's understanding of the properties of carbon monoxide. Proper investigation of carbon monoxide calls is demonstrated with experiments and past investigations. The instructor has investigated carbon monoxide deaths and incidents and will use case studies to explain the "how and why" of each incident. Participants who take this course will have the ability to evaluate each call and to find sources. The instructor will be available for assistance in investigation in future incidents if participants are unable to find cause.

**Cost of the course is 207.50 plus HST per student-learner**, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: None  
Course Duration: 1 day  
Textbook/Pre-class Material: No pre-class required – books will be given out during the first morning of the course

DATE	COURSE #
JUN 19/13	CARBON-13-1

## Confined Space Rescue – Awareness Level

This course is geared to trained firefighters who are developing confined space entry rescue operations for their departments. New regulations are in effect in Ontario that began on September 30, 2006 that changed the entry procedures for persons doing confined space work. Rescue is now defined in greater detail in the new regulation for industry entries. This course provides the student-learner with an awareness of confined space entry hazards, legislation and guidelines, procedures and equipment detector selection, and practical rescue scenarios. Day two is a practical session using the 40-foot confined space simulator to do vertical, horizontal, and combination entries and rescue demonstrations. Confined space rescue equipment is provided for demonstration and use during exercises by participants to gain an understanding of what is required to do rescues in restrictive spaces. This course is the prerequisite for the Operations/Technician Level course.

**Cost of the course is \$412.50 plus HST per student-learner**, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: Trained in S.C.B.A. and basic ropes/knots

Course Duration: 2 days  
Textbook/Pre-class Material: No Pre-class required – books will be given out during the first morning of the course.

DATE	COURSE #
JUN 1-2/13	C/S/RESCUE-13-1

### Designated Officer

Increasingly the threat of contracting a communicable disease is a serious risk for emergency workers. This program is designed for emergency services personnel who wish to become the “designated officer” within their organization, as required by the Ministry of Health. This program will provide participants with information about the legislation and guidelines that apply, and how to recognize, assess and control common communicable diseases in the emergency services.

**Cost of the course is \$207.50 plus HST** per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: None  
Course Duration: 1 day  
Textbook/Pre-class Material: No Pre-class work required.

DATE	COURSE #
JUN 27/13	D/OFFICER-13-1

### Fire Sector Level 2 Certification

The two-day training course will provide knowledge and understanding of health and safety issues faced by the Ontario Fire Service Joint Health and Safety Committee members and is the Level 2 training required to be certified after basic certification training. It is also a good session for those interested in learning more about special safety issues and concerns that fire/rescue personnel face every day. The topics that will be covered in the program are: Legislation, Section 21 Guidance Notes, Traffic and Vehicle Operation Safety, Respiratory Issues in the fire service, Slips/Trips/Falls, Ergonomics and MSD’s Specialized Hazards in Fire Response, Health and Wellness in the Fire Service, Specialized Considerations, and Program Action Planning.

**Cost of the course is \$390.00 plus HST** per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: None  
Course Duration: 2 days  
Textbook/Pre-class Material: No pre-class work is required. Books will be given out the first morning of the course.

DATE	COURSE #
OCT 24 - 25/13	LEVEL 2-13-1

### Heavy Equipment and Agricultural Machinery Rescue

This course will be of interest to trained firefighters with basic auto extrication skills who wish to expand their knowledge of agricultural machinery and heavy equipment rescue. Theory and group work will cover types of equipment and real situations that have occurred. Different types of agricultural equipment will be looked at in terms of how they operate and how people become entangled, or trapped in the machinery. We will also look at hydraulic power as used on modern equipment, and hazards associated in a rescue. The type of equipment looked at is in use on farms, in parks, in municipal operations, and in industry. On day two we will look at types of injuries found in this area of rescue and proper care required during extrication of both patient and rescuer. Day three is all hands-on doing rescues of patients (manikins) from real machinery using rescue equipment. All skills learned on day one and two will be applied. Required safety equipment is bunker gear or coveralls (participants will need to follow their department policy on use

of all gear), helmets, safety glasses, work gloves, and safety boots or fire boots. Rain gear may be required.

**Cost of the course is \$505.00 plus HST** per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: None  
Course Duration: 3 days  
Textbook/Pre-class Material: No pre-class work required. Books will be handed out during the first morning of the course.

DATE	COURSE #
MAY 13 - 15/13	AGRI/RESC-13-1

### Hydrocarbon Identification and Suppression

This course will help develop the student-learner's understanding of the properties of propane, methane, natural gas as well as the hazards they pose to the fire service. Characteristics of hydrocarbons, including ignition temperatures and explosive ranges, are discussed. The relevance of the specific gravities of the chemicals is reviewed with respect to firefighting and problems encountered at emergencies. Toxicity, odorants, and the relationship between temperature and pressure are also presented. Hands-on fire fighting will take place on the first day.

**Cost of the course is \$435.00 plus HST** per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: Each participant, who must be a trained member of a municipal fire department, must provide his or her own turnout gear and, if possible, self-contained breathing apparatus and spare bottle(s).  
Course Duration: 2 days  
Textbook/Pre-class Material: No pre-class work required. Books will be handed out the first morning of the course.

DATE	COURSE #
JUN 17 - 18/13	PROPANE-13-1

### Rope Rescue – Operations Level

This course provides participants with the skills to accomplish simple rope or elevated rescues safely and effectively and is the prerequisite for the Technical Level Rope Rescue course as well as the Confined Space Operations and Technician Level courses. Course content includes recognizing and utilizing anchor points using various knots, ropes and other equipment... Student-learners may bring their own rescue harnesses but harnesses will be provided for participants. Head protection with proper chinstrap, gloves, safety glasses, and protective leather boots must be worn. NOTE: All PSHSA training using ropes is with a double rope system for safety. Knowledge of proper use of an independent belay system is required. No single rope systems are allowed on any PSHSA courses.

**Cost of the course is \$825.00 plus HST (includes book cost)** per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: All participants must be trained members of a municipal fire department, competent in the use of ropes, and must have written permission from the Chief of the Department to attend the course  
Course Duration: 5 days  
Textbook/Pre-class Material: No Pre-class required. Books will be given out during the first morning of the course

DATE	COURSE #
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SEP 23 - 27/13	ROPE RES-13-1
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**Rope Rescue - Technician Level**

The Technician level is beyond Operations with focus being on advanced basket and high line work to upper and lower levels as well as more time on running scenarios at the Technician level. Technicians should also be able to maintain Awareness and Operations levels of training for the team. First day will review Operations Level skills with practical testing of proper anchor points and rigging.

**NOTE:** Participants should be prepared to work in a team setting on day one to demonstrate proper setups to the Instructors at the Operations level. Practicing skills before coming to the course will be an asset in preparation for day one and the rest of the course.

**Cost of the course is \$825.00** plus book cost of \$65.00 (The book is the same as used in Operations level so you will not require a second book) plus HST per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: First Responder or Ontario Fire College Firefighter Emergency Patient Care and Rope Rescue Operations or proof of rope rescue training. **NOTE:** All PSHSA training using ropes is with a double rope system for safety. Knowledge of proper use of an independent belay system is required. No single rope systems are allowed on any PSHSA courses.

Course Duration: 5 days

Textbook/Pre-class Material: No pre-class work is required. Books will be given out the first morning of the course.

<b>DATE</b>	<b>COURSE #</b>
October 7-11/13	<a href="#">REGISTER BY CONTACTING JOHN PARISH AT PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION (PSHSA) FAX: 613-659-3996, OR EMAIL AT <a href="mailto:jparish@pshsa.ca">jparish@pshsa.ca</a></a>

Please see the following link: <http://store.pshsa.ca/ProductInfo/RSRRP5ECOSJ0713.aspx>

**Silo Fire Awareness**

This course is presented through a partnership involving the Ontario Fire College, the Public Services Health and Safety Association, Kemptville College of the University of Guelph, and the Farm Safety Association. Participants learn about types of silos, crops stored in silos, structural hazards, and hazardous chemicals and gases produced in or near silos. Participants examine characteristics of various types of silos and the dangers common to each. Silo explosions and possible causes are discussed. Student-learners evaluate the effectiveness of various firefighting techniques and are made aware of specific training needs for their departments.

**Cost of the course is \$185.00** plus HST per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. Each fire department will be billed by the Public Services Health and Safety Association after completion of course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: Member of a Municipal Fire Department

Course Duration: 1 day

Pre-class: No pre-class work required.

<b>DATE</b>	<b>COURSE #</b>
MAY 16/13	SILO-13-1

**Structural Collapse Awareness**

This one-day theory-only session will assist First Responding Units in identifying safety concerns and issues in structure damages due to different situations. This course will be the prerequisite for the Operations Level. The course is designed to teach emergency response personnel how to identify the need to maintain the integrity of structurally unstable elements. Students will learn how systems are used to properly transmit or redirect various collapse loads to stable ground or other suitable structural elements that are capable of withstanding additional loading; conduct a proper shoring size-up; identify locations for proper shoring placement; identify

the different positions within a shoring team; summarize the purpose of position; identify the different types of shoring components and equipment, conduct proper hazard mitigation activities. Students will also be able to identify other resources in their community to assist in stabilization or a rescue. This level will be the prerequisite for the next levels of structural collapse courses.

**Cost of the course is \$207.50 plus HST** per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: Member of a Municipal Fire Department  
Course Duration: 1 day  
Textbook/Pre-class Material: No pre-class work is required.

DATE	COURSE #
JUN 25/13	STRUCTURE-13-1

### Trench Rescue - Awareness Level

Rescue personnel operating at this level will be able to perform size-up and control hazards at a trench emergency. The student-learner will be able to recognize the general hazards associated with trench and excavation emergencies and procedures necessary to evaluate these hazards. Participants will learn how to identify the resources necessary to conduct safe, effective trench and excavation emergency operations, as well as how to develop and implement procedures to activate the emergency response system and manage the site. Additional topics will include typical trench and excavation collapse patterns, secondary collapse conditions, hazards of shifting soil and procedures for rapid, non-entry extrication. The Ontario Construction regulations for trench work will be studied. This Awareness Level course will be the prerequisite for the Operations/Field level course.

**Cost of the course is \$207.50 plus HST** per student-learner, which includes registration fees, accommodation and meals. A fee of \$100.00 will be charged to the fire department whenever a student-learner has been registered and accepted but fails to attend this course. The Public Services Health and Safety Association will invoice each fire department upon completion of the course. Although participants will be provided with meals and accommodation, no travel expenses will be reimbursed for this course.

Prerequisite: Member of a Municipal Fire Department.  
Course Duration: 1 day  
Textbook/Pre-class Material: No pre-class work required. Books will be given out on the morning of the course.

DATE	COURSE #
JUN 26/13	T/R/A-13-1

### RYERSON UNIVERSITY

Through a partnership with the Office of the Fire Marshal and the Ontario Association of Fire Chiefs, Ryerson University is pleased to offer fire service personnel an opportunity to earn university credits.

Weeklong intensive versions of university credit courses will be offered at the Ontario Fire College. Although participants will be provided with meals and accommodation at no cost to the student-learner, travel expenses will not be reimbursed for these courses. These courses can be used to earn an accredited Certificate, Advanced Certificate, and Degree in Public Administration and Governance from Ryerson University. Only courses making up the Certificate and Advanced Certificate are offered at the Ontario Fire College. Ryerson credits may be transferable for use towards credits for other university and community college programs.

Ryerson's Department of Politics and Public Administration offers the only part-time degree program in public administration and governance in Ontario. Designed for working adult learners, the program provides several features that assist part-time student-learners to attain their career and educational goals:

- a supportive learning environment, featuring small classes that encourage participation and draw on the work experience of the participants;
- courses and assignments that blend theory and practice to ensure relevance and emphasize hands-on learning;
- a public administration curriculum that offers a wide range of complementary options, such as human resources management,

- organizational behaviour, financial management, program evaluation and information technology;
- a flexible transfer credit policy that enables student-learners to receive credit for courses taken at other universities or community colleges;
- recognition of Ontario Fire College Diplomas that entitles student-learners who have successfully completed the Company Officer, Prevention Officer, or Training Officer programs to receive six (6) Professionally-Related course credits;
- a Practicum option that enables student-learners to receive seven university credits towards a degree for two years of appropriate work experience;
- flexible graduating options that enable student-learners to receive a Certificate, Advanced Certificate, or Degree, depending on their own career and educational requirements.

This program provides a flexible and convenient learning package that enables fire service personnel to acquire the analytic and critical thinking abilities developed through university education, as well as skills and competencies specific to the fire service workplace.

Course and Program Registration Requirements:

All student-learners taking courses offered through the OFM ~ OAFC ~ Ryerson Program must register in courses directly through Ryerson by calling 416-979-5057. After you register, a fee statement will be sent to you from the University's Finance Department and you are required to make arrangements for you or your employer to pay your fees.

Registration is on a first-come, first-serve basis for all courses. However, a number of seats are held in each class for student-learners previously registered in the program. If you have, or intend to take two or more Ryerson courses at the Ontario Fire College, and you are intending to work towards the Certificate, Advanced Certificate or Degree (B.A. in Public Administration and Governance), it is imperative that you REGISTER IN THE PROGRAM AT RYERSON AS SOON AS POSSIBLE.

If you have not registered in the program, you are registering in Continuing Education (CE) courses. Although CE courses do satisfy the requirements of the Certificate, Advanced Certificate and Degree, they do not form part of the grade calculation (Grade Point Average) when program registration occurs (as it must in order to graduate with a Certificate, Advanced Certificate, or Degree).

The following courses will be offered at the Ontario Fire College:

<b>2013</b>	Jan 14 – 18	CPPA 102	Canadian Public Administration II
	Feb 25 – Mar 1	CPPA 121	Ontario Politics and Government
	Mar 25 – 29	CINP 915/CPPA 303	Financial Management
	May 6 – 10	CPPA 211	Public Policy
	Jun 3 – 7	CSOC 103	How Society Works
	Sep 23 – 27	CPPA 125	Rights, Equity and the State
	Nov 4 – 8	CPPA 122	Local Politics and Government
	<b>2014</b>	Jan 13 – 17	CECN 204
Feb 24-28		CPPA 402	Program Planning and Evaluation
Mar 24-28		CPSY 105	Perspectives in Psychology

Please consult the program website <http://www.ryerson.ca/politics/padp/fireserv.html> for program details, application information, course descriptions and more information regarding this learning opportunity.

For further information about the program, please contact Viola Ing at [ving@politics.ryerson.ca](mailto:ving@politics.ryerson.ca) or 416-979-5057.

## ONTARIO FIRE COLLEGE COURSES OFFERED AT OTHER TRAINING CENTRES

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In conjunction with the Ontario Fire College a number of courses will be delivered by our staff or Associate Instructors at various Training Centres throughout the Province.

Departments can still request additional courses to be offered locally, either dedicated to one department or to a mutual aid group of departments, or to any regionally organized group of departments. Departments are expected to cover some or all of the costs for these additional offerings, as they are outside the OFC's operating budget. Information on requesting off-campus courses and determining the costs can be found on the OFC Educational Materials website in the "Off-Campus Courses" folder.

Student-learners attending these off-campus courses will not be charged the \$65.00 registration fee however accommodation and/or meal charges will be the responsibility of the student-learner or their fire department. No travel subsidy will be provided for students attending these courses.

### **Emergency Services Training Centre (ESTC) - Blyth:**

The Emergency Services Training Centre is located at 40193 Blyth Road (also known as Huron County Road #25), just east of the intersection of Hwy #4 in the community of Blyth, Ontario. The ESTC offers several Ontario Fire College courses as well as other training opportunities. More information about the available courses, application process, and course fees go to: [www.estc.ca](http://www.estc.ca).

***\* Please use the ESTC application form on page 67 to apply directly to the Training Centre – do not send application forms to the Ontario Fire College for these courses.***

<b><u>Volunteer Modules</u></b>	
Mod A-S1	April 5 - 7 and 13 - 14
Mod A-S2	April 19 -21 and 27 - 28
Mod A-S3	May 24 -26 and June 1 - 2
Mod B-S1	June 7 - 9 and 22 - 23
Mod A-S4	Sept 6 - 8 and 14 -15
Mod B-S2	Sept 20 - 22 and 28 - 29
Mod B-S3	Nov 1 - 3 and 9 -10
<b><u>Company Officer Level 1</u></b>	
CO 101	21-Sep
CO 401	Oct 4 - 6 and 18 - 20
CO 101	11-Jan
CO 401	Jan 31, Feb 1 - 2 and 7 - 9
Intro to IMS	May 3 - 5 & 11
TFPS	Nov 9 - 10 & 23
TFPS	Feb 22 - 23 & March 22
<b><u>Company Officer Level 2</u></b>	
CO 50345	April 13 - 14 and 27 - 28
CO 506	June 8 and 21 -23
CO 506	Sept 21 and 27 - 29
CO 506	Nov 2 and 8 -10
CO 60102	Sept 6 - 8 and 14 - 15
CO 50102	Jan 18 -19 and 25 – 26
CO 60102	Jan 17 - 19 and 25 – 26
FSA	Mar 1 - 2
FSA	Dec 7 - 8

## Eastern Ontario Fire Academy

The Eastern Ontario Fire Academy was originally founded in 1984 as the Eastern Ontario Volunteer Firefighters Training Centre. The Centre was established as a not for profit charitable organization to train firefighters from the County of Peterborough and the surrounding Counties. It is located in the Community of Norwood. The facility offers a wide range of training tools including a fire tower, confined space structure, fire fighter survival maze and classrooms. The Academy has expanded its programming to include Ontario Fire College courses, municipal and private sector training. More information regarding courses offered at this training centre can be found at [www.eofa.ca](http://www.eofa.ca).

## Hastings / Prince Edward County Mutual Fire Aid Association Training Complex

The Hastings / Prince Edward County Training Complex is located at 22 Chester Road, Quinte West, Ontario.

**\* Please use the Hastings/ Prince Edward County application form on page 68 to apply directly to the Training Centre – do not send application forms to the Ontario Fire College for these courses.**

Course	Course Name and Information	Date	Cost	Start Time
Ice Rescue	Ice Rescue	Jan 25-27/13	\$350	0800 hrs
FPO 302	Introductory Fire Inspections – FPO 301 pre requisite	Feb 15-17 & 23-24/13	\$285	0830 hrs
CO/FPO 101	Legislation Orientation	March 2/13	\$65	0830 hrs
TF	Trainer Facilitator <b>* Note 1800 hr evening start times</b>	Feb 25, Mar 4 & 11/13	\$140	1800 hrs
Vehicle Extrication	Vehicle Extrication	March 16-17 & 23-24/13	\$350	0800 hrs
CO 401	Pre-Incident Planning <b>* Note 1900 hr start time on April 5/13 only</b>	Apr 5-7 & 13-14/13	\$200	0830 hrs
FSA	Fire Scene Assessment	Apr 20-21/13	\$120	0830 hrs
V/F/F - MA	Volunteer Firefighter Module A	Apr 24-28/13	\$375	0800 hrs
Water Rescue	Water Rescue	July 6-8/13	\$350	0800 hrs
Pump Ops	Pump Operations <b>*Note 1900 hr start time Sept 12<sup>th</sup> only</b>	Sept 12-15/13	\$350	0800 hrs
CO/FPO 101	Legislation Orientation	Sept 21/13	\$65	0830 hrs
TF	Trainer Facilitator <b>* Note 1800 hr evening start times</b>	Sept 24, Oct 1 & Oct 8/13	\$140	1800 hrs
V/F/F - MA	Volunteer Firefighter Module A	Oct 2-6/13	\$375	0800 hrs
Introduction to the Essentials of IMS	Intro to the Essentials of the Incident Mgmt System <b>* Note 1900 hrs start time on Oct 17<sup>th</sup> only</b>	Oct 17-20/13	\$275	0830 hrs
RIT/FFS	Rapid Intervention Team/ Firefighter Survival	Oct 23-27/13	\$350	0800 hrs

**\*\* Note: Lunches and Refreshments included for courses except for CO/FPO 101 Legislation Orientation and evening TFPS courses.**

For more information about courses and other information contact Deputy Chief Robert Rutter at Prince Edward County FD at [rrutter@pecounty.on.ca](mailto:rrutter@pecounty.on.ca)

## Leeds & Thousand Islands Emergency Services Training Centre

Located at 312 Lyndhurst Road, Lyndhurst, Ontario the Training Centre officially opened in July 2011. The Leeds 1000 Islands Emergency Services Training Centre has endorsed the philosophy to formulate our course calendars to meet the needs of rural volunteer firefighters. We have the greatest respect and admiration for these men and women and understand the juggling act that they are faced within balancing their personal priorities of family life – business life and their volunteer firefighting life.

The greatest percentage of our classes and activities are on night and weekends which results in the student being home every night – you are also close to home in the event of family emergencies and you do not have to take any personal time such as vacation or leave of absence from your business life. We consider all these factors a “win-win” situation for you.

**\* Please use the Leeds & 1000 Islands Emergency Services Training Centre application form on page 69 to apply directly to the Training Centre – do not send application forms to the Ontario Fire College for these courses.**

Course	Course Name and Information	Date	Prerequisite
FSA	Fire Scene Assessment	Sept 28-29/13	None
Flashover	Recognizing Pre-Flashover Conditions	Aug 17-18/13	None
Introduction to the Essentials of IMS	Intro to IMS	July 19-21 & 26-28/13	None
FPO 302	Introductory Fire Inspections	July 6-7 & 13-14/13	FPO 301
ISO 1521 Exam	ISO 1521 Exam for Incident Safety Officers	June 1/13	CO Level 1
ISO 1521 Exam	ISO 1521 Exam for Incident Safety Officers	Sept 7/13	CO Level 1
CO/FPO 101	Legislation Orientation	Jan 8/13	None
CO/FPO 101	Legislation Orientation	Feb 5/13	None
CO/FPO 101	Legislation Orientation	Mar 5/13	None
CO 401	Pre-Incident Planning	Oct 18-20 & 25-27/13	None
CO 401	Pre-Incident Planning	Dec 6-8 & 13-15/13	None
Solar	Solar Photovoltaic Systems, Wind Turbines & Firefighter Safety	May 4/13	None
TF	Trainer Facilitator	Jan 11-13/13	None
TF	Trainer Facilitator	Feb 8-10/13	None
TF	Trainer Facilitator	Mar 1-3/13	None
TTT-P/OPS	Train the Trainer Pumper Operations	April 18-21/13	Pump Ops & TF
V/F/F - MA	Volunteer Firefighter Module A	June 13-16/13	None

For more information check the website: [www.ltiestc.com](http://www.ltiestc.com)

Training Centre Admin: 613-928-3303 or 1-800-285-0774

email: [training@townshipleeds.on.ca](mailto:training@townshipleeds.on.ca) or [fireadmin@townshipleeds.on.ca](mailto:fireadmin@townshipleeds.on.ca)

## ONTARIO FIRE COLLEGE COURSES OFFERED ONLINE

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### **Revised Terrorism/Hazardous Materials Awareness Self-Study Course for First Responders in Ontario**

The Terrorism/Hazardous Materials Awareness for First Responders in Ontario: Self-Study was revised in 2010 to reflect current policy and practice, and to include updated resources such as the Emergency Response Guidebook (ERG 2008). This course was initially developed in response to ongoing concerns for public safety as a result of hazardous materials incidents and potential threats and acts of terrorism. Revisions were made in consultation with multi-agency stakeholders.

This updated course meets and exceeds NFPA 472: Standard for Competence of Responders to Hazardous Materials/ Weapons of Mass Destruction Incidents Awareness Level, 2008 Edition, and specifies competencies for first responders who respond to hazardous materials incidents at the awareness level. Although this course was designed for multi-agency first responders (from fire, police, ambulance/emergency health and other first response agencies) all those interested in public safety may take it.

Participants who complete this course and submit the required application in the appendix will receive a certificate from the Ontario Fire College.

To locate the online course go to [www.mcscs.ius.gov.on.ca](http://www.mcscs.ius.gov.on.ca) and enter the links “Office of the Fire Marshal”, “Multi-Agency Emergency Preparedness/Response” to find the Terrorism/Hazardous Materials course.

### **CENTRE FOR EMERGENCY RESPONSE & PUBLIC SAFETY (CERPS) – ONLINE TRAINING**

The Centre for Emergency Response & Public Safety (CERPS) will act as a centre for high quality on-line education and as a trusted partner of the Ontario Fire Service. We join a select group of registered training centres mandated to extend the reach, frequency and effectiveness of training and skill development for Firefighters. Our goal is to leverage the best of emerging technology and new insights into the potential for e-Learning to deliver valuable and compelling training experiences for municipal fire services regardless of their size or distance from the existing base of training resources. By enabling Fire Service leaders and their Training Officers to access the most up-to-date and relevant courses and guidelines, CERPS will actively support the mandates given to Ontario Fire College. We are pleased to announce that CERPS has provided extensive availability for its initial mandate of 7 programs for Company Officer / Fire Prevention Officer training as well a series of other courses from this year’s OFC curriculum.

For more information and to register:

Web site URL: [www.cerps.ca/fire](http://www.cerps.ca/fire)

Email: [registrar@cerps.ca](mailto:registrar@cerps.ca)

Phone: 905 867 4663

Course	Course Name	Date
CO/FPO 101	Legislation Orientation	1/14/2013
CO/FPO 101	Legislation Orientation	1/28/2013
CO/FPO 101	Legislation Orientation	2/11/2013
CO/FPO 101	Legislation Orientation	2/25/2013
CO/FPO 101	Legislation Orientation	3/11/2013
CO/FPO 101	Legislation Orientation	3/25/2013
CO/FPO 101	Legislation Orientation	4/8/2013
CO/FPO 101	Legislation Orientation	4/22/2013
CO/FPO 101	Legislation Orientation	5/6/2013
CO/FPO 101	Legislation Orientation	5/20/2013
CO/FPO 101	Legislation Orientation	6/10/2013
CO/FPO 101	Legislation Orientation	6/24/2013
CO/FPO 101	Legislation Orientation	7/8/2013
CO/FPO 101	Legislation Orientation	7/22/2013
CO/FPO 101	Legislation Orientation	8/12/2013
CO/FPO 101	Legislation Orientation	8/26/2013
CO/FPO 101	Legislation Orientation	9/9/2013

CO/FPO 101	Legislation Orientation	9/23/2013
CO/FPO 101	Legislation Orientation	10/14/2013
CO/FPO 101	Legislation Orientation	10/28/2013
CO/FPO 101	Legislation Orientation	11/11/2013
CO/FPO 101	Legislation Orientation	11/25/2013
CO/FPO 101	Legislation Orientation	12/9/2013
CO/FPO 101	Legislation Orientation	12/23/2013
CO/FPO 101	Legislation Orientation	1/13/2014
CO/FPO 101	Legislation Orientation	1/27/2014
CO/FPO 101	Legislation Orientation	2/10/2014
CO/FPO 101	Legislation Orientation	2/24/2014
CO/FPO 101	Legislation Orientation	3/10/2014
CO/FPO 101	Legislation Orientation	3/24/2014
CO 30102	Company Officer - Prevention & Inspections	8/19/2013
CO 30102	Company Officer - Prevention & Inspections	10/21/2013
CO 30102	Company Officer - Prevention & Inspections	1/13/2014
CO 401	Company Officer - Pre-Incident Planning	6/17/2013
CO 401	Company Officer - Pre-Incident Planning	9/16/2013
CO 401	Company Officer - Pre-Incident Planning	10/21/2013
CO 401	Company Officer - Pre-Incident Planning	11/18/2013
CO 401	Company Officer - Pre-Incident Planning	1/20/2014
CO701/FPO 601	Principles of Adult Learning	6/3/2013
CO701/FPO 601	Principles of Adult Learning	9/2/2013
CO701/FPO 601	Principles of Adult Learning	11/11/2013
CO701/FPO 601	Principles of Adult Learning	2/3/2014
CO 703	Company Officer - Training Admin & Program Planning	10/7/2013
CO 703	Company Officer - Training Admin & Program Planning	12/2/2013
CO 703	Company Officer - Training Admin & Program Planning	2/17/2014
C704/F604	Career Development - Correspondence	8/5/2013
C704/F604	Career Development - Correspondence	11/4/2013
C704/F604	Career Development - Correspondence	1/6/2014
C704/F604	Career Development - Correspondence	3/3/2014
CO 901	Company Officer - Applied Admin & Supervision	9/2/2013
CO 901	Company Officer - Applied Admin & Supervision	11/4/2013
CO 901	Company Officer - Applied Admin & Supervision	1/6/2014
Solar	Solar Photovoltaic Systems, Wind Turbines & FFS	4/1/2013

## **GET READY ONLINE INC.**

### **Emergency Medical Responder (EMR) by *Get Ready Online Inc.***

Our Emergency Medical Responder (EMR) Program is the first web based EMR program in Canada. It is recognized by the OFC and will receive equivalency to the Emergency Patient Care (EPC) course. Our course uses a blended learning approach with both web-based learning and Trainer/Facilitator (T/F) led sessions. The course utilizes over 150 short videos designed to provide an easy and enjoyable knowledge transfer in both the theory and practical skills components. Our program is physician directed and offers additional medical direction for AED use, symptom assist and symptom relief training.

Our Learning Management System (LMS) tracks all the activities of the learners and records all the online multiple choice quizzes and

the practical skills sessions, without requiring any paper documentation or data entry. Our LMS reporting capabilities allow the student-learner's progress and completion status to be easily viewed for the individual firefighter, station or the entire department. The EMR program has twenty modules each taking approximately four to six hours to complete. Each module consists of:

- ✓ an introduction and learning outcomes
- ✓ a PowerPoint presentation for T/F and a number of short videos of the same presentation for Learners to review
- ✓ required readings
- ✓ a practical skills section where skills are demonstrated on video, the assessments are graded by both the Learner and the T/F
- ✓ an online quiz.

Once all twenty modules are completed the Learner will write an online final exam. Certification includes; Standard First Aid, CPR, AED, and the Emergency Medical Responder certificate. Certification is valid for three years with extensions through a re-certification process. The OFC will issue an EPC certificate to those successful candidates.

Visit [www.getreadyonline.com](http://www.getreadyonline.com) to see the province wide schedule for Trainer / Facilitator courses in your area. We certify your in-house instructors (T/F) to deliver the EMR course to your Firefighters.

Contact [info@getreadyonline.com](mailto:info@getreadyonline.com) or call 1-866-773-6676 for course pricing and to register your fire service.



# OFFICE OF THE FIRE MARSHAL ONTARIO FIRE COLLEGE APPLICATION FORM

Please note that only applications sent electronically using **SUBMIT** button below will be processed.

[Reset Form](#)

[Submit Form](#)

<b>PART 1 - APPLICANT / COURSE INFORMATION</b>			
Surname _____		First Name _____ Middle Initial _____	
		<input type="radio"/> Male  <input type="radio"/> Female	Check if: <input type="checkbox"/> New student
Course Name		Course Location or Course #	
		Course Date	
<b>PART 2 - FIRE CHIEF OR DESIGNATE INFORMATION</b>			
Fire Department or Organization			
Contact Telephone #		Fax Number	
<p><b>By signing below, you agree to the following:</b></p> <ol style="list-style-type: none"> <li>1. All documentation related to prerequisites for this course resides at the department and will be provided to the OFC if requested for audit purposes.</li> <li>2. The student-learner registering for training is capable of performing all the physical and mental duties expected of a firefighter in this department.</li> <li>3. The student-learner will abide by Ontario Fire College policies, such as the Workplace Harassment and Discrimination Policy, and other legal requirements such as the Ontario Liquor Licensing Act.</li> <li>4. <b><u>For student-learners attending training courses that require breathing apparatus the Fire Chief or designate attests that the applicant has been fit tested within the last year as per the CSA Standard Z94. All student-learners attending OFC courses requiring SCBA are required to bring their own SCBA and 2 cylinders (60 min. cylinders for HazMat courses). The OFC will still maintain SCBA for student-learner use, in order to address the exceptional needs of students, especially those from very small departments that have no back up capacity. Also, SCBA will be made available to any student-learners travelling by air to a course. Please indicate SCBA status below:</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student-learner is not applying for course requiring SCBA (Not applicable)</li> <li><input type="checkbox"/> Student-learner bringing his/her own SCBA    Make of SCBA _____</li> <li><input type="checkbox"/> Student-learner unable to bring SCBA and requests Ontario Fire College to provide SCBA and fit testing</li> </ul> </li> </ol>			
SIGNATURE OF FIRE CHIEF/MANAGER OR DESIGNATE		NAME OF FIRE CHIEF/MANAGER OR DESIGNATE	
<p>NOTE: ANY ALTERATIONS TO THE TEXT OF THIS SECTION WILL RENDER THE APPLICATION INVALID</p> <p style="text-align: center;"><i>Disponible en français sur demande</i></p>			



# ESTC/ OFC APPLICATION FORM



**FAX APPLICATION TO REGISTRAR'S OFFICE (226) 523-9501**

Or Scan as an Email to [scurrie@estc.ca](mailto:scurrie@estc.ca)

PART 1 - APPLICANT / COURSE INFORMATION				
Surname _____ First Name _____ Middle Name _____ Applicant's Email Address _____			Rank or Position _____	Please Circle: Male OR Female  Full Time OR Volunteer
Course Name _____		Course Number _____		Course Date _____
PART 2 - FIRE CHIEF OR DESIGNATE INFORMATION				
Fire Department or Organization _____		Email Address: _____		
Fire Department /Organization Delivery Address _____		City/Town _____	Province _____	Postal Code _____
Fire Department/Organization Telephone _____			Fire Department/Organization Fax _____	
<b>By signing below, you agree to the following:</b>				
1. All documentation related to prerequisites for this course resides at the department and will be provided to the OFC if requested for audit purposes. 2. The student-learner registering for training is capable of performing all the physical and mental duties expected of a firefighter in this department. 3. The student-learner will abide by Ontario Fire College policies, such as the Workplace Harassment and Discrimination Policy, and other legal requirements such as the Ontario Liquor Licensing Act. 4. <b>For student-learners attending training courses that require breathing apparatus</b> the Fire Chief or designate attests that the applicant has been fit tested within the last year as per the CSA Standard Z94. All student-learners attending OFC courses requiring SCBA are required to bring their own SCBA and 2 cylinders (60 min. cylinders for HazMat courses). The OFC will still maintain SCBA for student-learner use, in order to address the exceptional needs of students, especially those from very small departments that have no back up capacity. Also, SCBA will be made available to any student-learners traveling by air to a course. Please indicate SCBA status below:				
<input type="checkbox"/> Student-learner bringing his/her own SCBA    Make of SCBA _____				
<input type="checkbox"/> Student-learner unable to bring SCBA and requests Ontario Fire College to provide SCBA and fit testing.				
<i>SIGNATURE OF FIRE CHIEF/MANAGER OR DESIGNATE</i>			<i>NAME OF FIRE CHIEF/MANAGER OR DESIGNATE</i>	
_____			_____	
(PLEASE PRINT)				
NOTE: ANY ALTERATIONS TO THE TEXT OF THIS SECTION WILL RENDER THE APPLICATION INVALID				
PART 3 – APPLICATION STATUS (For Registrar's use only)				
<input type="checkbox"/> Accepted <input type="checkbox"/> Wait Listed <input type="checkbox"/> Rejected _____				



OFFICE OF THE FIRE MARSHAL

**HASTINGS / PRINCE EDWARD COUNTY APPLICATION FORM**

**FAX APPLICATION TO PEC FIRE AT (613) 476 –9826**

<b>PART 1 - APPLICANT / COURSE INFORMATION</b>			
Surname e-mail address	First Name	Middle Initial	Rank or Position
			<u>Please Circle:</u> Male OR Female  Full Time OR Volunteer
Course Name  <b>Hastings &amp; Prince Edward Training Tower</b>		Course Number	
		Course Date	
<b>PART 2 - FIRE CHIEF OR DESIGNATE INFORMATION</b>			
Fire Department or Organization			
Fire Department /Organization Delivery Address		City/Town	Province <b>Ontario</b>
		Postal Code	
Fire Department/Organization Telephone		Fire Department/Organization Fax	
<p><b>By signing below, you agree to the following:</b></p> <ol style="list-style-type: none"> <li>1. All documentation related to prerequisites for this course resides at the department and will be provided to the OFC if requested for audit purposes.</li> <li>2. The student-learner registering for training is capable of performing all the physical and mental duties expected of a firefighter in this department.</li> <li>3. The student-learner will abide by Ontario Fire College policies, such as the Workplace Harassment and Discrimination Policy, and other legal requirements such as the Ontario Liquor Licensing Act.</li> <li>4. <b>For student-learners attending training courses that require breathing apparatus</b> the Fire Chief or designate attests that the applicant has been fit tested within the last year as per the CSA Standard Z94. All student-learners attending OFC courses requiring SCBA are required to bring their own SCBA and 2 cylinders (60 min. cylinders for HazMat courses). The OFC will still maintain SCBA for student-learner use, in order to address the exceptional needs of students, especially those from very small departments that have no back up capacity. Also, SCBA will be made available to any student-learners traveling by air to a course. Please indicate SCBA status below:</li> </ol> <p><input type="checkbox"/> Student-learner bringing his/her own SCBA    Make of SCBA _____</p> <p><input type="checkbox"/> Student-learner unable to bring SCBA and requests Ontario Fire College to provide SCBA and fit testing.</p>			
SIGNATURE OF FIRE CHIEF/MANAGER OR DESIGNATE		NAME OF FIRE CHIEF/MANAGER OR DESIGNATE	
		(PLEASE PRINT)	
NOTE: ANY ALTERATIONS TO THE TEXT OF THIS SECTION WILL RENDER THE APPLICATION INVALID			
<b>PART 3 – APPLICATION STATUS (For Registrar’s use only)</b>			
<input type="checkbox"/> Accepted <input type="checkbox"/> Wait Listed <input type="checkbox"/> Rejected			
Revised: 2012			



OFFICE OF THE FIRE MARSHAL  
**LEEDS & 1000 ISLANDS TRG CENTRE APPLICATION FORM**  
**FAX APPLICATION TO LTIESTC AT (613) 928 -3317**

<b>PART 1 - APPLICANT / COURSE INFORMATION</b>			
Surname e-mail address	First Name	Middle Initial	Rank or Position
			Please Circle: Male OR Female
Course Name		Course Number	
			Full Time OR Volunteer
		Course Date	
<b>PART 2 - FIRE CHIEF OR DESIGNATE INFORMATION</b>			
Fire Department or Organization			
Fire Department /Organization Delivery Address		City/Town	Province <b>Ontario</b>
			Postal Code
Fire Department/Organization Telephone		Fire Department/Organization Fax	
<p><b>By signing below, you agree to the following:</b></p> <ol style="list-style-type: none"> <li>5. All documentation related to prerequisites for this course resides at the department and will be provided to the OFC if requested for audit purposes.</li> <li>6. The student-learner registering for training is capable of performing all the physical and mental duties expected of a firefighter in this department.</li> <li>7. The student-learner will abide by Ontario Fire College policies, such as the Workplace Harassment and Discrimination Policy, and other legal requirements such as the Ontario Liquor Licensing Act.</li> <li>8. <b><u>For student-learners attending training courses that require breathing apparatus</u></b> the Fire Chief or designate attests that the applicant has been fit tested within the last year as per the CSA Standard Z94. All student-learners attending OFC courses requiring SCBA are required to bring their own SCBA and 2 cylinders (60 min. cylinders for HazMat courses). The OFC will still maintain SCBA for student-learner use, in order to address the exceptional needs of students, especially those from very small departments that have no back up capacity. Also, SCBA will be made available to any student-learners traveling by air to a course. Please indicate SCBA status below:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Student-learner bringing his/her own SCBA    Make of SCBA _____</li> <li><input type="checkbox"/> Student-learner unable to bring SCBA and requests Ontario Fire College to provide SCBA and fit testing.</li> </ul> </li> </ol>			
SIGNATURE OF FIRE CHIEF/MANAGER OR DESIGNATE		NAME OF FIRE CHIEF/MANAGER OR DESIGNATE	
_____		_____	
		(PLEASE PRINT)	
NOTE: ANY ALTERATIONS TO THE TEXT OF THIS SECTION WILL RENDER THE APPLICATION INVALID			
<b>PART 3 – APPLICATION STATUS (For Registrar’s use only)</b>			
<input type="checkbox"/> Accepted <input type="checkbox"/> Wait Listed <input type="checkbox"/> Rejected			
Revised: 2012			

## TEACHING AND TRAINING ADULTS PROGRAM

Course dates: April 23-26, 2013 AND October 15-17, 2014

This program is designed for people interested in teaching and training in industry and/or in an academic environment. Each course emphasizes principles involved in the adult learning process. Through theoretical, practical and participatory training, graduates of the Teaching and Training Adults program will possess a diverse range of skills.

Students must complete all eight courses to be awarded a Recognition of Successful Completion. The Teaching and training Adults program is recognized by the Canadian Society for training and Development; visit [www.cstd.ca](http://www.cstd.ca) for more information.

- **This certificate meets the prerequisite for OFC TO 401**
- **Meals and accommodation will be provided at the OFC, no travel subsidies will be paid**
- **Application and payment must go directly to Georgian College**
- **Grade reports can be accessed through the Georgian's Banner system and will not come from the OFC's Registrar's Office**

### Week One

### Week Two

#### Introduction to Teaching and Training Adults

This course is an introduction to teaching and training adult learners. Participants will be introduced to the principles of adult learning and the skills required for successful instruction.

#### Engaging Adult Learners

Engaging adult learners by creating and maintaining a positive learning climate is a challenge in any instructional setting. The impact of adult learning theories and styles on student engagement will be discussed and demonstrated. Participants in this course will learn how they can increase levels of student engagement.

#### Preparing a Lesson or Workshop

Participants will plan a learning session using a template that focuses on learning outcomes, learning activities and approaches to assessment. The template can be applied in the Micro Teaching Clinic.

#### Teaching and Training Methods

This course identifies the importance of selecting teaching and training methods that relate to learning outcomes, content and assessment. Varying teaching and training methods responds to diverse learning styles and enables appropriate assessment of adult learning.

#### Micro Teaching Clinic

Participants will apply learning from previous courses by facilitating a short lesson and providing feedback to each other about the teaching and learning process.

#### Synopsis

Part 1 of the synopsis is due three weeks after completion of Micro Teaching Clinic. Part 2 is due three weeks after completion of your last course in the program.

#### Coaching

This course examines the principles and techniques of coaching and their application in the workplace and the classroom. Participants will be introduced to a practical coaching model.

#### Teaching Adults with Learning Disabilities

This course will concentrate on building the awareness of and sensitivity to the special needs of the learning disabled student. Many intelligent students have special difficulties learning in a traditional environment or using traditional methods of instruction and evaluation. Learn more about the techniques involved in assisting these students in your classroom or training sessions.

#### Engaging the Multi-generational Classroom

Today's adult learners bring a variety of backgrounds and experiences to the classroom. This course examines the implications of a multi-generational classroom on learning and development. It provides practical applications for engaging each generation of learners.

**This 2 part program requires mandatory attendance for both sessions. Students must commit to both dates at the time of registration.**

**Pre and post course work is a program requirement. Program materials will be provided one month prior to program start date.**

**Registrations are based on first come, first served; there is a maximum of 16 vacancies.**



**TO REGISTER**

**Please fully complete this registration form & fax to (705) 325-2208.**

**\$302.50** (Price are subject to change without notice.)

**Method of Payment**  
Please select credit card OR company invoicing.

**Credit card:**  
 VISA    MasterCard    Amex

Card #

Expiry Date

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Company Invoicing:**  
Fully complete the information requested below to be invoiced.

I authorize Georgian College to invoice our company for the Leadership and Communications course fees for our employee:

\_\_\_\_\_  
(Participant's name)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signing Authority: \_\_\_\_\_

(Please print)  
Fire Dept: \_\_\_\_\_

Mailing Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For information, please contact the Workforce Development Office at:**

**Phone: (705) 325-2740, x3368**  
**Fax: (705) 325-2208**  
**E-mail: [sknox@georgianc.on.ca](mailto:sknox@georgianc.on.ca)**

**LEADERSHIP AND COMMUNICATIONS  
(CO / FPO 201)**

Preferred Course date: \_\_\_\_\_

Location:             Ontario Fire College             Online

PLEASE NOTE ALL CORRESPONDENCE AND CONFIRMATIONS WILL BE SENT VIA EMAIL.

**STUDENT INFORMATION:**

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Apt/Unit \_\_\_\_\_ Number & Street \_\_\_\_\_

City or Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 ( ) ( )

Area Code \_\_\_\_\_ Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Date of Birth (required) \_\_\_\_\_  
 Year      Month      Day

Student Signature: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Dept Contact Person: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:** The information on this form is collected under the legal authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, Chapter 272, S.S.; R.R.O. 1980 Regulation 640. This information is used for administration and statistical purposes of the College and/or the Ministries and Agencies of the Government of Ontario and the Government of Canada. For further information, please contact the Registrar at 825 Memorial Avenue, Orillia, ON L3V 6S2 or (705) 329-3129.

**Registration Deadline:** Based on first come, first served. Registration deadline is 30 days prior to the course start date. Student substitutions must have prior approval by Georgian College and must be 30 days prior to course start date.

**Receipts:** If you would like to receive a receipt please ask for one when you register. Please note that if you fees are paid by company billing, you are not eligible for the income tax deduction on tuition fees.

**Refunds/Withdrawals:** A written request must be received in the Office of the Registrar five working days prior to the start of the course. The full fee less \$20 is refundable (plus material costs).

**No shows:** Registrants who fail to attend scheduled activities are not entitled to refunds.