



Private Career Colleges Act, 2005

REVOKED - Fact Sheet #9

**Pre-service Firefighter Training
Programs**

April 14, 2011

**Effective June 20, 2013:
This fact sheet has been revoked**

This document replaces the Superintendent's Policy Directive #4 – Approval of Pre-service Firefighter Training Programs issued on June 1, 2010

Pursuant to paragraph 2 of section 8 Ontario Regulation 415/06 (O. Reg 415/06), as made under the *Private Career Colleges Act, 2005* ("PCCA, 2005"), programs in respect of fire protection that are meant to prepare students for admission to training programs in an occupation prescribed under the *Fire Protection and Prevention Act, 1997* (FPPA) are vocational programs for purposes of the PCCA, 2005. Pursuant to subsection 8 (1) of the PCCA, 2005, vocational programs must be approved by the Superintendent of Private Career Colleges (Superintendent).

Private career colleges (PCCs) intending to offer a pre-service firefighter training program may offer one of two types of programs:

1. The Ontario Standardized Curriculum for Firefighters published by the Ontario Fire Marshal's Office. Offering this program requires an endorsement from the Ontario Association of Fire Chiefs' Endorsement Review Board.

OR

2. A curriculum of the PCC's choice, which will be subject to additional program approval conditions.

Program Approval

Ontario Standardized Curriculum for Firefighters

To offer the Ontario Standardized Curriculum for Firefighters a PCC must:

- Enter into a formalized agreement with the Ontario Fire Marshal (OFM) and the Ontario Association of Fire Chiefs (O AFC).

The purpose of this agreement is two-fold:

1. To use the OFM's Ontario Standardized Curriculum for Firefighters for the PCC's firefighter training program.
2. To obtain a program review from the Endorsement Review Board (ERB). The PCC is liable for all fees associated with the endorsement process.

AND

- Receive an endorsement from the Ontario Association of Fire Chiefs' Endorsement Review Board.

To obtain the endorsement a PCC must, among other things, meet one of the following requirements:

1. Operate a private fire department that contributes to fire protection services as defined under the FPPA and provides advisory support on the safe delivery of firefighter training.

OR

2. Enter into a formal partnership with a local fire department that contributes to fire protection services as defined under the FPPA. Through this partnership, the fire department

agrees to provide advisory support on the safe delivery of firefighter training.

For further information on the endorsement process, a PCC should contact the Ontario Association of Fire Chiefs' Endorsement Review Board directly.

Once the PCC has entered into an agreement with the OFM and the ERB, and has received an endorsement from the ERB, it shall submit a complete program approval application through the Registration Information for Private Career Colleges (RICC) system¹.

The ERB is the approved third party assessor for the Ontario Standardized Curriculum for Firefighters. An endorsement from the ERB satisfies all program evaluation requirements set out in s. 11(2) of O.Reg. 415/06.

The Superintendent may revoke PCC's program approval if it loses its endorsement from the ERB. If a PCC's program approval is revoked by the Superintendent, it is the responsibility of the PCC to provide training completions to current students and/or provide refunds on tuition paid.

Other Curriculum

If a PCC chooses to offer a curriculum other than the Ontario Standardized Curriculum for Firefighters, the PCC must obtain a third party assessment in accordance with the general assessor requirements outlined in *Fact Sheet #3 – Third Party Program Assessment*. The PCC shall submit a complete program approval application, including an appropriate third party assessment, through the RICC system.

¹ For information on how to enter data in the RICC system, PCCs should refer to the Registration Information for Career Colleges (RICC) User Manual.

If the Superintendent approves the program, the approval will be valid for a period of one year and subject to conditions, which could include, but are not limited to, the following:

- Each student contract would be required to include the Ministry of Training, Colleges and Universities (MTCU) approved document advising the student that the program does not use the OFM's Ontario Standardized Curriculum for Firefighters. The document would need to be signed by the student and the PCC. A copy of the MTCU approved document is attached to this fact sheet as Appendix A.
- The PCC would be required to employ a current firefighter as one of the program instructors. That instructor would be responsible for making regular reports to the Superintendent regarding the delivery of the pre-service firefighter program at the PCC. The instructor is required to report to the Superintendent in the form attached to this fact sheet as Appendix B.
- If there are any significant injuries or accidents that require medical attention involving students during their practical training at the PCC, the incident shall be reported to the Superintendent as soon as is practical and in any event within 48 hours in the form attached to this fact sheet as Appendix C.

If the PCC does not meet any of the conditions that are placed on its program approval, its program approval may be revoked. If a PCC's program approval is revoked by the Superintendent, it is the responsibility of the PCC to provide training completions to current students and/or provide refunds on tuition paid.

Effective Date

This fact sheet is effective April 14, 2011.

This fact sheet is revoked as of June 20, 2013.

Need More Information?

For further information on the endorsement process, contact the Ontario Association of Fire Chief's Endorsement Review Board at:
<http://www.oafc.on.ca/emailForm.asp?to=info>

Further information on the Office of the Fire Marshal can be found at:
<http://www.ofm.gov.on.ca/en/default.asp>

For further information on the requirements of the *Private Career Colleges Act, 2005*, contact the Ministry of Training, Colleges and Universities'
Private Career Colleges Branch at:

Private Career Colleges Branch
Ministry of Training, Colleges and Universities
9th Floor Mowat Block
900 Bay Street
Toronto, ON M7A1L2

Telephone: (416) 314-0500 or 1-866-330-3395
Fax: (416) 314-0499, Email: pcc@ontario.ca

OR

Visit our website at: <http://www.tcu.gov.on.ca/pepg/audiences/pcc/>

The full text of the act and regulations can also be downloaded from the Ontario government E-Laws website at:
www.e-laws.gov.on.ca

APPENDIX A

Please read this entire document carefully, as it contains important information about the vocational program in which you are seeking enrolment. It is a condition of program approval that this document must be signed by the student before he or she is admitted into the program, and that it be appended to all student contracts.

Student Name: _____

I am seeking enrolment in the pre-service firefighter program to prepare me for employment as a firefighter.

I understand that this program does not use the Ontario Standardized Curriculum for Firefighters developed by the Ontario Fire Marshal's office, nor has it received the approval of the Endorsement Review Board of the Ontario Association of Fire Chiefs.

I also understand that individual municipalities have their own requirements such as eye tests, fitness tests, written tests, criminal background checks, and a requirement for a DZ Ontario driving licence. It is my responsibility to ensure that I can achieve these requirements.

I acknowledge that I have thoroughly read and understood the above disclosure. Further, with this knowledge, I request admission to the pre-service firefighter program at _____.
private career college name

Student Signature

Date

APPENDIX B

Safety Report to the Superintendent of Private Career Colleges

This report is to be completed immediately following the completion of half of the practical component of an approved program. You may attach additional documents if more space is required to answer any of the questions in full.

In your opinion, were the steps taken to mitigate risks of hazard or injury to students adequate and effective? Please explain.

In your opinion, is there anything that could be done to improve safety at the school? If so, please provide details.

Is any of the equipment used in instruction at the school no longer considered appropriate for use in the training of fire fighters? If yes, what changes would you recommend?

Please provide a summary of the amount and types of observations made by you and upon which you have based the above opinions and recommendations.

- I had unfettered and timely access to any persons, locations and materials required by me to complete this report.**
- This report is complete, truthful and accurate in all respects, and I have provided a copy of it to the PCC.**

Signature

Date

APPENDIX C

Injury Report to the Superintendent of Private Career Colleges

This report is to be completed as soon as is practical and no later than 48 hours following an injury to a student in an approved program, where the injury required treatment at a hospital or by a medical doctor. You may attach additional documents if more space is required to answer any of the questions in full.

Nature of injury as known at time of report:

Names, badge numbers and contact information for any emergency responders, and hospital where student was transported or treated (if applicable):

Full details of accident/injury, including names and roles of PCC staff present:

Signature

Date