

## Evaluator Application Form

### General Info

The Fire & Safety Division's (FSD) Evaluator Certification is required of any faculty or persons involved with evaluating knowledge and skills in any accredited levels of NFPA Professionals Qualifications. A requirement of our accrediting agencies (IFSAC and ProBoard) is that the FSD establish a criteria for selecting/hiring evaluators and provide training to ensure consistency and accuracy of evaluations.

Through this application process, you will need to provide evidence of meeting the requirements to be a registered JIBC FSD Certified Evaluator. Once accepted, you will be required to pass a written test with a minimum passing grade of 75%. You will be allowed one re-write if necessary and your grade is above 60% on your first attempt. If you are unsuccessful, in achieving 60% on your first attempt or 75% on your second attempt, you will be required to wait six months before re-taking the course and re-attempting your evaluation(s). The second re-write is free (as long as over 60% on first attempt) and must be requested within 2 weeks of notification of first attempt.

If you are re-certifying, you may be required to provide proof of having completed a minimum of four (4) documented evaluations per year. Once you have been granted JIBC evaluator certification, you must conduct a minimum of four (4) documented FSD student evaluations per year. Qualifying evaluations include the conducting of skills-based assessments and/or the marking of assignments for face-to-face, blended or online courses.

In addition, all JIBC evaluators must re-certify every three (3) years following their initial certification.

As a confirmed and registered JIBC FSD Certified Evaluator, it is our expectation that you will:

- Follow JIBC policies and procedures,
- Abide by the JIBC Code of Conduct as you are a representative of the JIBC,
- Ensure that you are not in a 'conflict of interest' during any and all evaluations,
- Maintain a log/records of evaluations that you have performed,
- Only evaluate in area that you are approved to evaluate by the JIBC staff; and,
- Act in a professional manner at all times while evaluating for the JIBC.

Please allow up to 10 business days to process.

## STEP 1 - General Information

### Applicant Information

Given First Name:	Legal Last Name:	JIBC Student #:
Birth Date (YYYY-MM-DD):	Gender:	Cellphone Number:
Email Address:	Home Number:	
Address:		
City:	Province:	Postal Code:
Fire Department:	Department Phone Number:	

## STEP 2 - Current Status

### Instructor / Evaluator

New (\*If new, attach all documents listed below)

- CV or Resume showing proof of Fire Service experience (minimum of 5 years), and Subject Matter Expertise (at least one level higher than which you are planning to evaluate);
- Proof of NFPA 1041 Fire Service Instructor I;
- Proof of a minimum of 3 years teaching or instructional experience;
- Letter of support and reference from your Fire Department.

Re-certification (Go directly to [STEP 4](#))

Additional evaluation topics requested (for existing evaluators) (\*You may be required to submit proof of support from your Fire Department)

## STEP 3 - Verify Qualification

### Qualification

Do you have 3 year teaching experience in relevant area:

Yes If yes, please specify topic \_\_\_\_\_  
 No Relevant education level (eg. HazMat Tech) \_\_\_\_\_

## STEP 4 - Evaluator Topics Request

Check all topics to evaluate:

Exterior Fire Fighter Operations  
 Interior Fire Fighter Operations  
 Full Service Fire Fighter Operations  
 Fire Officer I  
 Fire Officer II  
 Fire Officer III  
 Fire Officer IV  
 Fire Inspections  
 Fire Investigation

Fire Service Instructor  
 Fire & Life Safety Educator  
 HazMat  
 Incident Management  
 Industrial Firefighting  
 Live Fire  
 Emergency Vehicle  
 Operations Marine  
 Technical Rescue

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## STEP 5 - Notification of Exam

Exams will be scheduled the 2nd and 4th week of each month.