

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 Skills

Interior Fire Fighter Skills

Full Service Fire Fighter Skills

Other: _____

STEP 5 - Notification of Exam

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

Upon completion, please save to your computer and then attach the PDF form to an email to: evaluator@jibc.ca