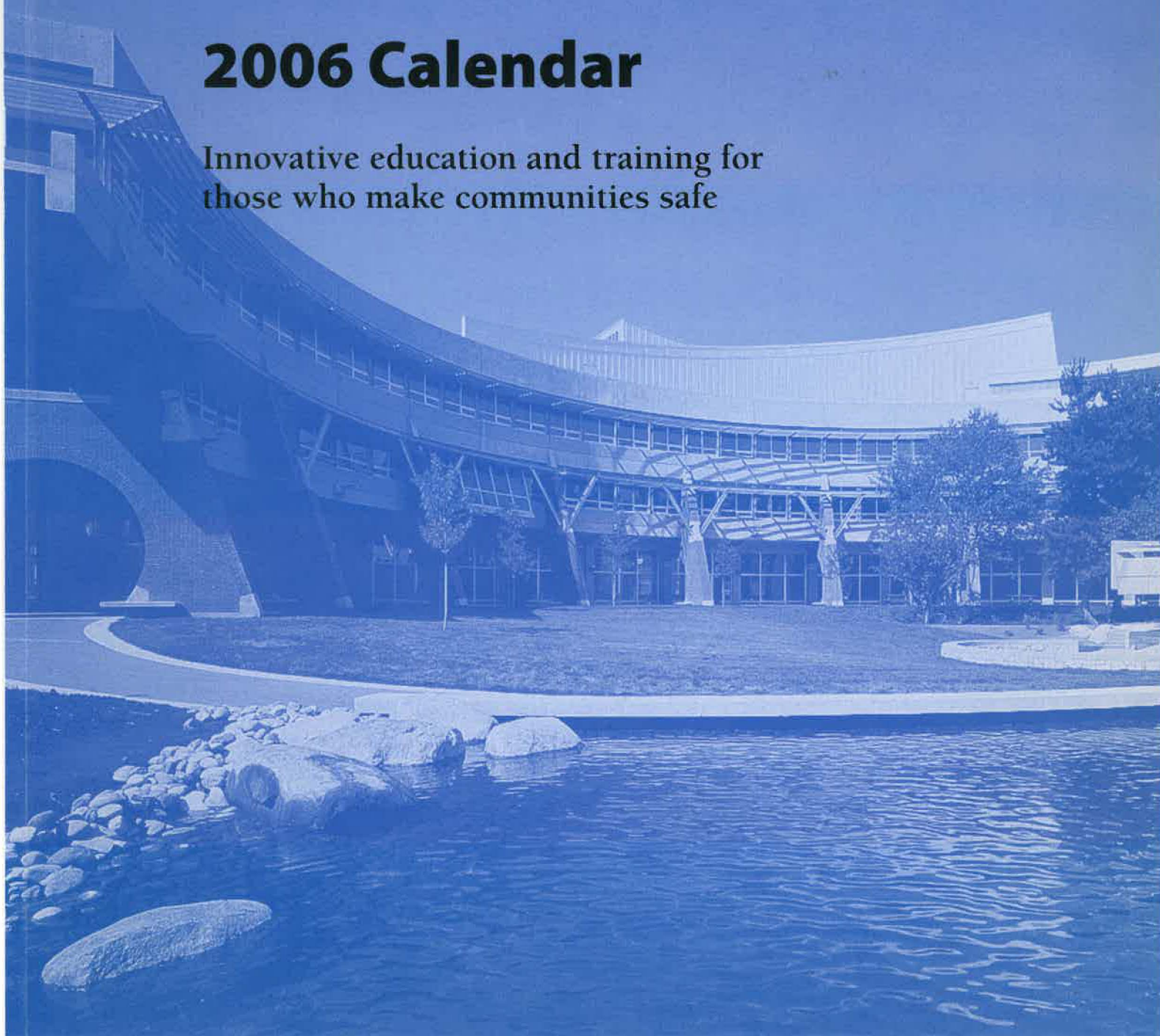




JUSTICE  
INSTITUTE  
*of*  
BRITISH  
COLUMBIA

# 2006 Calendar

Innovative education and training for  
those who make communities safe



# Justice Institute *of* British Columbia

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CALENDAR 2006

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JUSTICE INSTITUTE  
*of* BRITISH COLUMBIA



# Welcome!

If you are interested in a career that can make a difference in your community, the Justice Institute of BC provides you with a world of opportunity. Students thrive in the JIBC's unique blend of learning models such as theoretical-based, simulation-based, classroom, and e-learning in the criminal and social justice, and public safety disciplines.

You will enjoy and learn the most current standards of practice through interactions with instructors, typically active leaders and practitioners in their respective fields. The Institute's ISO 9001 planning and curriculum improvement process ensures that you receive the highest quality of education and instruction.

Choose from programs and courses in:

- Conflict resolution, negotiation, mediation/third party intervention, restorative practices
- Corrections, family and community justice
- Court services operations (sheriffs, registry, management)
- Emergency management, emergency social services, search and rescue
- Critical incident stress management
- Emergency vehicle operation, advanced driver training, accident investigation
- Fire services (recruit, officer, industrial, marine, hazmat, aviation)
- Paramedics, emergency medical services, resuscitation
- Policing, law enforcement, private security
- Victim services, child welfare, family violence, youth at risk, community safety

In addition, our programs will help you develop the following core competencies:

- Communication
- Critical thinking
- Information analysis
- Interpersonal relations
- Leadership
- Numerical analysis
- Project management
- Teamwork

Our combined focus on justice and public safety specialties and core competency education and active learning leads to competency which ensures that you are well equipped to meet the growing demands and expectations of employers and make an immediate contribution to keeping our communities safe.

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In a time of drastic change it is the learners who inherit the  
future. The learned usually find themselves equipped to live  
in a world that no longer exists.

— Eric Hoffer

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### Disclaimer

The Justice Institute of British Columbia (JIBC) reserves the right to make additions, changes and deletions to this calendar in both online and print versions without prior notice. The calendar is printed for the convenience of our students, customers, and the public and is considered accurate at the time of publication, but because our documentation is constantly changing, official JIBC course outlines, program descriptions, and policies and procedures prevail over the information contained in this calendar. The calendar is also not to be construed as a contract between a student or a customer and the Institute. For more up-to-date information on JIBC programs and courses, and an online version of this calendar, please visit our website at [www.jibc.bc.ca](http://www.jibc.bc.ca).

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## Message from the President

Having sustained ISO 9001 registration is a testament to the focus the Justice Institute of British Columbia places on continuous quality improvement. For example, the quality of instruction and of students graduating from the Justice Institute of BC have been significant contributors to our reputation as a world leader in justice, public safety, and human services education and training. Where will you find us? In five locations on the lower mainland of British Columbia, Vancouver Island, and the Okanagan, on the Web, across Canada, and in 10 countries around the world.

The recent introduction of a Bachelor's Degree in Fire and Safety Studies, the first degree of its kind in Canada, further reinforces our position as a leader in public safety education. A renewed focus on our Applied Research program will provide an opportunity for researchers to shape and influence public safety policy.

A new Critical Incident Simulation Training Centre/Isolated Simulated Training Area facility is scheduled to be completed at the New Westminster campus during the summer of 2006. It will provide learners with a state-of-the-art facility where they can fully immerse themselves in scenarios that will better prepare them to face challenges that they will encounter during their careers.

Whether you want to learn in person or on the Internet, we have something for you. I invite you to review the broad range of programs detailed in this calendar, visit our website, or visit us in person and learn more about how you can play a key role in making our communities safe places to live by studying at the JIBC – Canada's leading justice and public safety educator.

Good luck with your studies.

Jack McGee  
President

# Why Study at the JIBC?

The JIBC's educational programs and services are delivered to government agencies, community organizations, private corporations, and the general public in over 185 communities throughout the province and around the world.

Each year, the JIBC's distinctive educational co-op model attracts an average of 30,000 students, many of whom return throughout their careers for ongoing education. The JIBC's unique provincial mandate encompasses education and training for all aspects of criminal and social justice and public safety – conflict resolution, corrections, courts, emergency management, leadership and community services, fire, paramedics, police, and traffic education. Over 1,500 courses, seminars, and conferences are offered at JIBC campuses, employers' preferred locations, and online through the "virtual JIBC." Courses and services are also customized for government and industry.

JIBC programs and courses are well known for their strong theoretical underpinning yet practical nature and immediate relevance in the workplace. Full-time or part-time students can pursue a number of career and career enrichment paths. Entry-level programs prepare students for their chosen careers; ongoing and advanced programs build on the knowledge and skills used in their jobs and open the door to career advancement. Options for part-time and online study offer a flexible work/study alternative.

Many JIBC programs and courses are officially accredited by professional bodies, earn credit towards certification or licensing in specialty areas, are eligible for credit transfer to other post-secondary institutions, or earn professional education or continuing education units (CEUs). The JIBC offers certificates, diplomas, a Bachelor of Fire and Safety Studies Degree, as well as joint degrees with BC universities. It is vigorously pursuing additional applied bachelor's degree programs to help meet the career needs of professionals working in justice and public safety fields provincially, nationally, and internationally.

The JIBC is the only post-secondary institution in BC – and one of only a few in North America – to have qualified for ISO 9001:2000 registration. This International Standards Organization designation ensures that our programs meet the requirements of our students and clients and are continuously reviewed, improved, and updated to maintain the highest possible standards in design and delivery.

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*Learning together for  
safer communities*

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*Education and training  
in all aspects of  
criminal and social  
justice and public  
safety*

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*Career advancement*

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*Credentials*

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*Commitment to quality*

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# JIBC Programs and Courses

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## *Categories*

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The Justice Institute of BC programs and course areas described in this calendar are grouped into the following categories:

- Aboriginal programs and services
- Community safety; children, youth and families
- Conflict resolution, mediation, negotiation, restorative practices
- Corrections and community justice
- Court services: sheriffs
- Driver training, accident investigation
- Emergency management, search and rescue, emergency social services
- Fire: recruit, officer, industrial, hazmat
- Instructor/trainer development
- Leadership and management development
- Paramedics, emergency medical services, resuscitation
- Policing, law enforcement, private security

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## *Clientele*

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Programs and courses are designed for people at different points in their careers – pre-employment, post-employment, advanced programs, and professional development – and address the needs of a wide range of learners:

- Practitioners in the fields of justice, public safety, and human services
- Employees or prospective employees of:
  - Government
  - Public-sector agencies
  - Community organizations
  - Private industry
  - Individuals
- The general public

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## *Professional-path and degree-path programs*

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In response to changing student, employer, and industry needs, the JIBC has begun to distinguish between professional-path programs and degree-path programs. Professional-path programs are programs, series of courses, or single courses that result primarily in applied learning outcomes. Certificates of achievement are issued for completion of these programs. Professional-path programs can be developed quickly and flexibly to meet specific client needs.

Degree-path programs are programs that result in both applied and academic learning outcomes. Degree-path programs meet more stringent requirements than professional-path programs in design, delivery, and evaluation, and are intended to prepare students for advanced leadership roles in justice and public safety professions. Program certificates, diplomas, and applied degrees are awarded for completion of degree-path programs. Both professional-path and degree-path programs include the practical learning outcomes that have long been the hallmark of JIBC education and training.

The following pages provide an overview of the programs and course areas offered by the JIBC. They describe:

- The target audience for each program or course area
- What graduates will be able to do with their new skills and knowledge
- Eligibility criteria and application and registration procedures
- Credentials issued upon completion of a program or course
- List of courses comprising a program

For more detailed information, please contact the appropriate program area or visit the JIBC website at [www.jibc.bc.ca](http://www.jibc.bc.ca). Contact information is provided at the end of each program description and on page 12.

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*Using this calendar*

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# Contract and Custom Services

The Justice Institute of BC offers contract services in most of its program areas. For further information, contact the relevant academy, division, or centre; visit our website at [www.jibc.bc.ca](http://www.jibc.bc.ca); or contact our External Relations and Development Department at 604-528-5582 or e-mail [externaldevelopment@jibc.bc.ca](mailto:externaldevelopment@jibc.bc.ca)

Is your organization looking for a customized training solution? For over 28 years we have earned our clients' trust by meeting their needs and committing to the highest standards of educational quality when designing their customized programs.

The JIBC is one of the few post-secondary institutions in North America with ISO 9001:2000 registration. The updating and continuous review of our programs is an integral part of our philosophy at the JIBC. As professional practitioners, our staff provide a combination of education and experience that reflects current thinking and trends in their areas of specialization.

In the areas of classroom-based and online learning, we can:

- Customize existing courses to meet your specific needs. Our instructors can deliver at your site, at our site, or even through the Internet.
- Design comprehensive curriculum packages for delivery by your staff, including instructors' manuals, lesson plans, and audio-visual materials.
- Help your staff grow in their role as your "on-site" trainers, through our well-recognized Instructor Development certificate program.

Whether it's a modification of a current program or a brand-new program, we'll be happy to give you a quote.

We also:

- Consult in numerous capacities from the strategic to the operational levels
- Share our expertise as featured speakers at conferences
- Facilitate planning sessions in our areas of expertise
- Advise on and develop online learning programs
- Undertake program evaluation and applied research projects
- Manage projects from conception to implementation
- Do forensic video analysis

Interested in contacting us? Our areas of expertise are:

- Conflict resolution, mediation, negotiation ([conres@jibc.bc.ca](mailto:conres@jibc.bc.ca))
- Corrections and community justice: adult and youth ([callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca))
- Emergency management, emergency social services, search and rescue ([emd@jibc.bc.ca](mailto:emd@jibc.bc.ca))
- Emergency vehicle operations, advanced driver training, accident investigation ([ptec@jibc.bc.ca](mailto:ptec@jibc.bc.ca))
- Fire: recruit, officer, industrial, marine, Hazmat ([fireacademy@jibc.bc.ca](mailto:fireacademy@jibc.bc.ca))



- Paramedics, emergency medical services, resuscitation (callcentre@jibc.bc.ca)
- Policing, law enforcement, private security (policeacademy@jibc.bc.ca)
- Victim services, child welfare, family violence, youth at risk, community safety, management leadership, instructional skills development (clcl\_pr@jibc.bc.ca)

Consider how some of our areas of expertise might help your organization:

- Customized training in safety and security
- Assessment services for enforcement occupations
- Experiential training in interpersonal conflict resolution, interest-based negotiation, mediation, and restorative practices
- Managing hostile individuals
- Offender risk assessment and management
- Firearms safety training
- Critical incident response
- Child abuse and counselling skills
- Management and leadership development
- Instructional skills and training
- Victim services
- Coping with traumatic stress
- Crowd management
- Hostage survival
- Business continuity planning
- Emergency management and earthquake preparedness
- Hazardous material emergency response
- Confined space entry and rescue
- Industrial accident investigation
- Total control driving

# Contact Us

Justice Institute of British Columbia  
715 McBride Boulevard  
New Westminster, BC V3L 5T4  
Canada  
[www.jibc.bc.ca](http://www.jibc.bc.ca)

General Inquiries .....	604-525-5422 .....	register@jibc.bc.ca
Registration, Lower Mainland .....	604-528-5590 .....	register@jibc.bc.ca
Registration, Outside Lower Mainland .....	1-877-528-5591 (toll-free)	
Centre for Conflict Resolution .....	604-528-5608 .....	conres@jibc.bc.ca
	1-888-799-0801 (toll-free)	
Centre for Leadership and Community Learning .....	604-528-5608 .....	clcl_pr@jibc.bc.ca
Aboriginal Programs and Services .....	604-528-5621 .....	aboriginal@jibc.bc.ca
Corrections and Community Justice Division .....	604-528-5531 .....	callcentre@jibc.bc.ca
Courts Academy .....	604-528-5567 .....	courts@jibc.bc.ca
Emergency Management Division .....	604-528-5790 .....	emd@jibc.bc.ca
Fire and Safety Division		
Fire Academy .....	604-528-5657 .....	fireacademy@jibc.bc.ca
Fire and Safety Training Centre .....	604-462-1000 .....	fstc@jibc.bc.ca
Pacific Traffic Education Centre .....	604-528-5807 .....	ptec@jibc.bc.ca
Paramedic Academy .....	604-528-5707 .....	callcentre@jibc.bc.ca
Police Academy .....	604-528-5753 .....	policeacademy@jibc.bc.ca
Finance and Administration .....	604-528-5502 .....	finance@jibc.bc.ca
External Relations and Development .....	604-528-5582 .....	externaldevelopment@jibc.bc.ca
Human Resources .....	604-528-5508 .....	hr@jibc.bc.ca
Facilities Rental .....	604-528-5500 .....	facilitiesassistant@jibc.bc.ca
Information Services .....	604-528-5818 .....	lsservicedesk@jibc.bc.ca
JIBC Foundation .....	604-528-5750 .....	lharmon@jibc.bc.ca
JIBC Store .....	604-528-5870 .....	jistore@jibc.bc.ca
Library .....	604-528-5599 .....	library@jibc.bc.ca
Media Production Centre .....	604-528-5818 .....	mediacentre@jibc.bc.ca
Student Services .....	604-528-5588 .....	studentservices@jibc.bc.ca

## Campus Locations

Main Campus  
715 McBride Boulevard  
New Westminster, BC V3L 5T4

Maple Ridge Campus  
13500 256th Street  
Maple Ridge, BC V4R 1C9

Boundary Bay Driver Training Facility  
4400 72nd Street  
Delta, BC

Chilliwack Education Centre  
1092 Caen Road  
Chilliwack, BC

JIBC Downtown Vancouver Education Centre  
400 Burrard Street, 18th Floor  
Vancouver, BC

Okanagan Education Centre  
825 Walrod Street  
Kelowna, BC

Victoria Education Centre  
910 Government Street  
Victoria, BC V8W 1X3  
Canada

# Aboriginal Programs and Services

## Aboriginal Leadership Diploma

*Aboriginal Programs and Services, Centre for Leadership and Community Learning*

- Courses designed to address the needs of Aboriginal learners and communities
- Emphasis on facilitating autonomous and self-reliant community-based development
- Designed for people currently working in leadership roles, seeking new leadership roles, or wishing to sharpen their leadership skills

### ***Your career***

This diploma is designed for people currently working in leadership roles or seeking new leadership roles, as well as those who are interested in sharpening their leadership skills. The program targets executive directors, chief executive officers, elected chiefs and council members, and managers. Additional opportunities exist within the not-for-profit sector, provincial and federal governments, service agencies, and others. Specific examples include the RCMP Aboriginal Policing Unit, Aboriginal Corrections Officers, firefighters, political leadership, First Nations Administration, and the fisheries and forestry sectors.

### ***Program outcomes***

The Aboriginal Leadership Diploma Program is an initiative designed to meet both academic and practical performance standards. Courses will be developed or modified to address the capacity-building needs of Aboriginal learners and communities as well as provide a unique workplace-based practicum. The courses are designed for delivery on a part-time basis at the JIBC or in the community, with the workplace serving as an extension of the classroom.

Graduates of this program will have a strong foundation in strategic planning, operational management, leadership, team building, interpersonal communication, and conflict resolution. Students will focus on the application of these skill sets in the context of Aboriginal communities and organizations. In addition, there will be a strong focus on personal and organizational wellness.

Graduates will demonstrate leadership competencies interpersonally, culturally, and organizationally. They will have the opportunity to further refine these skills while engaging in lifelong learning and mentoring future leaders as part of the program. Emphasis will be placed on facilitating autonomous and self-reliant community-based development. The program has written material, practicum, capstones, and evaluative components that graduates must complete.

Program content includes:

- Individual and community wellness in Aboriginal contexts
- Aboriginal leadership and organizational development
- Aboriginal justice and governance



- Aboriginal values, ethics, and philosophy inherent to successful leadership
- Communications skills for cross-cultural conflict resolution, dispute resolution, and negotiations
- Writing, research, storytelling, and presentation skills
- Aboriginal human resource management
- Project management
- Principles of financial management in Aboriginal contexts

### ***For more information***

For more information about this program and delivery dates, please phone the Program Coordinator, Aboriginal Programs and Services, at 604-528-5621, or e-mail [aboriginal@jibc.bc.ca](mailto:aboriginal@jibc.bc.ca).

## **Courses on Aboriginal Issues**

### ***Course area***

The Justice Institute of BC offers a number of courses that focus on Aboriginal issues. These classroom-based courses are offered through the Centre for Leadership and Community Learning (CLCL), the Corrections and Community Justice Division (CCJD), and the Centre for Conflict Resolution (CCR). For more information about these courses, please contact the appropriate division/centre.

<b>COURSE</b>	<b>HOURS</b>	<b>CREDITS</b>	<b>DIVISION/ CENTRE</b>
ABL100: Working More Effectively with Aboriginal People	7	0	CLCL
CORR902: Justice Issues in Aboriginal Communities	21	1.5	CCJD
CY254: Contemporary Issues in Working with Aboriginal Youth	14	1.0	CLCL
MGMT001: Aboriginal Leaders Institute	35	0	CLCL
RP106: Values, Ethics, and Philosophies in Aboriginal Community Programs	14	1.0	CCR
RP110: Overview of the Criminal Justice System for Aboriginal Community Programs	21	1.5	CCR
RP111: Understanding the Effects of Violence in Communities: Aboriginal Perspectives	21	1.5	CCR

## Aboriginal Trauma Certificate

### *Centre for Leadership and Community Learning*

The Aboriginal Trauma Certificate is a 20-day program delivered in one- or two-week modules. The training is delivered in Aboriginal communities to enable participants to remain close to their home community while attending the program, and to enable the curriculum to be tailored to meet the needs of the community or agency where it is being offered.

Applicants to the program must:

- Have a minimum amount of experience in support work (if the minimum is not met, the option of a one- or two-week prequel training is available to communities)
- Be actively working on their own wellness prior to taking the training
- Have a support system in place while taking the training

Applicants will be screened jointly by the client and the Justice Institute of BC in order to ensure that all participants have met the prerequisites. All participants who attend the entire 20-day program and successfully complete a final assignment will receive a certificate of completion.

Topics may include:

- Nature of trauma and traumatic stress reactions
- Post-traumatic stress, including multigenerational effects
- Impact of trauma on Aboriginal communities, families, individuals, and helpers
- Aboriginal healing practices in trauma recovery
- Comparison and contrast between western therapies and Aboriginal healing practices
- Support strategies for working with Aboriginal clients
- Individual and community strategies for wellness

The Aboriginal Trauma Certificate is coordinated by Susan Forest, Program Coordinator in the Centre for Leadership and Community Learning, and supported by the Aboriginal Programs and Services Program Coordinator. Instructors and any additional curriculum developers are chosen based on their experience and qualifications in the field of traumatic stress. All the instructors and consultants involved in this program have at least a bachelor's degree in a related discipline, at least five years of experience working in the field, and at least two years of experience instructing. We use a team-teaching approach, with an Aboriginal instructor and a non-Aboriginal instructor delivering the training.

### ***For more information***

Please phone the Program Coordinator, Aboriginal Programs and Services, at 604-528-5621, or e-mail [aboriginal@jibc.bc.ca](mailto:aboriginal@jibc.bc.ca)

# Counselling and Capacity Building

## Child Sexual Abuse Intervention Certificate for Practitioners

*Centre for Leadership and Community Learning*

- Program for counsellors and other practitioners
- Covers treatment and self-care techniques as well as legal information

### ***Your career***

This program is for counsellors and other practitioners working in a therapeutic setting with child, adolescent, and adult survivors of childhood sexual abuse.

### ***Program outcomes***

This certificate prepares you to work therapeutically with child, adolescent, or adult survivors of child sexual abuse. Sessions cover treatment and self-care techniques as well as legal information.

### ***Application and registration***

Courses are open to certificate students only and are divided into two streams: Child and Youth, and Adult Survivor.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the CLCL website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).
- Complete the application and include your resume with it.
- Mail the application with a cheque or money order for the \$25 application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.
- Within about five working days from receipt of the application, the Centre will let you know whether or not you have been accepted into the program.
- If you are accepted, complete and submit a registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

Your application is valid for one year only. You will be required to reapply if courses are not taken within one year of being accepted into the program.

### ***Credential issued***

You will receive a program certificate of achievement upon successful completion of all required courses, as follows:

- Complete the Integrated Core Module
- Choose either the Child and Youth Stream or the Adult Survivor Stream.

- Complete two days of electives in your area of specialization.
- Full attendance is required.

## Courses

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
CSA204: Integrated Core Module	Classroom		35	2.5
CSA206: Child and Youth Stream or	Classroom	CSA204	35	2.5
CSA207: Adult Survivor Stream	Classroom	CSA204	35	2.5
<b>ELECTIVES</b>				
<i>Complete two days of electives in your designated area of specialization.</i>				
IHC004: Integrating Energetic Bodywork into the Counselling Process	Classroom		14	1.0
CY104B: Expressive Play Therapy Methods with Abused and Neglected Children	Classroom		14	1.0
CY240: Understanding Children and Youth Who Have Experienced Trauma	Classroom		14	1.0
EP214: Mask and Mirror: The Many Faces of Shame	Classroom		14	1.0
COUNS102: Working with Complicated Grief	Classroom		7	0.5
CY222: Therapeutic Applications of Adventure-Based Learning	Classroom		14	1.0
COUNS106: The Place of Meditation in Capacity Building	Classroom		14	1.0
IHC102: Metaphor, Imagery and Relaxation: Tools for Health and Healing	Classroom		14	1.0

## For more information

For more information about this program:

- Phone the Program Assistant at 604-528-5875 or e-mail [ljong@jibc.bc.ca](mailto:ljong@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Substance Use Certificate and Courses

### Centre for Leadership and Community Learning

- Program for management and staff of health, criminal justice, and social service agencies
- Approaches to substance-use issues that work in a variety of settings
- Key concepts, policy, and intervention models

### Your career

Management and staff of health, criminal justice, and social service agencies whose clients include people using substances will benefit from this program's comprehensive approach to understanding substance-use issues. A harm-reduction approach underlies courses, which are led by experienced professionals. The sessions focus on understanding substance use within a bio-psycho-social-spiritual framework, applying current research and knowledge about interventions; and exploring social justice issues such as race, class, gender, poverty, and violence.

### ***Program outcomes***

You will gain an understanding of the key concepts, policy, and intervention models that guide the prevention, assessment, and treatment of substance use. Specific assessment and treatment approaches, including motivational interviewing, are covered in depth. Through class discussion, students develop approaches to substance use issues that work in a range of settings. Participants come away with a clear understanding of their own values and practice framework.

### ***Application and registration***

You may take courses individually or as part of the certificate program.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the CLCL website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).
- Complete the application and include your resume and a letter of reference with it.
- Mail the application with a cheque or money order for the \$25 application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.
- Within about five working days from receipt of the application, the Centre will let you know whether or not you have been accepted into the program.
- If you are accepted, complete and submit a registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

To apply and register for courses:

- Make sure that you have completed all prerequisites.
- Obtain a course registration form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a program certificate of achievement upon successful completion of all required and elective courses and the final assignment, as follows:

- Complete the prerequisite, AD400, Understanding Substance Use.
- Complete the remaining required courses in any order (the sequence shown below is recommended).
- Complete two days of electives selected from any area of study relevant to your substance use practice.
- Complete the final assignment within six months of completing the last course.
- You must complete the courses and final assignment within two years.
- Full attendance is required.

## Courses

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
AD400: Understanding Substance Use	Classroom		14	1.0
AD401: A Continuum of Care: Prevention to Harm Reduction	Classroom	AD400	14	1.0
AD410: Concurrent Disorder Planning	Classroom	AD400	14	1.0
AD403: Assessment Practices	Classroom	AD400	14	1.0
AD404: Case Planning	Classroom	AD400	7	0.5
AD405: Interconnected Risk	Classroom	AD400	14	1.0
AD409: Overview of Prevention and Intervention on Fetal Alcohol Spectrum Disorder	Classroom	AD400	7	0.5
AD407: Community Voices/Contemporary Issues	Classroom	AD400	7	0.5
AD408: Compassion and Policy: The Heart and Mind of Drug Policy Reform	Classroom	AD400	7	0.5
AD204: Advanced Motivational Interviewing	Classroom	AD400	14	1.0
<b>ELECTIVE COURSES</b>				
EP308: Understanding Pharmacology from a Counsellor's Perspective	Classroom		14	1.0
AD210: Art Therapy in Early Stages of Addiction Recovery	Classroom		14	1.0
AD207: Putting a Youth Twist into Substance Use Information and Youth Services	Classroom		14	1.0

### For more information

For more information about this program:

- Phone the Program Assistant at 604-528-5875 or e-mail [ljong@jibc.bc.ca](mailto:ljong@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Trauma Counselling and Clinical Intervention Certificate and Courses

### Centre for Leadership and Community Learning

- Program for counsellors, therapists, clinical social workers, psychologists, and other mental health practitioners
- Focuses on key theories of trauma and traumatic stress, central concepts in trauma intervention, and practical skills application
- Opportunity to integrate assessment and intervention concepts and skills into clinical practice

### Your career

This program is for counsellors, therapists, clinical social workers, psychologists or other mental health practitioners with a master's degree or equivalent who are working with survivors of trauma. It provides key theories and practical applications for work with this client group.

Note that the program does not focus on the complicated developmental, attachment, and familial issues that are involved in the treatment of sexual abuse. If you are working with adult survivors of sexual abuse and troubled attachment, we suggest that you first consider the Child Sexual Abuse Intervention Certificate for Practitioners.

### ***Program outcomes***

You will concentrate on key theories of trauma and traumatic stress, central concepts in trauma intervention, and practical skills application.

### ***Application and registration***

A master's degree in counselling, social work, or equivalent is required for admission to the certificate program, together with relevant work and academic experience in the area of traumatic stress. Courses may be taken individually or as part of the certificate program, except for TS223, Trauma Counselling Consultation Group, which is open only to participants who have completed all of the required courses in the certificate program.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the CLCL website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).
- Complete the application and include your resume and a letter of reference with it.
- Mail the application with a cheque or money order for the nonrefundable \$25 application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.
- Within about five working days from receipt of the application, the Centre will let you know whether or not you have been accepted into the program.
- If you are accepted, complete and submit a registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

Your application is valid for one year only. You will be required to reapply if courses are not taken within one year of being accepted into the program.

To apply and register for courses:

- Make sure that you have completed all prerequisites.
- Obtain a course registration form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a program certificate of achievement upon successful completion of all required and elective courses, as follows:

- Complete the prerequisite, EP251, Introduction to Trauma and Post-Traumatic Stress Reactions.
- Complete the required courses in any order (the sequence shown below is recommended).
- Complete two days of electives in an area of trauma study relevant to your clinical practice.
- You must complete the courses within three years.
- Full attendance is required.



## Courses

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
EP251: Introduction to Trauma and Post-Traumatic Stress Reactions	Classroom		14	1.0
TS210: Trauma Assessment and Treatment Planning	Classroom	EP251	28	2.0
TS221: Trauma and the Therapeutic Relationship	Classroom	EP251	21	1.5
TS222: Trauma Intervention	Classroom	EP251	35	2.5
TS223: Trauma Counselling Consultation Group	Classroom	EP251	28	2.0
<b>ELECTIVE COURSES</b>				
TS518: Images of Trauma in Children's Art, Play and Sandplay	Classroom		14	1.0
WCY101: Grief and Loss and Attachment Issues in Working with Children in Care	Classroom		14	1.0
IHC004: Integrating Energetic Bodywork into the Counselling Process	Classroom		14	1.0
EP214: Mask and Mirror: The Many Faces of Shame	Classroom		14	1.0
IHC102: Metaphor, Imagery and Relaxation: Tools for Health and Healing	Classroom		14	1.0
COUNS106: The Place of Meditation in Capacity Building	Classroom		14	1.0
CY240: Understanding Children and Youth Who Have Experienced Trauma	Classroom		14	1.0
COUNS102: Working with Complicated Grief	Classroom		7	0.5

### For more information

For more information about this program:

- Phone the Program Assistant at 604-528-5875 or e-mail [cacb@jibc.bc.ca](mailto:cacb@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Counselling and Capacity Building Individual Courses

### Centre for Leadership and Community Learning

### Course area

- Courses are open to the public and can be taken in any order
- Some courses may be used as electives in certificate programs

### Counselling and capacity building

These courses are designed for counsellors and other professionals who are currently working with clients and are interested in building and refining their counselling skills. There is no application process, and participants may register for these courses as they choose. Some courses may be used as electives in certificate programs. The following is a sample of Counselling and Capacity Building courses. For complete course listings, see [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).

COURSES	DELIVERY	HOURS	CREDITS
EP288: Advanced Innovative Practices in Clinical Supervision	Classroom	14	1.0
EP278: Clinical Supervision: Innovative Practices	Classroom	14	1.0
EP587: Counselling Skills: The Art of Asking Effective Questions	Classroom	14	1.0
EP586: Facilitating Parenting Groups – Essential Skills	Classroom	14	1.0
EP524: Fostering and Encouraging Client Responsibility	Classroom	14	1.0
EP214: Mask and the Mirror: The Many Faces of Shame	Classroom	14	1.0

<b>COURSES</b>	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
COUNS104: Transformative Community Practice: (Re)Moving the Margins	Classroom	14	1.0
EP308: Understanding Pharmacology from a Counsellor's Perspective	Classroom	14	1.0
COUNS102: Working with Complicated Grief	Classroom	7	0.5

### ***Mental health and trauma***

These courses provide mental health practitioners and counsellors with the opportunity to analyze and synthesize current issues and practices in the field of mental health and trauma counselling, including intervention skills, differential diagnosis, and treatment planning.

<b>COURSES</b>	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
EP204: Everything You Ever Wanted to Know about the DSM-IV-TR	Classroom	14	1.0
EP251: Responding to Trauma and Post-Traumatic Stress Reactions	Classroom	14	1.0
MH008: Using the DSM-IV-TR with Children and Youth – Introductory Level	Classroom	14	1.0
CY240: Understanding Children and Youth Who Have Experienced Trauma	Classroom	14	1.0

### ***Creative and expressive therapies***

The first five courses listed below – CY104, CY104A, CY104B, CY250, and TS518 – comprise the Art and Play Therapy Series. The courses in this series are designed to provide practitioners with a basic understanding of art therapy, play therapy, and other expressive therapies. There is no application process; students may register for courses individually or register for the whole series.

For courses taught by Marie-Jose Dhaese, students with a master's degree in a related field may apply for Continuing Education Units towards registration with the Association for Play Therapy International. Please contact the Centre for Expressive Therapy at 250-335-1829 or visit [www.centreforexpressivetherapy.com](http://www.centreforexpressivetherapy.com) for more details.

<b>COURSES</b>	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
CY104: Expressive Play Therapy Methods	Classroom	14	1.0
CY104A: Child-Centred Play Therapy	Classroom	14	1.0
CY104B: Expressive Play Therapy Methods with Abused and Neglected Children	Classroom	14	1.0
CY250: Introduction to Art Therapy for Counsellors and Therapists	Classroom	14	1.0
AD210: Art Therapy in Early Stages of Addiction Recovery	Classroom	14	1.0
IHC004: Integrating Energetic Bodywork into the Counselling Process	Classroom	14	1.0

### ***Working with children and youth***

These courses address the special issues related to providing innovative support and counselling to children and youth, including the impact of and relationship between gender, violence, substance misuse, and trauma on the experiences of child and adolescent development. A variety of professionals such as youth and child care workers, alcohol and drug counsellors, teachers, social workers, and other practitioners who work with children and youth in a range of community settings will benefit from these courses.

<b>COURSES</b>	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
CY222: Therapeutic Applications of Adventure-Based Learning	Classroom	14	1.0
CY224: Dealing with Self-Mutilative Behaviour in Young People	Classroom	14	1.0
CY261: Grief, Loss and Attachment Issues in Working with Children	Classroom	14	1.0

<b>COURSES</b>	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
AD207: Putting a Youth Twist into Substance Use Information and Youth Services	Classroom	14	1.0
CY240: Understanding Children and Youth Who Have Experienced Trauma	Classroom	14	1.0
MH008: Using the DSM-IV-TR with Children and Youth – Introductory Level	Classroom	14	1.0

## Counselling and Capacity Building Contract Courses and Programs

### *Centre for Leadership and Community Learning*

- Six certificate programs are available for delivery on a contract basis only. For more information, go to [www.jibc.bc.ca/clcl/publications/2005\\_06/cacb\\_contract\\_programs.pdf](http://www.jibc.bc.ca/clcl/publications/2005_06/cacb_contract_programs.pdf).

The Centre for Leadership and Community Learning is a leader in providing trauma and abuse training for workers throughout BC and across Canada. We also offer specialized courses on such topics as working with Aboriginal clients, addressing sexual exploitation, and other emerging trauma issues.

For more information on any of these certificate programs, contact Lucy Jong at 604-528-5875 or e-mail [ljong@jibc.bc.ca](mailto:ljong@jibc.bc.ca).

### ***Adventure-Based Learning Certificate***

This program is the first comprehensive training program in adventure-based learning in Western Canada. It is targeted at professionals who support children, youth, and families in a variety of community settings, such as outdoor programming, recreation, education, community safety, corrections, residential treatment, and outreach. The program will provide an essential foundation in adventure-based learning program design, activity selection, group leadership, and debriefing techniques to provide participants with practical applications to apply their knowledge and experience to recreational, educational, and therapeutic settings.

### ***Child Abuse and Neglect Support Worker Certificate***

The certificate program and courses were developed in response to the evolution of the field of child abuse prevention; the rapid, unprecedented changes in services to children, adolescents, and families occurring in the province of British Columbia; and the need for front-line support workers to develop basic competency skills in the area of child abuse and neglect to meet training standards required in the accreditation process.

The certificate program is designed for a variety of front-line professionals and para-professionals who work with children and adolescents who have experienced child abuse, and with their families.

The program consists of the following core courses:

- Understanding and Preventing Child Abuse and Neglect (EP260)

- The Impact of Child Abuse and Neglect: Child Development and Resiliency (EP261)
- Supporting Children Who Have Been Abused and Neglected (EP262)
- Safety and Risk: Support Worker Self-Care (EP263)

### ***Supporting Adult Survivors Certificate (CSA134A)***

This training program is for front-line staff and others who work in a support capacity with adults who were sexually abused in childhood. The six-day program explores a societal and historical framework for understanding child sexual abuse and examines the impact of childhood sexual abuse throughout the life cycle. Participants will define the support needs of sexually abused adults from disclosure to completion of treatment; discuss the coping mechanisms of survivors and the impact of factors such as culture, sexual orientation, and ability on the experience of adults who were sexually abused in childhood; and define an appropriate support role and strategies for working with the survivor of sexual abuse in the context of a larger treatment system. Participants develop and practise skills within an empowerment framework.

Participants will receive a program certificate of achievement upon successful completion of the required sessions and the final assignment, as follows:

- Attend all sessions.
- Complete the final assignment within six months of the last day of the sessions.

**Note:** This certificate program is currently being updated to reflect new and emerging theories and issues in the field and to incorporate new learning technologies such as online learning. The core courses are available on contract at this time. For the most up-to-date information, visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).

### ***Supporting Child, Adolescent, and Adult Survivors Certificate (CSA134B)***

This nine-day certificate program is available for delivery on a contract basis only. It is designed for front-line staff and others working with children, youth, and their families where sexual abuse is an issue. This certificate can be customized for your agency, organization, or group. It has been delivered in Williams Lake, Ahoushat, Fort Nelson, Dease Lake, and Skidegate, BC.

### ***Couple and Family Therapy Certificate***

This certificate program is available for delivery on a contract basis only. The following courses in the program can be delivered individually on a contract basis:

- Introduction to Theories and Models of Couples and Families (CFT100)
- Couple and Family Assessment (CFT120)
- Ethical, Legal, and Professional Issues (CFT130)
- Treatment Methods of Couple and Family Therapy, Level I (CFT140)
- Treatment Methods of Couple and Family Therapy, Level II (CFT150)
- Couple and Family Therapy Practice Supervision (CFT160)

## **Working with Youth Certificate**

The certificate program was developed with the help of managers and front-line staff working with children, youth, and their families. It is based on several theoretical frameworks with a focus on the practical application of these theories to the workplace.

The certificate is designed for professionals who are currently working with children over the age of 10, youth, and families in a variety of community settings, such as outreach, education, foster care, residential, street work, recreation, and treatment.

In this four-part program delivered over 18 days, participants practise skills and increase confidence in relationship building, ethical decision making, and conflict resolution, and create lifelong networks to share the latest information and resources available in their field. There will be many opportunities to apply new knowledge, skills, and techniques to strengthen your practice.

### **Application and registration**

Applicants must have six months of experience in working with children, youth, and families, and must be working 20-25 hours per week with youth between the ages of 10 and 19.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the CLCL website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).
- Complete the application and include your resume with it.
- Mail the application with a cheque or money order for the nonrefundable \$25 application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.
- Within about five working days from receipt of the application, the Centre will let you know whether or not you have been accepted into the program.
- If you are accepted, complete and submit a registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

### **Credential issued**

You will receive a program certificate of achievement upon successful completion of all required courses, as follows:

- Complete all four parts of the program with the same group of participants.
- Complete all graded assignments.
- Full attendance is required.

With the certificate, you earn 4.5 units of unassigned credit towards child and youth care diplomas and degrees in other BC colleges and universities.

### **Course**

#### **COURSES**

CY168: Working with Children, Youth, and Families

<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
Classroom	140	10

## Critical Incident Stress Management Certificate and Courses

### *Centre for Leadership and Community Learning*

- For front-line and management staff
- Learn to effectively manage critical incidents and protect the emotional health and safety of those involved in a traumatic event
- Certificate holders are eligible for certification with the Association of Traumatic Stress Specialists

### ***Your career***

This program is for front-line and management staff who support and assist individuals in coping with the immediate consequences of crime and trauma. It is open to individuals from a broad range of occupations and professions who may be required to provide or manage debriefing services at their own or other worksites following a critical incident. The program will be of specific interest to first-line responders such as crisis intervention workers, victim service workers, firefighters, and paramedics.

### ***Program outcomes***

The program trains participants to both effectively manage critical incidents and protect the emotional health and safety of those involved in a traumatic event. Because the Centre for Leadership and Community Learning is an accredited training organization in the area of critical incident stress management, certificate students who successfully complete both the classroom and simulation components of the training will be eligible for certification with the Association of Traumatic Stress Specialists (ATSS). Visit the ATSS website at [www.ATSS-HQ.com](http://www.ATSS-HQ.com) for more information about the organization and certification.

### ***Application and registration***

Courses may be taken individually or as part of the certificate program.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the CLCL website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).
- Mail the completed application with a cheque or money order for the \$25 application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.
- Within about five working days from receipt of the application, the Centre will let you know whether or not you have been accepted into the program.
- If you are accepted, complete and submit a registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

To apply and register for courses:

- Make sure that you have completed all prerequisites.
- Obtain a course registration form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.

- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a Letter of Completion at the end of Block 1 and a Certificate of Achievement upon successful completion of Block 1, Block 2, and a final written exam, as follows:

- Complete the required courses in Block 1 in the order shown below.
- Complete the required courses in Block 2 in any order.
- Full attendance is required.
- You must complete the program within three years.
- To be eligible for ATSS certification, complete the one-day course TS610, Role-Play Simulation, and project assignment.

### ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>BLOCK 1 COURSES</b>				
TS600: Introduction to Critical Incident Stress Management	Classroom		7	0.5
TS601: Defusing and Demobilization	Classroom		14	1.0
TS602: Critical Incident Stress Debriefing	Classroom		21	1.5
<b>BLOCK 2 COURSES</b>				
TS603: Post-Critical Incident Stress Reactions	Classroom	Block 1	7	0.5
TS604: Managing Responses to Community Disasters	Classroom	Block 1	7	0.5
TS605: Effective Team Participation	Classroom	Block 1	7	0.5
TS607: Vicarious Traumatization	Classroom	Block 1	7	0.5
TS608: Trauma, Children and Youth	Classroom	Block 1	7	0.5
TS609: Diversity and Trauma	Classroom	Block 1	7	0.5
<b>FOR ATSS CERTIFICATION ELIGIBILITY</b>				
TS610: Role-Play Simulation	Classroom	Blocks 1 & 2	7	0.5

### ***For more information***

For more information about this program:

- Phone the Program Coordinator at 604-528-5633 or the Program Assistant at 604-528-5631
- E-mail [clcl\\_pr@jibc.bc.ca](mailto:clcl_pr@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## **Family Justice Counsellor Prerequisites**

### ***Corrections and Community Justice Division***

- Prerequisite courses that are mandatory to apply for a Family Justice Counsellor position

### ***Your career***

Family Justice Counsellors are employed with the Family Justice Services Division, Ministry of Attorney General. This Division delivers services that promote the timely and just resolution of family/marital disputes within a comprehensive family justice system. Family



Justice Counsellors are family mediators with accreditation from both the Province of British Columbia and Family Mediation Canada (FMC). They are located throughout the province and assist families experiencing separation/divorce by providing either alternative dispute resolution services or custody and access reports for the courts.

### ***Program outcomes***

After being hired as a Family Justice Counsellor, you must complete an extensive six-month training program while working at a Family Justice Centre. This program includes:

- A practicum component under the mentorship of the local manager of a Family Justice Centre
- Course work (facilitated through the JIBC)
- Family Mediation Canada certification

### ***Application and registration***

To apply for a Family Justice Counsellor position, you must have all of the following:

- Canadian citizenship or landed immigrant status
- A recognized undergraduate degree
- One year of recent related work experience
- Two online JIBC prerequisite courses: CORR605 and CORR606
- At least 80 hours of conflict resolution courses with a focus on mediation skills development. Recommended courses (offered through the JIBC Centre for Conflict Resolution): CR110A or CR110B, CR250, CR260, CR400.

No application for courses is necessary. To register for the required courses, contact the JIBC Registration Office in person, by phone, or by fax.

### ***For more information***

For more information about this program:

- Phone the Call Centre at 604-528-5690
- E-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at <http://www.jibc.bc.ca/corrections/programs/public/familyJusticeCareer.htm>

## **Family Mediation**

### ***Centre for Conflict Resolution/Corrections and Community Justice Division***

- Certificate program for those wanting to establish a private practice in family mediation
- Foundation courses in conflict resolution and mediation, family dynamics, ethics and cultural issues
- Courses delivered in a combination of classroom and online models

### ***Your career***

For those who practise family mediation, who are seeking a career as a Family Justice Counsellor, or who are in a helping profession, this program offers education and practical

training in the mediation field. Courses in conflict resolution, family dynamics, ethics, and legal and cultural issues provide a solid foundation.

To learn more about programs and courses and career options in the dispute resolution field, attend a free program and career information session. For schedule and locations, please consult the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr).

### ***Program outcomes***

You may apply your Certificate in Family Mediation towards the minimum training requirements of Family Mediation Canada for certification as a Family Relations Mediator. Courses may be counted towards Family Mediation Canada certification to the extent that the subject matter complies with the requirements in the FMC Practice Certification and Training Standards 2003.

### ***Application and registration***

Family Mediation Certificate courses are delivered in a combination of classroom and online models. The CCJD courses are delivered online, while the Centre for Conflict Resolution courses are delivered in classrooms at the JIBC campuses in New Westminster and Victoria as well as partner locations in BC and Alberta.

To apply and register for the certificate program:

- Download a Certificate Program Enrolment Package from the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr) or contact us at 604-528-5608.
- Complete the Certificate Enrolment Application Form at the back of the package and mail it with the applicable fee to the JIBC Registration Office. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a Certificate in Family Mediation upon completion of:

- 12 required courses totalling 35 days (245 hours, 17 credits), listed below
- Specialized electives totalling 5 days (35 hours, 3 credits), chosen from the courses listed below
- Family Mediation assessment

### ***Courses***

	DELIVERY	PREREQ	HOURS	CREDITS
<b>CONFLICT RESOLUTION AND MEDIATION</b>				
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5
or				
CR110B: Resolving Conflict in the Workplace	Classroom		21	1.5
CR260: Negotiation Skills Level I	Classroom	CR110A or B	21	1.5
CR250: Mediation Skills Level I	Classroom	CR110A or B	21	1.5
CR200: Dealing with Anger	Classroom	CR110A or B	21	1.5
CR400: Mediation Skills Level II	Classroom	CR200; CR250; CR260	35	2.5
CR326: Ethical Dilemmas for Mediators in British Columbia	Classroom	CR200; CR250; CR260; CR400	7	0.5
CR226: Ethical Dilemmas for Mediators in Alberta	Classroom	CR200; CR250; CR260; CR400	7	0.5

	DELIVERY	PREREQ	HOURS	CREDITS
<b>FAMILY DYNAMICS</b>				
FAM112: Child Support Guidelines	Online		21	1.5
FAM104: Effects of Separation and Divorce on Children	Online		21	1.5
FAM103: Effects of Separation and Divorce on Adults	Online		21	1.5
CORR605: Family Violence: Impact on Separation and Divorce	Online		21	1.5
CORR606: Introduction to Family Justice Services in BC	Distance		21	1.5
CORR609: Introduction to Family Justice Services in Alberta	Distance		21	1.5
FAM115: Mediated Agreements and Related Court Orders	Online		7	0.5
<b>INTERCULTURAL ISSUES (Choose one)</b>				
CR253: Culture in Conflict: Enriching the Process	Classroom	CR250	14	1.0
FAM109: Multicultural Issues in Family Justice	Online		7	0.5
<b>ELECTIVES (Choose five days from the following courses)</b>				
CR319: Dealing with Defensiveness in Conflict	Classroom	CR250 or CR260	21	1.5
CR252: Defining Issues and Setting the Agenda	Classroom	CR250 or CR260	14	1.0
CR320: Dynamics of Power	Classroom	CR110A or B	21	1.5
CR309: Getting to the Heart of Conflict	Classroom	CR250 or CR260	14	1.0
CR829: Mediation Skills Level III	Classroom	CR200; CR250; CR260; CR360; CR400	14	1.0
CR307: Parent-Teen Mediation	Classroom	CR200; CR250 or CR260	21	1.5
CR515: Screening for Control and Abuse in Mediation	Classroom	CR200; CR250; CR260; CR400	7	0.5
CR415: Separate Meetings: Pre-Mediation and Caucusing	Classroom	CR250	14	1.0
CR303: Shifting from Positions to Interests	Classroom	CR250 or CR260	21	1.5
FAM108: Substance Abuse Issues in Family Justice	Online		7	0.5
CR125: Theoretical Foundations of Dispute Resolution	Online		21	1.5
<b>ASSESSMENT</b>				
CR976: Assessment: Family Mediation	Classroom	All elective and required courses		

### ***For more information***

For more information about this program:

- Phone 604-528-5608
- E-mail [conres@jibc.bc.ca](mailto:conres@jibc.bc.ca)
- Visit the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr) or the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections).

## Personal Safety Training

### *Corrections and Community Justice Division*

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### *Course*

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- Provides individuals with the basic tools and techniques used by justice and public safety professionals to effectively diffuse threatening situations
- One-day course offers a range of topics from basic communications and conflict resolution to personal safety and high-end self-defence
- Also available for organizations on a contract basis

### ***Program outcomes***

This workshop focuses on ways to enhance your personal safety while performing your day-to-day duties. Intuitive techniques used by police and corrections officers, sheriffs, conflict resolution practitioners, and others working in close proximity to high-risk individuals are explored and applied to your specific work situation. You will be guided through work-related exercises and scenarios of your own design.

The Justice Institute of BC's Personal Safety Training program:

- Exposes you to the techniques and strategies used by justice and public safety professionals in dealing with troubled and troublesome people
- Increases your confidence in the area of personal safety and demonstrates the importance of awareness and prevention
- Provides a forum for you to talk, learn, and experience issues related not only to your own safety but to those around you

### ***Application and registration***

For application and registration information, contact the Program Assistant at 604-528-5540.

### ***Courses***

	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
PST101: Enhancing Personal Safety: Training for Frontline Workers	Classroom	7	0

### ***For more information***

For more information about this program:

- Phone the Call Centre at 604-528-5690
- Email [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

# Conflict Resolution, Mediation/Third-Party Intervention, Negotiation, Restorative Practices

## Conflict Resolution/Negotiation

### *Centre for Conflict Resolution*

- Explore the broad field of conflict resolution, with an emphasis on negotiation skills
- Enhance your career opportunities
- Improve your working and personal relationships by learning how to create better outcomes for yourself, your organization, and your community

### ***Your career***

An ability to negotiate and mediate as well as resolve conflicts effectively has become a critical skill in our personal and professional settings. Employers consider conflict resolution skills essential in today's fast-paced workplace. If you manage or supervise employees, negotiation, mediation, and conflict resolution skills are key components of leadership.

To learn more about programs, courses, and career options in the dispute resolution field, attend a free program and career information session. For schedule and locations, please consult the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr).

### ***Program outcomes***

Explore the broad field of conflict resolution, with an emphasis on negotiation skills, which will equip you with concepts and skills to improve your working and personal relationships.

### ***Application and registration***

Start your program with either Dealing with Interpersonal Conflict (CR110A) or Resolving Conflict in the Workplace (CR110B). These courses form a foundation for the rest of the certificate program.

To apply and register for the certificate program:

- Download a Certificate Program Enrolment Package from the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr) or contact us at 604-528-5608.
- Complete the Certificate Enrolment Application Form at the back of the package and mail it with the applicable fee to the JIBC Registration Office. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a Certificate in Conflict Resolution, Negotiation Specialization, upon completion of:

- Five required courses totalling 17 days (119 hours, 8.5 credits), listed below
- Electives that strengthen negotiation abilities totalling 10 days (133 hours, 9.5 credits), chosen from the list of electives below
- General electives totalling 9 days chosen from any Centre for Conflict Resolution courses
- Conflict Resolution/Negotiation assessment

## Courses

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5
or				
CR110B: Resolving Conflict in the Workplace	Classroom		21	1.5
CR260: Negotiation Skills Level I	Classroom	CR110A or B	21	1.5
CR250: Mediation Skills Level I	Classroom	CR110A or B	21	1.5
CR200: Dealing with Anger	Classroom	CR110A or B	21	1.5
CR360: Negotiation Skills Level II	Classroom	CR200; CR250; CR260	35	2.5
CR125: Theoretical Foundations of Dispute Resolution	Online		21	1.5
or				
CR124: What Do I Do Now? An Introduction to Conflict Resolution Theory	Classroom		14	1.0
<b>ELECTIVES</b> (Choose 10 days from the following)				
CR102: Critical Skills for Communication in Conflict	Classroom		14	1.0
CR105: Asserting Yourself in Conflict Situations	Classroom		14	1.0
CR327: Balancing Empathy and Assertion	Classroom	CR110A or B	14	1.0
CR206: Criticism: How to Give and Receive It	Classroom	CR110A or B	14	1.0
CR320: Dynamics of Power	Classroom	CR110A or B	21	1.5
CR366: The Art of Reframing	Classroom	CR250 or CR260	14	1.0
CR516: Building Consensus	Classroom	CR250 or CR260	14	1.0
CR319: Dealing with Defensiveness in Conflict	Classroom	CR250 or CR260	21	1.5
CR252: Defining Issues and Setting the Agenda	Classroom	CR250 or CR260	14	1.0
CR309: Getting to the Heart of Conflict	Classroom	CR250 or CR260	14	1.0
CR362: Negotiating with Difficult People: Making It Hard to Say No	Classroom	CR250 or CR260	14	1.0
CR318: Questions and Questioning	Classroom	CR250 or CR260	7	0.5
CR414: Reflection in Conflict	Classroom	CR250 or CR260	14	1.0
CR504: Resolving Conflict in Groups Level I: Understanding Group Dynamics	Classroom	CR250 or CR260	14	1.0
CR508: Resolving Conflict in Groups Level II: Facilitating the Collaborative Process	Classroom	CR250 or CR260	14	1.0
CR127: Sharpening Your Edge in Negotiation	Classroom	CR250 or CR260	14	1.0
CR303: Shifting from Positions to Interests	Classroom	CR250 or CR260	21	1.5
CR910: Preparing for Your Negotiation Assessment (Reality Check)	Classroom	CR360	7	0.5
<b>ASSESSMENT</b>				
CR950: Assessment: Negotiation	Classroom	CR200; CR250; CR260; CR360		

## For more information

For more information about this program:

- Phone 604-528-5608
- E-mail [conres@jibc.bc.ca](mailto:conres@jibc.bc.ca)
- Visit the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr)

## Family Mediation

*Centre for Conflict Resolution/Corrections and Community Justice Division*

For a description of Family Mediation, see page 28 under “Counselling and Capacity Building.”

## Mediation/Third-Party Intervention

*Centre for Conflict Resolution*

- Program for those who do some form of mediation and third-party intervention in their jobs or who would like to move into this field
- Provides in-depth knowledge and skills in formal and informal mediation and other forms of third-party intervention
- Training hours can be applied towards admission to the BC Mediator Roster or towards certification by practitioner organizations

### ***Your career***

This program is for those who do some form of mediation and third-party intervention in their jobs or those who would like to move into this field. Most people who work in the dispute resolution field are in private practice as mediators, facilitators, and trainers. It is still very unusual for people to make their living exclusively through private-practice mediation. Many private-practice mediators combine a mediation practice with other forms of practice or another job.

To learn more about programs, courses, and career options in the dispute resolution field, attend a free program and career information session. For schedule and locations, please consult the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr).

### ***Program outcomes***

If you are considering working in private-practice mediation, you can apply the training hours gained in the Certificate in Conflict Resolution, Mediation/Third-Party Intervention Specialization, towards admission to the BC Mediator Roster. You can also apply the training towards certification by practitioner organizations and participation in the Court Mediation Practicum Program.

### ***Application and registration***

Start your program with either Dealing with Interpersonal Conflict (CR110A) or Resolving Conflict in the Workplace (CR110B). These courses form a foundation for the rest of the certificate program.



To apply and register for the certificate program:

- Download a Certificate Program Enrolment Package from the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr) or contact us at 604-528-5608.
- Complete the Certificate Enrolment Application Form at the back of the package and mail it with the applicable fee to the JIBC Registration Office. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a Certificate in Conflict Resolution, Mediation/Third-Party Intervention Specialization, upon completion of:

- Six required courses totalling 22 days (154 hours, 11 credits), listed below
- Specialized electives totalling 10 days (70 hours, 5 credits), chosen from the list of specialized electives below
- General electives totalling 4 days (28 hours, 2 credits), chosen from any Centre for Conflict Resolution courses
- Mediation/Third-Party Intervention assessment

### ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES</b>				
CR110A: Dealing with Interpersonal Conflict <i>or</i>	Classroom		21	1.5
CR110B: Resolving Conflict in the Workplace	Classroom		21	1.5
CR260: Negotiation Skills Level I	Classroom	CR110A or B	21	1.5
CR250: Mediation Skills Level I	Classroom	CR110A or B	21	1.5
CR200: Dealing with Anger	Classroom	CR110A or B	21	1.5
CR360: Negotiation Skills Level II	Classroom	CR200; CR250; CR260	35	2.5
CR400: Mediation Skills Level II	Classroom	CR200; CR250; CR260	35	2.5
CR125: Theoretical Foundations of Dispute Resolution <i>or</i>	Online		21	1.5
CR124: What Do I Do Now? An Introduction to Conflict Resolution Theory	Classroom		14	1.0
<b>ELECTIVES (Choose 10 days from the following)</b>				
CR102: Critical Skills for Communication in Conflict	Classroom		14	1.0
CR105: Asserting Yourself in Conflict Situations	Classroom		14	1.0
CR327: Balancing Empathy and Assertion	Classroom	CR110A or B	14	1.0
CR320: Dynamics of Power	Classroom	CR110A or B	21	1.5
CR366: The Art of Reframing	Classroom	CR250 or CR260	14	1.0
CR846: Civil Procedure	Classroom	CR250 or CR260	14	1.0
CR253: Culture in Conflict: Enriching the Process	Classroom	CR250	14	1.0
CR319: Dealing with Defensiveness in Conflict	Classroom	CR250 or CR260	21	1.5
CR252: Defining Issues and Setting the Agenda	Classroom	CR250 or CR260	14	1.0
CR309: Getting to the Heart of Conflict	Classroom	CR250 or CR260	14	1.0
CR307: Parent-Teen Mediation	Classroom	CR200; CR250 or CR260	21	1.5
CR318: Questions and Questioning	Classroom	CR250 or CR260	7	0.5
CR414: Reflection in Conflict	Classroom	CR250 or CR260	14	1.0
CR504: Resolving Conflict in Groups Level I: Understanding Group Dynamics	Classroom	CR250 or CR260	14	1.0
CR508: Resolving Conflict in Groups Level II: Facilitating the Collaborative Process	Classroom	CR250 or CR260	14	1.0

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
CR520: Resolving Conflict in Groups Level III: Designing and Facilitating Multi-Stakeholder Processes	Classroom	CR250 or CR260	21	1.5
CR415: Separate Meetings: Pre-Mediation and Caucusing	Classroom	CR250	14	1.0
CR303: Shifting from Positions to Interests	Classroom	CR250 or CR260	21	1.5
CR326: Ethical Dilemmas for Mediators in British Columbia	Classroom	CR200; CR250; CR260; CR400	7	0.5
CR226: Ethical Dilemmas for Mediators in Alberta	Classroom	CR200; CR250; CR260; CR400	7	0.5
CR858: Mediating Cautiously: Being Real and Becoming Aware	Classroom	CR400	14	1.0
CR829: Mediation Skills Level III	Classroom	CR200; CR250; CR260; CR360; CR400	14	1.0
CR920: Preparing for Your Mediation Assessment (Reality Check)	Classroom	CR360; CR400	7	0.5
CR515: Screening for Control and Abuse in Mediation	Classroom	CR200; CR250; CR260; CR400	7	0.5
<b>ASSESSMENT</b>				
CR975: Assessment: Mediation	Classroom	CR200; CR250; CR260; CR360		

### ***For more information***

For more information about this program:

- Phone 604-528-5608
- E-mail [conres@jibc.bc.ca](mailto:conres@jibc.bc.ca)
- Visit the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr)

## **Restorative Practices**

### ***Centre for Conflict Resolution***

We offer courses in Restorative Practices on a contract basis. A customized certificate, also offered on a contract basis, is worth 15 credits and requires 210 hours or 30 days of classroom training plus the completion of an integrative assessment. The Restorative Practices specialization provides learners with an opportunity to integrate conflict resolution skills into a framework that seeks to build healthy and sustainable organizations, schools, and communities. The Restorative Practices specialization can be tailored to meet the needs of specific organizations or communities. Many of the elective courses have been developed with and for community justice programs in Aboriginal communities. For more information about Restorative Practices courses and certificate, contact the Program Coordinator, Learner and Instructional Development, at 604-528-5622 or 1-888-799-0801, or e-mail [conres@jibc.bc.ca](mailto:conres@jibc.bc.ca).

The Centre for Conflict Resolution wishes to acknowledge the contributions of the justice programs of the Gitksan, Haida Gwaii, Nisga'a, Tsimshian and Wet'suwet'en First Nations in developing courses in this program.

# Corrections and Community Justice

## Adult Correctional Officer Preparatory Courses

### *Corrections and Community Justice Division*

### *Course area*

- New training model for persons interested in a career as a Correctional Officer
- Pre-hire preparatory training courses available through the JIBC

### ***Your career***

Correctional Officers are professionals who work with adult offenders in institutional settings to manage the risk they pose to the public. Officers are responsible for maintaining the safety and security of inmates and for performing case management functions. The person best suited for this career is self-confident and ethical, has exceptional interpersonal skills, and is a team player. He or she is able to follow instructions and work within standards, is able to tolerate stressful situations, and is physically fit and able to work in a rapidly changing and sometimes volatile environment in order to effectively manage hostile and violent persons. At minimum, basic computer skills are required. Clear and concise writing skills and comprehension are a must for day-to-day administrative duties.

### ***Application and registration***

The preparatory courses are designed for those interested in a career as a correctional officer. There are no screening or admission requirements. Completion of the preparatory courses does not guarantee employment but may be helpful in acquiring the knowledge to assist with the hiring process. For all courses, register with the JIBC Registration Office in person, by phone, or by fax.

### ***Courses***

#### **PREPARATORY COURSES**

ACO100: Managing People in Conflict with the Law  
ACO101: Role/Duties of a Correctional Officer  
ACO108: Introduction to the Criminal Justice System  
COP0101: Professional Ethics/Standards of Conduct  
COP0109: Multicultural and Diversity Training

#### **DELIVERY**

Online; classroom  
Online; classroom  
Online; classroom  
Online; classroom  
Online; classroom

#### **HOURS**

7  
7  
7  
7  
7

### ***For more information***

For more information about this program, BC Corrections, and careers:

- Phone the Call Centre at 604-528-5690 or e-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

## Adult Probation Officer Prerequisite Program

### Course area

#### *Corrections and Community Justice Division*

- Prerequisite courses for probation officer job applicants (all other training is completed after hiring)

#### ***Your career***

Two types of probation officers are employed by the BC Corrections Branch: the Adult Probation Officer and the Probation Officer 14 (PO14). The Adult Probation Officer is responsible for making risk assessments on all offenders subject to community supervision, while supervising those who pose the greatest threat to reoffend. Adult Probation Officers also complete court-ordered reports, including pre-sentence reports, and provide community assessments on incarcerated offenders seeking parole. A PO14, on the other hand, supervises accused persons who are released on bail pending the outcome of their criminal cases. He or she is also responsible for the supervision of sentenced offenders who are assessed as being at low risk to reoffend. PO14s also assist Adult Probation Officers with the case management of higher-risk offenders.

If you are interested in a career as an Adult Probation Officer or Probation Officer 14 in BC, completion of prerequisite courses provided by the Justice Institute of BC is one of the requirements for job applicants.

#### ***Program outcomes***

If you successfully complete the four prerequisite courses and meet the educational requirements and other qualifications listed in the British Columbia government postings ([www.postings.gov.bc.ca](http://www.postings.gov.bc.ca)), you will be eligible to apply for employment as either an Adult Probation Officer or a PO14. Once hired, your training plan will be established according to BC Corrections Branch requirements and local office needs. The training plan will require you to complete a number of adult probation courses offered by the Corrections and Community Justice Division. Some of these are offered by distance learning while others are classroom courses.

#### ***Application and registration***

The prerequisite courses are designed for those interested in a career as a Probation Officer or Probation Officer 14 in BC. There are no screening or admission requirements for these courses.

No application is necessary. Register with the JIBC Registration Office in person, by phone, or by fax.

#### ***Courses***

##### **PREREQUISITE COURSES**

	<b>DELIVERY</b>	<b>HOURS</b>
APO101: Role and Mandate of the Adult Probation Officer	Online	7
APO102: Introduction to the Criminal Justice System (Community)	Online	14
APO135: Sentencing and Custody	Online	7
COP0101: Professional Ethics and Standards of Conduct (Corrections)	Online; classroom	7

### ***For more information***

For more information about these courses:

- Phone the Call Centre at 604-528-5690 or e-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections/programs/public/adultProbation.htm](http://www.jibc.bc.ca/corrections/programs/public/adultProbation.htm)

## **Sex Offender Risk Assessment**

### ***Corrections and Community Justice Division***

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### ***Course***

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- This course would be of interest to those conducting risk assessments with sexual offenders, including probation officers, parole officers, police officers, institutional classification officers, forensic social workers, psychologists, and psychiatrists.
- This course is available to individual students. Special rates are available to organizations or groups that wish to train their staff in the use of STATIC-99.

### ***Your career***

STATIC-99 is the most widely used actuarial risk scale for the assessment of sexual offenders and the probability of sexual and violent recidivism. It is currently utilized in more than 10 countries. Validated by extensive research, it is relied upon frequently by professionals in Canada and the United Kingdom, and is the most common tool of this type used by practitioners in the United States.

STATIC-99 was developed by R. Karl Hanson, PhD, of Public Safety and Emergency Preparedness Canada, and David Thornton, PhD, of Her Majesty's Prison Service, England (now with Sand Ridges Secure Treatment Center, Wisconsin). Dr. Hanson delivers this online training to you using videotaped segments enhanced by an instructor who is experienced with sex offenders and risk assessments.

### ***Program outcomes***

The STATIC-99 is widely applicable and can be scored using easily retrieved demographic and criminal history information. Estimates of the recidivism risk of sexual offenders can have an important influence on how they are treated by the criminal justice system and civil society. Research has demonstrated that structured, actuarial risk measures are more accurate than unstructured professional judgement for predicting recidivism risk. Given that the risk factors for sexual recidivism are not the same as the risk factors for general criminal recidivism, specialized risk scales are useful when evaluating sexual offenders.

### ***Application and registration***

Register with the JIBC Registration Office in person, by phone (604-528-5590; toll-free 1-877-528-5591), or by fax (604-528-5653).

### ***For more information***

For more information about this program:

- Phone the Call Centre at 604-528-5690
- Email [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

## **Youth Custody Services – Youth Supervisor Recruit Training**

### ***Corrections and Community Justice Division***

- Post-hire training for those offered conditional employment by a BC Youth Custody Centre
- A three-phase program that prepares you for your career working with youth in custody

### ***Your career***

Youth supervisors impact the lives of youth in custody through direct, consistent, and positive supervision. The role of a Youth Supervisor includes security and supervision, case management, and advocacy – all to support behavioural change and positive reintegration in the community.

Once employed at a youth centre, experienced staff members may apply for internal positions in case management and programs. With more experience and training, your career may also lead you to supervisory positions.

### ***Program outcomes***

The first phase of training is geared towards the verbal, security, and physical skills required for working with youth in custody. A variety of learning methods are employed, including face-to-face instructor-led class time, self-study, and practice through the use of scenarios. Phase 2 is an on-unit practicum component where experienced staff members guide the recruits through daily operations. Phase 3 is completed within six months of being hired and is a focused look at the profile of the youth in custody, as well as centre operations, programs, and services. The culmination of this program is a group project and presentation based on the experiences and knowledge of the class members.

### ***Application and registration***

Prospective applicants should visit the BC Government job postings Web page ([www.bcpublicservice.ca/postings/](http://www.bcpublicservice.ca/postings/)) to view specific information. Postings are listed only when the need to hire arises, and the postings usually last for a few weeks.

In order for your application to be accepted, you must have one of the following:

- A recognized high school diploma or GED with supplementary courses in human behaviour, plus five years of work experience (preferably with youth)
- Completion of two years of study at a recognized college/university in a related field, plus three years of work experience (preferably with youth)

- University graduation, preferably in a related discipline (for example, psychology, sociology, social work, child care, criminology), plus one year of work experience, preferably with youth)

You must also meet the following requirements:

- Citizen or landed immigrant/permanent resident of Canada
- Valid BC driver's license and driver's abstract
- Background check due to the nature of the work with minors. Background check will include CPIC and may include a CORNET search.
- Vision meeting the current standard: uncorrected vision in either eye does not exceed 20/100 (that is, without lenses, the applicant can see at 20 feet what the person with normal vision can see at 100 feet)
- Occupational First Aid Level I (check BC Government job postings Web page at [www.bcpublicservice.ca/postings/](http://www.bcpublicservice.ca/postings/) for current requirements)

### ***Credential issued***

You will receive a program certificate of achievement upon successful completion of required courses and evaluations.

### ***For more information***

For more information about this program:

- Phone the Call Centre at 604-528-5690
- E-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Corrections and Community Justice Division – Youth Supervisor Web page at [www.jibc.bc.ca/corrections/programs/public/youthCustody.htm](http://www.jibc.bc.ca/corrections/programs/public/youthCustody.htm)

## **Youth Probation Officer**

### ***Corrections and Community Justice Division***

- Prerequisite courses for youth probation officer job applicants (all other training is completed after hiring)

### ***Your career***

Youth Probation Officers supervise young offenders in the community and focus on addressing the criminogenic needs of young offenders to reduce the risk of reoffending. Youth Probation Officers are based in over 60 local probation offices and in each youth custody centre throughout the province of BC.

### ***Program outcomes***

If you successfully complete the three prerequisite courses and meet the educational requirements and other qualifications, you will be eligible to apply for employment as a Youth Probation Officer in BC.



## ***Application and registration***

If you are interested in a career as a Youth Probation Officer in BC, you must meet the following criteria:

- University degree, preferably in a related discipline (e.g., social work, criminology, sociology, psychology, law, child and youth care, counselling, education) and recent, related youth experience
- Citizen or landed immigrant/permanent resident of Canada
- A minimum score of Level 5 on the Language Proficiency Index (LPI). For more information on the LPI, please visit [www.ares.ubc.ca/LPI/index.html](http://www.ares.ubc.ca/LPI/index.html).
- Successful completion of the prerequisite courses (see below).
- Criminal records check
- Transportation arrangements that meet operational requirements of ministry

The prerequisite courses will be offered several times a year. Please check the course schedules for upcoming offerings. The remainder of the training will be provided after an individual has been hired, although a handful of courses may be made available as optional courses. As the new training program is developed, updates and course information will be posted on the JIBC website. Check the JIBC website often, and check the BC Public Service website at [www.bcpublicservice.ca/postings/](http://www.bcpublicservice.ca/postings/) for Youth Probation Officer employment opportunities.

## ***Courses***

<b>COURSES</b>	<b>DELIVERY</b>	<b>HOURS</b>
YPO102: Overview of the Youth Justice System	Online	7
YPO103: Overview of the Youth Criminal Justice Act	Online	7
YPO104: Community Youth Probation Officer	Online	7

If you have previously completed YPO100: Overview of the Youth Justice System and Role of the Youth Probation Officer, or YPO101: Overview of the Youth Criminal Justice Act, you will not need to take YPO102 or YPO103. You will still have to take YPO104.

## ***For more information***

For more information about this program:

- Phone the Call Centre at 604-528-5690
- Email [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Corrections and Community Justice Division – Youth Probation Officer Web page at [www.jibc.bc.ca/corrections/programs/public/youthProbation.htm](http://www.jibc.bc.ca/corrections/programs/public/youthProbation.htm)

# Court Services; Sheriffs

## Courts Instructor Trainer Development

### *Courts Academy*

For a description of Courts Instructor Trainer Development, see page 71 under “Instructor/Trainer Development.”

## Deputy Sheriff Employment Readiness

### *Courts Academy*

- Fulfills requirements for deputy sheriff pre-employment training
- Solid foundation of skills and knowledge for entry into deputy sheriff career
- Deputy sheriff instructors bring extensive work experience to learning environment

### ***Your career***

Deputy sheriffs have a highly visible role in the British Columbia court system. The job places them in situations that require alert, tactful, and mature responses. They are officers of the court who are responsible for ensuring that orders of the court are carried out. Their duties include providing security for the courts, escorting accused, convicted, and other persons, implementing jury-management procedures, and serving court-related documents. Deputy sheriffs are employed on an on-call or full-time basis by the Ministry of Attorney General, Court Services Branch. Generally, deputy sheriffs are hired initially as auxiliary employees for a period of time before full-time employment.

A person best suited for this position is able to exercise good judgement, make quick decisions, tolerate stressful situations and tense interpersonal encounters while maintaining self-control, and tolerate routine. He or she is also able to communicate effectively orally and in writing, and is physically fit and able to manage hostile and violent persons effectively.

### ***Program outcomes***

Graduates of the 9½ week Deputy Sheriff Employment Readiness Program are fully trained and ready for entry-level work at sheriffs’ offices in various locations in BC. Although successful completion of the program does not guarantee employment, it is a prerequisite for employment as a deputy sheriff. Preparation for the job-competition process is included in the training program.

## ***Application and registration***

To apply for the program:

- Obtain an information package and application form by calling 604-528-5567, or request a form in person from the JIBC Registration Office, or download the package and form from [www.jibc.bc.ca/courts](http://www.jibc.bc.ca/courts).
- Complete the application form and mail it to the Courts Academy with proof of the minimum requirements (the information package contains full details):
  - Grade 12 diploma or GED
  - Entitlement to work permanently in Canada
  - Valid driver's licence
  - Current driver's licence abstract
  - ICBC claims letter (claims record for the last five years)
  - Valid first aid certificate with CPR or Occupational First Aid Level 1 certificate
  - Language Proficiency Index test at level four or higher

Before applicants are admitted to the program, they are screened for minimum requirements and preferred credentials, criminal record, physical abilities, judgement, communication and personal interaction skills, oral and written communication skills, employment reference check, and Class 4 unrestricted driver's licence.

## ***Credential issued***

You will receive a program certificate of achievement upon successful completion of the required courses listed below.

## ***Courses***

REQUIRED COURSES	DELIVERY	HOURS	CREDITS
DSER001: Legal Studies for Deputy Sheriffs	Classroom	28	2.0
DSER012: Control Tactics 1 & 2, Crowd Management and Taser	Classroom	49	2.0
DSER003: Roles and Functions of a Deputy Sheriff	Classroom	49	3.0
DSER004: Communications	Classroom	21	1.5
DSER005: Practicum	On-site	70	2.5
DSER006: Workshops Series	Classroom	35	
DSER007: Firearms Training	Classroom	42	3.0
DSER010: Driving with Finesse for Deputy Sheriffs	Face-to-face	7	0.5
DSER011: Total Control Driving for Deputy Sheriffs	Face-to-face	21	1.5

## ***For more information***

For more information about this program:

- Phone 604-528-5567
- E-mail [courts@jibc.bc.ca](mailto:courts@jibc.bc.ca)
- Visit the Courts Academy website at [www.jibc.bc.ca/courts](http://www.jibc.bc.ca/courts)

# Driver Training, Accident Investigation

## Driver Training Courses

### *Pacific Traffic Education Centre*

### *Course area*

- Enhance and improve current driving skills
- Courses are offered to a wide range of clients

Our driver education programs enhance and improve current driving skills. Our clients range from drivers of emergency vehicles, police, fire fighters, paramedics, sheriffs, taxicab drivers, commercial truckers, employees of Crown corporations and private companies, and the general public. Courses are offered at our Delta Driver Training Facility and at the Justice Institute of BC.

#### Courses include:

- Road Sense Driving
- Driving with Finesse
- Total Control Driving
- Emergency Vehicle Driving Regulation
- Skids, Swerves and Stops
- Driver Assessments

### ***For more information***

For more information about these courses:

- Phone 604-528-5805
- E-mail [ptec@jibc.bc.ca](mailto:ptec@jibc.bc.ca)
- Visit the Pacific Traffic Education Centre website at [www.jibc.bc.ca/ptec](http://www.jibc.bc.ca/ptec)

## Industrial Accident/Incident Investigation

### *Pacific Traffic Education Centre*

### *Course*

- Enhance and improve investigation skills
- Courses are offered to a wide range of clients

This course covers all aspects of industrial accident/incident investigation. It is provided on a contract basis, and is customized and developed for individual clients to help provide protection against liability, tailor company policy, and ensure a safer workplace.

This one- or two-day course provides classroom lectures, demonstrations, and simulated exercises on topics such as examining preventable and non-preventable causes of accidents; identifying the impact of psychological factors on causes of accidents; and preparing an investigator's report and policy recommendations. Note-taking and interview skills, as well as form and report completion, are emphasized.

## TaxiHost

### *Pacific Traffic Education Centre (PTEC)*

- New and current taxicab drivers can develop and upgrade professional skills
- Program fulfills training requirements for chauffeur's permit
- Hotel and tourism industries are strong supporters of program
- Winner of international awards for program excellence and innovation

### ***Your career***

Tourism is an important industry in BC, and taxicab drivers play a key part in it. Often the first and last contact tourists have with British Columbians is with the taxicab driver. The public counts on taxicab drivers to understand English, know the best routes to important destinations, and drive with safety and skill. To survive and thrive, taxi companies need knowledgeable, skilled, courteous, and safe drivers.

If you are a new taxicab driver who wishes to develop the basic attitudes, knowledge, and skills required to be successful in this job, if you are working in an area where you are required to complete the TaxiHost program in order to obtain your chauffeur's permit, or if you are current taxicab driver and want to update your skills, this program is for you. The TaxiHost program is designed to ensure that drivers have good English skills, safe driving habits, good customer service skills, and a good knowledge of the Greater Vancouver region.

### ***Program outcomes***

Completion of one or both levels of the TaxiHost program fulfills the training required by many Lower Mainland municipalities and most taxicab companies, and by the Vancouver Airport in order to obtain your chauffeur's or airport permit.

### ***Application and registration***

For application and registration information and forms, contact the TaxiHost Centre at 604-528-5808.

### ***Credential issued***

You will receive a TaxiHost Level 1: Driver certificate upon successful completion of the required courses and evaluations. Current taxicab drivers from the Greater Vancouver Regional District can challenge Level 1 by presenting acceptable credentials and by passing challenge exams for each Level 1 course.

You will receive a TaxiHost Level 2: Professional certificate upon successful completion of TaxiHost Level 1 (or challenge), demonstrated English language proficiency at a specified level, and 18 to 20 hours of Level 2 training and evaluation.

### ***Courses***

	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>TAXIHOST LEVEL 1: DRIVER</b>			
TAXI100: Road Sense Driving	Classroom	6	0.5
TAXI120: SuperHost for Taxicab Drivers	Classroom	9	0.5
TAXI110: Taxi Industry and Local Knowledge	Classroom	12	0.5
<b>TAXIHOST LEVEL 2: PROFESSIONAL</b>			
TAXI200: Driving with Finesse: Collision Prevention	On road	7	0.5
TAXI210: Assault Avoidance Awareness	Classroom	4.5	0.5
TAXI220: Transporting People with Disabilities	Classroom	4.5	0.5
TAXI230: Advanced Geography Exam	Self-study	2	0.0

### ***For more information***

For more information about this program:

- Phone 604-528-5808
- E-mail [TaxiHost@jibc.bc.ca](mailto:TaxiHost@jibc.bc.ca)
- Visit the Pacific Traffic Education Centre website at [www.jibc.bc.ca/ptec](http://www.jibc.bc.ca/ptec)

# Emergency Management, Incident Command System, Neighbourhood Emergency Preparedness

## Emergency Management Certificate Program

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### *Professional-path program*

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#### *Emergency Management Division*

- Canada's first emergency management certificate program
- Promotes emergency management as a professional field of study
- Provides a wide range of applications for government, business, and volunteers
- Responds to growing market for trained emergency management personnel

#### ***Your career***

Whether you are currently involved in emergency management or are interested in entering this exciting field, this program offers you the opportunity to build your professional credibility and capability.

With the increased awareness in national security since 9/11 and the liability issues now faced by governments and industry, there appears to be a growing market for trained emergency management personnel in both the private and public sectors. More and more individuals are being requested to take on added responsibilities for emergency planning. The Emergency Management Certificate will provide you with an entry point into the emergency planning functions of federal, provincial, and municipal levels of government, regional districts, private and public corporations, and police and fire services.

Others who would be interested in the program are people involved in emergency management or emergency social services; first responders with a background in police, fire, or paramedic work; and employees at all levels of government and in private or public organizations with emergency management responsibilities.

#### ***Program outcomes***

There is currently no formal certification for emergency management in British Columbia. This 210-hour, 15-credit program is designed to provide practitioners, volunteers, and those entering the field with the knowledge and skills to work effectively in the area of emergency management, and with career development opportunities previously unavailable due to the lack of a professional credential.

## Application and registration

Applicants should have proof of Grade 12 graduation or equivalent, unless waived by the Program Office.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Emergency Management Division or the JIBC Registration Office, or download it from the EMD website at [www.jibc.bc.ca/emergency](http://www.jibc.bc.ca/emergency).
- Complete the application and include the following with it: a letter of approximately 200 words describing why you are interested in taking the Emergency Management Certificate; documentation of Grade 12 graduation or equivalent.
- Mail the application with a cheque or money order for the application fee to the Emergency Management Division, or fax the application with your credit card number.
- The Division will notify you in writing regarding acceptance into the program. If you are not accepted, your application fee will be refunded.
- If you are accepted, confirmation of registration will be mailed to you.

## Credential issued

You will receive a program certificate upon completion of:

- The required courses and project assignment totalling 10 credits, listed below
- Elective courses totalling 5 credits, chosen from the list below

## Courses

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
EMDE700: Introduction to Emergency Management	Distance/online		7	0.5
EM723: Planning Process	Classroom		14	1.0
EM724: Hazard, Risk and Vulnerability Analysis	Classroom		14	1.0
EM931: Developing Emergency Preparedness Programs	Classroom		7	0.5
EM510: Incident Command System I-100	Distance/online		7	0.5
EMDE710: Emergency Operations Centre Level 1	Distance/online		7	0.5
EM711: Emergency Operations Centre Level 2	Classroom	EMDE710	14	1.0
EM720: Exercise Design	Classroom		14	1.0
EM730: Emergency Evacuations	Classroom		7	0.5
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5
or				
CR110B: Resolving Conflict in the Workplace	Classroom		21	1.5
EMDE950: Final Assignment	Distance		28	2.0
<b>ELECTIVE COURSES</b>				
EM123: Business Continuity Planning	Classroom		14	1.0
EM142: Emergency Program Coordinator	Classroom	EM510	14	1.0
EM520: Incident Command System 200	Classroom	EM510	14	1.0
EM530: Incident Command System 300	Classroom	EM520	21	1.5
EM540: Incident Command System Advanced Level 400	Classroom	EM530	28	2.0
EM712: Emergency Operations Centre Level 3 – Operations	Classroom	EM711	7	0.5
EM713: Emergency Operations Centre Level 3 – Planning	Classroom	EM711	7	0.5
EM714: Emergency Operations Centre Level 3 – Logistics	Classroom	EM711	7	0.5
EM715: Emergency Operations Centre Level 3 – Finance/Administration	Classroom	EM711	7	0.5
EM721: Tabletop Exercise Workshop	Classroom	EM720	14	1.0
EM722: Functional and Full Scale Exercise Workshop	Classroom	EM720	14	1.0



EM932: Neighbourhood Emergency Preparedness Program Facilitator' Course	Classroom	EM700	14	1.0
FC106: Situational Leadership	Classroom		14	1.0
ESS120: Leadership	Classroom	ESS200	14	1.0
ESS200: Reception Centre Operations	Classroom	ESS100	7	0.5
ESS203: Managing Walk in Disaster Volunteers	Classroom	ESS200	7	0.5
ESS201: Group Lodging Operations	Classroom	ESS200	7	0.5
SAR200: Ground Search Team Leader	Classroom/ field	SAR100	21	1.5
SAR310: Rope Rescue Team Leader	Classroom/ field	SAR200	21	1.5
SAR400: SAR Management	Classroom	SAR200	35	2.5
SAR510: Organized Avalanche Response Team Leader	Classroom/ field	SAR500	28	2.0
SAR710: Swift Water Rescue Technician	Classroom/ field	SAR700	21	1.5

### ***For more information***

For more information about this program:

- Phone 604-528-5790
- E-mail [emdmail@jibc.bc.ca](mailto:emdmail@jibc.bc.ca)
- Visit the Emergency Management Division website at [www.jibc.bc.ca/emergency](http://www.jibc.bc.ca/emergency)

## **Incident Command System Courses**

### ***Course area***

#### ***Emergency Management Division***

- Learn to manage small to very large emergency sites using the Incident Command System
- Courses are available to individuals in both government and the private sector
- Courses are offered through fee for service or by contract

The complexity of incident management, coupled with multi-agency and multi-functional involvement on incidents, means that a single standard incident management system should be used by all emergency response disciplines. This is the Incident Command System (ICS), which was developed in the 1970s in California and is now embodied in such standards as the National Fire Protection Association Standard 472, the California Standardized Emergency Management System (SEMS), and the British Columbia Emergency Response Management System (BCERMS) standards.

The Emergency Management Division offers a progressive series of courses that train responders and others to manage small to very large, complex emergency sites using the Incident Command System. The learning outcomes focus on the ability of responders to manage incidents using ICS rather than just learning the principles of ICS. The courses are designed to meet the emergency site and ICS training needs of all types of responders and supporting agencies. They do not include specialized skill training in specific incident or hazard types.

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>
EM510: Incident Command System Orientation 100	Self-study/ online/ classroom		7
EM520: Incident Command System Basic Level 200	Classroom	EM510	14
EM530: Incident Command System Intermediate Level 300	Classroom	EM520	21
EM540: Incident Command System Advanced Level 400	Classroom	EM530	28

### ***For more information***

For more information about these courses:

- Phone 604-528-5790
- E-mail [emdmail@jibc.bc.ca](mailto:emdmail@jibc.bc.ca)
- Visit the Emergency Management Division website at [www.jibc.bc.ca/emergency](http://www.jibc.bc.ca/emergency)

## **Neighbourhood Emergency Preparedness Program Facilitators Course**

### ***Emergency Management Division***

For a description of the Neighbourhood Emergency Preparedness Program Facilitators Course, see page 77 under “Instructor/Trainer Development.”

## **Other Emergency Management Training Opportunities**

### ***Emergency Management Division***

For training opportunities for the Provincial Emergency Program, visit [www.pep.bc.ca](http://www.pep.bc.ca)

For consultation and contract services and independent course studies, visit [www.jibc.bc.ca/emergency/programs/ContractServices/Consultation.htm](http://www.jibc.bc.ca/emergency/programs/ContractServices/Consultation.htm) or call 604-528-5686.

To access Emergency Management Division tuition-based programs, visit [www.jibc.bc.ca/emergency/programs/EM\\_Certificate/default.htm](http://www.jibc.bc.ca/emergency/programs/EM_Certificate/default.htm) or call 604-528-5800.

# Fire: Firefighter, Officer, Industrial, Hazmat

## Bachelor of Fire and Safety Studies Degree

*Degree-path program;  
Offered in partnership*

### *Fire and Safety Division*

- The Justice Institute of BC is a full member of the International Fire Service Accreditation Congress (IFSAC) Degree Assembly, and the Bachelor of Fire and Safety Studies Degree is delivered under authority granted by the British Columbia Ministry of Advanced Education.
- The 123-credit program builds on the 60-credit Fire Service Leadership Diploma Program or the 60-credit Fire and Safety Studies Diploma, and adds approximately 63 credits of third- and fourth-year studies.
- Developed for full-time or part-time fire service personnel who wish to take their career to a higher level
- Primarily delivered online, the program is intended for adult learners who want to pursue their education at their own pace while continuing to work full-time or part-time.

### *Your career*

There is a growing demand for more professionalism in the fire service in Canada, the United States, and Europe. Advertised vacancies for fire service personnel increasingly include advanced credentials, as expanded responsibilities and accountabilities and increasingly more complex work environments place growing demands on fire service members. Personnel are expected to manage effectively, focus their efforts strategically, maximize the use of resources, and work in partnerships with multiple agencies to deliver high-quality, value-added services for their community, while ensuring minimal risk to all stakeholders. This program develops technical, managerial, and administrative competence so that graduates can function as effective managers and executives in the fire service and in public service administration.

The flexible nature of the program enables adult learners to continue their education on a part-time basis. Most of the courses in the program are offered online, which enables the student to complete the program while continuing to work on a full-time or part-time basis.

### *Program outcomes*

Building on and incorporating either the Fire Service Leadership Diploma Program or the Fire and Safety Studies Diploma Program, the Bachelor of Fire and Safety Studies Degree is completed by 63 additional credits in designated subject areas to meet British Columbia Ministry of Advanced Education degree quality standards. The program expands the learner's knowledge, skills, and awareness in the areas of fire service management, administration, and fire and safety technical proficiency. Through courses offered jointly by the Justice Institute of BC and the University of Victoria's School of Public Administration, the program prepares students to undertake roles in public administration as well as senior roles within the fire service.

The Bachelor of Fire and Safety Studies Degree concentrates on meeting the educational needs of the fire service by providing students with a well-rounded education based on the following principles:

- Development of increased depth and breadth of knowledge within and outside the area of specialty
- Development of critical thinking, reading, and writing skills
- Development of sensitivity to diversity as required by today's global citizens
- Development of insights into ways of influencing communities through the study of the economic, socio-historical, and cultural contexts of fire service

Throughout the program, students are challenged to:

- Think critically and with creativity
- Work collaboratively and ethically
- Communicate effectively, orally and in writing
- Find, interpret, evaluate, synthesize, and present qualitative and quantitative information
- Develop and defend positions
- Make informed judgments and decisions

The higher levels of the program demand that students use more complex thought processes. Learners must synthesize information to develop, implement, and evaluate significant fire service initiatives as well as analyze and apply theories and concepts at the organization and community levels.

### ***Application and registration***

To apply for admission into the Bachelor of Fire and Safety Studies Degree:

- Complete the Application for Admission Form, available from the Registration Office or from the website at [www.jibc.bc.ca](http://www.jibc.bc.ca).
- Submit the application form along with supporting documentation and the application fee to the Registration Office.

Before acceptance into the program, applicants will normally be required to participate in an interview (by telephone or in person) with the Director of the Fire and Safety Division or designate, and will be required to demonstrate competence in key areas through approved credit transfer, challenge exams, prior course work, or other formal prior learning assessment methods. In some cases, foundational coursework may be required or recommended prior to admission.

### ***Credential issued***

Successful students will graduate with a Bachelor of Fire and Safety Studies Degree issued by the Justice Institute of British Columbia. Additional documentation and seals required for IFSAC accreditation will be issued as appropriate.

### ***Courses***

Courses without prerequisites may be taken in a different sequence.

COURSES	CREDITS	FIRE SERVICE LEADERSHIP DIPLOMA GRADUATES	
		Credit/Courses Transferred	Credit/Courses Required
<b>LIBERAL STUDIES FOUNDATIONAL COURSES</b> <i>(Recommended for Year 1 but may be taken in a different sequence)</i>			
English 100 or equivalent	3	✓	
Math 100 or equivalent	3		✓
Computer Applications 100 or equivalent	3		✓
<b>OTHER LIBERAL STUDIES COURSES</b> <i>(Recommended for Years 1 and 2 but may be taken in a different sequence)</i>			
Choose one course from each of the following groups:			
• Sociology 100/Psychology 100 or equivalent	3		✓
• Physics 100/Chemistry 100 or equivalent	3	✓	
plus			
• 12 credits from any approved second- or third-year liberal studies courses, including approved JIBC justice and human services courses	12	3 credits	9 credits
<b>FIRE AND SAFETY CORE COURSES – YEAR 1</b>			
FSS110: Fire Service Supervision	3	✓	
FSS120: Fire Service Operations	3	✓	
FSS130: Fire Service Administration	3	✓	
FSS140: Effective Instruction and Presentations	3	✓	
FSS170: Emergency Scene Management I	3	✓	
<b>FIRE AND SAFETY CORE COURSES – YEAR 2</b>			
FSS210: Communicating with Community and Government	3		✓
FSS220: Managing Change in the Fire Service	3	✓	
FSS230: Essentials of Project Management in the Fire Service	3		✓
FSS240: Statistical Foundations for Decision Making in the Fire Service	3	✓	
FSS250: Fire Service Law	3	✓	
FSS270: Emergency Scene Management II	3	✓	
<b>Electives</b> (Choose two of the following to earn six credits)			
FS129: Hazardous Materials Emergency Response Technician	3		6 credits
FSS280: Fire Inspector I	3		
FSS281: Fire Plan Examiner	3		
FSS282: Building Construction Issues in Fire Safety	3		
<i>(Students may choose to exit at this point with a Diploma in Fire and Safety Studies)</i>			
<b>FIRE AND SAFETY CORE COURSES – YEAR 3</b>			
FSS310: The Fire Service and Local Government	3	✓	
FSS315: Community Fire Protection	3		✓
FSS320: Maximizing Human Resources in the Fire Service	3	✓	
FSS330: Financial Management	3	✓	
FSS335: Strategic Planning for the Fire Service	3	✓	
FSS370: Emergency Scene Management III	3	✓	
<b>Electives</b> (Choose two of the following to earn six credits)			
FSS312: Public Sector and Non-Profit Management (UVic312)	3		3 credits
FSS314: Public Sector Research and Analysis (UVic314)	3		
FSS380: Fire Inspector II	3		
FSS381: Fire Related Human Behaviour	3		
FSS390: Labour Management in the Fire Service	3		

		FIRE SERVICE LEADERSHIP DIPLOMA GRADUATES	
COURSES	CREDITS	Credit/Courses Transferred	Credit/Courses Required
FIRE AND SAFETY CORE COURSES – YEAR 4			
FSS407: Managing Service Delivery (UVic407)	3		✓
FSS410: Risk Management in the Fire Service	3		✓
FSS420: Public Policy Process (UVic420)	3		✓
FSS422: Ethical Public Management (UVic422)	3		✓
FSS430: Managing Information Systems	3		✓
FSS437: Public Sector Program Evaluation and Performance Measurement (UVic437)	3		✓
FSS499: Capstone Project	6	✓	
Electives (Choose three of the following to earn nine credits)			
FSS480: Emergency Planning for the Fire Service	3		9 credits
FSS481: Communicating in Crisis	3		
FSS482: Managerial Issues in Hazardous Materials	3		
FSS483: Fire Protection Design	3		
FSS484: The Contexts of Fire Service Governance	3		
Total credits	123		

### ***For more information***

For more information about the program, please visit the JIBC website at [www.jibc.bc.ca](http://www.jibc.bc.ca) or contact Geoffrey Burston at [gburston@jibc.bc.ca](mailto:gburston@jibc.bc.ca) or 604-528-5679.

## **Basic Fire Fighting Certificate**

### ***Fire and Safety Division***

- Basic training for BC fire department members
- Covers critical “need-to-know” topics

### ***Your career***

The Basic Fire Fighting certificate provides you, as a member of a volunteer or composite fire department in BC, with the basic training you need in order to serve your community. Some departments require this certificate for all new members.

### ***Program outcomes***

Earning the Basic Fire Fighting certificate demonstrates that you have an understanding of nine essential subject areas considered to be essential skills for all fire fighters.

### ***Application and registration***

The program is open to Fire Service personnel only. Prerequisites are based on individual fire department criteria.

To register their members, fire departments obtain a registration form from the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire) or by calling 604-528-5657, and then fax or mail the form to the Fire and Safety Division, New Westminster Campus.

## ***Credential issued***

You will receive a program certificate of achievement upon successful completion of the examinations and evaluations administered by the Fire and Safety Division for subjects from the NFPA 1001 Standard. Training takes place using fire department resources, online training, or other self-directed method of learning.

## ***Courses***

### **REQUIRED EVALUATIONS**

BFFP011: Safety – Practical	Fire department
BFFP031: Personal Protective Equipment – Practical	Fire department
BFFP041: Ropes and Knots – Practical	Fire department
BFFP051: Ladders – Practical	Fire department
BFFP061: Rescue – Practical	Fire department
BFFP071: Ventilation – Practical	Fire department
BFFP081: Fire Hose, Appliances and Streams – Practical	Fire department
BFFP091: Water Supplies – Practical	Fire department

### **DELIVERY**

### **REQUIRED EXAMINATIONS**

BFFW011: Safety – Written	Fire department
BFFW021: Fire Behaviour – Written	Fire department
BFFW031: Personal Protective Equipment – Written	Fire department
BFFW041: Ropes and Knots – Written	Fire department
BFFW051: Ladders – Written	Fire department
BFFW061: Rescue – Written	Fire department
BFFW071: Ventilation – Written	Fire department
BFFW081: Fire Hose, Appliances and Streams – Written	Fire department
BFFW091: Water Supplies – Written	Fire department

## ***For more information***

For more information about this program:

- Phone 604-528-5657
- E-mail [FSD-MapleRidge@jibc.bc.ca](mailto:FSD-MapleRidge@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)

## **Fire Fighter Certification Program**

### ***Fire and Safety Division***

- NFPA 1001 Standard subjects
- Ten-module program includes First Responder Level III (or equivalent)
- Training at fire department site; evaluation of live fire components at a certified live fire training site.

### ***Your career***

The Fire Fighter Certification program provides you, as a member of a volunteer or composite fire department in BC, with fire fighter training to the National Fire Protection Association (NFPA) 1001 Standard.

## **Program outcomes**

The Fire and Safety Division supports the Fire Service by identifying curriculum and providing an examination system, checklists, and recordkeeping. To help fire departments manage training and evaluations, subjects that meet the NFPA 1001 Standard have been divided into 10 modules plus Emergency Medical Care (Fire Department Specific). The length of time required to achieve the training objectives for Fire Fighter I or Fire Fighter II will depend on the amount of time devoted to the training and evaluation at the fire department level.

## **Application and registration**

The program is open to Fire Service personnel only. Prerequisites are based on individual fire department criteria.

To register their members, fire departments obtain a registration form from the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire) or by calling 604-528-5657, and then fax or mail the form to the Fire and Safety Division, New Westminster Campus.

## **Credential issued**

You will receive a Fire Fighter I and/or Fire Fighter II certificates, to NFPA 1001 Standard together with IFSAC seal upon successful completion of the required courses at the respective levels, as listed below.

## **Courses**

	<b>DELIVERY</b>	<b>PREREQ</b>
<b>FIRE FIGHTER LEVEL I COURSES</b>		
BCM011: Organization, Safety and Communication I	Fire department	
BCM021: Fire Behaviour, Extinguishers and Personal Protective Equipment I	Fire department	
BCM031: Ropes, Knots, Ladders and Rescue I	Fire department	
BCM041: Building, Ventilation and Forcible Entry I	Fire department	
BCM051: Hose, Fire Streams and Water Supply I	Fire department	
BCM061: Salvage, Overhaul and Fire Cause Determination I	Fire department	
BCM071: Fire Prevention, Education and Sprinkler Systems – Written I	Fire department	
BCM081: Fire Control I	Fire department	
BCM091: Hazmat Awareness	Fire department	
BCM101: Emergency Medical Care (Fire Department Specific)	Fire department	Fire department criteria or fire department first aid requirements
<b>FIRE FIGHTER LEVEL II COURSES</b>		
BCM013: Organization, Safety and Communication I & II	Fire department	
BCM023: Fire Behaviour, Extinguishers and Personal Protective Equipment I & II	Fire department	
BCM033: Ropes, Knots, Ladders and Rescue I & II	Fire department	
BCM043: Building, Ventilation and Forcible Entry I & II	Fire department	
BCM053: Hose, Fire Streams and Water Supply I & II	Fire department	
BCM063: Salvage, Overhaul and Fire Cause Determination I & II	Fire department	
BCM073: Fire Prevention, Education and Sprinkler Systems I & II	Fire department	
BCM083: Fire Control I & II	Fire department	
FS128: Hazmat Awareness	Fire department	
BCM093: Hazmat Operations	Fire department	BCM091



BCM101: Emergency Medical Care

FS210: Hazmat Operations

**DELIVERY**

Fire department

Fire department

**PREREQ**

Fire department criteria or fire department first aid requirements  
FSD delivery

***For more information***

For more information about this program:

- Phone 604-528-5657
- E-mail [FSD-MapleRidge@jibc.bc.ca](mailto:FSD-MapleRidge@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)

## Career Fire Fighter Pre-employment Certificate Program

***Fire and Safety Division***

- Prepares individuals to apply for positions of Career Fire Fighter
- Twelve-week program
- Program runs a minimum of three times a year

***Your career***

The challenge and satisfaction experienced from helping others are just two of the reasons why a career in the fire service is more than just another job. It is a demanding career that carries considerable responsibility in providing preservation of life, property and the environment. As in most careers, the fire fighter's duties have changed dramatically over the last 25 years. While the actual volume of emergency incident response has often increased with the population, the percentage of response to fire calls has typically decreased. Fire service response has diversified to include hazardous materials incidents, specialized rescue calls, medical aid, marine emergencies, and a wide variety of assistance to the public.

Non-emergency duties include training and maintenance of fire stations, vehicles, and equipment. However, a growing emphasis on public education programs, commercial, residential, and industrial inspections, and community interaction require public-speaking and interpersonal skills. Computers are commonplace in the fire station and associated skills are necessary. The fire fighter's job is dynamic. New equipment and techniques and the changing needs of the profession demand a highly adaptable person who is prepared to pursue ongoing education and who can balance acceptance of new concepts and challenges with maintaining a diverse set of basic skills.

***Program outcomes***

The program prepares individuals to apply for the position of Career Fire Fighter, although successful completion does not guarantee employment. As part of that preparation, you will receive certification to National Fire Protection Association (NFPA) 1001 Standard Fire Fighter I and II, Hazardous Materials Response to the Operations Level, First Responder Level III with Automatic External Defibrillators and Spinal Management endorsement, and five additional certificates of achievement.

As a graduate of the program, you will obtain 30 post-secondary credits that can be applied to your ongoing education (diplomas, degrees, etc.). These credits can be applied to advanced programs currently being developed by the Fire and Safety Division, and may also be submitted to other post-secondary institutions for consideration as partial credit towards their programs.

### ***Application and registration***

The application, screening, and admission process for the Career Fire Fighter Pre-employment Certificate Program takes place two or three times a year. Applicants must have all required qualifications for admission to the program. The required and preferred qualifications are described in the student information and admission package.

Applicants who provide all the necessary documentation of required and preferred qualifications will progress to completion of the Entry Level Fire Fighter Written Exam. Those who pass the exam will be interviewed for personal attributes expected of a fire fighter. The final stage of screening for those who successfully complete the interview is an extensive fire fighter medical exam and physical fitness assessment.

To apply for the program:

- Obtain a Student Information and Admission Package from the JIBC Registration Office or download the package from the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire). The package provides detailed information about the steps applicants need to take to be admitted into the program.
- Complete the application form and provide required documentation for the following:
  - High school graduation or equivalent
  - Valid BC driver's licence (Class 3 with air-brake endorsement must be completed before beginning the program)
  - A driving record that demonstrates responsible and safe driving behaviour. More than six points in the last three years will be considered excessive.
  - Current CPR (Level C) certification
  - Other preferred qualifications, such as:
    - Minimum of one year accumulated work experience after high school, preferably in work related to the needs of the fire service (building construction, mechanical experience, driving large or emergency vehicles, fire service, first aid, nursing, paramedic experience, truck driving, etc.)
    - Successful completion of a post-secondary education program (academic, technical, or trades training)
    - Ability to swim and related life-saving certificates
    - Fire service-related courses
    - Knowledge and understanding of different cultures and fluency in one or more languages other than English (may include sign language)
    - Currently active in community service work
    - Demonstrated use of small tools such as chain saw, drills, etc.
- Register for the Entry Level Fire Fighter Written Exam by completing the Written Exam Registration Form and mailing or faxing it, along with the examination fee, to the JIBC Registration Office.

### ***Credential issued***

Upon successful completion of required courses and evaluations, you will receive a program certificate in addition to certificates of achievement in specific topics.

### ***Courses***

Students will learn through theory, lectures, and practice drills, and will be examined on the following subjects, totalling 30 credits.

<b>COURSE</b>	<b>HOURS</b>	<b>CREDITS</b>
Fire 160: Vehicle Rescue	16	1.0
Fire 161: Pumps and Pumping	30	2.0
Fire 162: Technical High Angle Rope Rescue Awareness	21	1.5
Fire 163: Hazardous Materials Response Training	30	2.0
Fire 164: Shipboard Fire Fighting for the Land Based Fire Fighter	15	1.0
Fire 165: Fire Hoses and Fire Streams	34	2.0
Fire 166: Self Contained Breathing Apparatus (SCBA) and Personal Protective Equipment (PPE)	27	1.5
Fire 167: Ground and Aerial Ladders	27	2.0
Fire 168: Resume Writing and Interviewing Skills	8	0.5
Fire 169: Building Structure	38	2.5
Fire 170: Ropes and Knots	21	1.5
Fire 171: Fire Control	46	3.0
Fire 172: Fire Prevention/Pre-Incident Planning	21	1.5
Fire 173: Fitness Training	38	2.5
Fire 174: Field Training Practice	34	2.5
FRSTRESP331: First Responder III with Automatic External Defibrillator and Spinal Management	49	3.0

### ***For more information***

For more information about this program:

- Phone 604-528-5657
- E-mail [FSD-MapleRidge@jibc.bc.ca](mailto:FSD-MapleRidge@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)

## **Fire Service Instructor Courses**

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### ***Course area***

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### ***Fire and Safety Division***

For a description of Fire Service Instructor, see page 73 under “Instructor/Trainer Development.”

## Fire Service Leadership

### *Fire and Safety Division*

### *Degree-path program*

- Diploma program for Fire Service personnel in career, volunteer, and composite fire departments
- Cost- and time-effective combination of distance, online, and classroom format
- Tutoring and instruction by experienced practitioners

### ***Your career***

This diploma program will provide Fire Service personnel in career, volunteer, and composite fire departments with the knowledge essential for supervising fire fighters in fire stations and managing the operations of a fire station and department. Students will also gain the necessary skills to manage emergency scenes, and the instructional skills required of a company officer.

Courses in the program are available in distance education (correspondence or Internet) or classroom format. The program's flexible delivery format enables you to remain in your regular work environment, work at your own pace within a structured semester system, and apply new skills and theories as you acquire them. The optional distance delivery format of most of the courses ensures that fire departments that might not have staffing levels or budgets to support leaves of absence can still participate in this training opportunity. Tutors with many years of practical experience in the course subjects will guide you and evaluate your course assignments and projects.

### ***Program outcomes***

The Fire Service Leadership Diploma Program provides fire service personnel with opportunities to expand their overall knowledge of the Fire Service and to achieve certification to the Fire Officer I, II, III, and IV levels defined by National Fire Protection Association (NFPA) 1021 Standard. All NFPA Fire Officer levels are accredited by the International Fire Service Accreditation Congress (IFSAC).

### ***Application and registration***

To apply and register for the program:

- Obtain a registration form from the Fire and Safety Division or the JIBC Registration Office, or download it from the JIBC website.
- Complete the registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone at least four weeks before the course start date. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a certificate upon completion of each of the four levels of the Fire Service Leadership program. The four levels must be completed sequentially. After successfully completing Fire Officer IV and 6.5 college or university-level credits (in courses such as business administration, education, arts or sciences, social sciences, and human resource

management), you will receive a certificate indicating this achievement and will be awarded the Fire Service Leadership diploma.

Students may select individual topics from any level of the fire officer programs except in the small number of cases where prerequisites are specified.

### ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>FIRE OFFICER I COURSES</b>				
F105/FC105: Station Officer: Dealing with People	Distance; classroom		35	2
F110/FC110: Station Officer: Dealing with New Operations	Distance; classroom		35	2
F115/FC115: Fire Station Environment	Distance; classroom		35	2
F120: Emergency Scene Management I	Classroom	Fire Fighter Level I & II	49	2
F101: Fire and Life Safety Educator I	Classroom		14	1
<b>FIRE OFFICER II COURSES</b>				
F150/FC150: Fire Prevention Management	Distance; classroom		35	3
F155/FC156: Fire Suppression Management	Distance; classroom		35	3
F160: Emergency Scene Management II	Classroom	F120	36.5	2
S102: Fire Service Instructor II	Classroom	S101	14	1
FC276: Public Educator	Classroom		14	1
<b>FIRE OFFICER III COURSES</b>				
F205: Communications: Study Skills	Distance		42	3
F210: Organizational Behaviour	Distance		42	3
F215: Personnel Management in the Fire Service I	Distance		42	3
F220: Fire Service Strategic Planning	Distance		42	3
F225: Municipal Finance	Distance		42	3
F230: Emergency Scene Management III	Classroom	F160	40	2
<b>FIRE OFFICER IV COURSES</b>				
F250: Fire Service Law	Distance		42	3
F255: Program Evaluation and Statistics	Distance		42	3
F260: Government Organization and Structure	Distance		42	3
F265: Personnel Management in the Fire Service II	Distance	F215	42	3
F270: Master Planning	Distance	FO I, II, III	42	3
F275: Municipal Emergency Preparedness Plan	Distance		14	1
F280: Senior Leaders Course	Distance		21	1.5

### ***For more information***

For more information about this program:

- Phone 604-528-5657
- E-mail [FSD-NewWest@jibc.bc.ca](mailto:FSD-NewWest@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)

## Hazardous Materials Courses

### Fire and Safety Division

### Course area

- Courses for emergency services personnel who respond to accidents involving hazardous materials
- Offered at the Maple Ridge Campus or at a client's site

The Fire and Safety Division offers a number of courses for personnel from emergency services such as fire and police who may have to respond to accidents involving hazardous materials. Some courses may also be of interest to individuals whose work involves the manufacture, transport, or monitoring of hazardous materials.

All courses are offered at the Division's Maple Ridge Campus, 58 kilometres east of Vancouver. The training site includes training areas and props designed for a wide range of scenarios, such as the 11-railcar derailment configuration, road chemical carriers, and land and water spills. Courses can also be offered at a client's site.

To apply and register for courses:

- Obtain a course registration form from the Fire and Safety Division or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

You will receive a certificate of achievement or certificate of attendance for each course successfully completed.

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
FS122: Hazardous Materials Emergency Response – Spill Control	Classroom; client site			
FS125: Hazardous Materials Emergency Response – Awareness	Classroom; client site		7	0.5
FS128: Hazardous Materials Emergency Response – Operations	Classroom; client site	FS125	28	2.0
FS129: Hazardous Materials Emergency Response – Technician	Classroom; client site	FS128	35	3.0
FS136: Hazardous Materials Emergency Response – Refresher	Classroom, field exercises; Maple Ridge Campus or client site	FS129 or accredited Hazardous Materials Emergency Response – Technician or Hazardous Materials Emergency Response – Operations plus field experience	14	1.0

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
FS137: Hazardous Materials Emergency Response for Incident Commanders – Chemical, Biological, Radiological, and Nuclear Terrorism	Classroom, field exercises; Maple Ridge Campus or client site	FS129 or accredited Hazardous Materials Emergency Response – Technician or Hazardous Materials Emergency Response – Operations plus field experience	14	1.0
FS133: Rail Tank Car Specialist	Classroom, field exercises, one-night scenario; Maple Ridge Campus or client site	FS128	35	3.0
FS121: Atmospheric Monitoring	Classroom, field exercises; Maple Ridge Campus or client site		7	0.5

### ***For more information***

For more information about this program:

- Phone 604-462-1000
- E-mail [FSD-MapleRidge@jibc.bc.ca](mailto:FSD-MapleRidge@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)

## **Industrial Emergency Responder**

### ***Fire and Safety Division***

- For those currently working in an emergency response capacity in an industrial setting as well as those seeking such a position

### ***Your career***

The Industrial Emergency Responder Certificate is a 30-credit certificate program designed to meet the needs of individuals who currently work in an emergency response capacity in an industrial setting while performing their primary career responsibilities. Program delivery is designed to be flexible enough to meet the needs of the working participant, but enrollment in the program is open to anyone who wishes to seek a position in an industrial emergency response capacity.

### ***Program outcomes***

The program consists of required (24 credits) and elective (6 credits) courses, for a total of 30 credits. The order and pace of completion is self-directed, provided that you complete all coursework within five years of beginning the program.

Upon graduation from this program, you will have mastered course content that meets recognized international professional standards. You will also have obtained the technical, physical, and professional skills and the introductory theoretical knowledge required for employment as an industrial emergency responder. This program will also provide a foundation for further career development. Graduates will be able to pursue an Industrial

Diploma program or a Fire and Safety degree, both of which are currently under development.

## ***Courses***

	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES</b>		
FS121: Atmospheric Monitoring	14	1.0
FS165: Confined Space Entry and Rescue – Awareness	14	1.0*
FS166: Confined Space Entry and Rescue – Operations	28	2.0*
MGMT212: Clear and Simple: A Course on Writing Letters, Memos and Reports	21	1.5
FS181: Emergency Vehicle Operation	42	3.0*
FS125: Hazmat Awareness	7	0.5*
FS128: Hazmat Operations	28	2.0*
FS129: Hazmat Technician	42	3.0*
ICS100: Introduction to Incident Command System	7	0.5
FS141: Industrial Fire Fighting – Level I	35	2.5*
FS142: Industrial Fire Fighting – Level II	35	2.5*
FS143: Industrial Fire Fighting – Level III	35	2.5*
FS188: Employability Skills	7	0.5
FS150: Technical High Angle Rope Rescue – Awareness	21	1.5*
<b>ELECTIVE COURSES</b>		
FS189: Building Construction	14	1.0
FS167: Confined Space Entry and Rescue – Technician	28	2.0*
FS190: H <sub>2</sub> S Safety and Response	7	0.5
FS155: Industrial High Angle Rope Rescue	21	1.5
FS133: Rail Tank Car Specialist	42	3.0
FS191: Rapid Intervention Team	14	1.0
Shipboard Fire Fighting for Land-Based Fire Fighters	28	2.0
Team Building	14	1.0
Technical High Angle Rope Rescue – Operations	28	2.0*
Technical High Angle Rope Rescue – Technician	28	2.0*

\*IFSAC- and/or ProBoard-accredited

## ***For more information***

- Phone 604-462-1000
- E-mail [FSD-MapleRidge@jibc.bc.ca](mailto:FSD-MapleRidge@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.ca/fire](http://www.jibc.ca/fire) and click “Certificate Program” in the “Industrial” section



## Industrial Fire Fighter Courses

### Course area

#### Fire and Safety Division

- Offered at the Maple Ridge Campus or at a client's site

The Fire and Safety Division offers fire safety and extinguisher training for employees of service stations, school districts, hospitals, the hospitality and transportation industries, long-term care facilities, and so on, as well as industrial fire fighter courses for those interested in joining or leading industrial fire brigade response teams.

All courses are offered at the Division's Maple Ridge Campus, 58 kilometres east of Vancouver. The training site includes training areas and props designed for a wide range of scenarios, such as extinguisher training, live fire, tower crane, and so on.

To apply and register for courses:

- Obtain a course registration form from the Fire and Safety Division or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

You will receive a certificate of achievement or certificate of attendance for each course successfully completed.

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
FS001: Fire Safety and Extinguisher Training	Classroom; client site		4	
FS189: Building Construction	Classroom lecture and field exercises		14	1.0
FS190: H <sub>2</sub> S Safety and Response	Classroom		7	0.5
FS140: Industrial Fire Fighter – Awareness	Classroom, field exercises		14	1.0
FS141: Industrial Fire Fighting – Level I	Classroom, field exercises	FS140	35	2.5
FS435: Industrial Fire Fighting – Level II	Classroom	FS141 or equivalent	35	2.5
FS143: Industrial Fire Fighting – Level III	Classroom	FS142 or equivalent	35	2.5
FS144: Industrial Fire Fighting – Brigade Team Leader	Classroom, field exercises, live fire training	FS143 or equivalent	35	2.5
FS148: Refinery Fire Fighter – Level I	Classroom, field exercises		7	0.5
FS149: Refinery Fire Fighter – Level II	Classroom, field exercises		7	0.5

#### For more information

For more information about these courses:

- Phone 604-462-1000
- E-mail [FSD-MapleRidge@jibc.bc.ca](mailto:FSD-MapleRidge@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)

## Inspector Courses

### Fire and Safety Division

### Course area

- Three courses offered in partnership with the National Fire Protection Association
- Other courses cover laws and regulations applicable to the fire inspector's work and associated duties

The Justice Institute of BC has partnered with the National Fire Protection Association (NFPA) to deliver three courses for fire inspectors: Fire Inspector I, Fire Inspector II, and Plan Examiner I. The goals of these courses are to enhance professionalism within the fire inspection industry and to provide evidence of competence to the NFPA 1031 Standard. All three courses are accredited by the International Fire Service Accreditation Congress (IFSAC) in compliance with the NFPA 1031 Standard. Students will receive a joint NFPA/JIBC certificate of achievement for each course successfully completed.

Related courses (BC Fire Code I and BC Building Code I) cover the Fire Services Act, the BC Fire Code, and standards and city bylaws that apply to the fire inspector's work. Students will receive a certificate of achievement for each course completed.

The Fire and Life Safety Educator I course is for people who promote public education in their community. It meets the NFPA 1035 Standard when taken in conjunction with Fire Service Instructor I.

To apply and register for courses:

- Obtain a course registration form from the Fire and Safety Division or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
FIP100: Fire Inspector I	Classroom		56	
FIP200: Fire Inspector II	Classroom	FIP100	40	
FIP150: Plan Examiner I	Classroom	FIP100	56	
FIP160: BC Fire Code I	Classroom	FIP100	21	
FIP170: BC Building Code I	Classroom	FIP100	7	
F276: Fire and Life Safety Educator I	Classroom	*	16	1

\*Fire Service Instructor I is a co-requisite with this course. This course can be taken on its own, but requires FSI I for full certification to NFPA 1035 Standard.

### For more information

For more information about these courses:

- Phone 604-528-5657
- E-mail [FSD-NewWest@jibc.bc.ca](mailto:FSD-NewWest@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)

## Technical Rescue Courses

### Course area

#### Fire and Safety Division

- Technical rescue courses in three areas
- Offered at the Maple Ridge Campus or at a client's site

The Fire and Safety Division offers technical rescue courses in the following areas:

- Confined space (courses accredited by the National Board on Fire Service Professional Qualifications [ProBoard] and designed in accordance with the Workers' Compensation Board Occupational Health and Safety Regulation [OSH Regulation])
- Fall protection (designed in accordance with the OSH Regulation)
- Technical high-angle rope rescue (courses accredited by ProBoard and the International Fire Service Accreditation Congress [IFSAC] in compliance with National Fire Protection Association [NFPA] 1006 Standard)

All courses are offered at the Division's Maple Ridge Campus, 58 kilometres east of Vancouver. The training site includes training areas and props designed for a wide range of scenarios, such as tower crane, high-angle rescue, and confined space rescue. Courses in confined space, fall protection, and technical high-angle rope rescue can also be offered at a client's site.

To apply and register for courses:

- Obtain a course registration form from the Fire and Safety Division or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

You will receive a certificate of achievement for each course successfully completed.

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
FS165: Confined Space Rescue – Awareness	Classroom, field exercises; Maple Ridge Campus or client site		14	1.0
FS166: Confined Space Rescue – Operations	Classroom, field exercises; Maple Ridge Campus or client site	FS165 or equivalent	28	2.0
FS167: Confined Space Rescue – Technician	Classroom, field exercises; Maple Ridge Campus or client site	FS166 or equivalent	28	2.0
Confined Space Rescue – Refresher	Classroom, field exercises; Maple Ridge Campus or client site		14	1.0
FS070: Fall Protection	Classroom, field exercises; Maple Ridge Campus or client site		7	0.5
FS150: Technical Low to Steep Angle Rope Rescue – Awareness and Operations Level	Classroom, field exercises; Maple Ridge Campus or client site		21	1.5

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
FS151: Technical High Angle Rope Rescue – Operations Level	Classroom, field exercises; Maple Ridge Campus or client site	FS151 or equivalent	28	2.0
FS152: Technical High Angle Rope Rescue – Technician Level	Classroom, field exercises; Maple Ridge Campus or client site	FS151 or equivalent	28	2.0
FS155: Industrial/High Angle Rope Rescue	Classroom, field exercises; Maple Ridge Campus or client site	FS152 or equivalent	21	1.5
FS156: Tower Crane Refresher	Classroom	FS152 or equivalent	14	1.0

### ***For more information***

For more information about these courses:

- Phone 604-462-1000
- E-mail [FSD-MapleRidge@jibc.bc.ca](mailto:FSD-MapleRidge@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)

# Instructor/Trainer Development

## Basic Standards Training 2 (Instructor)

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### Course

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#### *Police Academy*

- Fulfills the instructional requirement for approval to instruct both BST1 and BST2 at approved training schools in BC
- Program consists of 5 days (45 hours) of classroom and practical training

#### *Your career*

In order to be approved by the JIBC and the Security Programs Division of the BC Ministry of Public Safety and Solicitor General as a BST1 and BST2 Instructor, you must successfully complete the BST2 Instructor's course. Approved BST2 Instructors can teach both BST1 and BST2 at any approved private security training school.

#### *Program outcomes*

Upon completion of this course, you will have a further understanding of the legal authorities and duties of the security guard as well as of the Security Instructor. You will receive classroom instruction in communication, law, and presentation skills. Your background in the security industry, physical or tactical training systems, and instructing or coaching, combined with the BST2 Instructor's course, will provide you with the skills necessary to deliver effective training programs in both BST1 and BST2.

#### *Application and registration*

To enter this program, you must:

- Be physically fit enough to learn, teach, practise, and competently execute a variety of physical arrest and control tactics
- Have completed both BST1 and BST2, and have a minimum of three years of experience in the security industry
- Hold coaching credentials at a minimum of Level 2 in the national coaching certification program or instructional ranking in one of the organized combative training systems as approved by the Registrar

For full details about the requirements for approval as a BST2 Instructor in BC, please see the Policy and Procedure Manual on the Police Academy website under "Security Programs."

#### *Credential issued*

Upon successful completion of this course and other requirements, you are eligible to become an Approved BST2 Instructor through the Ministry of Public Safety and Solicitor General.

### ***For more information***

For more information about this program:

- Phone the Police Academy at 604-528-5753 or e-mail [private\\_security@jibc.bc.ca](mailto:private_security@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Courts Instructor Trainer Development**

### ***Courts Academy***

- For Deputy Sheriffs who want to assist others to learn
- One-week instructional skills course followed by a mentorship period

### ***Your career***

This program is for self-motivated Deputy Sheriffs in the Court Services Branch who want to increase their knowledge and assist others to learn.

Courts Academy instructors are qualified in the fields of firearms, employment readiness, coaching skills, and control tactics training. To become an instructor, Deputy Sheriffs apply to participate in the Courts Instructor Trainer Development Program. The screening process for this program consists of skills and abilities testing, evaluation of past work performance, and instructor aptitude assessment.

Successful applicants proceed to take two instructional skills courses, an area-specific instructor's course (control tactics, firearms, Deputy Sheriff Employment Readiness, etc.), followed by a mentorship period. The length of the mentorship depends upon the specific area(s) the candidate has chosen to pursue. Upon successful completion of the mentorship stage, candidates must pass final instructor certification testing.

### ***Program outcomes***

Graduates of this program become certified instructors for the BC Sheriff Service and are used by the Courts Academy when required. Certified instructors are also eligible for seconded or full-time positions within the Academy.

### ***Application and registration***

The Court Services Branch decides when to post for more instructors and how many are required. The application process is a joint effort between the Courts Academy and the field, and is open only to serving Deputy Sheriffs who are supported by their Sheriff.

### ***Credential issued***

You will receive a certificate upon successful completion of the two instructional skills courses (listed below) and the mentorship period.

## **Courses**

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES</b>				
TD200: Instructional Skills, Level 1	Classroom		14	1.0
TD220: Instructional Skills, Level 2	Classroom	TD200	14	1.0

### ***For more information***

For more information about this program:

- Phone 604-528-5567
- E-mail [courts@jibc.bc.ca](mailto:courts@jibc.bc.ca)
- Visit the Courts Academy website at [www.jibc.bc.ca/courts](http://www.jibc.bc.ca/courts)

## **Emergency Services Instructor Training (ESIT) Course**

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### ***Course***

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#### ***Paramedic Academy***

The Emergency Services Instructor Training (ESIT) course provides the knowledge, skills, and abilities for emergency services instructors to function effectively in the classroom. This course is of interest to firefighters, police, paramedics, search and rescue, Coast Guard, and other emergency services. You will have an opportunity to work through the instructional design process: developing lesson plans, using educational resources, and choosing appropriate instructional methodologies. Emphasis is placed on skills.

The course consists of three components:

- ESIT Independent Study and Online Activities – You work through a series of online assignments and facilitated online discussions. Time required to complete this component is approximately 36 hours spread over six weeks.
- ESIT Workshop – You will demonstrate, practise, and receive feedback on your instructional skills. This component is 21 hours (3 days) in length, and runs from 0830 to 1630 hours.
- ESIT Teaching Practicum – As an Emergency Services Instructor candidate, you must complete two field-teaching practicums.

You should have computer and Internet (high speed recommended) access for the duration of the Independent Study and Online Activities component. It is recommended that participants have basic computer skills in word processing, e-mail and Internet navigation.

### ***Application and registration***

To apply and register for the course:

- Obtain a registration form from the JIBC Registration Office or download it from the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)
- Complete all paperwork, and provide required documentation for the following:
  - 18 years of age
  - Grade 12 English or equivalent

### ***For more information***

For more information about this course:

- Phone 604-528-5690
- E-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

## **Fire Service Instructor Courses**

### ***Fire and Safety Division***

### ***Course area***

- Courses that meet National Fire Protection Association standards
- Courses have distance education and classroom components

The Fire and Safety Division offers three Fire Service instructor courses:

- S101, Fire Service Instructor I – accredited by the National Board on Fire Service Professional Qualifications (ProBoard) and the International Fire Service Accreditation Congress (IFSAC); meets Level I of the National Fire Protection Association (NFPA) 1041 Standard
- S102, Fire Service Instructor II – accredited by the National Board on Fire Service Professional Qualifications (ProBoard) and the International Fire Service Accreditation Congress (IFSAC); meets Level II of the National Fire Protection Association (NFPA) 1041 Standard
- F276, Fire and Life Safety Educator I – when taken with S101, meets the requirements of the NFPA 1035 Standard and is accredited by the IFSAC and ProBoard; no certification if taken alone

All the courses have a distance education component that must be completed before the classroom sessions.

To apply and register for courses:

- Obtain a course registration form from the Fire and Safety Division or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
S101: Fire Service Instructor I	Classroom	Fire Fighter Level I & II	32	1
S102: Fire Service Instructor II	Classroom	S101	42	1
F276: Fire and Life Safety Educator I	Classroom		16	1

### ***For more information***

For more information about these courses:

- Phone 604-528-5657
- E-mail [fireacademy@jibc.bc.ca](mailto:fireacademy@jibc.bc.ca)
- Visit the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire)



## Instructor Development Certificate and Courses

### *Centre for Leadership and Community Learning*

- Learn to design, deliver, and evaluate creative, effective training and instructional programs
- Small class size and hands-on teaching practice
- Build your confidence and ability to design and deliver presentations for any adult audience

### ***Your career***

Whether you are a full-time training professional or you provide training within your organization as part of your job responsibilities, you need the core skills and knowledge required for planning and delivering training in an adult learning environment. The Instructor Development certificate has been developed and revised with input from trainers in a variety of settings. Program instructors are training professionals with a background in adult education.

### ***Program outcomes***

You will learn how to design, deliver, and evaluate creative, effective training programs. The small class size and hands-on teaching practice will provide you with opportunities to apply the skills and knowledge you are acquiring.

After earning an Instructor Development certificate, you will be eligible to enter and apply your JIBC credits to the University of Victoria's Certificate in Adult and Continuing Education or Vancouver Community College's Provincial Instructor Diploma Program.

### ***Application and registration***

Courses may be taken individually or as part of the certificate program. An application must be filled out prior to registration.

Prior learning assessment and recognition (PLAR) is a process for gaining credit in a post-secondary institution based on what you know and can do. It involves documenting your learning so we can assess it. The Centre for Leadership and Community Learning offers the opportunity for students to apply their prior learning towards two of the certificate core courses – Instructional Skills, Level 1 and Level 2 (ID110 and ID120). For more information about the PLAR process, please go to our website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl) and click "Prior Learning Assessment" at the left side of the page.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the CLCL website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).
- Mail the completed application with a cheque or money order for the \$25 application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.
- Within about five working days from receipt of the application, the Centre will let you know whether or not you have been accepted into the program.

- If you are accepted, complete and submit a registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

Your application is valid for one year only. You will be required to reapply if courses are not taken within one year of being accepted into the program.

To apply and register for courses:

- Make sure that you have completed all prerequisites.
- Obtain a course registration form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a program certificate of achievement upon successful completion of all required courses and the final assignment, as follows:

- Complete the required courses in the order shown below.
- Complete six days of electives in any order chosen from the courses listed below.
- Complete the final assignment within six months of completing all required and elective courses.
- Full attendance is required.
- You must complete the program within three years.

### ***Courses***

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
ID110: Instructional Skills, Level 1	Classroom		14	1.0
ID120: Instructional Skills, Level 2	Classroom	ID110	14	1.0
ID210: Fundamentals of Instructional Planning	Classroom	ID110	14	1.0
ID220: Evaluating Training Programs	Classroom	ID110; ID120; ID210	14	1.0
<b>ELECTIVES (ALSO OPEN TO THE PUBLIC)</b>				
ID102: Dynamic Visual Aids for Modern Times	Classroom		14	1.0
ID203: Conducting a Training Needs Assessment	Classroom	ID110; ID120	14	1.0
ID201: Ideas for Active Learning	Classroom	ID110; ID120	14	1.0
ID101: Working with Groups in Instructional Settings	Classroom		14	1.0
ID202: Development and Delivery of Online Learning	Classroom	ID110; ID120; ID210	14	1.0
ID103: Extraordinary Experiential Activities	Classroom		14	1.0
MGMT131: Flawless Facilitation the First Time	Classroom		7	0.5
MGMT135: Appreciative Inquiry	Classroom		14	1.0

#### **ASSIGNMENT**

ID250: Instructor Development Certificate: Final Assignment

### ***For more information***

For more information about this program:

- Phone the Program Coordinator at 604-528-5623 or the Program Assistant at 604-528-5630
- E-mail [clcl\\_pr@jibc.bc.ca](mailto:clcl_pr@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Life Support Instructor Courses

### Course area

#### *Paramedic Academy*

- 1- to 2.5-day courses to develop the participant's ability to present specialized life support classes
- Courses are also available on a contract basis

The Paramedic Academy offers a number of specialized instructor courses. Participants include paramedics, physicians, and nurses from the fields of emergency medicine, paramedicine, nursing, and health sciences, who learn through lectures, small-group scenarios, and rigorous hands-on practice. Our faculty consists of qualified instructors who are practitioners in emergency or critical care medicine.

Courses are tuition-based and are available on a contract basis for healthcare organizations throughout British Columbia.

To apply and register for courses:

- Make sure that you meet all the prerequisites for the course you are registering for.
- Obtain a course registration form from the JIBC Registration Office or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

#### **COURSES**

PHP212: CPR Instructor  
PHP213: CPR Instructor Update  
PHP120: Advanced Cardiac Life Support (ACLS) Instructor  
PHP206: Pediatric Advanced Life Support (PALS) Instructor  
PHP217: Basic Trauma Life Support (BTLS) Instructor

#### **DELIVERY**

Classroom  
Classroom  
Classroom  
Classroom  
Classroom

#### **HOURS**

17.5  
7  
14  
10.5  
14

#### ***For more information***

For more information about these courses:

- Phone 604-528-5690
- E-mail [php@jibc.bc.ca](mailto:php@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

## Neighbourhood Emergency Preparedness Program Facilitators Course

### *Emergency Management Division*

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### *Course*

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- For people who have been nominated to be community Neighbourhood Emergency Preparedness (NEP) facilitators, NEP Coordinators, and Emergency Program Coordinators
- Participants should have public speaking ability and/or feel confident to speak in public

The Neighbourhood Emergency Preparedness Program is intended to train community representatives on how to establish neighbourhood teams and educate people on emergency preparedness. Upon completion of the Facilitators Course, you will be able to:

- Facilitate Neighbourhood Emergency Preparedness Program meetings
- Provide training directly to groups of neighbours about individual/personal emergency preparedness
- Coordinate neighbourhoods and groups of people into emergency response teams
- Identify necessary skills and team resources needed in an emergency
- Organize the neighbourhood team members into various required response units, such as: team leadership; first aid; utilities and fire suppression; search and rescue; damage assessment; shelter and caregiving; communications and transportation
- Build confidence and self-sufficiency among Neighbourhood Emergency Preparedness Program team members

### ***For more information***

For more information about this course:

- Phone 604-528-5790
- E-mail [emdmail@jibc.bc.ca](mailto:emdmail@jibc.bc.ca)
- Visit the Emergency Management Division website at [www.jibc.bc.ca/emergency](http://www.jibc.bc.ca/emergency)

# Leadership and Management Development

## Aboriginal Leadership Diploma

*Centre for Leadership and Community Learning – Aboriginal Programs and Services*

For a description of Aboriginal Leadership Diploma in Justice, Public Safety, and Human Services, see page 13 under “Aboriginal Programs and Services.”

## Fire Service Leadership

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*Degree-path program*

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*Fire and Safety Division*

For a description of Fire Service Leadership, see page 61 under “Fire: Recruit, Officer, Industrial, Hazmat.”

## Foundations of Effective Management and Leadership Certificate and Courses

*Centre for Leadership and Community Learning*

- Reflects current thinking and practices in business and management education
- Focuses on the skills necessary for effective leadership
- Provides practical strategies for performance management, planning, human resource development, and employee relations

### ***Your career***

Designed for both new and seasoned supervisors and managers in the private, public, and non-profit sectors, Foundations of Effective Management emphasizes the practical application of knowledge and skills. Current thinking and practices in business and management education are reflected in the program, which focuses on developing effective management and leadership skills.

## ***Program outcomes***

You will gain a thorough understanding of the dynamics of leadership, and come away with practical strategies for performance management, planning, human resource development, and employee relations.

## ***Application and registration***

Courses may be taken as part of the certificate program or on an individual basis. Courses must be completed in sequence and an application is required.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the CLCL website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).
- Complete the application.
- Mail the application with a cheque or money order for the \$25 application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.
- Within about five working days from receipt of the application, the Centre will let you know whether or not you have been accepted into the program.
- If you are accepted, complete and submit a registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

To apply and register for courses:

- Make sure that you have completed all prerequisites.
- Obtain a course registration form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

## ***Credential issued***

You will receive a program certificate of achievement upon successful completion of all required courses and the final assignment, as follows:

- Complete the required courses in the order shown below.
- Complete four days of electives from the courses listed below.
- Complete the final assignment within six months of completing required and elective courses.
- Full attendance is required.
- You must complete the program within three years.

## ***Courses***

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
FMGMT100: Foundations of Effective Management 1	Classroom		21	1.5
FMGMT200: Foundations of Effective Management 2	Classroom	FMGMT100	14	1.0
FMGMT250: Foundations of Effective Management 1 and 2 (optional combination course)	Classroom		35	2.5

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
FMGMT301: Foundations of Effective Management 3	Classroom	FMGMT100 and 200 or FMGMT250	21	1.5
FMGMT401: Foundations of Effective Management 4	Classroom	FMGMT100 and 200 or FMGMT250;	14	1.0
FMGMT350: Foundations of Effective Management 3 and 4 (optional combination course)	Classroom	FMGMT301 and 200 or FMGMT250	35	2.5
<b>PROFESSIONAL DEVELOPMENT SERIES FOR MANAGERS/LEADERS</b>				
MGMT105: To Tell the Truth: Dealing with Negativity in the Workplace	Classroom		14	1.0
MGMT122: Leading with Emotional Intelligence	Classroom		14	1.0
MGMT123: Managing in the Middle	Classroom		14	1.0
MGMT126: Creating Person-Centred Plans with Persons with Developmental Disabilities	Classroom		14	1.0
MGMT131: Flawless Facilitation the First Time	Classroom		7	0.5
MGMT134: Business Communications: It's All About You	Classroom		14	1.0
MGMT135: Appreciative Inquiry	Classroom		14	1.0
MGMT141: Another Day, Another Transition: How to Lead Successful Change	Classroom		14	1.0
MGMT212: Clear and Simple: A Course on Writing Memos, Letters, and Reports	Classroom		14	1.0
MGMT315: People Problems: How to Supervise Challenging Employees	Classroom		14	1.0
MGMT332: Coaching for Improved Performance	Classroom		14	1.0
MGMT385: Managing in a Unionized Environment	Classroom		14	1.0
<b>TRANSFORMATIONAL LEARNING FOR LEADERS</b>				
MGMT143: Yes You Can: Dealing with Overwhelm: New Answers for Today's Workplace	Classroom		14	1.0
MGMT144: Transformative Conversation in the Workplace	Classroom		14	1.0
MGMT145: Leadership and the Way of the Horse	Classroom		14	1.0
MGMT146: Leadership à la Carte: Food and the Quest for Appetizing Leadership	Classroom		14	1.0
<b>ASSIGNMENT</b>				
FMGMT500: Foundations of Effective Management Certificate Report Project	Classroom			

### ***For more information***

For more information about this program:

- Phone the Program Coordinator at 604-528-5633 or the Program Assistant at 604-528-5631
- E-mail [mlc@jibc.bc.ca](mailto:mlc@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Frontline Leadership

### *Corrections and Community Justice Division*

- Program for supervisors and managers in the justice and public safety field
- Learn fundamental supervisory skills and specific leadership skills
- Program is based on the behaviour-modelling concept

### **Your career**

This program is for staff members who are in full-time or part-time supervisory positions in the justice and public safety field. It is designed to support supervisors and managers in their expanded leadership role at the front-line level.

### **Program outcomes**

The Frontline Leadership Program will provide you with fundamental supervisory skills and will build specific leadership skills such as collaborating effectively with others, interacting in teams, and problem solving. You will receive practical tools to meet the demands of your job.

The program is based on the behaviour-modelling concept. You will read and discuss the background for using a skill, watch a video demonstration of both a negative and positive version, and then practise your skills in role-play scenarios.

### **Application and registration**

To give students time to practise their newly acquired skills, the program is divided into two parts, each three training days long, separated by a one- to two-week period. You sign up for the entire program (individual courses cannot be taken); the fee is for the entire program and not for individual courses.

For application and registration information, phone 604-528-5546 or e-mail [mdsouza@jibc.bc.ca](mailto:mdsouza@jibc.bc.ca).

### **Credential issued**

You will receive a record of attendance upon completion of the 10 half-day courses and 1 full-day course, listed below.

### **Courses**

	DELIVERY	HOURS
<b>PART 1</b>		
Frontline Leadership: Your Role and the Basic Principles	Classroom	3.5
Giving Constructive Feedback	Classroom	3.5
Leadership Styles	Classroom	3.5
Establishing Performance Expectations	Classroom	3.5
Coaching for Optimal Performance	Classroom	3.5
Getting Good Information from Others	Classroom	3.5
<b>PART 2</b>		
Problem Solving	Classroom	7
Taking Corrective Action	Classroom	3.5



	<b>DELIVERY</b>	<b>HOURS</b>
Team Work	Classroom	3.5
Dealing with Emotional Behaviour	Classroom	3.5
Recognizing Positive Results	Classroom	3.5

### ***For more information***

For more information about this program:

- Phone the Call Centre at 604-528-5690 or e-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections/programs/public/frontlineLeadership.htm](http://www.jibc.bc.ca/corrections/programs/public/frontlineLeadership.htm)

## **Management and Leadership Development for Community Settings Certificate and Courses**

### ***Centre for Leadership and Community Learning***

- Reflects current thinking and practice in business and management education
- Designed for managers and supervisors who work in a variety of community settings
- Focus on creating a safe and healthy environment for clients while meeting operational challenges
- Focus on the skills necessary for effective leadership

### ***Your career***

After extensive community consultation, leading business practice, literature review, and examination of current accreditation and quality standards used in this sector, we are offering a new certificate program that is designed to increase the management and leadership competency of managers and supervisors who work in community settings.

### ***Program outcomes***

This program will focus on increasing specific management and leadership competencies within the context of client service and advocacy. It addresses unique concerns such as maintaining a client-centred approach while upholding standards and quality; balancing client needs with staff concerns; and sustaining a passion for advocacy amid funder regulations and requirements. Managers who must balance service for others with bottom-line realities and who want to be effective and efficient leaders will benefit from this program. Modules will cover leadership approaches and models, communicating in conflict situations, team development, human resource management, effective employee relations, quality improvement, financial management, and change management.

### ***Application and registration***

The program is designed for managers and supervisors who work in a variety of community settings. Four seats are open to students who are not currently in a management or supervisory role. Experience in a community setting is required.

Required courses are open to certificate students only. Elective courses may be taken individually or as part of the certificate program.

To apply and register for the certificate program:

- Obtain a certificate program application form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the CLCL website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl).
- Complete the application.
- Mail the application with a cheque or money order for the \$25 application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.
- Within about five working days from receipt of the application, the Centre will let you know whether or not you have been accepted into the program.
- If you are accepted, complete and submit a registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

To apply and register for courses:

- Make sure that you have completed all prerequisites.
- Obtain a course registration form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a program certificate of achievement upon successful completion of all required courses and the final assignments, as follows:

- Complete the required courses in the order shown below.
- Choose four days of electives from the courses listed below.
- Full attendance is required.
- You must complete the program within three years.

### ***Courses***

	DELIVERY	HOURS	CREDITS
<b>REQUIRED COURSES</b>			
MDCS110: The Leadership Challenge and You	Classroom	14	1.0
MDCS120: Leading through Effective Communication	Classroom	14	1.0
MDCS230: Leading Effective Teams	Classroom	14	1.0
MDCS240: Mastering Effective Employee Relations	Classroom	14	1.0
MDCS250: Managing Human Resources	Classroom	14	1.0
MDCS260: Leading the Way to Continuous Quality Improvement and Workplace Wellness	Classroom	14	1.0
MDCS270: Managing Scarce Resources	Classroom	14	1.0
MDCS280: Managing a Change Environment	Classroom	14	1.0

**SEE ALSO PROFESSIONAL DEVELOPMENT SERIES FOR MANAGERS/LEADERS ON PAGE 80**

### ***For more information***

For more information about this program:

- Phone the Program Coordinator at 604-528-5623 or the Program Assistant, at 604-528-5630
- E-mail [clcl\\_pr@jibc.bc.ca](mailto:clcl_pr@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Master of Arts Degree in Leadership, Specialization in Justice and Public Safety Leadership

*Degree-path program;  
Offered in partnership*

*Royal Roads University/Justice Institute of British Columbia*

- Leadership and management skills for justice and public safety professionals
- Two-year program combines distance learning and residency sessions
- Includes major work-based research project

### ***Your career***

Police officers, firefighters, paramedics, and correctional workers, social services staff, and court personnel are all professionals at the front line of change. Responding to growing public expectations, structural reform, and new technology, they recognize that safe communities are integrally linked to effective leadership. The Royal Roads University and the Justice Institute of British Columbia Master of Arts in Leadership (MAL) program provides essential leadership and management skills specifically tailored to the concerns of justice and public safety professionals. Resulting in a Master of Arts degree in Leadership and Training, Specialization in Justice and Public Safety Leadership, this two-year program offers accessible and relevant learning to the people we depend upon for safe and liveable communities.

The program offers distance learning combined with short, intensive residency sessions. This successful learning model allows mid-career professionals to benefit from classroom interaction with faculty and colleagues in the public safety and justice fields while continuing to pursue the balance of their studies with minimal disruption to career and family responsibilities.

### ***Program outcomes***

The MAL program balances professional diversity and interdisciplinary study with the need for sector-specific knowledge and problem-solving skills. This is accomplished by having a common curriculum for all learners in the first year and an independent, work-based problem-solving project in the second year. Through a combination of leadership studies in such areas as systems thinking, organizational change, and learning theories, as well as business management courses focusing on finance, strategic planning, and effective decision making, professionals will learn how to lead and respond to dynamic changes in the justice and public safety sector.

As a student in the program, you will take 14 leadership and management courses over a 24-month period, as well as carry out a major consultancy project. Seven courses will be offered at the JIBC campus during a two-week pre-residency and two three-week residencies, while the balance will be delivered via distance learning. Professionals will learn how to identify, analyze, and build cost-effective solutions to challenges in their field, while working closely in teams and a supportive learning community.

### ***Application and registration***

The program is designed for justice and public safety professionals with at least seven to 10 years of experience in their field. For complete details about application, admission, and schedules, consult the JIBC website or the Royal Roads University website at [www.royalroads.ca](http://www.royalroads.ca).

## ***Credential issued***

You will receive the degree of Master of Arts in Leadership, Specialization in Justice and Public Safety Leadership, from Royal Roads University upon successful completion of pre-residency, residency, and distance learning courses totalling 38 credits.

## ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>PRE-RESIDENCY</b>				
LT 503: Learning and Change	Distance			2
<b>FIRST RESIDENCY</b>				
LT 500: Establishing the Learning Community	Classroom			2
LT 502: Leadership and Motivation	Classroom			2
LT 503: Learning and Change (cont.)	Classroom			
LT 504: Systems Thinking	Classroom			2
<b>DISTANCE LEARNING SESSION 1</b>				
LT 535: Learning Theory and Training Strategies	Distance			2
LT 516: Classical Studies in Leadership	Distance			2
<b>DISTANCE LEARNING SESSION 2</b>				
LT 565: Financial Management for Leaders	Distance			4
LT 563: Leading Systematic Inquiry in Organizations	Distance			4
<b>SECOND RESIDENCY</b>				
LT 520: Developing Leadership Capacity	Classroom			2
LT 524: Towards a Personal View of Leadership and Training in the 21st Century	Classroom			2
LT 539: Major Project Proposal	Classroom			2
<b>DISTANCE LEARNING SESSION 2</b>				
LT 525: Leading and Managing Organizational Relationships	Distance			2
LT 540: Major Project	Distance			10

## ***For more information***

For more information about this program:

- Phone the Program Coordinator at 604-528-5623 or e-mail [clcl\\_pr@jibc.bc.ca](mailto:clcl_pr@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl) or the Royal Roads University website at [www.royalroads.ca](http://www.royalroads.ca)

# Paramedic, Emergency Medical Services, Resuscitation

## Advanced Care Paramedic

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### Professional-path program

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#### *Paramedic Academy*

- In-depth training in assessing, interpreting, and providing advanced life support
- 11-months full time

#### ***Your career***

The Advanced Care Paramedic (ACP) program builds on the skills developed as a Primary Care Paramedic. This diploma program provides in-depth training in advanced life support to the critically ill or injured. After completing this training, you will be able to function as an extension of the hospital emergency department, capable of starting and maintaining medical procedures once reserved for physicians. Paramedics with this level of training are employed in large centres where call volumes enable them to maintain a high skill level.

#### ***Program outcomes***

The ACP program is designed to give you the skills and knowledge to perform an organized patient assessment; intervene in life-threatening injuries and conditions; perform ACP treatments, procedures, and protocols; and record and report patient information. The program meets or exceeds the National Occupational Competency Profiles (NOCPs) for Advanced Care Paramedics, as developed by the Paramedic Association of Canada (PAC). The ACP Program is also accredited with the Canadian Medical Association (CMA). After graduating from the program, you may apply for licensing within British Columbia through the Emergency Medical Assistant Licensing Branch.

#### ***Application and registration***

To apply and register for the program:

- Obtain the ACP Application/Information Package from the JIBC Registration Office or download it from the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic).
- Complete all paperwork, including proof of the following prerequisites:
  - Successful completion of the ACP Independent Study course
  - Valid Primary Care Paramedic licence or equivalent credentials from an accredited training agency
  - Current CPR Level “C” certificate
  - 3 years experience as a paramedic with a minimum of 1,000 patient exposures
  - Valid BC Class 1, 2, or 4 driver’s licence (or equivalent)
  - Criminal record check
  - Up-to-date immunizations
  - Legal entitlement to work in Canada

- Submit your application package to the JIBC Registration Office by mail, in person, or by courier.

Successful candidates will be eligible for enrolment in the ACP Program. For more information, please refer to the ACP Application/Information Package.

### ***Credential issued***

You will receive an Advanced Care Paramedic diploma from the Justice Institute of BC upon successful completion of all courses and evaluations. The ACP program is worth 60 credits.

### ***For more information***

For more information about this program:

- Phone 604-528-5690
- E-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

## **Bridging to Occupational First Aid Courses**

### ***Paramedic Academy***

- Designed to enable British Columbia Paramedics and First Responders to bridge to Workers' Compensation Board (WCB) Occupational First Aid

### ***Course area***

The Bridging to Occupational First Aid courses recognize Paramedics' and First Responders' existing medical knowledge and practice, and focus on the specific skills required for Occupational First Aid (OFA) certification.

- Licensed Paramedics who successfully complete a one-day skills workshop receive an OFA Level III equivalency certificate.
- First Responders (Level III with Spinal Endorsement) who successfully complete a one-day skills workshop receive an unrestricted OFA Level II equivalency certificate.
- First Responders (Level III with Spinal Endorsement) who successfully complete a three-day skills workshop receive an OFA Level III equivalency certificate.

### ***Application and registration***

To apply and register for the course:

- Obtain a registration form from the JIBC Registration Office or download it from the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic).
- Complete all paperwork, including the following prerequisites:
  - First Responders must have a valid First Responder licence with a spinal endorsement.
  - Paramedics must have a valid Emergency Medical Responder (EMR), Primary Care Paramedic (PCP), or Advanced Care Paramedic (ACP) licence
  - Medical certificate showing that the participant is physically and psychologically fit to work as an Occupational First Aid Attendant

- Submit your application package to the JIBC Registration Office by mail, in person, or by courier.

### ***Credential issued***

Depending on your qualification and course taken, you will receive OFA II or III certification, allowing you to render first aid in accordance with WCB's regulations and standards. Certification is valid for two years. Paramedics who maintain their EMA licence will continue to meet WCB requirements for the term of their EMA licence.

### ***For more information***

For more information about these courses:

- Phone 604-528-5690
- E-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

## **Clinical Sciences 200 (CS200) – Anatomy and Physiology**

### ***Course***

#### ***Paramedic Academy***

The Clinical Sciences 200 (CS200) – Anatomy and Physiology course is designed to help you acquire a solid base of knowledge in key medical terminology, basic anatomy and physiology, and concepts of pathophysiology. Vital to the practice of prehospital care, CS200 provides an expanded foundation of knowledge used by paramedics, first responders, and clinical practitioners in a wide variety of career settings.

Tailored to meet the needs of adult learners who prefer a flexible learning schedule, CS200 is delivered online and requires approximately 50 hours to complete, followed by an online written evaluation. Successful completion of the course provides the participant with three post-secondary credits that can be applied to the Primary Care Paramedic program.

To successfully complete the CS200 course, you must be able to:

- Define and demonstrate the use of common medical terminology
- Describe the structural anatomy and physiology of the human body
- Describe the basic concepts of pathophysiology

Your primary resources for this course are your CS200 Study Guide (and appendices), any Anatomy and Physiology textbook, and the CS200 course website. The CS200 Study Guide will be mailed to you when registration closes. The CS200 course is generally delivered over four weeks. In this time, you must complete all study guide units and take the online evaluation. Your joining instructions will include the specific start, completion, and evaluation dates for your course.

## Emergency Medical Responder

### *Paramedic Academy*

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### *Course*

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- Emergency prehospital care training leading to certification as an Emergency Medical Responder
- Course exceeds the National Occupational Competency Profile requirements of the Paramedic Association of Canada
- Course meets regulatory standards as required by the Emergency Medical Assistant Licensing Branch of British Columbia, and exceeds the requirements for equivalency for the Workers' Compensation Board of BC's Occupational First Aid (OFA) Level III course

The Emergency Medical Responder (EMR) course is an entry-level course that will prepare you for employment in a variety of prehospital, industrial, and first responder settings. It will provide you with the basic knowledge and skills to be able to manage any medical and trauma-related emergency. The course consists of 30 hours of independent study and a 15-day classroom component, and is offered on a full-time (Monday to Friday) or part-time (e.g., weekends and/or evenings) basis.

Besides the 15-day EMR course, the Paramedic Academy offers two courses to bridge to EMR:

- Occupational First Aid to EMR – 20 hours independent study and 6 days classroom.  
Prerequisite: valid Occupational First Aid (OFA) Level III certificate or OFA Level III certificate that expired within the last four months.
- First Responder to EMR – 20 hours independent study and 10 days classroom.  
Prerequisite: First Responder Level III licence with automatic external defibrillation (AED) and spinal endorsements.

For more information on the EMR bridging courses, phone the JIBC Call Centre at 604-528-5690.

### ***Application and registration***

To apply and register for the 15-day EMR course:

- Obtain a registration form from the JIBC Registration Office or download it from the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)
- Complete all paperwork, and provide required documentation for the following:
  - 16 years of age
  - Medical certificate
  - High school transcript or equivalent showing completion of Grade 10 English or higher
- Submit your application package to the JIBC Registration Office by mail, in person, or by courier.

### ***Credential issued***

Upon successful completion of course evaluations, you will receive Emergency Medical Responder certification from the Justice Institute of BC.



### ***For more information***

For more information about this course:

- Phone 604-528-5690
- E-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

## **Emergency Services Instructor Training (ESIT) Course**

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### ***Course***

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*Paramedic Academy*

For a description of the Emergency Services Instructor Training (ESIT) Course, see page 72 under “Instructor/Trainer Development.”

## **Life Support Instructor Courses**

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### ***Course area***

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*Paramedic Academy*

For a description of Life Support Instructor Courses, see page 76 under “Instructor/Trainer Development.”

## **Paramedic Intravenous Therapy and Protocol Update**

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### ***Course***

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*Paramedic Academy*

This three-day course is for paramedics who have completed Paramedic Level 1 or higher training. The course emphasizes a hands-on approach with practical sessions. On Day 1, students will complete a threshold quiz, learn IV insertion skills on a training arm, and perform “live” starts. Day 2 will consist of a protocol update and related practice simulations. Practice simulations will continue on Day 3, followed by written and practical course evaluations.

There is approximately 15-20 hours of required pre-reading from the *Paramedic Intravenous Therapy and Protocol Update: Study Guide, and Workbook*. Completion of the course is based on:

- 100% attendance at the course

- 70% correct on the written evaluation
- Demonstrated mastery of one practical evaluation of a selected protocol

Upon successful completion of the classroom component, participants must complete a required minimum number of intravenous starts in a clinical setting. The Paramedic Academy will make every effort to facilitate the placement of students in a clinical setting. Any costs associated with participation in the course and with obtaining IV starts in the clinical setting are the responsibility of the student, and are not included in tuition.

### ***For more information***

For more information about this course:

- Phone 604-528-5690
- E-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

## **Primary Care Paramedic**

### ***Paramedic Academy***

- National entry-level training for paramedics
- Tuition-based four-month full-time or nine-month part-time delivery model
- Full-time programs will be offered in two to three larger communities and part-time programs in regional sites throughout BC
- Maximum enrollment of 18 participants per class

### ***Your career***

While working as a Primary Care Paramedic (PCP) professional in a prehospital care environment, your professional challenges will be diverse and exciting and your level of personal satisfaction at a job well done will be immeasurable. The Primary Care Paramedic Program will provide the training you require to begin a career as a certified paramedic meeting Canadian Medical Association accreditation.

### ***Program outcomes***

The PCP program is designed to give you the skills and knowledge to perform an organized patient assessment; intervene in life-threatening injuries and conditions; perform Primary Care Paramedic treatments, procedures, and protocols; and record and report patient information. Students receive ongoing feedback through practice activities and from instructors. Evaluation requirements include written assignments and exams, skill stations, simulations, and presentations. The program meets or exceeds the National Occupational Competency Profiles (NOCPs) for Primary Care Paramedics, as developed by the Paramedic Association of Canada. Upon graduating from the program, you will be eligible to apply for licensing within British Columbia through the Emergency Medical Assistant Licensing Branch.

### ***Credential issued***

You will receive Primary Care Paramedic certification from the Justice Institute of BC upon successful completion of all courses and evaluations. Certified graduates are eligible to apply for licensure in BC through the Emergency Medical Assistant Licensing Branch.

### ***For more information***

For more information about this program:

- Phone 604-528-5690
- E-mail [callcentre@jibc.bc.ca](mailto:callcentre@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

## **Professional Health Programs**

### ***Course area***

#### ***Paramedic Academy***

- Professional development courses for physicians, nurses, and paramedics
- Combination of lectures, small-group scenarios, and rigorous hands-on practice
- Recognized for continuing medical education credits by various medical associations

The Paramedic Academy's Professional Health Programs division provides professional development courses for physicians, nurses, paramedics, and other health-care professionals. Serving a wide variety of emergency medical personnel for over 20 years, our courses are practice-based and cooperative. You will learn through lectures, small-group scenarios, and rigorous hands-on practice. Our faculty consists of qualified instructors who are practitioners in emergency or critical care medicine.

Most courses are recognized for continuing medical education credits by various medical associations. Although certification is provided, our courses do not license you to perform skills learned under certification. This is the responsibility of your employer.

To apply and register for courses:

- Make sure that you meet all the prerequisites for the course you are registering for.
- Obtain a course registration form from the JIBC Registration Office or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

#### **RESUSCITATION COURSES**

PHP219: CPR Level C Certification  
PHP220: CPR Level C Update  
PHP101: Dysrhythmia Interpretation: Introductory/ACLS Prep  
PHP115: Cardiac Arrest Management  
PHP100: Advanced Cardiac Life Support (ACLS) Provider

#### **DELIVERY HOURS**

Classroom	6
Classroom	4
Classroom	7
Classroom	7
Classroom	14

PHP110: Advanced Cardiac Life Support (ACLS) Update	<b>DELIVERY</b> Classroom	<b>HOURS</b> 7
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#### **PEDIATRIC COURSES**

PHP222: Pediatric Education for Prehospital Professionals (PEPP) – Basic	Classroom	7
PHP223: Pediatric Education for Prehospital Professionals (PEPP) – Advanced	Classroom	14
PHP204: Pediatric Advanced Life Support (PALS) Provider	Classroom	14

#### **TRAUMA COURSES**

PHP192: Basic Trauma Life Support (BTLS) – Basic	Classroom	14
PHP202: Basic Trauma Life Support (BTLS) – Advanced	Classroom	14

#### ***For more information***

For more information about these courses:

- Phone 604-528-5690
- E-mail [php@jibc.bc.ca](mailto:php@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

# Policing, Law Enforcement, Private Security

## Advanced Police Courses

### Course area

#### Police Academy

- Professional development courses for police officers

The Police Academy offers advanced training courses to provide police officers with professional development in operational, investigative, administrative, and communications topics with components that are critical to police and public safety. The courses are designed to meet the specific and emerging needs of the municipal police community in British Columbia.

Enrolment in most courses is restricted to police officers. The Police Academy allocates seats to British Columbia's police agencies, whose training officers select police officers for attendance.

COURSES	DELIVERY	PREREQ	HOURS
POLADV652: Administrative Skills for Police Supervisors	Classroom		35
POLADV602: BAC Datamaster C – Certification	Classroom		35
POLADV604: BAC Datamaster C – Supervisor	Classroom	POLADV602	21
POLADV607: Bicycle Patrol	Classroom		35
POLADV608: Bicycle Patrol Instructor	Classroom	POLADV607	56
POLADV614: Control Tactics Instructor Understudy	Classroom		420
POLADV636: Introduction to Criminal Intelligence	Classroom		21
POLADV637: Criminal Intelligence Analysis and Practice	Classroom	POLADV636	70
POLADV638: Strategic Intelligence Analysis and Practice	Classroom	POLADV637	70
POLADV616: Crisis (Hostage) Negotiator	Classroom		56
POLADV617: Crisis (Hostage) Negotiator Refresher	Classroom	POLADV616	35
POLADV619: Critical Incident Manager	Classroom		70
POLADV620: DNA Trace Evidence (Vehicle Related)	Classroom		21
POLADV622: Drug Investigator	Classroom		35
POLADV656: Effective Writing for Supervisors	Classroom		14
POLADV661: Field Trainer	Classroom		21
POLADV624: Pistol Instructor	Classroom		35
POLADV625: Pistol Range Manager	Classroom		3.5
POLADV626: Pistol Instructor Understudy	Classroom	POLADV624	280
POLADV627: Forensic DNA Evidence	Classroom		28
POLADV629: Forensic Interviewing Level 1	Classroom		28
POLADV630: Forensic Interviewing Level 2	Classroom	POLADV629	21
POLADV633: Forensic Mapping	Classroom		35
POLADV640: Fundamentals of Fraud and Related Investigations	Classroom		70
POLADV640: General Investigative Skills	Classroom		35
POLADV664: Interviewing/Mentoring for Performance Management	Classroom		21
POLADV628: Map Scenes (crime scene mapping software training program)	Classroom	POLADV633	35
POLADV672: Police Media Relations	Classroom		35

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>
POLADV677: Police Supervisors Course	Classroom		70
POLADV682: Problem-Oriented Policing	Classroom		35
POLADV687: School Liaison Officers	Classroom		35
POLADV645: Search and Seizure	Classroom		28
POLADV690: Selection and Interviewing	Classroom		14
POLADV646: Tactical Surveillance	Classroom		35
POLADV637: Undercover Operators Course	Classroom		70
POLADV691: Pedestrian Collision Reconstruction	Classroom		35
POLADV692: Major Case Management	Classroom		70
POLADV697: Heavy Vehicle Reconstruction	Classroom		35
POLADV631: Effective Presentations	Classroom		35
POLADV642: Impaired Driving Detection and Standardized Field Sobriety Testing Instructor	Classroom		35
POLADV648: Taser Instruction	Classroom		7
POLADV696: Speed Detection Instructor	Classroom		35
POLADV699: Motorcycle Reconstruction	Classroom		35
POLADV621: Drug Recognition Expert	Classroom		63
POLADV615: Crime Prevention Through Environmental Design	Classroom		35
POLADV649: Use of Force	Classroom		70

### ***For more information***

For more information about these courses:

- Phone the Program Manager at 604-528-5817 or e-mail [policeacademy@jibc.bc.ca](mailto:policeacademy@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Basic Standards Training 1 (Security Guard)**

### ***Police Academy***

- Fulfills BC requirement for completion of basic training prior to licensing as a security patrol employee (security guard)
- The BST1 course is available online so students can study anytime, anywhere.

### ***Course***

### ***Your career***

In order to be eligible for licensing as a security guard in BC, you must obtain a Provincial Training Completion Certificate from the Justice Institute of BC. The two courses that must be completed in order to obtain such a certificate are offered through a network of over 40 Approved Security Training Schools throughout the province. Students may obtain BST1 training directly from the Private Security Program at the JIBC by taking the course online.

### ***Program outcomes***

Upon completion of this 35-hour online course of study, you will have received basic instruction on what security guards do and how to do it. You will understand the legal authorities and duties under which private security personnel operate, as well as understand the separate yet related roles played by private security personnel and public law enforcement officers such as the police. You will have been introduced to basic safety and security procedures, as well as how to write various forms of reports and keep notebooks.

Students who wish to become licensed to work as a security guard in BC must proceed to take Basic Standards Training 2 (Practical Skills) at a JIBC-approved training school. A list of approved schools is available on the Police Academy website under “Security Programs.” Certification of training in both BST1 and BST2 are mandatory in order to apply for your Security Patrol Licence from the Security Programs Division of the Ministry of Public Safety and Solicitor General.

### ***Application and registration***

To complete this program, you must be sufficiently fluent in the English language to be able to converse in English during predictable conditions of employment as a security guard.

### ***Credential issued***

Upon successful completion of both BST1 and BST2, you will be issued a Provincial Training Completion Certificate, which you must possess before applying for a licence as a security patrol employee.

### ***Courses***

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>
PSP101: Basic Standards Training 1	Internet self-study		35

### ***For more information***

For more information about this program:

- Phone the Police Academy at 604-528-5753 or e-mail [private\\_security@jibc.bc.ca](mailto:private_security@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Basic Standards Training 2 (Instructor)**

### ***Course***

*Police Academy*

For a description of Basic Standards Training 2 (Instructor), see page 70 under “Instructor/Trainer Development.”

## **Bylaw Enforcement and Investigative Skills**

### ***Centre for Leadership and Community Learning***

- Co-sponsored by the Justice Institute of BC and the Union of BC Municipalities
- Endorsed by the Bylaw Enforcement Officers and Licence Inspectors Association of BC and the Municipal Officers’ Association of BC
- For current officers and those seeking bylaw enforcement officer positions

## ***Your career***

The program is designed for current bylaw enforcement officers, for licence, building, plumbing, electrical, and gas inspectors, and for other local government employees responsible for the administration and enforcement of municipal bylaws. If you want to become a bylaw enforcement officer and need to qualify for a competitive position, you will be interested in earning this certificate.

## ***Program outcomes***

Level 1 provides local government regulatory personnel with the knowledge and skills to enforce the relevant bylaws and to investigate, prepare, process, and prosecute cases pursuant to the applicable legislation.

Level 2 prepares experienced bylaw enforcement officers and inspectors to better investigate and prosecute cases pursuant to applicable legislation. Content includes drafting bylaws, developing policies and procedures, implementing risk management strategies, and defusing potentially volatile situations.

## ***Application and registration***

The program is open to current bylaw enforcement officers and those seeking bylaw enforcement positions. You must have successfully completed Level 1 one year before taking Level 2. There is no application process.

To apply and register for the courses:

- Obtain a course registration form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

## ***Credential issued***

You will receive a certificate of achievement upon successful completion of each level.

## ***Courses***

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
EP209: Bylaw Enforcement and Investigative Skills Certificate, Level 1	Classroom		35	2.5
EP210: Advanced Bylaw Enforcement and Investigative Skills Certificate, Level 2	Classroom	EP209	35	2.5

## ***For more information***

For more information about this program:

- Phone the Program Coordinator at 604-528-5623 or the Program Assistant at 604-528-5619
- E-mail [bylaw@jibc.bc.ca](mailto:bylaw@jibc.bc.ca)
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)



## Gaming Security Officer Training

### *Police Academy*

- Fulfills the training requirements specified by the BC Lottery Corporation for those seeking a career as a Gaming Security Officer in BC
- Successful students receive both certification as a Gaming Security Officer and a certificate for BST1 and BST2, training courses required by the BC Registrar of Security Programs in order to work as a security guard
- Course available throughout the province

### *Your career*

As a Gaming Security Officer, you will play a key role in maintaining gaming integrity, ensuring the comfort and safety of customers and co-workers, protecting the assets of the facility, managing access, and investigating unusual activities and incidents.

### *Program outcomes*

Upon completion of this 70-hour face-to-face and hands-on course, you will have an understanding of:

- Gaming Security Officer Duties
- Professionalism and Ethics
- Customer Service
- Laws and Regulations
- Gaming Facility Protection
- Basic Investigative skills
- Customer and Staff Protection

### *Application and registration*

To complete this program, you must be:

- Physically fit enough to learn, practise, and competently execute a variety of physical arrest and control tactics
- Sufficiently fluent in the English language to be able to converse in English during predictable conditions of employment as a Gaming Security Officer and/or Security Guard

### *Credential issued*

After successfully completing the two-week course and final exams, you will receive a Certificate of Completion for the Gaming Security Officer Program, as well as Certificates of Completion for Basic Standards Training 1 and 2, training courses required by the BC Registrar of Security Programs to work as a security guard. You will have the flexibility to seek employment as a security guard in any setting.

### *For more information*

For more information about this program:

- Phone the Police Academy at 604-528-5776, or email [GSO@jibc.bc.ca](mailto:GSO@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## Investigation and Enforcement Skills

### *Police Academy*

- Certificate program for new and experienced investigators and those interested in pursuing an investigation/enforcement career
- Provides practical skills, competencies, and knowledge for conducting simple and complex investigations
- Skills apply to a wide range of careers

### *Your career*

Throughout British Columbia and across Canada, a rapidly growing number of government and non-government agencies, associations, and groups are engaging in inspection, investigation, enforcement, security, and regulatory compliance activities. Positions in investigation and enforcement include, for example, provincial and federal government staff who are responsible for complex investigations and investigators who work for professional associations and in the private sector. The work involves compiling information about crimes, offences, fires and accidents, and the activities of people and organizations.

The Investigation and Enforcement Skills program provides a range of training and education that you can apply in this expanding field, whether you currently work in this area or are interested in beginning a career in investigation and enforcement.

### *Program outcomes*

Six core courses and more than a dozen specialized electives will expose you to a comprehensive range of introductory and advanced topics. By earning an Investigation and Enforcement Skills certificate, you demonstrate to current or prospective employers that you have acquired the skills and education essential to the effective conduct of investigative or enforcement activities and duties.

### *Application and registration*

All courses in the Investigation and Enforcement Skills program are open to the public. You may apply to enter the certificate program before or after taking any individual courses, or you may register for any courses that interest you.

To apply and register for the certificate program:

- Read the online FAQ's (frequently asked questions) from the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police).
- Obtain a certificate program application package from the Police Academy or the JIBC Registration Office, or download it from the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police).
- Complete the application form and the Candidate Data Sheet.
- Write a letter of application outlining your particular interest in the program and how you hope to apply the skills learned.
- Mail the application form, the Candidate Data Sheet, and letter of application with a cheque or money order for the application fee to the JIBC Registration Office, or fax the application with your credit card number to 604-528-5653.

To apply and register for courses:

- Obtain a course registration form from the Police Academy or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone. Confirmation of registration will be mailed to you.

### ***Credential issued***

You will receive a program certificate upon successful completion of required and elective courses, including:

- Complete a minimum of 25 days of training, as follows:
  - Five required courses totalling 14 days, as listed below
  - One required course chosen from the four five-day courses listed below
  - Elective courses totalling six days, chosen from the list below
- Complete all courses within 36 months of starting the program.

### ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES (TAKE ALL)</b>				
POL700: Introduction to the Criminal Justice System	Classroom		14	1.00
POL701: Introduction to Criminal Law	Classroom		21	1.5
POL702: Introduction to Administrative Law	Classroom		21	1.5
POL704: Investigative Interviewing	Classroom		28	2.0
POL705: Report Writing for Professional Investigators	Classroom		14	1.0
<b>REQUIRED COURSES (CHOOSE ONE)</b>				
POL703: Introduction to Investigative Skills and Processes	Classroom		35	2.5
POL706: Introduction to Animal Cruelty Investigations	Classroom		35	2.5
POL707: Introduction to Fraud Investigation Skills and Processes	Classroom		35	2.5
POL708: Introduction to Investigative Skills and Processes for Wildland Fire Investigators	Classroom		35	2.5
<b>ELECTIVE COURSES</b>				
POL710: Application for and Execution of Search Warrants	Classroom		21	1.5
POL712: Introduction to Municipal Laws and Bylaws	Classroom		21	1.5
POL714: Advanced Investigative Interviewing	Classroom	POL704	21	1.5
POL715: Giving Expert Witness Testimony	Classroom		21	1.5
POL716: Introduction to Use of Force Theory and Practice	Classroom		28	2.0
POL717: Testifying in Legal Proceedings/Hearings	Classroom		7	0.5
POL722: Forensic Imaging and Visual Evidence	Classroom		35	2.5
POL723: Conducting On-line Investigations	Classroom		21	1.5
POL725: Introduction to Investigative File Management	Classroom		21	1.5
POL730: Tactical Communications	Classroom		7	0.5
POL741: Conducting Internal Investigations	Classroom		28	2.0
POL780: Bailiff Training	Classroom		28	2.0
POL781: Private Investigations	Classroom		21	1.5
CR105: Asserting Yourself in Conflict Situations	Classroom		14	1.0
CR108: Managing the Hostile Individual	Classroom		14	1.0
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5

### ***For more information***

For more information about this program:

- Phone the Program Assistant at 604-528-5780 or e-mail [policeacademy@jibc.bc.ca](mailto:policeacademy@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Police Constable Recruit Training**

### ***Police Academy***

- Training for new police constables in municipal police departments
- Combination of skill training, academic education, and practical field experience

### ***Your career***

Eligibility for enrolment in Police Constable Recruit Training comes through employment with one of the municipal police departments in British Columbia. Initially, you undergo the selection process of the police department. After being hired by the police department, you are sent to the Police Academy for training, as required under the BC Police Act training rules (BC Reg. 109/81).

### ***Program outcomes***

The curriculum, consisting of blocks of training, is designed to ensure a balanced mix of skill training, academic education, and practical field experience relevant to policing in today's complex society. Whenever possible, the classroom lecture format is minimized in favour of the student-centred model, which includes seminars, group discussions, and carefully constructed scenarios that approximate modern policing activity.

Upon graduating from the program, you will be designated as a "Municipal Constable," pursuant to the Police Act.

### ***Application and registration***

All arrangements are made by the municipal police departments.

### ***Credential issued***

You will receive a certificate upon successful completion of the four blocks of training. Upon graduation from the program, you will also receive designation as a "Certified Municipal Constable."

### ***Courses***

<b>COURSES</b>	<b>DELIVERY</b>	<b>DURATION</b>
Block 1	Classroom	12 wks
Block 2	Field	13-17 wks
Block 3	Classroom	8 wks
Block 4	Field	12-18 months

### ***For more information***

For more information about this program:

- Phone the Program Director at 604-528-5772 or e-mail [policeacademy@jibc.bc.ca](mailto:policeacademy@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Threat Management Programs**

### ***Course area***

#### ***Courts Academy***

- Leading-edge courses for law enforcement agencies, government, and private sector organizations that are concerned with protection

The Justice Institute of British Columbia has established a Centre of Excellence in the field of threat management. We offer leading-edge courses to law enforcement agencies, government, and private sector organizations that are concerned with protection. Our world-class expertise is based on years of experience training personnel involved with high-security trial management. The JIBC is the only institute providing comprehensive practical training in the area of threat management.

Offered through the Courts Academy, courses provide learners with information and tools that can be applied immediately, helping to enhance the security of individuals, organizations, and communities.

The JIBC can provide customized course design and delivery to meet the specific requirements of any organization. We can also assist clients with program development, provide consulting for the short or long term, and/or train trainers so that organizations can be self-sufficient and maintain courses in-house.

	<b>DELIVERY</b>	<b>DAYS</b>
<b>RECOMMENDED FOUNDATION COURSES</b>		
CRTS420: Introduction to Protective Intelligence	Classroom; JIBC or client site	5
CRTS414: Managing Targeted Violence	Classroom; JIBC or client site	4
CRTS450: Infrastructure Vulnerability Assessment	Classroom; JIBC or client site	5
CRTS460: Operational Response Planning	Classroom; JIBC or client site	2
<b>RELATED COURSES AND WORKSHOPS</b>		
CRTS432: Controlled Access Point	Classroom; JIBC or client site	2
CRTS240: Media Management and Facilitation	Classroom; JIBC or client site	1
CRTS230: Media Awareness	Classroom; JIBC or client site	0.5
CRTS600: Personal Threat Awareness	Classroom; JIBC or client site	0.5
CRTS440: Corruption and Integrity Compromise	Classroom; JIBC or client site	1
CRTS421: Command Level Incident Management	Classroom; JIBC or client site	3
CRTS902: Advanced Escort Driver Training	Classroom; JIBC or client site	4

# International Training and Education

The objective of the Justice Institute of BC's international work is to extend our institutional mandate – of training for safer communities – around the globe. Foreign students, international faculty, and visitors are welcome to study at or visit the JIBC to learn about our programs or to study with other professionals in the fields of justice and public safety.

Interested students are encouraged to contact us to ensure that they meet the required prerequisites and English language levels (if applicable). International student fees vary from program to program.

Programs of study and professional development courses specifically designed for international students may be delivered to groups of students or working professionals. Occupational or specified English as a Second Language programs may be linked to these courses of study. Interested parties, governments, and businesses are encouraged to contact the office of the Director, International Training and Education, for more information.

The Justice Institute of BC has extensive experience in delivering education and training successfully around the world. Faculty from every academy, division, and centre at the JIBC are available to train overseas in host countries.

The JIBC welcomes many visiting delegations each year. We have hosted delegations from China, Saudi Arabia, Nigeria, Singapore, the United Arab Emirates, Japan, and beyond.

Currently the Paramedic Academy of the Justice Institute of BC is involved in a major initiative to improve the education and training of emergency medical personnel throughout China. In the United Arab Emirates (UAE), the JIBC has launched Private Security Training that will bring new levels of professionalism to the field. In the UAE, police training in the operational and advanced command fields has been successfully conducted for over five years. In Canada, a third cohort of Saudi Arabian police officers is studying English as a Second Language and modern police techniques and forensic traffic science. Many study groups join us every year from China to study a variety of subjects, including social services, victim services, and policing.

Foreign students must contact the Canadian Embassy in their home country to ensure that they have the appropriate visa to study in Canada. All foreign students must have medical insurance before they begin their studies at the JIBC.

As most of our international curriculum is specifically designed for client needs, all inquiries from international visitors, students, and interested international agencies, businesses, and governments should be directed to the office of the Director, International Training and Education.

Mike Trump, MA  
Acting Director, International Training and Education  
Phone: 604-528-5772

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*Customized programs*

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*Overseas training*

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*Visiting delegations*

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*Current projects*

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*Application process*

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*Contact us*

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Catherine Dawson, M.Ed.  
Manager, International Programs, Police Academy  
Phone: 604-528-5278  
Fax: 604-528-5754

E-mail: [internationalstudies@jibc.bc.ca](mailto:internationalstudies@jibc.bc.ca)



# Facilities

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## Our Education and Training Sites

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### ***Main campus***

Located in New Westminster, BC, the JIBC main campus covers 15,794 square metres (170,000 square feet), including an office block, classroom/simulation block, library, 200-seat theatre, cafeteria, gymnasium, locker rooms, fitness room, indoor firearms range, and media centre. Designed by renowned Vancouver architect Richard Henriquez, the distinctive building is a blend of curves and sharp angles, brick, concrete, and steel, and features a central garden that reflect its themes. A large atrium that links offices, classrooms, cafeteria, and library serves as an airy central meeting place. A new 562-square metre (6,050-square feet) Critical Incident Simulation Centre/Isolated Simulation Training Area facility, also designed by Henriquez to complement the main building, is scheduled for completion in the summer of 2006.

715 McBride Boulevard  
New Westminster, BC V3L 5T4

### ***Maple Ridge Campus***

The JIBC's Maple Ridge Campus, located about 58 kilometres east of Vancouver, is the home of the Fire and Safety Training Centre. It possesses many remarkable design features that enable hands-on firefighting practice. A three-storey concrete burn building is regularly set ablaze for fire fighters to practise in real-life conditions. A ship's steel superstructure and hold are used for simulating marine and confined space fire fighting, and an 11-car train derailment is used to train fire fighters from across Canada to respond to railway disasters, fires, and chemical spills.

13500 256th Street  
Maple Ridge, BC V4R 1C9

### ***Boundary Bay Driver Training Facility***

The former Boundary Bay Airport provides the JIBC with a unique facility for hands-on training of emergency vehicle operators, fleet operators, and members of the general public. Contact the JIBC's Pacific Traffic Education Centre for information about using this facility.

4400 72nd Street  
Delta, BC



### ***JIBC Downtown Vancouver Education Centre***

In September 2003, the JIBC opened an Executive Training Facility on the 18th floor of Commerce Place at 400 Burrard Street at West Hastings Street. To book this 2,300 square foot (16 m × 16 m) meeting room in the downtown core with spectacular views of the Vancouver harbour, contact [facilitiesassistant@jibc.bc.ca](mailto:facilitiesassistant@jibc.bc.ca).

400 Burrard Street, 18th Floor  
Vancouver BC V6C 3A6

### ***JIBC Victoria Education Centre***

To better serve its Vancouver Island learners and clients and meet the increased demands for education and training, the Justice Institute of BC opened a new site in the heart of downtown Victoria in September 2003.

910 Government Street  
Victoria BC V8W 1X3  
Phone: 250-405-3500

### ***JIBC Okanagan Education Centre***

In response to growing demand for its programs and to better serve learners and clients in the Okanagan, the JIBC consolidated delivery of its programs and courses at a new site in Kelowna in January 2006.

825 Walrod Street  
Kelowna, BC V1Y 2S4  
Phone: 250-469-6020

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## **Campus Information – New Westminster Campus**

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### ***Building hours***

Monday through Friday	6:30 am – 10:00 pm
Weekends	7:30 am – 5:30 pm
Statutory holidays	Closed

### ***Information Desk***

The Information Desk is located in the atrium on the main floor. The Information Desk is staffed from 7:00 am to 5:00 pm, Monday to Friday. Information Desk staff direct students and visitors to classrooms and offices and provide general information about JIBC courses and programs.

The Information Desk also handles requests for First Aid Attendants, maintains a register of lost and found items, and manages all notices for the bulletin boards and flyers for the information racks near the atrium.

### ***Registration Office***

The Registration Office is located near the Information Desk in the atrium. Walk-in office hours are from 8:30 am to 4:30 pm, Monday to Friday. Registration telephone service is provided from 8:00 am to 4:00 pm, Monday to Friday. Brochures and information packages are available for many of the Justice Institute of BC courses and programs. Our staff will be happy to give information about course availability, program prerequisites, and accommodations in the area, as well as to provide registration services. Phone 604-528-5590 (Lower Mainland) or 1-877-528-5591 (toll-free from outside the Lower Mainland), fax 604-528-5653, TDD/TTY 604-528-5655, e-mail [register@jibc.bc.ca](mailto:register@jibc.bc.ca).

### ***Library***

Located off the atrium, the JIBC Library is open from 8:00 am to 5:00 pm Monday to Friday and from 9:00 am to 4:00 pm on Saturday (September to June). A book drop for after-hours book return is located outside the 8th Avenue entrance doors. Study carrels and tables are available for student use. Three study rooms for private and group study may be reserved by contacting library staff. For shortened summer hours, visit our website at [www.jibc.bc.ca/Libraryfiles/jilibrary.htm](http://www.jibc.bc.ca/Libraryfiles/jilibrary.htm).

The JIBC Library houses a specialized collection of justice and public safety resources unique in North America, including 21,300 books, 190 journals, and 4,700 videos, CDs, DVDs, and audiotapes. To check out our extensive holdings, please come by in person when you are on campus or visit our website. All students attending courses at the JIBC are welcome to use the library. Borrowing privileges are limited to students enrolled in certificate and pre-employment programs; others may borrow through interlibrary loan (books only).

### ***Access for people with disabilities***

The building is fully accessible, including curb approaches. There is elevator access to all floors and separate accessible washrooms located on each floor. Areas of refuge are located at each staircase landing, for use in case of fire or other disaster. Pay phones are wheelchair-accessible.

### ***Parking***

Free parking is available at the JIBC. Designated parking for disabled persons is located near both main entrances to the building. Overflow parking is accommodated at the Canada Games Pool parking lot south of the Justice Institute of BC. From the JIBC parking lot, turn right onto 8th Avenue, right onto Cumberland Street, and right onto 7th Avenue, or enter the overflow parking lot from East 6th Avenue.

### ***Bicycle parking***

A sheltered bicycle rack is located outside the gymnasium entrance.

### ***Taxi service***

A direct-access telephone for taxi service is located at the bank of public telephones in the atrium, behind the stairwell. (Most Greater Vancouver regional taxicab drivers are trained at the JIBC so almost all of them will know the location.)

### ***Cafeteria***

Full cafeteria service with hot meals as well as sandwiches and snacks is available from 7:00 am to 3:30 pm daily. Seating is available indoors and out. Check with the program coordinator or class instructor for information about cafeteria services while attending weekend courses.

Coffee and other beverages may be taken to the classroom, but only in bottles with lids, cups with firmly attached lids, or mugs with covers. You are encouraged to bring travel mugs for use in the classroom. Food may not be taken into classrooms. Neither food nor drink may be taken into the library, theatre, or gymnasium.

### ***Environment***

Out of consideration for the environment, please use designated containers for recycling aluminum cans and bottles. The recycling containers are located by the dispensing machines off the atrium and in the cafeteria. Recycling boxes for paper materials are also available in classrooms.

### ***JIBC Store***

Located off the atrium, the JIBC Store is a retail outlet that supports and promotes the work of the JIBC and its clients. The store offers an ever-expanding array of crested clothing, student supplies, JIBC publications, specialty equipment related to the JIBC's work, and gifts. The store is open on weekdays from 9:30 am to 4:00 pm. Visit our website at [www.jibc.bc.ca/ji\\_store](http://www.jibc.bc.ca/ji_store) to purchase online.

### ***Pay telephones***

Pay phones are located in the atrium behind the stairwell and by the gym. One outside pay phone is located at the east side of the building. Pay phones are wheelchair-accessible.

### ***Photocopying/faxes***

Photocopying is available in the library for a charge of 20 cents per page. Faxes may be sent from the library for a charge per page of \$1 for local, \$2 for long distance, and \$3 for international. Faxes may be received for a charge of \$1 per page.

### ***Student message board***

The message board is located in the hall between the atrium and the cafeteria.

### ***ATM***

An automated teller machine is located in the atrium near the cafeteria and the JIBC Store.

### ***Canada Post mailbox***

A Canada Post mailbox is located on the sidewalk near the gymnasium entrance.

### ***Newspapers***

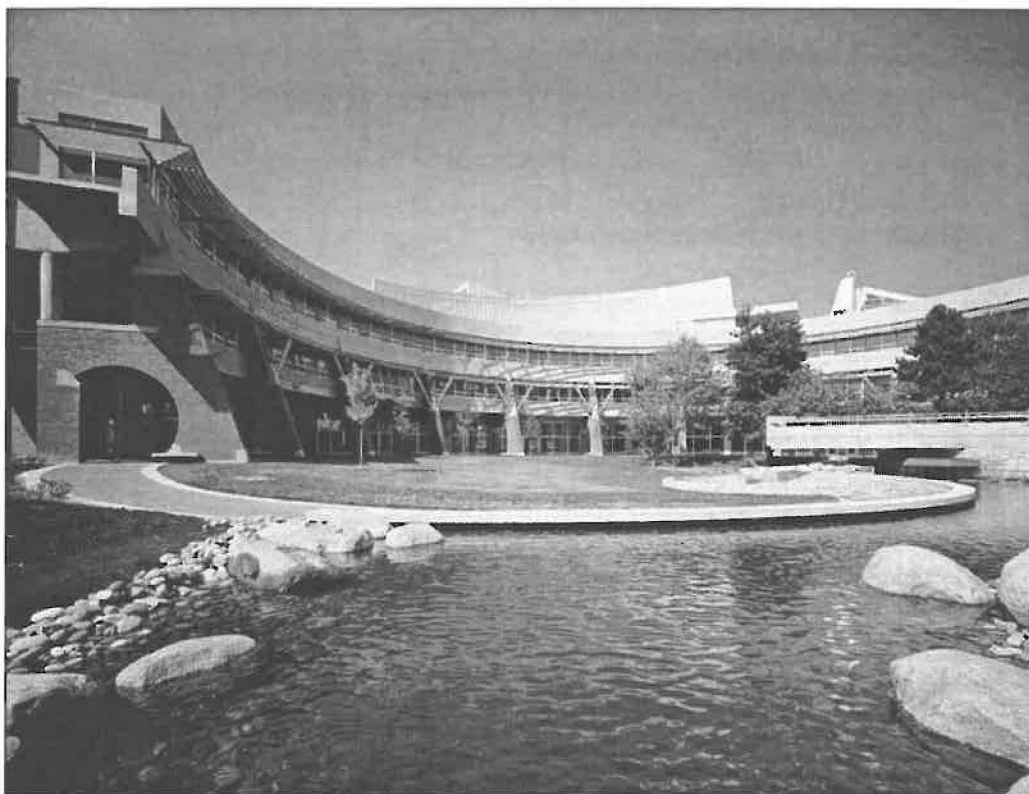
Newspapers are available from a dispensing box on the sidewalk near the gymnasium entrance. The *Vancouver Sun*, the *Province*, and the *Globe and Mail* are available for reading in the library.

### ***Smoke-free facility***

The JIBC building is a smoke-free facility. Smoking is permitted in designated outside areas only (on the terrace off the cafeteria and on the landing outside exit doors near the theatre). Ashtrays are found at these locations.

### ***Transit routes***

To check Lower Mainland transit routes and approximate travel times, phone Coast Mountain TransLink at 604-521-0400.



# Student Services

## ***Prior Learning Assessment and Recognition (PLAR)***

Prior Learning Assessment and Recognition (PLAR) is a process of recognizing skills and knowledge gained in the workplace or other non-academic setting and assessed against course or program outcomes. You may receive credit for what you already know rather than repeat learning you already have.

PLAR involves a number of assessment methods and can include:

- Documenting what you know, often in the form of a portfolio
- Challenge exam
- Interview
- Skills demonstration
- Combination of two or more of the above

This differs from advanced standing or transfer credit, whereby courses taken elsewhere can be accepted as equivalent to JIBC courses.

A processing fee is charged for each PLAR application. The fee is based on the work involved in assessing the candidate and is not based on credit awarded. The fee is nonrefundable and must be submitted with your PLAR application. Most applications are assessed for a fee between \$25 and \$250.

For information on PLAR for a program that interests you, contact the academy, division, or centre offering the program.

## ***Financial assistance***

Students planning to enrol in JIBC programs and courses of sufficient duration may be eligible for various forms of student financial assistance. Full-time courses that are 12 weeks or longer are usually eligible for student loans or grants through the federal and provincial governments. Bursary funding is also available for a few programs. At the time of publication, loans were available for the Career Fire Fighter Pre-Employment Certificate program and the Youth Probation Pre-Employment program. For more information, phone the Registration Services Advisor at 604-528-5588; TTY/TDD: 604-528-5655; or e-mail [register@jibc.bc.ca](mailto:register@jibc.bc.ca).

## ***JIBC credentials***

As an accredited Provincial Institute within the British Columbia public post-secondary system, the JIBC has been offering certificate and diploma programs for 25 years. Under legislation passed in 1996, the JIBC became eligible to grant applied bachelor's and applied master's degrees, and is in the process of developing these as degree-path programs. In addition to advanced certificates and advanced diplomas, JIBC applied degrees are expected to be available in the near future at both the bachelor's and master's level in the areas of fire and safety, law enforcement, emergency medical assistance, and justice and public safety. For further information, please contact [studentservices@jibc.bc.ca](mailto:studentservices@jibc.bc.ca) or staff in the subject area of interest to you.

### ***Transfer of credits***

British Columbia's public post-secondary system is one of the most advanced in North America in assisting students to transfer academic credits between institutions. The JIBC is part of this transfer system, but because we offer so many unique courses that have no equivalent at other institutions, there are only a relatively small number of formal transfer agreements for transferring JIBC course credits to other institutions. New transfer agreements are continually being negotiated, so if you have an interest in this, please inquire in the relevant program area.

Courses taken at other colleges, institutes, and universities may be eligible for transfer credit towards the completion of JIBC advanced certificate, diploma, or degree programs. For information about in-coming credit transfer, check with the academy, centre, or division offering the program of interest to you.

### ***Aboriginal student services***

The Justice Institute of BC welcomes and encourages Aboriginal students to attend our programs. The Program Coordinator, Aboriginal Programs and Services, is available to support Aboriginal students attending courses at the JIBC. This includes academic counselling, emotional support, or just someone to talk to. Please contact the Program Coordinator by phone at 604-528-5621, fax at 604-528-5640, or e-mail at [aboriginal@jibc.bc.ca](mailto:aboriginal@jibc.bc.ca).

### ***Assistance for students with disabilities***

The JIBC's New Westminster campus is equipped to make getting around easy. Disability designated parking is located near both main entrances to the building, with conveniently located curb approaches. All floors have separate accessible washrooms, and pay phones are comfortably designed for wheelchair access. The building has two elevators. There are refuge areas at each staircase in the event of fire or other disaster.

To help you while learning at the JIBC, we may be able to provide:

- Sign language interpreters
- Captioning or other adaptive equipment or technology
- Computer screen viewing aids
- Large-print or braille documents
- Note takers
- Classroom tutors and/or exam accommodation for the learning-disabled
- Conversion of course material to alternative formats

Students with disabilities who require services are strongly encouraged to contact the Registration Services Advisor as early as possible to discuss documentation of disability requirements and possible assistance.

For more information, phone the Registration Services Advisor at 604-528-5588; TTY/TDD: 604-528-5655; or e-mail [register@jibc.bc.ca](mailto:register@jibc.bc.ca).

### ***Designated hotel***

The JIBC has a designated hotel that provides preferred rates and convenient daily transportation to and from our New Westminster campus for JIBC students and out-of-town faculty. Visit our website for current information, or contact [studentservices@jibc.bc.ca](mailto:studentservices@jibc.bc.ca).

# Application and Registration

Different programs have their own application procedures and criteria for acceptance. Information about these can be found in the program descriptions. For more detailed information, please contact the appropriate program area or visit the JIBC website at [www.jibc.bc.ca](http://www.jibc.bc.ca).

The following pages provide a general description of the application and registration process as well as important registration policies and procedures.

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## Applying for a Program

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To apply for a program:

- Review the program entrance requirements and application procedures found in the appropriate program calendar or brochure or on the JIBC website.
- Request a program application form by phone, in writing, or in person, or download it from the JIBC website where available.
- Mail or deliver your completed program application form and supporting documents to either the JIBC Registration Office or to the appropriate program area, as specified in the application form.
- Wait to be advised by the program area about the status of your application. To inquire about the status of your application, contact the program area directly.

Acceptance into a program does **not** mean that you are automatically registered for the courses of that program. Please see below regarding how to register for a course.

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## Registering for a Course

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To register for a course:

- Obtain a course registration form from the program area or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form.
- Submit your completed registration form with your payment to the JIBC Registration Office in person, by mail, or by phone or fax. Confirmation of registration will be mailed to you.

JIBC Registration Office  
715 McBride Boulevard  
New Westminster, BC V3L 5T4  
Phone: 604-528-5590 or 1-877-528-5591 (toll-free)  
Fax: 604-528-5653  
Hours: 8:00 am – 4:30 pm (walk-in); 8:30 am – 4:00 pm (phone)

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## Registration Policies and Procedures

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### ***Inquiries by e-mail***

The Registration Office responds to general inquiries and information requests at [register@jibc.bc.ca](mailto:register@jibc.bc.ca) but, in order to protect student privacy and the security of financial transactions, does not accept e-mail registrations.

### ***Online enrollment***

Selected courses sponsored by the JIBC for major clients are open for online enrolment. We plan to extend this service in the future to courses that are open to the general public.

### ***Payment***

Registration cannot be completed until we receive full payment for the course(s). No postdated cheques will be accepted. We accept payment by cash, cheque, debit card, MasterCard, and VISA.

Companies and other organizations who expect to have regular enrolments in our fee-for-service classes can apply for permission to submit invoices. To apply for this privilege, contact the Registration Services Advisor (604-528-5588; TDD/TTY: 604-528-5655) for information. An Application for Credit and a Letter of Agreement regarding a Registration Office Account will be sent to you.

### ***Registration and payment inquiries***

Phone: 604-528-5590

Fax: 604-528-5653

E-mail: [register@jibc.bc.ca](mailto:register@jibc.bc.ca)

### ***Confidentiality***

Information collected by the JIBC for registration purposes is protected under federal and provincial privacy legislation. Like other BC public post-secondary institutions, the JIBC is required to submit some of this information to the provincial ministries of Education and Advanced Education and to Statistics Canada for planning purposes.

### ***Withdrawals, transfers, and refunds***

Deadlines, administrative fees, and refund policies for withdrawing from a program or course or when transferring to other programs or courses vary across divisions. Please contact the Registration Office for specific information.

### ***Refunds***

Registration fees are refundable according to policies established in each program area. Contact the Registration Office for specific information. Refunds are subject to an administrative charge.



### ***Substitutions***

Course substitutions are welcome as long as the substituting participant has completed the course prerequisites.

### ***Course cancellations***

The JIBC reserves the right to substitute faculty or cancel courses. A full refund of tuition fees will be issued for courses cancelled by the Justice Institute of BC. In every case, as much advance notice as possible will be provided. The JIBC is not responsible for participants' expenses (e.g., airline or hotel reservations) if a course must be cancelled. We truly regret any inconvenience this may cause.

### ***Tuition receipts (CCRA Form T2202A)***

Tuition receipts for income tax purposes are issued every February by the JIBC to students or parents who have paid \$100 or more in tuition and other allowable expenses. Receipts are not issued in cases where an employer or other sponsor has paid the tuition for a student.

In addition to a tax deduction for tuition paid, students in longer programs or part-time programs that meet certain requirements set by the Canada Customs and Revenue Agency (CCRA) may be eligible for an "Education Amount" deduction. Consult current CCRA guides for details.

### ***NSF cheques***

A fee of \$15 applies to all cheques returned due to "not sufficient funds."

### ***Confirmation of registration***

Confirmation of registration is sent to students by mail. We are unable to confirm registration by fax. If you have questions regarding your confirmation, please contact a registration representative by phone at 604-528-5590 or toll-free at 1-877-528-5591 for calls outside the Lower Mainland.

### ***Transcripts***

Official student transcripts are available to students from the Registration Office. Upon completion of a degree-path program, one copy of the transcript is issued to the student. A fee is charged in all other cases. Transcripts are released to third parties only with the written permission of the student.

# Academic and Institutional Policies

Our policies have been designed to reflect the values and vision embodied in JIBC training. The following policies may be of interest to our learners. You will find the full policies and associated procedures on the JIBC website at <http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>, or contact [studentservices@jibc.bc.ca](mailto:studentservices@jibc.bc.ca) or the Registrar at 604-528-5624.

## ***Access***

“The Justice Institute of BC is committed to creating an inclusive, welcoming, and supportive learning environment for all students. Furthermore, in the context of the relevant legislation and in recognition of the fact that some groups have traditionally been under-represented in many of its programs, the Institute will implement specific initiatives to assist members of these groups to have access to, fully participate in, and achieve success in all educational opportunities offered by the Institute.”

## ***Academic Appeals***

“The Justice Institute of BC is committed to ensuring that any policies and procedures that affect students are fairly and consistently applied throughout the Institute. Nevertheless, the JIBC recognizes that, from time to time, a student may feel that s/he has been treated unjustly in the application of a policy or procedure or may disagree with an academic decision. In such cases, a student has the right to appeal. The procedures attached to this policy provide the mechanism by which such appeals will be heard.”

## ***Student Code of Conduct***

“The Justice Institute of BC is dedicated to providing a high standard of service delivery to students and clients which is consistent with the Institute’s mission and values. An appropriate code of conduct is necessary at all times to ensure that we create and maintain an environment that is conducive to teaching and learning as well as safe for our employees and all students. To that effect, the Institute has established a Student Conduct Policy which defines misconduct, describes the consequences of misconduct and sets a process to appeal penalties.”

## ***Student Records***

“The employees, seconded staff, contractors and students of the JIBC adhere to applicable legislation with respect to student records, freedom of information and the protection of privacy. This includes but is not limited to the British Columbia Freedom of Information and Protection of Privacy Act and the British Columbia Document Disposal Act and regulations related to these acts.”

### ***Intellectual Property Rights***

“The purpose of this policy is to ensure appropriate recognition for the intellectual property rights of the Justice Institute of BC, its employees, seconded staff, contractors, clients, partners, students, and all other creators of intellectual property.

“The Justice Institute and its employees, seconded staff, contractors, and students adhere to Canadian and International law with respect to intellectual property rights. This includes but is not limited to the Canadian *Copyright Act*, *Trade-marks Act*, and *Patent Act*.”

### ***Prior Learning Assessment***

“The Justice Institute of BC is committed to meeting the needs of our unique and diverse student base. The JIBC recognizes that many people may attain significant learning from training and or work experiences outside the post-secondary system and that reliable prior learning assessment can benefit our students. The JIBC supports opportunities for flexible assessment, transfer and articulation, which is consistent with our students’ needs.”

Prior Learning Assessment and Recognition (PLAR) involves an assessment of what has been learned outside a course or program to determine equivalency with the expected learning outcomes in the course or program. For information on PLAR for a program that interests you, contact the academy, division, or centre offering the program.

### ***Harassment and Discrimination***

“The Justice Institute of BC and the British Columbia Government and Service Employees Union (BCGEU) are committed to providing a learning and working environment where the individual differences of all employees and students are valued and respected. All members of the Justice Institute of BC community are entitled to be treated fairly and with dignity, free from harassment or discrimination. The Justice Institute of BC and the BCGEU do not condone and will not tolerate any discrimination or harassing behaviour which undermines the dignity, self-esteem and productivity of any employee or student.”

# Governance and Administration

## ***Governance: Board of Governors***

The Board is composed of eight or more persons appointed by the Lieutenant Governor in Council, and also includes the President.

- Bruce Hall, Chair
- Lynn Harrison, Vice Chair
- Jim Chu
- Elaine Davison
- Hugh Gaffney
- Mary Manning
- Darwin Netzel
- Jane Shackell, Q.C.
- Jack McGee, President, JIBC

## ***Administration: Management Committee***

Jack McGee	President
Pat Ross	Vice President, Education and Student Services
Carol Baert	Vice President, Finance and Administration
Richard Epp	Director, Facilities
Patricia Gibb	Director, Human Resources
Dave Busse	Director, Paramedic Academy
Murray Day	Director, Emergency Management Division
David Love	Director, External Relations and Development
Al Lund	Director, Pacific Traffic Education Centre
Glen Maddess	Interim Director, Fire and Safety Division
Gary Munro	Director, Information Services
Shelley Rivkin	Director, Centre for Leadership and Community Learning
Gord Spencer	Director, Courts Academy
Tim Stiles	Director, Corrections and Community Justice Division
Mike Trump	Acting Director, Police Academy
Pam White	Director, Centre for Conflict Resolution
Keith Wilkinson	Director, Academic and Student Services and Registrar

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**Victoria Campus**  
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**Victoria, BC V8W 1X3**

**Downtown Vancouver Education Centre**  
**Commerce Place**  
**400 Burrard Street - 18th Floor**  
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**Okanagan Campus**  
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