



JUSTICE
INSTITUTE
of
BRITISH
COLUMBIA

Course Calendar



2007 - 2008

Innovative education and training for those who make communities safe

We deliver courses and programs in communities throughout BC

www.jibc.ca

Justice Institute *of* British Columbia

CALENDAR 2007 – 2008



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 the following categories.

Community Safety and Social Justice

- Aboriginal Programs
 - Child Welfare
- Community Corrections
 - Conflict Resolution
- Counselling
- Enforcement and Regulation
 - Family Justice
- Victim Services
- Youth Justice

Health and Prehospital Care

- Health Emergency Management
- Paramedic
 - Professional Health
- Substance Abuse

Interdisciplinary Studies

- Executive Programs
- Instructor Development
- Leadership
 - Management
- Simulation Training

Public Safety and Security

- Corrections
- Courts
 - Driver Education
- Emergency Management
- Emergency Social Services
- Enforcement and Regulation

- Event Management
- Fire
- Personal Safety
- Policing
- Private Security
- Threat Management

Degree Path Studies (programs that meet the standards required for laddering toward JIBC and other degrees)

Certificates

- Aboriginal Leadership
- Career Fire Fighter
- Conflict Resolution
 - Specialization in Mediation and Third-Party Intervention
 - Specialization in Negotiation
- Correctional Officer
- Emergency Management
- Family Mediation
- Industrial Emergency Responder
- Primary Care Paramedic

Diplomas

- Aboriginal Leadership
- Advanced Care Paramedic
- Fire Services
- Leadership

Degrees

- Bachelor of Fire and Safety Studies
- Bachelor of Safety and Security Management (pending Ministry approval)

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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

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.ca.



Message from the President

Thank you for considering the outstanding programs at the Justice Institute of British Columbia (JIBC) – a world leader in justice and public safety education. We are proud to have over 30,000 students each year who provide personal, family, business, and community safety. Due to the contributions of our alumni, it has been said that “every day, everyone in British Columbia benefits from the work of the graduates of the JIBC.”

I am pleased that you are contemplating a career in the fields we specialize in – public safety and security, community and social justice, health and prehospital care, and a range of Aboriginal and interdisciplinary studies. Our 2007-2010 Strategic Plan reaffirms the Institute’s mission to provide you with the innovative education and training that you need to fulfill your role in keeping communities safe. JIBC graduates pursue careers that are considered to be of great importance to the citizens of our province and our country.

At the JIBC, you will enjoy a range of justice and public safety programs and courses that satisfy your professional needs as well as those of public and private sector employers. Where possible and practical, you will have cross-functional learning opportunities that reflect the successful collaboration among leading organizations and agencies.

In addition to ensuring that you are effectively prepared as you embark upon your chosen career, we are also committed to advancing the professions that we serve. Building on the success of our Bachelor of Fire and Safety Studies, we are actively developing a number of undergraduate and graduate diploma and degree programs that will enable you to enhance your knowledge and career in our areas of expertise.

Whether you enroll for an individual course, certificate, diploma, or degree program, you will benefit from innovative, experientially focused learning, delivered by outstanding leaders and practitioners who are active in their respective fields.

In 2008, the JIBC will celebrate 30 years of contributing to the safety and security of communities here in BC and around the world by preparing graduates to apply their learning. We look forward to having you join us and learn how to play your part in *Making society stronger by making communities safe*.

Good luck with your studies.

Jack McGee
President

Why Study at the Justice Institute of British Columbia?

The Justice Institute of British Columbia's educational programs and services are delivered to government agencies, community organizations, private corporations, and the general public in over 160 communities throughout the province and around the world.

*Learning together for
safer communities*

Each year, the JIBC's distinctive experiential educational model attracts over 30,000 students, many of whom return throughout their careers for ongoing education. The JIBC's 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.

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

JIBC programs and courses are well known for their 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 education and training 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.

Career advancement

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, and degrees to help meet the career needs of professionals working in justice and public safety fields provincially, nationally, and internationally.

Credentials

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. Our focus on top quality and the continuous improvement of curriculum design and instruction is intended to provide you with the very finest education for safe communities.

Commitment to quality

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.



JIBC Programs and Courses

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

Categories

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

Clientele

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.

Professional-path and degree-path programs

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.ca. Contact information is provided at the end of each program description and on page 13.



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.ca; or contact our External Relations and Development Department at 604-528-5582 or e-mail externaldevelopment@jibc.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.ca)
- Corrections and community justice: adult and youth (callcentre@jibc.ca)
- Emergency management, emergency social services, search and rescue (emd@jibc.ca)
- Emergency vehicle operations, advanced driver training, accident investigation (ptec@jibc.ca)
- Fire: recruit, officer, industrial, marine, Hazmat (fireacademy@jibc.ca)

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

General Inquiries	604-525-5422	register@jibc.ca
	1-888-865-7764 (toll-free, North America only)	
Registration, Lower Mainland	604-528-5590	register@jibc.ca
Registration, Outside Lower Mainland	1-877-528-5591 (toll-free, North America only)	
Centre for Conflict Resolution & Centre for Leadership	604-528-5608	conres@jibc.ca
	1-888-799-0801 (toll-free, North America only)	
Child, Family and Community Safety Division	604-528-5608	cfcs_pr@jibc.ca
Aboriginal Programs and Services	604-528-5621	aboriginal@jibc.ca
Corrections and Community Justice Division	604-528-5531	callcentre@jibc.ca
Courts Academy	604-528-5567	courts@jibc.ca
Emergency Management Division	604-528-5790	emd@jibc.ca
Fire and Safety Division		
Fire Academy	604-528-5657	fireacademy@jibc.ca
Fire and Safety Training Centre	604-462-1000	fstc@jibc.ca
Pacific Traffic Education Centre	604-528-5807	ptec@jibc.ca
Paramedic Academy	604-528-5707	callcentre@jibc.ca
Police Academy	604-528-5753	policeacademy@jibc.ca

Campus Locations

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

JIBC Vancouver Education Centre
555 Great Northern Way
Vancouver, BC

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

Okanagan Education Centre
825 Walrod Street
Kelowna, BC

Driver Education/Training Track
2 King Edward Street
Coquitlam, BC

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

Chilliwack Education Centre
1092 Caen Road
Chilliwack, BC

Aboriginal Programs and Services

Aboriginal Leadership Certificate

Aboriginal Programs and Services

The 30-credit Aboriginal Leadership Certificate is year 1 of the Aboriginal Leadership Diploma program. Upon completion of the certificate, graduates may ladder into the diploma program.

Entrance requirements consist of:

- Minimum high school graduation
- English 12 or equivalency
- Basic computer skills
- Qualifying or mature status entry

Courses

COURSE	HOURS	CREDITS	DIVISION/ CENTRE
Courses: Year 1			
ABLD110: Philosophy, Values and Ethics of Aboriginal Leadership	42	3	APS
ABLD111: Individual and Community Wellness in Aboriginal Contexts	42	3	APS
ABLD112: Aboriginal Leadership Development	42	3	APS
ABLD113: Writing and Research Skills	42	3	APS
ABLD114: Introduction to Dispute Resolution – Level I	42	3	APS
ABLD115: Aboriginal Justice and Governance Models	42	3	APS
ABLD116: Change Management: Aboriginal Organizations	42	3	APS
ABLD117: Dispute Resolution: Level II	42	3	APS
ABLD118: Introduction to Project Management	42	3	APS
ABLD150: Workplace Based Practicum	84	3	APS

For more information

For more information about this program and delivery dates, please contact Aboriginal Programs and Services at 604-528-5522, or e-mail aboriginal@jibc.ca.

Aboriginal Leadership Diploma

Aboriginal Programs and Services

- 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.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 Child, Family and Community Safety Division (CFCS), 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.

COURSE	HOURS	CREDITS	DIVISION/ CENTRE
ABL100: Working More Effectively with Aboriginal People	7	0	CFCS
CORR902: Justice Issues in Aboriginal Communities	21	1.5	CCJD
CY254: Contemporary Issues in Working with Aboriginal Youth	14	1.0	CFCS
MGMT001: Aboriginal Leaders Institute	35	0	CFCS
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

Child, Family and Community Safety Division

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 Caroline White, Program Coordinator in the Child, Family and Community Safety Division, 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.ca.

Justice and Public Safety Career Preparatory Certificate for Aboriginal Learners

Aboriginal Programs and Services

The 30-credit Career Preparatory Program Certificate in Justice and Public Safety for Aboriginal Learners is designed to develop the skills and knowledge to be more competitive for entry into justice and public safety careers, including policing, firefighting, corrections, border services, fish and wildlife, fisheries and oceans, probation, and emergency services.

Your career

This seven-month program is designed to provide Aboriginal learners with the skills, abilities, and knowledge to become more competitive for entry into justice and public safety careers. It will provide an opportunity for transition into a career in law enforcement and public safety, and an exposure to both Aboriginal worldviews and mainstream perspectives.

Program outcomes

Upon completion, graduates will have developed skills and abilities that enhance their competitiveness in their chosen career field while:

- Demonstrating traditional cultural understanding and sensitivity at the core of their decision making
- Developing skills and strategies for the challenges of working simultaneously in the traditional Aboriginal and mainstream worlds
- Facilitating community-based and employer-endorsed strategies for justice and public safety challenges
- Role-modelling ethical behaviours on and off duty
- Demonstrating the cognitive and physical skills required by their chosen career
- Actively participating in lifelong learning
- Striving for balance mentally, physically, spiritually, and emotionally

As important as the opportunity for employment are the opportunities that this program provides to learners by building their confidence, expanding their worldview, and developing the potential to pursue other post-secondary diplomas and degrees. This program can serve as a transition into the fields of criminology, criminal justice, psychology, sociology, and the Justice Institute of BC's Aboriginal Leadership Certificate, Fire Service Leadership Diploma, and Bachelor of Fire and Safety Studies degree or Bachelor of Safety and Security Management degree.

Entrance requirements consist of:

- Grade 12 or High School Equivalency (GED)
- Canadian citizenship or permanent residence
- Good character
- Proficiency in English
- Valid driver's licence
- Basic computer skills

Courses

COURSE	HOURS	CREDITS	DIVISION/ CENTRE
JPSCPP110: Physical Education, Wellness and Self Care – Level 1	42	3	APS
JPSCPP111: History and Impact of Colonization	42	3	APS
JPSCPP112: Canadian Criminal Justice System	42	3	APS
JPSCPP113: Effective Presentations, Writing and Listening Skills	42	3	APS
JPSCPP114: First Responder	42	3	APS
JPSCPP115: Restorative Justice	42	3	APS
JPSCPP116: Advanced Driving, Physical Education, Wellness and Self Care – Level II	42	3	APS
JPSCPP117: Justice and Public Safety Statutes and Structures	42	3	APS
JPSCPP118: Ethics, Values and Professional Behaviour	42	3	APS
JPSCPP120: Career Practicum	30	1.5	APS
JPSCPP119: Employment Strategies and Career Development	30	1.5	APS

For more information

For more information about this program and delivery dates, please contact Aboriginal Programs and Services at 604-528-5522, or e-mail aboriginal@jibc.ca.

Counselling and Capacity Building

Child Sexual Abuse Intervention Certificate for Practitioners

Child, Family and Community Safety Division

As part of our commitment to quality programming, we are revising and updating the Child Sexual Abuse Intervention Certificate for Practitioners. The new certificate will be launched in 2007/2008. For more information, contact the Program Coordinator at 604-528-5620 or e-mail counselingpc@jibc.ca.

Substance Use Certificate and Courses

Child, Family and Community Safety Division

- 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 Child, Family and Community Safety Division or the JIBC Registration Office, or download it from the CFCS website at www.jibc.ca/cfcs/index.htm.
- 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 Child, Family and Community 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.

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
REQUIRED COURSES				
AD400: Understanding Substance Use	Classroom		14	1.0
AD401: A Continuum of Care: Prevention to Harm Reduction	Classroom	AD400	14	1.0
EP308: Understanding Pharmacology from a Counsellor's Perspective	Classroom	AD400	14	1.0
AD410: Concurrent Disorder Planning – Level 1	Classroom	AD400	14	1.0
AD403: Assessment Practices	Classroom	AD400	14	1.0
ELECTIVE COURSES				
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

DELIVERY
Classroom

PREREQ

HOURS
14

CREDITS
1.0

For more information

For more information about this program:

- Phone the Program Assistant at 604-528-5875 or e-mail ljong@jibc.ca
- Visit the Child, Family and Community Safety Division website at www.jibc.ca/cfcs/index.htm

Trauma Counselling and Clinical Intervention Certificate

Child, Family and Community Safety Division

As part of our commitment to quality programming, we are revising and updating the Trauma Counselling and Clinical Intervention Certificate. The new certificate will be launched in 2007/2008. For more information, contact the Program Coordinator at 604-528-5620 or e-mail counselingpc@jibc.ca.

Counselling and Capacity Building Individual Courses

Child, Family and Community Safety Division

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.ca/cfcs/index.htm.

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
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.

COURSES	DELIVERY	HOURS	CREDITS
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 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 for more details.

COURSES	DELIVERY	HOURS	CREDITS
CY104: Expressive Play Therapy Methods Level 1	Classroom	14	1.0
CY104A: Expressive Play Therapy Methods Level 2	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.

COURSES	DELIVERY	HOURS	CREDITS
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
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

Child, Family and Community Safety Division

- Courses and certificate programs are available for delivery on a contract basis only. For more information, go to www.jibc.ca/cfcs/index.htm.

The Child, Family and Community Safety Division 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.ca.

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.

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.

COURSES

CY168: Working with Children, Youth, and Families

DELIVERY
Classroom

HOURS
140

CREDITS
10

Aboriginal Trauma Certificate

Child, Family and Community Safety Division

For a description of the Aboriginal Trauma Certificate, see page 16 under “Aboriginal Programs and Services.”

Critical Incident Stress Management Certificate and Courses

Child, Family and Community Safety Division

- 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 Child, Family and Community Safety Division 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.info 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 Child, Family and Community Safety Division or the JIBC Registration Office, or download it from the CFCS website at www.jibc.ca/cfcs/index.htm.
- 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 Child, Family and Community 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.

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

	DELIVERY	PREREQ	HOURS	CREDITS
BLOCK 1 COURSES				
TS600: Introduction to Critical Incident Stress Management	Classroom		7	0.5
TS601: Defusing and Demobilization	Classroom	TS600	14	1.0
TS602: Critical Incident Stress Debriefing	Classroom	TS601	21	1.5
BLOCK 2 COURSES				
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
FOR ATSS CERTIFICATION ELIGIBILITY				
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 604-528-5641 or the Program Assistant at 604-528-5684
- E-mail cfcs_pr@jibc.ca
- Visit the Child, Family and Community Safety Division website at www.jibc.ca/cfcs/index.htm

Family Justice Counsellor Prerequisites

Corrections and Community Justice Division

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.

Please note that completion of the courses does not guarantee employment. Upon fulfilling all of the above requirements, an application can be submitted through the BC Public Service Employment Opportunities website (www.employment.gov.bc.ca).

For more information

For more information about this program:

- Phone the Call Centre at 604-528-5690
- E-mail callcentre@jibc.ca
- Visit the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.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.ca/ccrcl/index.htm.

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.ca/ccrcl/index.htm 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
CONFLICT RESOLUTION AND MEDIATION				
CR110A: Dealing with Interpersonal Conflict or	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
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
FAMILY DYNAMICS				
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
INTERCULTURAL ISSUES (Choose one)				
CR253: Culture in Conflict: Enriching the Process	Classroom	CR250	14	1.0
FAM109: Multicultural Issues in Family Justice	Online		7	0.5
ELECTIVES (Choose five days from the following courses)				
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
ASSESSMENT				
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.ca
- Visit the Centre for Conflict Resolution website at www.jibc.ca/ccrcl/index.htm or the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.htm.

Personal Safety Training

Course

Corrections and Community Justice Division

- 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

	DELIVERY	HOURS	CREDITS
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.ca
- Visit the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.htm

Conflict Resolution, Negotiation, Mediation/Third-Party Intervention

Conflict Resolution/Negotiation

Centre for Conflict Resolution

- Explore the broad field of conflict resolution
- Learn to recognize, understand, and resolve conflict more effectively, and build more productive relationships with clients and colleagues
- Enhance your career opportunities

Your career

Employers consider conflict resolution skills essential in today's fast-paced workplace. If you manage or supervise employees, 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.ca/ccrcl/index.html.

Program outcomes

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

Application and registration

Start your program with Resolving Conflict in the Workplace (CR110B). This course forms a foundation for the rest of the associate 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.ca/ccrcl/index.htm 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.

The Centre for Conflict Resolution offers three certificates and two associate certificates:

- Associate Certificate in Leadership and Conflict Resolution
- Associate Certificate in Workplace Conflict
- Negotiation
- Mediation/Third-party Intervention
- Family Mediation

Credential issued

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

- Six required courses totalling 20 days (140 hours, 10 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 6 days chosen from any Centre for Conflict Resolution courses
- Conflict Resolution/Negotiation assessment

Courses

	DELIVERY	PREREQ	HOURS	CREDITS
REQUIRED COURSES				
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				
CR151: What Do I Do Now? An Introduction to Conflict Resolution Theory	Classroom		21	1.5
ELECTIVES (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
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
ASSESSMENT				
CR950: Assessment: Negotiation	Classroom	CR200; CR250; CR260; CR360		

Cohort model

This Associate Certificate is offered in a cohort model in partnership with Langara College in Vancouver. For more information about the cohort model and to obtain

schedule information, please consult the Centre for Conflict Resolution website at www.jibc.ca/ccrcl/index.htm.

For more information

For more information about this program:

- Phone 604-528-5608
- E-mail conres@jibc.ca
- Visit the Centre for Conflict Resolution website at www.jibc.ca/ccrcl/index.htm

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.ca/ccrcl/index.htm.

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.ca/ccrcl/index.htm 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:

- Seven required courses totalling 25 days (175 hours, 14 credits), listed below
- Specialized electives totalling 10 days (70 hours, 5 credits), chosen from the list of specialized electives below
- General electives totalling 1 day (7 hours, 0.5 credits), chosen from any Centre for Conflict Resolution courses
- Mediation/Third-Party Intervention assessment

Courses

	DELIVERY	PREREQ	HOURS	CREDITS
REQUIRED COURSES				
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
CR400: Mediation Skills Level II	Classroom	CR200; CR250; CR260	35	2.5
CR125: Theoretical Foundations of Dispute Resolution	Online		21	1.5
or				
CR151: What Do I Do Now? An Introduction to Conflict Resolution Theory	Classroom		21	1.5
ELECTIVES (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
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
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

	DELIVERY	PREREQ	HOURS	CREDITS
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
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
ASSESSMENT				
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.ca
- Visit the Centre for Conflict Resolution website at www.jibc.ca/ccrc/index.htm

Restorative Practices

Centre for Conflict Resolution

We offer courses in Restorative Practices on a contract basis. The Restorative Practices specialization can be tailored to meet the needs of specific organizations or communities. Many of the 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.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

Course area

Corrections and Community Justice Division

- 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 and program delivery 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:

- Phone the Call Centre at 604-528-5690
- E-mail callcentre@jibc.ca
- Visit the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.htm

Adult Probation Officer Prerequisite Program

Corrections and Community Justice Division

Course area

- 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. 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 BC Public Service Employment Opportunities website (www.employment.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

APO151: The Adult Probation Officer and Community Corrections
APO152: Adult Probation and Criminal Court Process
APO135: Sentencing Options and Post Sentence Supervision Orders
APO154: Professional Ethics and Standards of Conduct (Community)

DELIVERY

Online
Online
Online
Online

HOURS

14
14
7
7

For more information

For more information about this program:

- Phone the Call Centre at 604-528-5690
- E-mail callcentre@jibc.ca
- Visit the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.htm

Sex Offender Risk Assessment

Course

Corrections and Community Justice Division

- 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

No application is necessary. Register with 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
- Email callcentre@jibc.ca
- Visit the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.htm

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 Public Service Employment Opportunities website (www.employment.gov.bc.ca) 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 Public Service Employment Opportunities website at www.employment.gov.bc.ca 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.ca
- Visit the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.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. Check the BC Public Service Employment Opportunities website (www.employment.gov.bc.ca) for current postings.

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.
- 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 Employment Opportunities website (www.employment.gov.bc.ca) for Youth Probation Officer employment opportunities.

Courses

COURSES	DELIVERY	HOURS
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.ca
- Visit the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.htm

Court Services; Sheriffs

Courts Instructor Trainer Development

Courts Academy

For a description of Courts Instructor Trainer Development, see page 68 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.ca/courts/index.htm.
- 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.ca
- Visit the Courts Academy website at www.jibc.ca/courts/index.htm

Driver Training, Accident Investigation

Driver Training Courses

Course area

Pacific Traffic Education Centre

- Enhance and improve current driving skills
- Courses are offered to government agencies and corporate 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
- Highway Ice and Snow Technology
- Driver Assessments

For more information

For more information about these courses:

- Phone 604-528-5805
- E-mail ptec@jibc.ca
- Visit the Pacific Traffic Education Centre website at www.jibc.ca/ptec/index.htm

Workplace Accident/Incident Investigation

Course

Pacific Traffic Education Centre

- 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

	DELIVERY	HOURS	CREDITS
TAXIHOST LEVEL 1: DRIVER			
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
TAXIHOST LEVEL 2: PROFESSIONAL			
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.ca
- Visit the Pacific Traffic Education Centre website at www.jibc.ca/ptec/index.htm

Emergency Management, Incident Command System, Neighbourhood Emergency Preparedness

Emergency Management Certificate Program

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

*Professional-path
program*

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.ca/emergency/index.htm.
- 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
REQUIRED COURSES				
ESS100: Introduction to Emergency Social Services	Distance/online		3	0.0
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
ELECTIVE COURSES				
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
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 604-528-5800
- E-mail emdmail@jibc.ca
- Visit the Emergency Management Division website at www.jibc.ca/emergency/index.htm

Incident Command System Courses

Emergency Management Division

Course area

- 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.

COURSES	DELIVERY	PREREQ	HOURS
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.ca
- Visit the Emergency Management Division website at www.jibc.ca/emergency/index.htm

Neighbourhood Emergency Preparedness Program Facilitators Course

Emergency Management Division

For a description of the Neighbourhood Emergency Preparedness Program Facilitators Course, see page 74 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

For consultation and contract services and independent course studies, visit www.jibc.ca/emergency/index.htm or call 604-528-5523.

To access Emergency Management Division tuition-based programs, visit www.jibc.ca/emergency/index.htm or call 604-528-5800.

Fire: Firefighter, Officer, Industrial, Hazmat

Bachelor of Fire and Safety Studies Degree

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.

*Degree-path program;
Offered in partnership*

Your career

There is an increasing demand for more professionalism in the fire service in Canada, the United States, and Europe. Advertised vacancies for fire service personnel frequently 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 Bachelor of Fire and Safety Studies 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.ca.
- Submit the application form along with supporting documentation and the application fee to the Registration Office.

Upon acceptance of the application, an assessment of the student's prior learning will be carried out. Credits will be granted for prior learning through formal post-secondary education programs or, in some cases, through relevant experience. Any prior learning that is recognized will be credited to the program and the student will be exempt from taking the course.

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	CREDITS	FIRE SERVICE LEADERSHIP DIPLOMA GRADUATES	
		Credit/Courses Transferred	Credit/Courses Required
LIBERAL STUDIES FOUNDATIONAL COURSES <i>(Recommended for Year 1 but may be taken in a different sequence)</i>			
FSS100: Communication Skills	3	✓	
Math 100 or equivalent	3		✓
Computer Applications 100 or equivalent	3		✓
OTHER LIBERAL STUDIES COURSES <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
FIRE AND SAFETY CORE COURSES – YEAR 1			
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	✓	
FIRE AND SAFETY CORE COURSES – YEAR 2			
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	✓	
Electives (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		
FSS215: Fire and Life Safety Education II/III	3		
FSS216: Fire Investigation	3		
<i>(Students may choose to exit at this point with a Diploma in Fire and Safety Studies)</i>			
FIRE AND SAFETY CORE COURSES – YEAR 3			
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	✓	

COURSES	CREDITS	FIRE SERVICE LEADERSHIP DIPLOMA GRADUATES	
		Credit/Courses Transferred	Credit/Courses Required
Electives (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 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.ca or contact Geoffrey Burston at gburston@jibc.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.ca/fire/index.htm or by calling 604-462-1000, and then fax or mail the form to the Fire and Safety Division, Maple Ridge 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	DELIVERY
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
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 fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Fire Fighter Certification Program

Fire and Safety Division

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

To register members, please obtain a registration form from the Fire and Safety Division or from the website at www.jibc.ca/fire/index.htm, and then fax or mail the completed form to the Fire and Safety Division, Maple Ridge Campus.

Credential issued

Students receive a Fire Fighter I and/or Fire Fighter II certificate(s) to NFPA 1001 Standard upon successful completion of the required courses at the respective levels, as listed below.

Courses

Fire Fighter Level I Courses

The Fire Fighter Certification Program offers two certificates. Fire Fighter Level I meets all the criteria set in Chapter 5 of NFPA 1001. The courses for this certificate are as follows:

- BCM011: Organization, Safety and Communication I
- BCM021: Fire Behaviour, Extinguishers and Personal Protective Equipment I
- BCM031: Ropes, Knots, Ladders and Rescue I
- BCM041: Building, Ventilation and Forcible Entry I
- BCM051: Hose, Fire Streams and Water Supply I
- BCM061: Salvage, Overhaul and Fire Cause Determination I
- BCM071: Fire Prevention, Education and Sprinkler Systems I
- BCM081: Fire Control I
- BCM091: Hazmat Awareness
- BCM101: Emergency Medical Care

Courses for Fire Fighter Level I & II

Fire Fighter Level I & II is a fast-track approach in which the fire fighter is given the training of both levels simultaneously. The courses are:

- BCM013: Organization, Safety and Communication I & II
- BCM023: Fire Behaviour, Extinguishers and Personal Protective Equipment I & II
- BCM033: Ropes, Knots, Ladders and Rescue I & II
- BCM043: Building, Ventilation and Forcible Entry I & II
- BCM053: Hose, Fire Streams and Water Supply I & II
- BCM063: Salvage, Overhaul and Fire Cause Determination I & II
- BCM073: Fire Prevention, Education and Sprinkler Systems I & II
- BCM083: Fire Control I & II
- BCM091: Hazmat Awareness
- BCM093: Hazmat Operations
- BCM101: Emergency Medical Care

For more information

For more information about this program:

- Phone 604-462-1000
- E-mail fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

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 between four and six times a year

Program description

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, the student 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, the student will obtain 30 post-secondary credits. These credits may 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 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 application package.

For more information

For more information about this program:

- Phone 604-528-5657
- E-mail fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Fire Service Instructor Courses

Course area

Fire and Safety Division

For a description of Fire Service Instructor, see page 70 under “Instructor/Trainer Development.”

Fire Service Leadership

Degree-path program

Fire and Safety Division

- 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 may receive a certificate upon completion of each of the four levels of the Fire Officer Certificates if you meet the prerequisites for certification to NFPA 1021 – Fire Officer Professional Qualifications. The prerequisite for certification to Fire Officer I is NFPA 1001 – Fire Fighter Professional Qualifications. The four levels of the Fire Officer Leadership Diploma must be completed sequentially. After successfully completing all of the courses 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 Service Leadership Diploma except in the small number of cases where prerequisites are specified.

Courses

	DELIVERY	PREREQ	HOURS	CREDITS
FIRE OFFICER I COURSES				
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		35	2
F276: Fire and Life Safety Educator I	Classroom		14	1
S101: Fire Service Instructor I	Classroom		21	1
FIRE OFFICER II COURSES				
F150/FC150: Fire Prevention Management	Distance; classroom		42	3
F155/FC156: Fire Suppression Management	Distance; classroom		42	3
F160: Emergency Scene Management II	Classroom	F120	35	2
S102: Fire Service Instructor II	Classroom	S101	21	1
FIRE OFFICER III COURSES				
FSS100: Communication Skills	Online		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	28	2
FIRE OFFICER IV COURSES				
F250: Fire Service Law	Distance		42	3
FSS240: Statistical Foundations for Decision-Making in the Fire Service	Online		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	F225, F220	42	3
EM723: Planning Process	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 fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Hazardous Materials Courses

Course area

Fire and Safety Division

- 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

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
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
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 fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Industrial Emergency Responder Certificate

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.

Courses

	HOURS	CREDITS
REQUIRED COURSES		
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*
ELECTIVE COURSES		
FS189: Building Construction	14	1.0
FS167: Confined Space Entry and Rescue – Technician	28	2.0*
FS190: H ₂ 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 fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Industrial Fire Fighter Courses

Fire and Safety Division

Course area

- 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 ₂ S Safety and Response	Classroom		7	0.5
FS140: Industrial Fire Fighter – Introduction	Classroom, field exercises		14	1.0
FS141: Industrial Fire Brigade – Incipient	Classroom, field exercises	FS140	35	2.5
FS142: Industrial Fire Brigade – Advanced Exterior	Classroom	FS141 or equivalent	35	2.5
FS143: Industrial Fire Brigade – Interior Structural	Classroom	FS142 or equivalent	35	2.5
FS144: Industrial Fire Brigade 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 fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Inspection

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.

Investigation

The Fire and Safety Division offers Fire Investigation training to meet the National Fire Protection Association (NFPA) 1033 standard – Professional Qualifications for Fire Investigators. The course is delivered in three parts: Fire Cause and Origin I, II, and III.

Fire Cause and Origin I introduces students to fire investigation and the roles and responsibilities of the fire investigator. Students examine applicable legal and regulatory requirements, fundamentals of fire science, fire scene safety and security, burn pattern analysis, evidence collection, documentation, and fire cause determination.

Fire Cause and Origin II examines the organization and planning of a fire investigation, securing a fire scene, and the preservation, collection, transportation, and storage of evidence. Students participate in a fire scene examination and prepare/present final investigation findings.

During Fire Cause and Origin III, students gain knowledge and skills associated with major fire scene investigation and case management; liaising with police, coroner, and Crown; evidence analysis; photography; and conducting witness interviews. Students also examine the role of the expert witness when testifying in court.

Public fire and life safety education

Fire and Life Safety Educator I examines the knowledge and skills necessary to deliver sound public education at the community level. Methods of delivering fire and life safety education, selecting educational materials, working with the media, and evaluating program success are also covered. This course meets the NFPA 1035 standard – Professional Qualifications for Fire and Life Safety Educator Level I when taken in conjunction with Fire Service Instructor I.

Fire and Life Safety Educator II/III is designed to enhance students' ability to create, administer, and evaluate educational programs and information to meet identified community needs. Students learn to establish priorities through data analysis, design an

education program, and prepare budgets, policies, and evaluation strategies as they relate to that program. This course meets the requirements of the NFPA 1035 standard – Professional Qualifications for Fire and Life Safety Educator Levels II and III.

Application and registration

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

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
FIP100: Fire Inspector I	Classroom		42	3
FIP200: Fire Inspector II	Classroom	FIP 100	42	3
FIP150: Plan Examiner I	Classroom		42	3
FIP105/505: Certified Professional	Classroom		104	6
FPIN150: Fire Cause and Origin I	Classroom		21	1.5
FPIN175: Fire Cause and Origin II	Classroom and field exercises	FPIN 150 or CFIS I or OFC Introduction to Fire Investigation	21	1.5
FPIN180: Fire Cause & Origin III	Classroom	FPIN175	28	2
F276: Fire & Life Safety Educator I	Classroom	*	14	1
FSS215: Fire & Life Safety Educator II/III	Classroom and distance	F276 and S101	42	3

*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 fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Technical Rescue Courses

Fire and Safety Division

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

Course area

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 High Angle Rope Rescue – Awareness	Classroom, field exercises; Maple Ridge Campus or client site		21	1.5
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 fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Instructor/Trainer Development

Basic Standards Training 2 (Instructor)

Police Academy

Course

- Fulfills the instructional requirement for approval to instruct both BST1 and BST2 at approved training schools in BC
- Program consists of 5 days (35 hours) of classroom and practical training

Your career

In order to be approved by the JIBC and the Security Programs 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 JIBC

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 Training Programs" (www.jibc.ca/police/programs/security_training/Mandatory_training.htm).

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. This course will not guarantee approval from the Ministry. An application process is required, with further fees attached.

For more information

For more information about this program:

- Phone the Police Academy at 604-528-5753 or e-mail private_security@jibc.ca
- Visit the Police Academy website at www.jibc.ca/police/index.htm

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

REQUIRED COURSES	DELIVERY	PREREQ	HOURS	CREDITS
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.ca
- Visit the Courts Academy website at www.jibc.ca/courts/index.htm

Emergency Services Instructor Training (ESIT) Course

Paramedic Academy

Course

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.ca/paramedic/index.htm
- 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.ca
- Visit the Paramedic Academy website at www.jibc.ca/paramedic/index.htm

Fire Service Instructor Courses

Course area

Fire and Safety Division

The Fire and Safety Division offers two 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

All the courses have pre-course assignments 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.

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
S101: Fire Service Instructor I	Classroom	Fire Fighter Level I & II	32	1
S102: Fire Service Instructor II	Classroom	S101	42	1

For more information

For more information about these courses:

- Phone 604-528-5657
- E-mail fire@jibc.ca
- Visit the Fire and Safety Division website at www.jibc.ca/fire/index.htm

Instructor Development Certificate and Courses

Child, Family and Community Safety Division

- 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 Child, Family and Community Safety Division 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.ca/cfcs/index.htm 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 Child, Family and Community Safety Division or the JIBC Registration Office, or download it from the CFCS website at www.jibc.ca/cfcs/index.htm.
- 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 Child, Family and Community 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.

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
REQUIRED COURSES				
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
ELECTIVES (ALSO OPEN TO THE PUBLIC)				
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 cfcs_pr@jibc.ca
- Visit the Child, Family and Community Safety Division website at www.jibc.ca/cfcs/index.htm

Life Support Instructor Courses

Paramedic Academy

Course area

- 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	DELIVERY	HOURS
PHP212: CPR Instructor	Classroom	17.5
PHP213: CPR Instructor Update	Classroom	7
PHP120: Advanced Cardiac Life Support (ACLS) Instructor	Classroom	14
PHP206: Pediatric Advanced Life Support (PALS) Instructor	Classroom	10.5
PHP217: Basic Trauma Life Support (BTLS) Instructor	Classroom	14

For more information

For more information about these courses:

- Phone 604-528-5690
- E-mail php@jibc.ca
- Visit the Paramedic Academy website at www.jibc.ca/paramedic/index.htm

Neighbourhood Emergency Preparedness Program Facilitators Course

Course

Emergency Management Division

- 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 604-528-5800
- E-mail emdmail@jibc.ca
- Visit the Emergency Management Division website at www.jibc.ca/emergency/index.htm

Leadership and Management Development

Aboriginal Leadership Diploma

Child, Family and Community Safety Division – Aboriginal Programs and Services

For a description of Aboriginal Leadership Diploma in Justice, Public Safety, and Human Services, see page 15 under “Aboriginal Programs and Services.”

Fire Service Leadership

Fire and Safety Division

Degree-path program

For a description of Fire Service Leadership, see page 58 under “Fire: Recruit, Officer, Industrial, Hazmat.”

Foundations of Effective Management and Leadership Certificate and Courses

Centre for Conflict Resolution & Centre for Leadership

- 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 Conflict Resolution & Centre for Leadership or the JIBC Registration Office, or download it from the CCRCL website at www.jibc.ca/ccrcl/ProgramsCourses/cl/Found_Eff_Man_Lead_Cert.htm.
- 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 Conflict Resolution & Centre for Leadership 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
REQUIRED COURSES				
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

	DELIVERY	PREREQ	HOURS	CREDITS
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	FMGMT100 and 200 or FMGMT250	35	2.5
PROFESSIONAL DEVELOPMENT SERIES FOR MANAGERS/LEADERS				
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
TRANSFORMATIONAL LEARNING FOR LEADERS				
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
ASSIGNMENT				
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 leadership@jibc.ca
- Visit the Centre for Conflict Resolution & Centre for Leadership website at www.jibc.ca/ccrcl/index.htm

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.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
PART 1		
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
PART 2		
Problem Solving	Classroom	7
Taking Corrective Action	Classroom	3.5

	DELIVERY	HOURS
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.ca
- Visit the Corrections and Community Justice Division website at www.jibc.ca/ccjd/index.htm

Management and Leadership Development for Community Settings Certificate and Courses

Centre for Conflict Resolution & Centre for Leadership

- 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 Conflict Resolution & Centre for Leadership or the JIBC Registration Office, or download it from the CCRCL website at www.jibc.ca/ccrcl/index.htm.
- 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 Conflict Resolution & Centre for Leadership 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
REQUIRED COURSES			
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 77

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 leadership@jibc.ca
- Visit the Centre for Conflict Resolution & Centre for Leadership website at www.jibc.ca/ccrcl/index.htm

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

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

*Degree-path program;
Offered in partnership*

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.

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

	DELIVERY	PREREQ	HOURS	CREDITS
PRE-RESIDENCY				
LT 503: Learning and Change	Distance			2
FIRST RESIDENCY				
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
DISTANCE LEARNING SESSION 1				
LT 535: Learning Theory and Training Strategies	Distance			2
LT 516: Classical Studies in Leadership	Distance			2
DISTANCE LEARNING SESSION 2				
LT 565: Financial Management for Leaders	Distance			4
LT 563: Leading Systematic Inquiry in Organizations	Distance			4
SECOND RESIDENCY				
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
DISTANCE LEARNING SESSION 2				
LT 525: Leading and Managing Organizational Relationships	Distance			2
LT 540: Major Project	Distance			10

For more information

For more information about this program, e-mail the Centre for Conflict Resolution & Centre for Leadership at leadership@jibc.ca.

Paramedic, Emergency Medical Services, Resuscitation

Advanced Care Paramedic

Paramedic Academy

Degree-path program

- 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.ca/paramedic/index.htm
- 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.ca
- Visit the Paramedic Academy website at www.jibc.ca/paramedic/index.htm

Bridging to Occupational First Aid Courses

Course area

Paramedic Academy

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

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.ca/paramedic/index.htm
- 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.ca
- Visit the Paramedic Academy website at www.jibc.ca/paramedic/index.htm

Clinical Sciences 200 (CS200) – Anatomy and Physiology

Paramedic Academy

Course

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, 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 attend the classroom written evaluation. Your joining instructions will include the specific start, completion, and evaluation dates for your course.

Course

Paramedic Academy

- 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

Your career

Experience the thrill of fast-paced emergency medical response. Gain the reward of helping others in critical and life-threatening situations. The field of emergency response in health care is a stimulating profession that challenges, motivates, and rewards. This introductory course offers broad first-hand knowledge for anyone considering entering the health care field. It will equip you with the necessary skills to gain employment as an Emergency Medical Responder within a range of areas: ambulance services; industrial and workplace settings as a first-aid attendant; life guarding; ski-patrol; and medical response for fire departments. You'll gain basic first-aid knowledge and learn essential techniques to effectively manage medical and trauma-related emergencies.

Course outcomes

The Emergency Medical Responder (EMR) course is designed to provide students with the basic knowledge and skills to effectively manage prehospital medical and trauma-related emergency care. The course includes Canadian/American Heart and Stroke Basic Life Support (BLS) for Healthcare Providers (Level C) certification. EMR certification meets one of the mandatory admission requirements for the Paramedic Academy's Primary Care Paramedic program.

Certified graduates are eligible to apply for EMR registration/licensure in British Columbia through the Emergency Medical Assistant Licensing Branch, or for EMR registration/licensure in Alberta through the Alberta College of Paramedics.

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.ca/paramedic/index.htm
- 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.ca
- Visit the Paramedic Academy website at www.jibc.ca/paramedic/index.htm

Emergency Services Instructor Training (ESIT) Course

Paramedic Academy

Course

For a description of the Emergency Services Instructor Training (ESIT) Course, see page 69 under “Instructor/Trainer Development.”

Life Support Instructor Courses

Paramedic Academy

Course area

For a description of Life Support Instructor Courses, see page 73 under “Instructor/Trainer Development.”

Paramedic Intravenous Therapy and Protocol Update

Paramedic Academy

Course

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.ca
- Visit the Paramedic Academy website at www.jibc.ca/paramedic/index.htm

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.

Application and registration

To apply and register for the program:

- Obtain the PCP Application/Information Package from the JIBC Registration Office or download it from the Paramedic Academy website at www.jibc.bc.ca/paramedic/index.htm.
- Complete all paperwork, including proof of the following prerequisites:
 - Minimum 19 years of age
 - Current Emergency Medical Responder Certificate (or Occupational First Aid: Level III or equivalent)
 - Current CPR Level “C” certificate
 - Canadian Grade 12 diploma (or equivalent)
 - Criminal record check
 - Completion of a physical fitness assessment
 - Submission of a typewritten two-page essay
 - Current immunizations
 - Legal entitlement to work in Canada
- Submit your application package to the JIBC Registration Office by mail, in person, or by fax.

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.ca
- Visit the Paramedic Academy website at www.jibc.ca/paramedic/index.htm

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.

	DELIVERY	HOURS
RESUSCITATION COURSES		
PHP219: CPR Level C Certification	Classroom	6
PHP220: CPR Level C Update	Classroom	4
PHP101: Dysrhythmia Interpretation: Introductory/ACLS Prep	Classroom	7
PHP115: Cardiac Arrest Management	Classroom	7
PHP100: Advanced Cardiac Life Support (ACLS) Provider	Classroom	14
PHP110: Advanced Cardiac Life Support (ACLS) Update	Classroom	7
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.ca
- Visit the Paramedic Academy website at www.jibc.ca/paramedic/index.htm

Policing, Law Enforcement, Private Security

Advanced Police Courses

Police Academy

Course area

- 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
POLADV634: 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

COURSES	DELIVERY	PREREQ	HOURS
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 604-528-5756 or e-mail policeacademy@jibc.ca
- Visit the Police Academy website at www.jibc.ca/police/index.htm

Basic Standards Training 1 (Security Professional)

Course

Police Academy

- Fulfills BC requirement for completion of basic training prior to licensing as a security patrol employee (security professional)
- The BST1 course is available online only.

Your career

In order to be eligible for licensing as a security professional 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. Approved schools are listed online. Students who wish 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 professional 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 Training Programs." Certification of training in both BST1 and BST2 are mandatory in order to apply for your Security Patrol Licence from the Security Programs, Police Services 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 JIBC Certificate of Completion, which you must possess before applying for a licence as a security patrol employee.

Courses

COURSES	DELIVERY	PREREQ	HOURS
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.ca
- Visit the Police Academy website at www.jibc.ca/police/index.htm

Basic Standards Training 2 (Instructor)

Police Academy

Course

For a description of Basic Standards Training 2 (Instructor), see page 67 under "Instructor/Trainer Development."

Bylaw Enforcement and Investigative Skills

Child, Family and Community Safety Division

- 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 at least 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 Child, Family and Community 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.

Credential issued

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

Courses

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
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 + 1 year in the field	35	2.5

For more information

For more information about this program:

- Phone the Program Coordinator at 604-528-5641 or the Program Assistant at 604-528-5684
- E-mail bylaw@jibc.ca
- Visit the Child, Family and Community Safety Division website at www.jibc.ca/cfcs/index.htm

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 professional
- 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 professional. You will have the flexibility to seek employment as a security professional in any setting.

For more information

For more information about this program:

- Phone the Police Academy at 604-528-5776, or email GSO@jibc.ca
- Visit the Police Academy website at www.jibc.ca/police/index.htm

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.ca/police/index.htm.
- 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.ca/police/index.htm.
- 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

	DELIVERY	PREREQ	HOURS	CREDITS
REQUIRED COURSES (TAKE ALL)				
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
REQUIRED COURSES (CHOOSE ONE)				
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
ELECTIVE COURSES				
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 cwager@jibc.ca
- Visit the Police Academy website at www.jibc.ca/police/index.htm

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

COURSES	DELIVERY	DURATION
Block 1	Classroom	13 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 Manager at 604-528-5580 or e-mail policeacademy@jibc.ca
- Visit the Police Academy website at www.jibc.ca/police/index.htm

Threat Management Programs

Courts Academy

Course area

- 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.

	DELIVERY	DAYS
RECOMMENDED FOUNDATION COURSES		
TM175: Introduction to Protective Intelligence	Classroom; JIBC or client site	5
TM171: Managing Targeted Violence	Classroom; JIBC or client site	4
TM174: Infrastructure Vulnerability Assessment	Classroom; JIBC or client site	6
TM177: Operational Response Planning	Classroom; JIBC or client site	2
RELATED COURSES AND WORKSHOPS		
TM153: Controlled Access Points	Classroom; JIBC or client site	2
TM123: Media Management and Facilitation	Classroom; JIBC or client site	3
TM121: Media Awareness	Classroom; JIBC or client site	0.5
TM176: Corruption and Integrity Compromise	Classroom; JIBC or client site	1
TM156: Command Level Incident Management	Classroom; JIBC or client site	3
TM141: Advanced Escort Driver Training	Classroom; JIBC or client site	4

For more information

For more information about this program, please phone the Lead Instructor at 604-528-5774 or the Coordinator at 604-528-5835.

Victim Services Practitioner Certificate

Child, Family and Community Safety Division

Your career

The Victim Services Practitioner Certificate Program is designed for frontline and management staff who support and assist individuals in coping with the immediate consequences of crime and trauma.

Program outcomes

This certificate program was developed in consultation with the Ministry of Public Safety and Solicitor General, victim services practitioners, and field specialists to provide the most current and relevant information to our learners. The primary goal of the Victim Services Practitioner Certificate Program is to provide victim services practitioners with the necessary knowledge and skills for working with victims within the criminal justice system context.

Learners in the program will engage in an interdisciplinary and interagency examination of victim service delivery as it relates to: theoretical concepts, legal and policy issues, victims' needs and rights, specialized skills and strategies to support primary and secondary victims, community development, and team building. The core program is divided into five key areas: understanding victimization, power-based crimes, service delivery, legal and social policy issues, and personal, community, and program development.

Application and registration

Courses are available at no cost to employees working in victim services programs funded by the Ministry of Public Safety and Solicitor General. Individuals working in funded programs who wish to register for this training should contact Laurie Hearty at 604-660-5103 or Laurie.Hearty@gov.bc.ca. Some courses are also open to individuals working in victim-related programs. Priority will be given to employees working in funded agencies.

The certificate program is open to victim services workers in the province of British Columbia. Individuals working in funded programs who wish to register for the certificate program should contact the Coordinator at 604-528-5641 or victimservices@jibc.ca.

Credential issued

Participants will receive a certificate of achievement upon successful completion of the requirements.

Courses

The following courses are required for completion of the Victim Services Practitioner Certificate Program:

- Module 1 – Orientation to Victim Services (VSP110) (35 hours)
- Module 2 – Direct Service Delivery (VSP120) (35 hours)
- Module 3 – Program Management Skills (VSP130) (35 hours)
- Module 4 – Leading in the 21st Century (VSP140) (21 hours)

- 14 hours, chosen from the following:
 - Integrating Diversity in Victim Services Work (#VSP150) (14 hours)
 - Death Related Issues in Victim Services (#VSP160) (14 hours)
 - Working with Recent Survivors of Sexual Assault (#VSP180) (21 hours)
- 70 hours of elective training, to be selected from a variety of sources, including:
 - Justice Institute of British Columbia
 - Victim Services and Community Programs Division, Ministry of Public Safety and Solicitor General
 - BC/Yukon Society of Transition Houses
 - RCMP
 - NOVA (National Organization for Victim Assistance)
 - Police Victim Services
 - BC Association of Specialized Victim Assistance and Counselling Programs
- Final Assignment

For more information

For more information on the Victim Services Practitioner Certificate Program, contact the Coordinator at 604-528-5641 or victimservices@jibc.ca.

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.

Customized programs

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 Registrar for more information.

Overseas training

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.

Visiting delegations

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.

Current projects

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.

Application process

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.

Contact us

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.

Ken Davies
Manager, International Programs
Phone: 604-528-5865
E-mail: internationalprograms@jibc.ca

Facilities

Our Education and Training Sites

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) Centre for Exercise Design and Simulation is a unique facility established to meet the needs related to critical incident management, crisis decision making, and public safety. The Centre's Applied Learning Lab utilizes the Hydra simulation system developed by the National Centre for Applied Learning Technologies (NCALT) located in the United Kingdom. The Centre is part of the global network of Hydra installations, and the only operational user of the Hydra in North America.

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

Driver Education/Training Track

The former Fraser Mills site 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.

2 King Edward Street
Coquitlam, BC

JIBC Vancouver Education Centre

In January 2008, the JIBC moved its Vancouver Education Centre to a larger facility at 555 Great Northern Way. The facility features one 50-seat classroom, three 24- to 30-seat classrooms, and five breakout rooms. To book this space, contact facilitiesassistant@jibc.ca

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

Campus Information – New Westminster Campus



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; North America only), fax 604-528-5653, e-mail regisier@jibc.ca.

Library

Located at the New Westminster campus, the JIBC Library provides services to all JIBC students. In addition to mail and in-person, many services and resources are accessible online or via e-mail. Visit the Library Web page at www.jibc.ca/library for full details of all services.

The Library collection includes books, print and online journals, videos, DVDs, CDs, and audiotapes. Borrowing privileges are available to students registered in JIBC certificate, diploma, or degree programs. Others are welcome to use Library services on campus and may borrow books via interlibrary loan services at public, university, and college libraries.

All JIBC students are eligible for a user ID and password to access licensed online resources such as full-text journal article databases. The AskAway online chat reference service provides students with the opportunity to have questions answered outside regular JIBC Library hours.

The Library has over 20 computers with Internet access and Microsoft Office software. Wireless access is also available. There are VCRs and DVD players in addition to three rooms for private and group study. A book drop for after-hours book return is located outside the 8th Avenue entrance doors.

The monthly newsletter, *Library News*, listing new books and audiovisual materials, is available on the Library Web page. Individuals may sign up to receive the newsletter via e-mail.

Hours: 8:00 a.m. – 5:00 p.m., Monday to Friday
9:00 a.m. – 4:00 p.m., Saturdays (September to June)

Phone: 604-528-5599
Fax: 604-528-5593
E-mail: library@jibc.ca
Web: www.jibc.ca/library

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.ca/JI_store/main.asp 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

Coin-operated photocopying is available in the Library. For a nominal charge, local and long distance faxes may be sent and received from the Library.

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

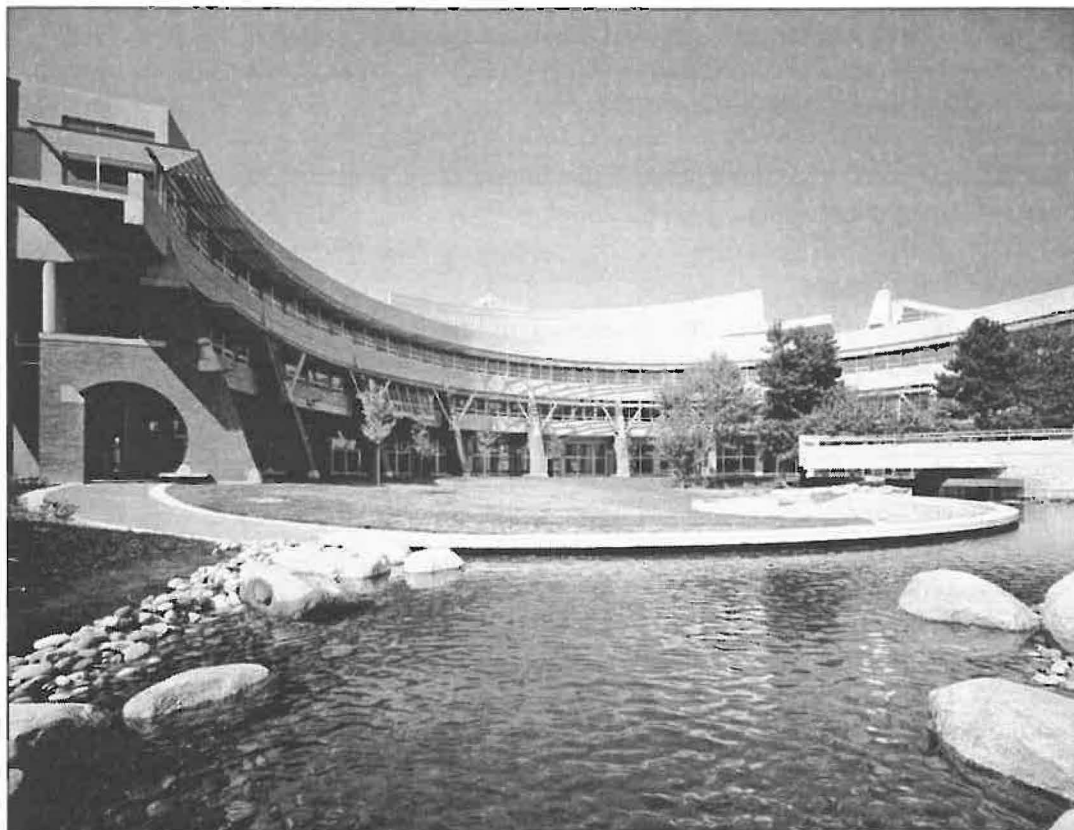
Newspapers are available from a dispensing box on the sidewalk near the gymnasium entrance. The *Vancouver Sun*, the *Province*, and the *Globe and Mail* are available for reading in the Library.

Smoke-free facility

The JIBC building is a smoke-free facility. Smoking is permitted in designated outside areas only (covered area at the northwest side, near the gymnasium). 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. For more information, phone the Registration Services Advisor at 604-528-5588; or e-mail register@jibc.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, and justice and public safety. For further information, please contact studentservices@jibc.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 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.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
- 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 or e-mail register@jibc.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.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.ca.

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

Applying for a Program

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, if applicable, by phone, in writing, or in person, or download it from the JIBC website.
- 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.

Registering for a Course

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, North America only)
Fax: 604-528-5653
Hours: 8:00 am – 4:30 pm (walk-in); 8:30 am – 4:00 pm (phone)

Registration Policies and Procedures

Inquiries by e-mail

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

Online enrollment

Online enrollment is available for many courses. For more information, visit the JIBC website.

Payment

Registration is not 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, VISA, and American Express.

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

Learner Services Fee; Goods and Services Tax

As part of a commitment to improving the quality of services to our students, the JIBC charges a Learner Services Fee (LSF) of \$5 per course credit to a maximum of six credits per course (\$30). The fee is applied to credit courses and is collected at the time of enrollment. It is tax-deductible and is refunded if a student withdraws before the class withdrawal deadline. The LSF is used to enhance Library, technology, and other services for the benefit of students at all JIBC locations.

Courses with zero credits attached are subject to GST. Most courses with credits attached are GST-exempt.

Registration and payment inquiries

Phone: 604-528-5590; 1-877-528-5591 (toll-free, North America only)

Fax: 604-528-5653

E-mail: register@jibc.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. Administrative fees will apply.

Course cancellations

The JIBC reserves the right to substitute faculty or cancel courses on short notice. 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 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

Students who enroll online can print their own confirmations from the Web. Confirmation of registration is sent to students by mail also. 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 (North America only).

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.

Unofficial transcripts

Students can access and print their unofficial transcripts online. Go to www.jibc.ca/registration/services.htm for further information.

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 www.jibc.ca/AboutJIBC/policies.htm, or e-mail register@jibc.ca.

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
- James Carr-Hilton
- Hugh Gaffney
- Mary Manning
- Sylvia Martin
- Dr. Mark Schonfeld
- 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
Murray Day	Director, Emergency Management Division
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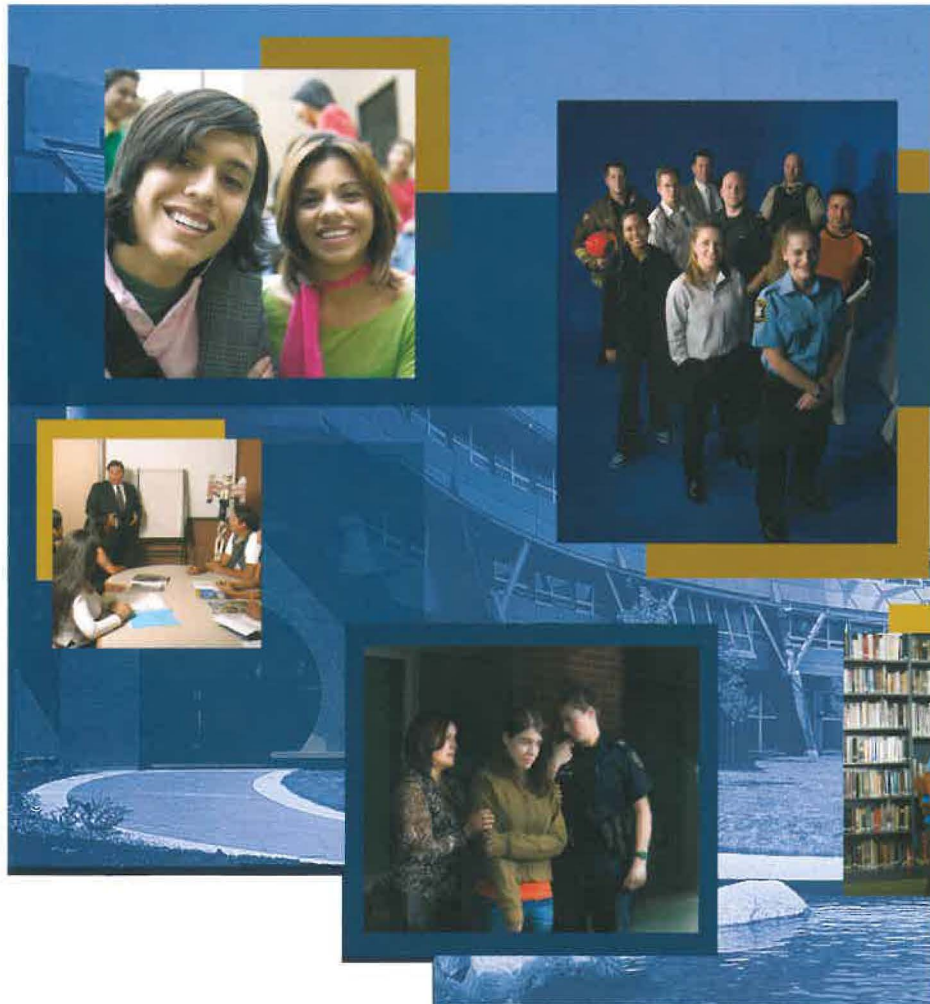
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