



JUSTICE INSTITUTE  
of BRITISH COLUMBIA

# Calendar

2003-2004

LEARNING TOGETHER *for Safer* COMMUNITIES

# Justice Institute *of* British Columbia

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PROGRAM CALENDAR 2004

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JUSTICE INSTITUTE  
*of* BRITISH COLUMBIA



# Contact Us

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Maple Ridge Campus  
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Delta (Boundary Bay) Driver Training Facility  
4400 72nd Street  
Delta, BC V4K 5B3

JIBC Downtown Vancouver Campus  
Commerce Place – 400 Burrard Street  
Vancouver, BC V6C 3A6

Victoria Campus  
910 Government Street  
Victoria, BC V8W 1X3

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### **Contract Services**

The Justice Institute of BC offers contract services in most of its program areas. For further information, contact the relevant academy, division, or centre; visit our website at [www.jibc.bc.ca](http://www.jibc.bc.ca); or contact our External Development Department at 604-528-5871 or email [rback@jibc.bc.ca](mailto:rback@jibc.bc.ca)

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### **Disclaimer**

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

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# Welcome!

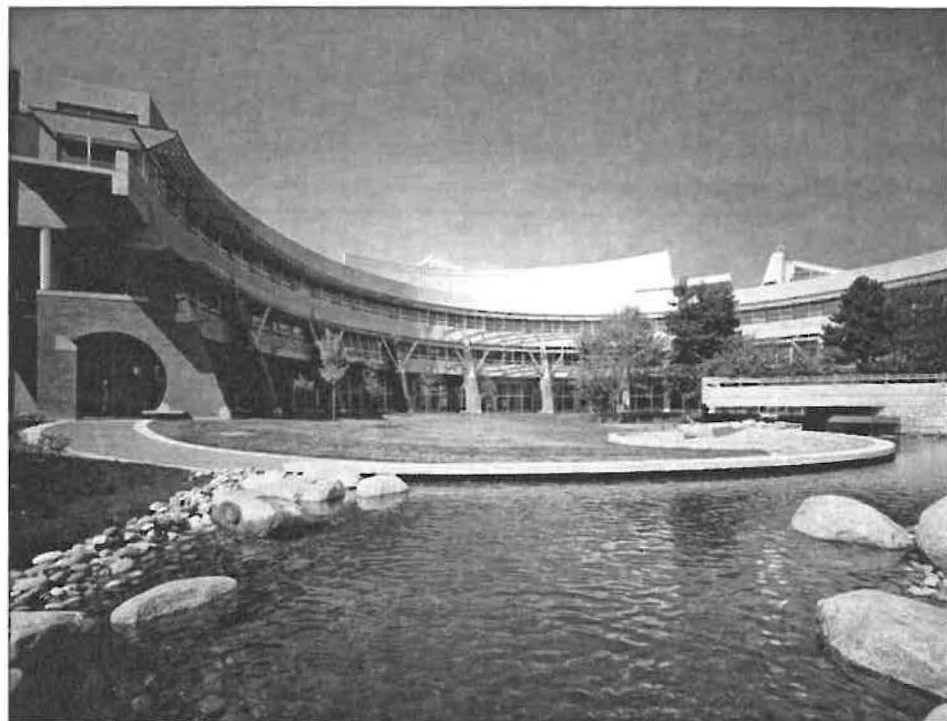
If you want to make your community a safer place to live, you've come to the right educational institution. The programs and courses offered at the Justice Institute of British Columbia cover all aspects of justice and public safety – you won't find this unique range of programs offered anywhere else in North America.

The JIBC offers programs in policing, law enforcement, emergency management, fire fighting, corrections, court services, community safety, leadership, traffic education, emergency medical services, and conflict resolution. Whether you're embarking on a new career or enhancing yours skills, our programs will benefit your career. You'll be able to take the knowledge and skills you gain at the JIBC and immediately apply it in the workplace.

The JIBC is a world leader in the development and delivery of programs that impact the safety of communities. Join us, and help to make your community a safer place to live.

Good luck with your studies.

Jack McGee  
President



# Twenty-five Years of Making Communities Safer

On April 27, 1978, the Justice Institute of British Columbia was created through an Order in Council of the government of British Columbia, becoming a part of the province's university, college, and institute system. The JIBC came into being through a joint effort of the Ministries of Attorney General and Education, and through the efforts of a group of dedicated people. In its first year of operation, the JIBC served 2,191 students.

We've grown tremendously in 25 years. Today, our student numbers average 27,000 a year, with some 4,500 students taking online programs. Our programs are delivered in over 170 communities in BC and in countries around the world.

The JIBC's mandate is to train people working in justice and public safety. The JIBC provides educational services to many federal, provincial, and municipal government agencies, community organizations, private corporations, and the general public. It specializes in both entry-level and advanced training for justice and public safety personnel and is renowned for its innovative post-secondary training model. The JIBC team is recognized for design and delivery of innovative and practical programs, and has the skills, experience, and resources to develop effective training.

The JIBC has nine areas of expertise:

- Centre for Conflict Resolution
- Centre for Leadership and Community Learning
- Corrections and Community Justice Division
- Courts Academy
- Emergency Management Division
- Fire and Safety Division
- Pacific Traffic Education Centre
- Paramedic Academy
- Police Academy

As we embark upon our second quarter-century, we look confidently to the future and continuing to serve those who work to make our communities safe.

# Why Study at the JIBC?

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## *Learning together for safer communities*

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The JIBC's educational programs and services are delivered to government agencies, community organizations, private corporations, and the general public in 170 communities throughout the province and around the world.

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## *Education and training in all aspects of public safety*

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Each year, the JIBC's distinctive educational co-op model attracts an average of 27,000 students, many of whom return throughout their careers for ongoing education. The JIBC's unique provincial mandate encompasses education and training for all aspects of public safety that lead to safer communities – 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, in communities around the province, at employers' preferred locations, and online through the "virtual JIBC." Courses and services can be customized for government and industry.

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## *Career training and advancement*

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JIBC programs and courses are well-known for their practical nature and immediate relevance in the workplace. Full-time or part-time students and working people can pursue a number of career and career enrichment paths. Entry-level programs prepare you for your chosen career; ongoing and advanced education and training build on the knowledge and skills you use in your job and open the door to career advancement. Options for part-time and online study offer a flexible work/study alternative.

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## *Credentials*

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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 and diplomas as well as joint degrees with BC universities, and is currently developing its own applied bachelor's and applied master's degree programs to help meet the career needs of professionals working in justice and public safety fields provincially, nationally, and internationally.

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## *Commitment to quality*

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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 registration with the British Standards Institute (BSI). This internationally recognized 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.

# 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

Programs and courses are offered through the different academies, divisions, and centres that comprise the JIBC. They are designed for people at different points in their careers – pre-employment, post-employment, advanced training, 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 and public-sector agencies, community organizations, and private corporations
- The general public

In response to changing student and industry needs, the JIBC has begun to distinguish between professional programs and advanced programs. Professional 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 programs can be developed quickly and flexibly to meet specific client needs.

Advanced programs are programs that result in both applied and academic learning outcomes. Advanced professional programs meet more stringent requirements than professional 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 advanced professional programs. Both professional and advanced professional programs include the practical learning outcomes that have long been the hallmark of JIBC education and training.

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## *Categories*

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## *Clientele*

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## *Professional and advanced professional programs*

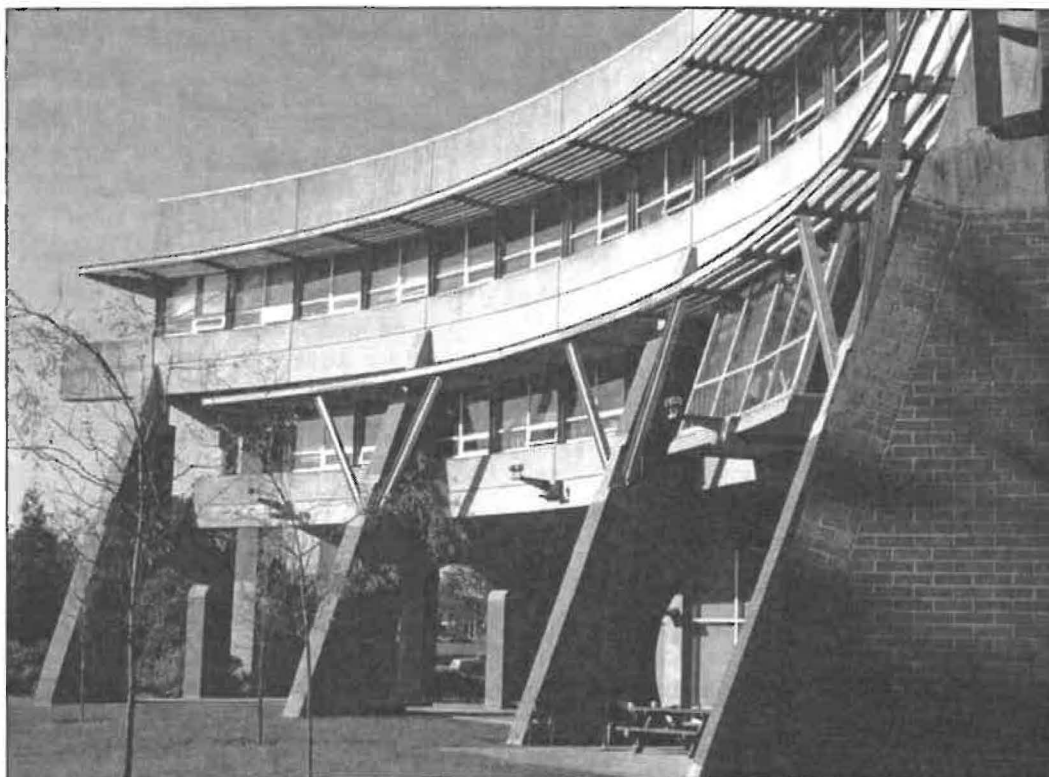
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The following pages provide an overview of the programs and course areas offered by the JIBC. They describe:

- 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 academy, division, or centre or visit the JIBC website at [www.jibc.bc.ca](http://www.jibc.bc.ca). Contact information is provided at the end of each program description.



# Aboriginal Programs and Services

## Aboriginal Leadership Diploma in Justice, Public Safety, and Human Services

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

### ***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.

## Courses on Aboriginal Issues

### Course area

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

COURSE	HOURS	CREDITS	DIVISION/ CENTRE
ABL100: Working More Effectively with Aboriginal People	7	0	CLCL
COPO110: Overview of Aboriginal Justice Issues	14	1.0	CCJD
CORCON005: Aboriginal Issues in Corrections	35	0	CCJD
CORR718: Overview of the Justice System Adult and Youth for Aboriginal Trainees	40	0	CCJD
CORYOU017: Working with Aboriginal Youth	21	1.5	CCJD
CY254: Contemporary Issues in Working with Aboriginal Youth	14	1.0	CLCL
MGMT001: Aboriginal Leaders Institute	35	0	CLCL
RP106: Values, Ethics, and Philosophies in Aboriginal Community Programs	14	1.0	CCR
RP110: Overview of the Criminal Justice System for Aboriginal Community Programs	21	1.5	CCR
RP111: Understanding the Effects of Violence in Communities: Aboriginal Perspectives	21	1.5	CCR

## Negotiation Skills for First Nations Communities

### Centre for Conflict Resolution

- Training for First Nations communities in communication, conflict resolution, and negotiation skills
- Available exclusively on a contract basis
- Can also prepare those involved in treaty or contract negotiations

### Your career

This program (originally called First Nations Negotiation Skills Certificate) has been offered to communities since 1993. It increases capacity for resolving conflict effectively with family members, at work, and in the community. The training can also prepare negotiators who are involved in treaty or contract negotiations on behalf of their community.

### Program outcomes

You will acquire skills that are useful in treaty or contract negotiations, and in negotiating on a daily basis in the workplace or the community.

## ***Application and registration***

This program is available exclusively to communities that contract with the Centre for Conflict Resolution to deliver the courses on-site in the community. The program is 175 hours (25 days) long and trains up to 25 people in communication, conflict resolution and negotiation skills.

## ***Credential issued***

You will receive a Certificate in Conflict Resolution, Specialization in Negotiation Skills for First Nations Communities, upon completion of:

- Six required courses totalling 16 days (112 hours, 8 credits), listed below
- General electives totalling 7 days (49 hours, 3.5 credits), chosen from other Centre for Conflict Resolution courses, including the two recommended courses listed below
- Conflict Resolution/Negotiation assessment

## ***Courses***

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
CR102: Critical Skills for Communicating I Conflict	Classroom		14	1.0
CR105: Asserting Yourself in Conflict Situations	Classroom		14	1.0
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5
CR200: Dealing with Anger	Classroom	CR110A or B	21	1.5
CR260: Negotiation Skills Level 1	Classroom	CR110A or B	21	1.5
CR360: Negotiation Skills Level 2	Classroom	CR110A or B; CR200; CR260	35	2.5
<b>RECOMMENDED ELECTIVES</b>				
CR832: Team Negotiations	Classroom	CR360	14	1.0
CR833: Intercultural Negotiations	Classroom	CR360	14	1.0
<b>ASSESSMENT</b>				
CR950: Assessment: Negotiation	Classroom	CR110A or B; CR200; CR260; CR360		

## ***For more information***

For more information about this program:

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



## Supporting Aboriginal Survivors of Traumatic Stress

### *Centre for Leadership and Community Learning*

- Delivered on a contract basis
- 20-day program

### ***Program outcomes***

This 20-day certificate program addresses the impact of trauma on First Nations communities. It can be delivered in one- or two-week modules over several months, or in any format that fits your needs. We recommend that you consider delivering the training in four-day blocks stretched over a five-month period. This will give participants time to reflect on the knowledge and skills presented in the classroom and to integrate the content with their work experience. The training can be delivered in the community so that all students can remain closer to their home communities while attending the program.

### ***Credential issued***

You will receive a Certificate of Achievement following attendance at all 20 days of training and successful completion of a final assignment.

### ***Courses***

The content covered in this program includes:

- Nature of trauma and traumatic stress reactions
- Critical incident stress symptoms and consequences
- Post-traumatic stress, including multigenerational effects of residential school
- Impact of trauma on First Nations communities, families, individuals, and helpers
- First Nations healing practices in trauma recovery
- Comparing and contrasting Western approaches and First Nations healing practices
- Support strategies for working with First Nations clients
- Diffusing and debriefing strategies for critical incidents
- Individual (worker) strategies for wellness
- Vicarious traumatization
- Organizational strategies for wellness and models of service delivery

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

Please phone the Program Coordinator, Aboriginal Programs and Services, at 604-528-5621.

# Community Safety; Children, Youth, and Families

## Adventure-Based Learning Certificate

### *Centre for Leadership and Community Learning*

- First comprehensive training program in adventure-based learning offered in Western Canada
- Provides essential foundation in adventure-based learning program design, activity selection, group leadership, and debriefing techniques

### ***Your career***

Adventure-Based Learning will be of interest to professionals who support children, youth, and families in a variety of community settings such as outdoor programming, recreation, education, community safety, corrections, residential treatment, and outreach. You will bring many tools back to your workplace. Applications include group building, facilitation and motivation techniques, integration of adventure-based learning principles into educational programs, therapeutic applications, and adventure-based learning activity design.

This is the first comprehensive training program in adventure-based learning in western Canada. The adventure-based model has long been established in the US and parts of eastern Canada, but there are few well-trained program facilitators in our region. The Justice Institute is proud to be at the forefront of developing a core of such leaders. Our instructors bring a rich, diverse background in private and public sector training and in programs such as Project Adventure and Outward Bound.

### ***Program outcomes***

This program provides an essential foundation in adventure-based learning program design, activity selection, group leadership, and debriefing techniques. You will have the opportunity to apply your knowledge and experience to recreational, educational, and therapeutic settings. Offering services and functioning only within one's area of expertise and competence is emphasized as an important ethical issue.

This program does not focus on "hard skills" and certification in areas such as rock climbing, wilderness guiding, or kayaking instruction. These skills must be pursued separately and in accordance with current professional standards.

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

Applicants must have six months of experience in working with children, youth, and families, and must be working 20-25 hours per week with youth between the ages of 8 and 19. Courses are open to certificate students only; they may not be taken on an individual basis.

This is a largely experiential program and some components may be offered off site to take advantage of specialized facilities. There may be additional costs related to basic personal equipment and travel.

To apply and register for the certificate program:

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

### ***Credential issued***

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

- Complete the required courses the order shown below.
- Complete all courses with the same group of participants.

### ***Courses***

REQUIRED COURSES	DELIVERY	HOURS	CREDITS
Course 1: Theories and Foundations of Adventure-Based Learning	Classroom	14	1.0
Course 2: Experiential Components of Adventure-Based Learning	Classroom	21	1.5
Course 3: Facilitation in Adventure-Based Learning, Level 1	Classroom	14	1.0
Course 4: Facilitation in Adventure-Based Learning, Level 2	Classroom	14	1.0
Course 5: Educational Applications of Adventure-Based Learning	Classroom	14	1.0
Course 6: Therapeutic Applications of Adventure-Based Learning	Classroom	14	1.0
Course 7: Designing Adventure-Based Learning Activities	Classroom	14	1.0
Course 8: Facilitation in Adventure-Based Learning, Level 3	Classroom	14	1.0
Course 9: Final Adventure-Based-Learning Practicum	Classroom	21	1.5

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

For more information about this program:

- Phone the Program Coordinator at 604-528-5627 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Art and Play Therapy Series

### *Centre for Leadership and Community Learning*

### *Course area*

- Register for the whole series or for individual courses
- Some courses may count towards registration with the Association for Play Therapy (International)

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 the courses CY104, CY104A, and CY104B, students with a master's degree in a related field may apply for Continuing Education Units towards registration with the Association for Play Therapy (International). Please contact the Centre for Expressive Therapy at 250-335-1829 or visit [www.centreforexpressivetherapy.com](http://www.centreforexpressivetherapy.com) for more details.

To apply and register for courses:

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

COURSES	DELIVERY	HOURS	CREDITS
CY104: Expressive Play Therapy Methods	Classroom	14	1.0
CY104A: Child-Centred Play Therapy	Classroom	14	1.0
CY104B: Expressive Play Therapy Methods with Abused and Neglected Children	Classroom	14	1.0
CY250: Introduction to Art Therapy for Counsellors and Therapists	Classroom	14	1.0
IHC017: The Holistic Journal: A Therapeutic Tool for Treating Stress and Trauma	Classroom	7	0.5

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

For more information about these courses:

- Phone the Program Coordinator at 604-528-5627 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)



## Child Abuse and Neglect Support Worker Certificate and Courses

### *Centre for Leadership and Community Learning*

- Fulfills job accreditation requirements
- Combines theory and basic, practical skills

### ***Your career***

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 in 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 program is designed for front-line professionals and para-professionals who work with children and adolescents who have experienced child abuse and neglect.

### ***Program outcomes***

The education and skills you will acquire in this program meet the training standards required in the accreditation process. You will gain a solid combination of theory and practical skills to support your work with children and adolescents who have experienced abuse and neglect.

The program will provide students with a comprehensive theoretical framework for understanding child abuse and neglect, and will emphasize practical skill development within the context of the new vision of service delivery and strategic shifts being implemented by the government of British Columbia. You will also learn strategies for maintaining your safety and health in the face of job risks.

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

Applicants must have at least six months of work or volunteer experience with children and families. Courses can be taken individually or as part of the certificate. All courses can be customized for your organization, agency, or group.

To apply and register for the certificate program:

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

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

To apply and register for courses:

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

### ***Credential issued***

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

- Complete the required courses in the order shown below.
- Complete the final assignment.
- You must complete the courses and final assignment within two years.
- Full attendance is required.

### ***Courses***

REQUIRED COURSES	DELIVERY	PREREQ	HOURS	CREDITS
EP260: Understanding and Preventing Child Abuse and Neglect	Classroom		21	1.5
EP261: The Impact of Child Abuse and Neglect: Child Development and Resiliency	Classroom		21	1.5
EP262: Supporting Children Who Have Been Abused and Neglected	Classroom	EP261	21	1.5
EP263: Safety and Risk: Support Worker Self-Care	Classroom		14	1.0

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

For more information about this program:

- Phone the Program Coordinator at 604-528-5627 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Child Sexual Abuse Intervention Certificate for Practitioners

### *Centre for Leadership and Community Learning*

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

### ***Your career***

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

### ***Program outcomes***

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

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

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

To apply and register for the certificate program:

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

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

### ***Credential issued***

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

- Complete the Integrated Core Module
- Choose either the Child and Youth Stream or the Adult Survivor Stream.
- Complete four days of electives in your area of specialization.
- Full attendance is required.

## Courses

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
CSA204: Integrated Core Module	Classroom		35	2.5
CSA206: Child and Youth Stream	Classroom	CSA204	35	2.5
or				
CSA207: Adult Survivor Stream	Classroom	CSA204	35	2.5

### ELECTIVES

Complete four days of electives in your designated area of specialization.

## For more information

For more information about this program:

- Phone the Program Coordinator at 604-528-5627 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Counselling and Capacity-Building Courses

### Centre for Leadership and Community Learning

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

These courses are designed for counsellors, mental health professionals, 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 in the order they choose. Some courses may also be used as electives in certificate programs.

To apply and register for courses:

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

COURSES	DELIVERY	PREREQ	HOURS	CREDITS
CFT710: Doing Therapy Briefly: An Overview	Classroom		7	0.5
CY232: Children Exposed to Family Violence	Classroom		28	2.0
CY240: Understanding Children and Youth Who Have Experienced Trauma	Classroom		14	1.0
CY250: Introduction to Art Therapy for Counsellors and Therapists	Classroom		14	1.0
EP196: Building on Client Strengths	Classroom		14	1.0
EP214: Mask and Mirror: The Many Faces of Shame	Classroom		14	1.0
EP278: Clinical Supervision: Innovative Practices	Classroom		14	1.0

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
EP308: Understanding Pharmacology from a Counsellor's Perspective	Classroom		14	1.0
EP508: Becoming a More Effective Counsellor	Classroom		14	1.0
EP524: Fostering and Encouraging Client Responsibility	Classroom		14	1.0
EP555: Clinical Supervision and Consultation: How to Make It Work	Classroom		14	1.0
EP562: SafeTeen, Powerful Alternatives: Skills to Stand Strong without Violence	Classroom		14	1.0
EP586: Facilitating Parenting Groups – Essential Skills	Classroom		14	1.0
EP587: Counselling Skills: The Art of Asking Effective Questions	Classroom		14	1.0
EP589: Creative Approaches to Working with Groups	Classroom		10.5	1.0
EP599: Introduction to Professional Coaching for Counsellors and Therapists	Classroom		7	0.5
CY255: Getting Girls off the Scale, off the Couch, and on with Their Lives	Classroom		7	0.5
EP204: Everything You Ever Wanted to Know about the DSM-IV-TR	Classroom		14	1.0
EP204A: Everything You Ever Wanted to Know about the DSM-IV Revised TR: Level II	Classroom	EP204	14	1.0
MH001: Possibilities, Goals, and Preferred Outcomes	Classroom		7	0.5
MH002: Recovering from Trauma: Facilitating a Group Experience	Classroom		14	1.0
MH003: After Brain Injury: Tools for Living	Classroom		7	0.5
MH004: Understanding Adolescent Suicide and Self-Harm	Classroom		7	0.5
MH005: The Prevention of Suicide Across the Lifespan: Knowledge, Skills, and Applications to Everyday Practice	Classroom		14	1.0
MH006: Introduction to Accreditation	Classroom		7	0.5
MH007: Resiliency Across the Life Span	Classroom		14	1.0
MH008: Using the DSM-IV-TR with Children and Youth – Introductory Level	Classroom		14	1.0
MH009: Introduction to Integrated Case Management (ICM)	Classroom		7	0.5

## Critical Incident Stress Management Certificate and Courses

### *Centre for Leadership and Community Learning*

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

### ***Your career***

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

## ***Program outcomes***

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

## ***Application and registration***

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

To apply and register for the certificate program:

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

To apply and register for courses:

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

## ***Credential issued***

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

- Complete the required courses in Block 1 in the order shown below.
- Complete the required courses in Block 2 in any order.
- Full attendance is required.
- You must complete the program within three years.
- To be eligible for ATSS certification, complete the 30-hour practicum or one-day TS610, Role-Play Simulation, and project assignment.

## ***Courses***

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

## ***For more information***

For more information about this program:

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

## **Enhancing Family and Community Capacity Certificate and Courses**

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*Available in winter/  
spring 2004*

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

- Program for professionals who work with families and communities in a variety of settings
- Acquire practical skills for working with families and communities
- Program integrates current methods of innovative teaching and learning, including online delivery

### ***Your career***

This program is for professionals who are currently working with families and communities in a variety of settings, such as education, counselling, social work, family support, mental health, outreach, advocacy, and foster and residential care. It will provide professionals with the knowledge and skills they need to work with the challenges facing today's families.

### ***Program outcomes***

Students will acquire practical skills for working with families and communities, including assessment, connecting across differences, developing resiliency, and building capacity. Information will be presented using various models of resiliency as a framework. Students will also consider the impact of language as it is used in relation to families, as well as the impact of societal trends.

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

Courses can be taken individually or as part of the certificate program. All courses can be customized for your organization, agency, or group.



To apply and register for the certificate program:

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

To apply and register for courses:

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

### ***Credential issued***

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

- Complete the required courses in the order shown below.
- Complete four days of electives.
- Complete the final assignment.
- You must complete the courses and final assignment within two years.
- Full attendance is required.

### ***Courses***

	DELIVERY	HOURS	CREDITS
<b>REQUIRED COURSES</b>			
The Changing Face of the Family	Classroom	14	1.0
Developing Effective Relationships with Families and Communities	Classroom	14	1.0
Skill Building with Families: Part 1 – Parenting Capacity	Classroom	14	1.0
Skill Building with Families: Part 2 – Community Capacity	Classroom	14	1.0
Evidence-Based Practice: What It Is and Why It Matters	Classroom	14	1.0

#### **ELECTIVE COURSES**

TBA

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

For more information about this program:

- Phone the Program Coordinator at 604-528-5626 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Family Justice Counsellor

### *Corrections and Community Justice Division*

- Comprehensive six-month program for newly hired family justice counsellors with the Ministry of Attorney General
- Required training for performance of all family justice counsellor duties

### ***Your career***

Family justice counsellors provide dispute resolution services for families undergoing separation or divorce. They are accredited mediators with the province of British Columbia, with the purpose of promoting timely and just resolution of family/marital disputes within the comprehensive family justice system. Depending on work location, family justice counsellors participate in the province's Parenting After Separation Program, and prepare custody/access assessments for the court.

### ***Program outcomes***

After being hired as a family justice counsellor, you will undergo a comprehensive six-month training program. The program has a practicum component under the mentorship of the local manager of a Family Justice Centre, and provides training required for accreditation as a mediator with the province of British Columbia and to satisfy the formal standards for certification with Family Mediation Canada (FMC).

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

To apply for a family justice counsellor position with the Ministry of Attorney General, you must go through a competitive Public Service panel process. To be eligible, you must:

- Be a Canadian citizen or permanent resident
- Pass a criminal record check and a reference check
- Have a recognized university degree (preferably a master's degree in social work)
- Have at least one year of related work experience

You must also complete the following:

- Two prerequisite courses: CORR605, Family Violence: Impact on Separation and Divorce, and CORR606, Introduction to Family Justice Services in BC
- A minimum of 80 hours of conflict resolution courses (contact the Centre for Conflict Resolution for information about courses) with the focus on mediation skill development

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

For more information about this program:

- Phone 604-528-5550
- E-mail [rdosanjh@jibc.bc.ca](mailto:rdosanjh@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

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

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

### ***Program outcomes***

You may apply your Certificate in Family Mediation towards the minimum training requirements of Family Mediation Canada for certification as a Family Relations Mediator. Courses may be counted towards Family Mediation Canada certification to the extent that the subject matter complies with the requirements in the FMC Practice Certification and Training Standards 2002.

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

The Family Mediation Certificate is a joint offering from the Centre for Conflict Resolution and the Corrections and Community Justice Division (CCJD). Courses are delivered in a combination of classroom and online models. The CCJD courses are delivered online or by distance education, while the Centre for Conflict Resolution courses are delivered in classrooms at the JIBC main campus in New Westminster.

To apply and register for the certificate program:

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

### ***Credential issued***

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

- 12 required courses totalling 35 days (245 hours, 17 credits), listed below
- Specialized electives totalling 5 days (35 hours, 2.5 credits), chosen from the courses listed below
- Family Mediation assessment

## ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES</b>				
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5
or				
CR110B: Resolving Conflict in the Workplace	Classroom		21	1.5
CR200: Dealing with Anger	Classroom	CR110A or B	21	1.5
CR250: Mediation Skills Level 1	Classroom	CR110A or B	21	1.5
CR260: Negotiation Skills Level 1	Classroom	CR110A or B	21	1.5
CR400: Mediation Skills Level 2	Classroom	CR110A or B; CR200; CR250; CR260	35	2.5
CORR605: Family Violence: Impact on Separation and Divorce	Online		21	1.5
CORR606: Introduction to Family Justice Services in BC	Distance		21	1.5
FAM103: Effects of Separation and Divorce on Adults	Online		21	1.5
FAM104: Effects of Separation and Divorce on Children	Online		21	1.5
FAM112: Child Support Guidelines	Online		21	1.5
FAM102: Professional Ethics and Standards of Conduct	Online		7	0.5
or				
CR326: Ethical Dilemmas for Mediators	Classroom	CR110A or B; CR250; CR260; CR400	7	0.5
CR253: Culture in Mediation: Enriching the Process	Classroom	CR110A or B; CR250	14	1.0
or				
FAM109: Multicultural Issues in Family Justice	Online		7	0.5
<b>SPECIALIZED ELECTIVES</b>				
CR557: The Practice of Mediation	Classroom	CR110A or B; CR250; CR260; CR400	7	0.5
CR302: Shifting from Positions to Interests	Classroom	CR110A or B; CR250 or CR260	14	1.0
CR415: Separate Meetings: Pre-Mediation and Caucusing	Classroom	CR110A or B; CR250	14	1.0
CR252: Defining Issues and Setting the Agenda	Classroom	CR110A or B; CR250	14	1.0
CR846: Civil Procedure	Classroom	CR110A or B; CR250	7	0.5
CR829: Mediation Skills Level III	Classroom	CR110A or B; CR200; CR250; CR260; CR360; CR400	14	1.0
CR319: Dealing with Defensiveness in Conflict	Classroom	CR110A or B; CR250 or CR260	21	1.5
CR320 Dynamics of Power	Classroom	CR110A or B	21	1.5
FAM108: Substance Abuse Issues in Family Justice	Online		7	0.5
<b>ASSESSMENT</b>				
CR976: Assessment: Family Mediation	Classroom	All required and elective courses		

## ***For more information***

For more information about this program:

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

## Integrative Healing Certificate and Courses

### *Centre for Leadership and Community Learning*

- Program for mental health practitioners, counsellors, social workers, and other health practitioners
- Acquire valuable tools for addressing client needs
- Integrate multidimensional healing approaches into your practice

### ***Your career***

For mental health practitioners, counsellors, social workers, or other health practitioners, the courses in this certificate program will provide valuable tools for addressing clients' needs. The program was developed and continues to evolve in response to requests from workers in social service agencies as well as counsellors in private practice.

### ***Program outcomes***

This exciting program presents a variety of theoretical models used in multidimensional approaches to healing, and examines an ethical and comprehensive framework for integrating these approaches into practice. Learning takes place through lecture, demonstration, discussion, panel presentation, and skill-building exercises.

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

Courses may be taken individually or as part of the certificate program, except for IHC009, Integrative Healing Clinical Practice Consultation, which is open to certificate students only.

To apply and register for the certificate program:

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

To apply and register for courses:

- Make sure that you have completed all prerequisites.
- Obtain a course registration form from the Centre for Leadership and Community Learning or the JIBC Registration Office, or download it from the JIBC website.
- Complete the course registration form and include your resume with it.
- 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 any order (the sequence shown below is recommended).
- Complete the final assignment within six months of completing the final required course.
- You must complete the courses and final assignment within two years.
- Full attendance is required.

### ***Courses***

<b>REQUIRED COURSES</b>	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
IHC001: Integrating Relaxation Techniques & Guided Imagery into a Healing Practice	Classroom	14	1.0
IHC002: Wisdom in the Wound: An Integrative Approach to Trauma	Classroom	14	1.0
IHC003: Healing and the Human Energy Field	Classroom	14	1.0
IHC004: Integrating Energetic Bodywork into the Counselling Process	Classroom	14	1.0
IHC005: Homeopathy and Principles of Healing	Classroom	14	1.0
IHC006: Touch the Spirit: Chinese Medicine and Acupressure	Classroom	14	1.0
IHC007: Ethical Issues for Integrative Healing Practitioners	Classroom	14	1.0
IHC008: Integration of Spirituality & Counselling	Classroom	14	1.0
IHC009: Integrative Healing Clinical Practice Consultation	Classroom	28	2.0

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

For more information about this program:

- Phone the Program Coordinator at 604-528-5626 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## **Substance Use Certificate and Courses**

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

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

### ***Your career***

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

## ***Program outcomes***

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

## ***Application and registration***

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

To apply and register for the certificate program:

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

To apply and register for courses:

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

## ***Credential issued***

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

- Complete the prerequisite, AD400, Understanding Substance Use.
- Complete the remaining required courses in any order (the sequence shown below is recommended).
- Complete two days of electives selected from any relevant Centre for Leadership and Community Learning courses.
- 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***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES</b>				
AD400: Understanding Substance Use	Classroom		14	1.0
AD401: A Continuum of Care: Prevention to Harm Reduction	Classroom	AD400	14	1.0
AD402: Mental Health Issues and Substance Use	Classroom	AD400	14	1.0
AD403: Assessment Practices	Classroom	AD400	14	1.0
AD404: Case Planning	Classroom	AD400	7	0.5
AD405: Interconnected Risk	Classroom	AD400	14	1.0
AD409: Overview of Prevention and Intervention on Fetal Alcohol Spectrum Disorder	Classroom	AD400	7	0.5
AD407: Community Voices/Contemporary Issues	Classroom	AD400	7	0.5
AD408: Compassion and Policy: The Heart and Mind of Drug Policy Reform	Classroom	AD400	7	0.5
AD204: Advanced Motivational Interviewing	Classroom	AD400	14	1.0
<b>ELECTIVE COURSES</b>				
AD214: Substance Use and the Trauma Survivor: Fighting the Two-Headed Dragon	Classroom		14	1.0
EP308: Understanding Pharmacology from a Counsellor's Perspective	Classroom		14	1.0
AD215: What's Identity Got to Do with It: Addressing Sexual Orientation and Gender Identity with the Substance-Using Client	Classroom		14	1.0
AD210: Art Therapy in Early Stages of Addiction Recovery	Classroom		14	1.0
AD207: Putting a Youth Twist into Substance Use Information and Youth Services	Classroom		14	1.0
AD216: Integrating Treatment on Substance Use and Trauma – Promising Practices	Classroom		7	0.5

## ***For more information***

For more information about this program:

- Phone the Program Coordinator at 604-528-5626 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## Supporting Adult Survivors Certificate

### *Centre for Leadership and Community Learning*

- Explores support needs of sexually abused adults from disclosure to completion of treatment
- Defines appropriate support role and strategies for working with the survivor of sexual abuse
- Includes skills development and practice

### ***Your career***

This program is designed for front-line staff and others who work in a support capacity with adults who were sexually abused in childhood.

### ***Program outcomes***

As a student in this program, you will explore the societal and historical framework for understanding child sexual abuse and examine the impact of childhood sexual abuse throughout the life cycle. You 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.

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

Applicants must be currently working or volunteering with adults in a supportive capacity.

To apply and register for the certificate program:

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

### ***Credential issued***

You 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.

## ***Course***

<b>REQUIRED COURSE</b>	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
CSA134A: Supporting Adult Survivors	Classroom	42	3.0

## ***For more information***

For more information about this program:

- Phone the Program Coordinator at 604-528-5627 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## **Trauma Counselling and Clinical Intervention Certificate and Courses**

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

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

### ***Your career***

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

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

### ***Program outcomes***

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

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

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

To apply and register for the certificate program:

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

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

To apply and register for courses:

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

### ***Credential issued***

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

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

### ***Courses***

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
EP251: Introduction to Trauma and Post-Traumatic Stress Reactions	Classroom		14	1.0
TS210: Trauma Assessment and Treatment Planning	Classroom	EP251	28	2.0
TS221: Trauma and the Therapeutic Relationship	Classroom	EP251	21	1.5
TS222: Trauma Intervention	Classroom	EP251	35	2.5
TS223: Trauma Counselling Consultation Group	Classroom	EP251	28	2.0
<b>ELECTIVE COURSES</b>				
MH002: Recovering from Trauma: Facilitating a Group Experience	Classroom		14	1.0
AD214: Substance Use and the Trauma Survivor: Fighting the Two-Headed Dragon	Classroom		14	1.0
AD216: Integrating Treatment on Substance Use and Trauma	Classroom		7	0.5
CY240: Understanding Children and Youth Who Have Experienced Trauma	Classroom		14	1.0

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

For more information about this program:

- Phone the Program Coordinator at 604-528-5627 or the Program Assistant at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## **Working with Children, Youth, and Families Certificate**

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

- Program for professionals currently working with children over the age of 10, youth, and families in a variety of community settings
- Based on several theoretical frameworks with a focus on the practical application of these theories to the workplace
- Earn credit towards child and youth care diplomas and degrees in other BC colleges and universities

### ***Your career***

This program is 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.

### ***Program outcomes***

As a student, you will practise skills and increase your confidence in relationship building, ethical decision making, and conflict resolution, and create lifelong networks to share the latest information and resources available in your field. There will be many opportunities to apply new knowledge, skills, and techniques to strengthen your practice.

When you successfully complete the Working with Children, Youth, and Families Certificate, you earn 4.5 units of unassigned credit towards child and youth care diplomas and degrees in other BC colleges and universities.

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

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

To apply and register for the certificate program:

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

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

### ***Credential issued***

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

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

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

### ***Course***

REQUIRED COURSE	DELIVERY	HOURS	CREDITS
CY168: Working with Children, Youth, and Families	Classroom	140	10

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

For more information about this program:

- Phone the Program Coordinator at 604-528-5627 or the Program Assistant, at 604-528-5573
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## **Youth Custody Worker Employment Readiness**

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

- Seven-week program prepares you to work as a youth supervisor
- Prerequisite for hiring by Youth Custody Services, Ministry of Children and Family Development
- Applicable to other jobs working with youth at risk

### ***Your career***

Youth Custody Workers impact the lives of young offenders through direct and consistent supervision and pro-social contact. If you are interested in pursuing a career in this field or any other field related to working with youth at risk, this intensive seven-week employment readiness program, which includes a two-week practicum at a youth custody centre, may be for you.

### ***Program outcomes***

While successful completion of this program does not guarantee employment, it is a prerequisite for hiring by the Youth Justice Division (BC Ministry of Children and Family Development). The quality and scope of the training will prepare you to compete successfully for the entry-level position of auxiliary youth supervisor.

## ***Application and registration***

To apply for the program:

- Obtain an information package and application form by calling 604-528-5531, request a form in person from the JIBC Registration Office, or download the package and form from [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections).
- Complete the application form and mail it to the Corrections and Community Justice Division with proof of the minimum requirements:
  - University graduation, preferably in a related discipline; **or** completion of two years of study at a recognized college or university in a related field plus three years of work experience (preferably with youth); **or** high school diploma or GED with supplementary courses in human behaviour plus five years of work experience (preferably with youth)
  - Canadian citizenship or permanent residency
  - Valid BC driver's licence (Class 4 preferred)
  - Criminal record search and fingerprints
  - Vision that meets correctional officer standards

Before applicants are admitted to the program, they are screened for minimum requirements and preferred credentials, physical abilities, judgement, communication and personal interaction skills, and personal and professional references. Applicants accepted to the program must possess a valid Occupational First Aid Level 1 certificate issued by the Workers' Compensation Board of British Columbia.

Preferred credentials include related work or volunteer experience and/or courses in criminology, human behaviour, interpersonal skills, counselling, criminal justice, and leadership.

The Corrections and Community Justice Division offers challenge and updating processes for those who may already be qualified to be youth custody workers or who are already certified as adult correctional officers.

To learn more about the program, admission criteria, and the application process, attend a free public information session. For dates and locations, consult the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections).

Preparatory courses that have been shown to increase an applicant's likelihood of success in the employment readiness program are listed below.

## ***Credential issued***

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



## ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>PREPARATORY COURSES</b>				
CORR110: Are you Ready for COPAT?	Gym		3.5	
CORR610: Getting Ready for Employment Readiness	Online or classroom		7	
<b>REQUIRED COURSES</b>				
Aboriginal Young Offenders	Classroom		3.5	
Adolescent Development	Classroom		3.5	
Child Abuse Awareness	Classroom		3.5	
Communication Skills	Classroom		21	
Conduct and Ethics	Classroom		3.5	
Conflict Resolution	Classroom		17.5	
Continuity of Evidence and Witness Preparation	Classroom		3.5	
Control Techniques	Classroom		10.5	
Crisis Intervention	Classroom		14	
Depression and Suicide	Classroom		3.5	
Discrimination Prevention	Classroom		3.5	
Drug and Alcohol Awareness	Classroom		3.5	
Fetal Alcohol Syndrome	Classroom		3.5	
Female Young Offenders	Classroom		3.5	
Handcuffing Techniques	Classroom		7	
Infectious Diseases	Classroom		3.5	
Mentally Disordered Young Offenders	Classroom		3.5	
Panel Process	Classroom		7	
Pat Frisking Techniques	Classroom		3.5	
Peer Abuse/Bullying	Classroom		3.5	
Security and Supervision	Classroom		7	
Stress Awareness	Classroom		3.5	
Use of Force	Classroom		3.5	
Youth Case Management	Classroom		7	
Youth Community Supervision	Classroom		3.5	
Youth Cultural and Ethnic Awareness	Classroom		3.5	
Youth Custody Dynamics	Classroom		3.5	
Youth Justice System	Classroom		3.5	
Youth Roles and Duties	Classroom		3.5	
<b>PRACTICUM</b>				
Youth Practicum	On-site		70	

## ***For more information***

For more information about this program:

- Phone 604-528-5531
- E-mail [gkeenan@jibc.bc.ca](mailto:gkeenan@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

## Youth Probation Officer Employment Readiness

### *Corrections and Community Justice Division*

- Required training for employment as a youth probation officer in British Columbia
- Instructors are experienced youth probation officers and outside experts

### ***Your career***

Youth probation officers supervise young offenders in the community; they focus on meeting the needs of young offenders in order to reduce the risk of reoffending. If you are interested in pursuing a career as a youth probation officer in BC, employment readiness training is required. This comprehensive training program will provide you with the necessary skills and knowledge to carry out the duties of this position.

### ***Program outcomes***

While successful completion of this program does not guarantee employment by the Ministry of Children and Family Development, the certificate demonstrates that you have achieved the standard required for being hired as a youth probation officer.

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

Due to the upcoming implementation of the new *Youth Criminal Justice Act*, scheduled for sometime in 2003, the Youth Probation Officer Employment Readiness program and its admission criteria are currently under review. For the most up-to-date information, contact the Corrections and Community Justice Division at 604-528-5531 or visit the Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections).

# Conflict Resolution, Mediation, Negotiation, Restorative Practices

## Conflict Resolution/Negotiation

### *Centre for Conflict Resolution*

- Explore the broad field of conflict resolution, with an emphasis on negotiation skills
- Learn “interest-based negotiation”
- Improve your personal and working relationships by learning how to handle conflict more constructively

### ***Your career***

An ability to negotiate and to resolve conflicts effectively has become a modern-day survival skill in our personal and professional settings. In today’s workplace, most employers consider conflict resolution skills to be a key component of leadership. If you manage or supervise employees and want to handle conflict in your workplace more constructively, the Conflict Resolution/Negotiation program may suit you.

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

### ***Program outcomes***

You will acquire negotiation skills and learn how to improve your working and personal relationships.

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

If you have not had prior training in communication skills, take the basic course CR102, Critical Skills for Communicating in Conflict, and then take one or two required courses from the area that most interests you. This will help you find out whether the program meets your needs.

To apply and register for the certificate program:

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

## ***Credential issued***

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

- Five required courses totalling 17 days (119 hours, 8.5 credits), listed below
- General electives totalling 13 days (91 hours, 6.5 credits), chosen from the list of suggested electives below
- Conflict Resolution/Negotiation assessment

There are no specialized electives in this program.

## ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>OPTIONAL INTRODUCTORY ELECTIVE COURSE</b>				
CR102: Critical Skills for Communicating I Conflict	Classroom		14	1.0
<b>REQUIRED COURSES</b>				
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5
or				
CR110B: Resolving Conflict in the Workplace	Classroom		21	1.5
CR200: Dealing with Anger	Classroom	CR110A or B	21	1.5
CR250: Mediation Skills Level 1	Classroom	CR110A or B	21	1.5
CR260: Negotiation Skills Level 1	Classroom	CR110A or B	21	1.5
CR360: Negotiation Skills Level 2	Classroom	CR110A or B; CR200; CR250; CR260	35	2.5
<b>SUGGESTED ELECTIVES</b>				
CR108: Managing the Hostile Individual	Classroom		14	1.0
CR111: Coaching Others in Conflict Situations	Classroom	CR110A or B	14	1.0
CR114: Bullying in the Workplace: The Organizational Response	Classroom		7	0.5
CR206: Criticism: How to Give and Receive It	Classroom	CR110A or B	14	1.0
CR361: Conflict Prevention and Resolution through Organizational Design	Classroom	CR110A or B	14	1.0
CR504: Group Dynamics	Classroom	CR110A or B; CR260 or CR250	14	1.0
CR508: Challenges of Facilitating	Classroom	CR110A or B; CR250 or CR260	14	1.0
CR520: Facilitating Multi-Party Disputes	Classroom	CR110A or B; CR250 or CR260; CR508	21	1.5
RP221: Transforming Organizations through Restorative Practices	Classroom		14	1.0
CR122: Expanding Roles for Conflict Resolvers: Coaches, Advocates and Collaborative Negotiators	Classroom		14	1.0
CR302: Shifting from Positions to Interests	Classroom	CR110A or B; CR250 or CR260	14	1.0
CR318: Questions and Questioning	Classroom	CR110A or B; CR250 or CR260	7	0.5
CR362: Negotiating with Difficult People – Making It Hard to Say No	Classroom	CR110A or B; CR250 or CR260	14	1.0

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
CR366: The Art of Reframing	Classroom	CR110A or B; CR250 or CR260	7	0.5
CR422: The Theory and Practice of Problem-Solving Models	Classroom	CR110A or B; CR250	14	1.0
CR516: Building Consensus	Classroom	CR110A or B; CR250 or CR260	14	1.0
CR102: Critical Skills For Communicating in Conflict	Classroom		14	1.0
CR105: Asserting Yourself in Conflict Situations	Classroom		14	1.0
CR113: Breaking Repetitive Conflict Patterns	Classroom	CR110A or B	14	1.0
CR115: Power of Dialogue	Classroom		21	1.5
CR316: Unfinished Business	Classroom	CR110A or B; CR200 or CR250 or CR260	14	1.0
CR319: Dealing with Defensiveness in Conflict	Classroom	CR110A or B; CR250 or CR260	21	1.5
CR329: Balancing Empathy and Assertion	Classroom	CR110A or B	14	1.0
CR423: Managing the Conflict Within	Classroom		14	1.0
CR834: Reconciling Differences	Classroom	CR110A or B; CR250 or CR260	14	1.0
RP100: Foundations of Restorative Practices	Classroom		21	1.5
RP103: The Effects of Victimization	Classroom		14	1.0
RP205: Peacemaking Circles: A Process for Building Consensus and Relationship	Classroom		21	1.5
RP220: Addressing Harm and Transforming School Culture through Restorative Approaches	Classroom		14	1.0
RP222: Facilitating Restorative Processes in Educational Communities	Classroom		21	1.5
CR121: Supervised Coaching Sessions	Classroom		4	0.5 for every 2 sessions
CR910: Preparing for Your Negotiation Assessment (Reality Check)	Classroom	CR110A or B; CR250; CR260; CR200; CR360	7	0.5
<b>ASSESSMENT</b>				
CR950: Assessment: Negotiation	Classroom	CR110A or B; CR200; CR250; CR260; CR360		

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

For more information about this program:

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

## Family Mediation

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

For a description of Family Mediation, see page 27 under “Community Safety; Children, Youth, and Families.”

## Mediation/Third-Party Intervention

*Centre for Conflict Resolution*

- Program for those who do some form of mediation in their jobs or would like to move into this field
- Acquire skills for assisting others to resolve their disputes
- 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 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 and courses and career options in the dispute resolution field, attend a free program and career information session. For schedule and locations, please consult the Centre for Conflict Resolution website at [www.jibc.bc.ca/ccr](http://www.jibc.bc.ca/ccr).

### ***Program outcomes***

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***

If you have not had prior training in communication skills, take the basic course CR102, Critical Skills for Communicating in Conflict, and then take one or two required courses from the area that most interests you. This will help you find out whether the program meets your needs.

To apply and register for the certificate program:

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

### ***Credential issued***

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

- Six required courses totalling 22 days (154 hours, 11 credits), listed below
- Specialized electives totalling 10 days (70 hours, 5 credits), chosen from the list of specialized electives below
- General electives totalling 4 days (28 hours, 2 credits), chosen from any Centre for Conflict Resolution courses not listed below
- Mediation/Third-Party Intervention assessment

### ***Courses***

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
CR110A: Dealing with Interpersonal Conflict or	Classroom		21	1.5
CR110B: Resolving Conflict in the Workplace	Classroom		21	1.5
CR200: Dealing with Anger	Classroom	CR110A or B	21	1.5
CR250: Mediation Skills Level 1	Classroom	CR110A or B	21	1.5
CR260: Negotiation Skills Level 1	Classroom	CR110A or B	21	1.5
CR360: Negotiation Skills Level 2	Classroom	CR110A or B; CR200; CR250; CR260	35	2.5
CR400: Mediation Skills Level 2	Classroom	CR110A or B; CR200; CR250; CR260	35	2.5
<b>SPECIALIZED ELECTIVES</b>				
CR320: Dynamics of Power	Classroom	CR110A or B	21	1.5
RP205: Peacemaking Circles: A Process for Building Consensus and Relationships	Classroom		14	1.0
CR251: Forgiveness and Apology in Mediating	Classroom	CR110A or B; CR250	14	1.0
CR252: Defining Issues and Setting the Agenda	Classroom	CR110A or B; CR250	14	1.0
CR253: Culture in Mediation: Enriching the Process	Classroom	CR110A or B; CR250	14	1.0
CR318: Questions and Questioning	Classroom	CR110A or B; CR250 or CR260	7	0.5
CR319: Dealing with Defensiveness in Conflict	Classroom	CR110A or B; CR250 or CR260	21	1.5
CR366: The Art of Reframing	Classroom	CR110A or B; CR250 or CR260	7	0.5
CR415: Separate Meetings: Pre-Mediation and Caucusing	Classroom	CR110A or B; CR250	14	1.0
CR422: The Theory and Practice of Problem- Solving Models	Classroom	CR110A or B; CR250	14	1.0
CR460: Mediating Court-Based and Non- Relationship Cases	Classroom	CR110A or B; CR200; CR250; CR260	14	1.0
CR504: Group Dynamics	Classroom	CR110A or B; CR250 or CR260	14	1.0
CR508: Challenges of Facilitating	Classroom	CR110A or B; CR250 or CR260	14	1.0
CR516: Building Consensus	Classroom	CR110A or B; CR250 or CR260	14	1.0



	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
CR520: Facilitating Multi-Party Disputes	Classroom	CR110A or B; CR250 or CR260; CR508	21	1.5
CR326: Ethical Dilemmas for Mediators	Classroom	CR110A or B; CR250; CR260; CR400	7	0.5
CR557: The Practice of Mediation	Classroom	CR110A or B; CR250; CR260; CR400	7	0.5
CR829: Mediation Skills Level III	Classroom	CR110A or B; CR200; CR250; CR260; CR360; CR400	14	1.0
CR846: Civil Procedure	Classroom	CR110A or B; CR250	14	1.0
CR858: Mediating Consciously: Being Real and Becoming Aware	Classroom	CR110A or B; CR250; CR260; CR400	14	1.0
CR920: Preparing for Your Mediation Assessment (Reality Check)	Classroom	CR110A or B; CR200; CR250; CR260; CR360; CR400	7	0.5
<b>ASSESSMENT</b>				
CR975: Assessment: Mediation	Classroom	CR110A or B; CR200; CR250; CR260; CR360; CR400		

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

For more information about this program:

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

## **Negotiation Skills for First Nations Communities**

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

For a description of Negotiation Skills for First Nations Communities, see page 12 under "Aboriginal Programs and Services."

## Restorative Practices

### *Centre for Conflict Resolution*

- Integrate conflict resolution skills into a framework for building health and sustainable organizations, schools, and communities
- Balances skills training with instruction in designing and implementing restorative processes
- Instructors are practitioners with backgrounds in organizational development, mediation, schools, and Aboriginal and community justice

### ***Your career***

This program is for a wide variety of learners, including managers, business professionals, teachers, school administrators, criminal justice system personnel, community and Aboriginal justice workers and any others who wish to strengthen their conflict resolution methods with complementary theories and practices.

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

### ***Program outcomes***

Restorative practices incorporate a wide variety of conflict resolution approaches, including mediation, conferencing, facilitation and peacemaking circles. The emphasis of this specialization is to balance skills training with instruction in designing and implementing processes. All courses are guided by the values and principles that define restorative practices – to simultaneously prevent conflict and respond to wrongdoing when it occurs. In essence, restorative values and principles address all communication and behavioural barriers to positive interactions. The goals of restorative practices are to build healthy environments, create appropriate interventions, repair relationships and prevent further harm. The Restorative Practices specialization will provide you with an opportunity to integrate conflict resolution skills into a framework that seeks to build healthy and sustainable organizations, schools and communities.

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

If you have not had prior training in communication skills, take the basic course CR102, Critical Skills for Communicating in Conflict, and then take one or two required courses from the area that most interests you. This will help you find out whether the program meets your needs.

To apply and register for the certificate program:

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

## ***Credential issued***

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

- Six required courses totalling 16 days (112 hours, 8 credits), listed below
- Specialized electives totalling 8 days (56 hours, 4 credits), chosen from the list of specialized electives below
- General electives totalling 6 days (42 hours, 3.5 credits), chosen from the suggested general electives listed below or any other Centre for Conflict Resolution courses
- Restorative Practices assessment

## ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES</b>				
CR102: Critical Skills for Communicating in Conflict	Classroom		14	1.0
RP100: Foundations of Restorative Practices	Classroom		21	1.5
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5
CR200: Dealing with Anger	Classroom	CR110A or B	21	1.5
RP103: The Effects of Victimization	Classroom		14	1.0
CR320: Dynamics of Power	Classroom	CR110A or B	21	1.5
<b>SPECIALIZED ELECTIVES</b>				
RP222: Facilitating Restorative Processes in Educational Communities	Classroom		21	1.5
RP223: Facilitating Restorative Processes in the Workplace	Classroom		21	1.5
RP205: Peacemaking Circles: A Process for Building Consensus and Relationship	Classroom		21	1.5
RP220: Addressing Harm and Transforming School Culture through Restorative Approaches	Classroom		14	1.0
RP221: Transforming Organizations through Restorative Practices	Classroom		14	1.0
<b>GENERAL ELECTIVES</b>				
CR105: Asserting Yourself in Conflict Situations	Classroom		14	1.0
CR108: Managing the Hostile Individual	Classroom		14	1.0
CR250: Mediation Skills Level 1	Classroom	CR110A or B	21	1.5
CR251: Forgiveness and Apology in Mediating	Classroom	CR110A or B; CR250	14	1.0
CR318: Questions and Questioning	Classroom	CR110A or B; CR250 or CR260	7	0.5
CR319: Dealing with Defensiveness in Conflict	Classroom	CR110A or B; CR250 or CR260	21	1.5
CR326: Ethical Dilemmas for Mediators	Classroom	CR110A or B; CR250; CR260; CR400	7	0.5
CR366: The Art of Reframing	Classroom	CR110A or B; CR250 or CR260	7	0.5
CR400: Mediation Skills Level 2	Classroom	CR110A or B; CR200; CR250; CR260	35	2.5
CR508: Challenges of Facilitating	Classroom	CR110A or B; CR250 or CR260	14	1.0

## ***For more information***

For more information about this program:

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

# Corrections and Community Justice

## Adult Correctional Officer Employment Readiness

### *Corrections and Community Justice Division*

Adult correctional officers are professionals who work with offenders in institutional settings to manage the risk they pose to the public. They are responsible for maintaining the safety and security of inmates and for performing case management functions. The person best suited for this career is self-confident and ethical, and has a sense of humour that helps keep job difficulties in perspective. He or she is able to follow instructions and work within standards and tolerate stressful situations, and is physically fit and able to manage hostile and violent persons effectively. Effective verbal communication skills are essential for the adult correctional officer's work with inmates and colleagues, while writing skills are important for administrative duties.

The BC Corrections Branch, in partnership with the Justice Institute of BC, is currently developing a new training model for prospective recruits interested in a career as a correctional officer. The new model will include a number of "pre-hire" training courses available through the JIBC that the new recruits must successfully complete prior to applying for employment with the Corrections Branch. Please check the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections) for further developments.

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

For more information about this program:

- Phone Pat Jensen at 604-528-5540 or e-mail [pjensen@jibc.bc.ca](mailto:pjensen@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

## Adult Probation Officer Courses

### Course area

#### *Corrections and Community Justice Division*

- Prerequisite courses for probation officer job applicants

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

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

If you are interested in a career as a probation officer or probation officer 14 in BC, completion of these prerequisite courses is one of the requirements for job applicants.

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

If you successfully complete the four prerequisite courses and meet the qualifications list in the British Columbia government postings ([www.postings.gov.bc.ca](http://www.postings.gov.bc.ca)), you will be eligible to apply for employment as either an SPO or a PO14. Once hired, your training plan will be established according to BC Corrections Branch requirements or 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.

#### ***Credential issued***

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

#### ***Courses***

PREREQUISITE COURSES	DELIVERY	HOURS	CREDITS
AP0101: Role and Mandate of the Adult Probation Officer	Online	7	0.5
AP0102: Introduction to the Criminal Justice System (Community)	Online	14	1.0
AP0135: Sentencing and Custody	Online	7	0.5
COP0101: Professional Ethics and Standards of Conduct (Corrections)	Online	7	0.5

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

For more information about these courses:

- Phone Celia Quigley at 604-528-5636 or e-mail [cquigley@jibc.bc.ca](mailto:cquigley@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

## **Family Justice Counsellor**

*Corrections and Community Justice Division*

For a description of Family Justice Counsellor, see page 26 under “Community Safety; Children, Youth, and Families.”

## **Sex Offender Awareness**

*Corrections and Community Justice Division*

- Overview and specialized courses on sex offender awareness
- Current information and training for both practitioners and the general public

### ***Your career***

This program has been designed to provide current information and training to those working directly or indirectly with the issue of sexual offending. This certificate program offers core training to those who work as parole officers, probation officers, correctional officers, Crown counsel, police officers, psychologists, mental health workers, contracted community correctional staff, social workers, group home workers, youth workers, child-care counsellors, and specialized caregivers.

### ***Program outcomes***

Field practitioners and others have found that completion of these courses has had an immediate positive impact on their work and their confidence in dealing with sexual offenders and with the serious and difficult issue of sexual offending. Members of the general public will increase their knowledge in this subject area.

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

Courses in the Sex Offender Awareness Program may be taken as part of the certificate program or on an individual basis. There are no admission requirements and no screening process for the courses.

Register with the JIBC Registration Office in person, by phone, or by fax.

### ***Credential issued***

You will receive a program certificate of achievement upon completion of the five required courses (the sequence shown below is recommended).

If you take courses individually, you will receive a certificate of achievement upon completion of each course.

### ***Courses***

<b>REQUIRED COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
CORR306: Introduction to the Etiology of Sexual Deviance	Online		14	1.0
CORR367: Denial and Distortions	Online		21	1.5
CORR308: Risk Assessment	Online	CORR306; CORR367	21	1.5
CORR304: Relapse Prevention	Online	CORR306; CORR367; CORR308	21	1.5
CORR396: Practical Skills Application	Online	CORR306; CORR367; CORR308; CORR304	21	1.5

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

For more information about this program:

- Phone 604-528-5641
- E-mail [lglover@jibc.bc.ca](mailto:lglover@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

## **Youth Custody Worker Employment Readiness**

*Corrections and Community Justice Division*

For a description of Youth Custody Worker Employment Readiness, see page 37 under "Community Safety; Children, Youth, and Families."

## **Youth Probation Officer Employment Readiness**

*Corrections and Community Justice Division*

For a description of Youth Probation Officer Employment Readiness, see page 40 under "Community Safety; Children, Youth, and Families."

# Court Services; Sheriffs

## Courts Instructor Trainer Development

### *Courts Academy*

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

## Deputy Sheriff Employment Readiness

### *Courts Academy*

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

### ***Your career***

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

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

### ***Program outcomes***

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



## ***Application and registration***

To apply for the program:

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

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

## ***Credential issued***

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

## ***Courses***

<b>REQUIRED COURSES</b>	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
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 [jgray@jibc.bc.ca](mailto:jgray@jibc.bc.ca)
- Visit the Courts Academy website at [www.jibc.bc.ca/courts](http://www.jibc.bc.ca/courts)

# Driver Training, Accident Investigation

## Driver Training Courses

### *Pacific Traffic Education Centre*

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### *Course area*

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

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

#### Courses include:

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

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

For more information about these courses:

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

## Forensic Traffic Sciences

### *Advanced program*

#### *Police Academy*

- Certificate in high-demand field
- Foundation courses and credits towards future diploma and degree programs in forensic traffic sciences

#### *Your career*

There can't be public safety without traffic policing; when Canadians are killed or maimed, expect the scene of the loss to be a roadway. Nor can there be justice without collision analysis and reconstruction, tasks that demand investigative tools – tactical, sociological, and technical – of greater and greater sophistication. This program is for law enforcement personnel as well as other professionals engaged in public safety, such as insurance investigators, legal and medical practitioners, and highway safety engineers.

Combining theoretical knowledge and practical application, the program will increase your ability to make sense of crash scenes by gathering important data for use by police departments, engineers, and insurance specialists.

#### *Program outcomes*

As a Justice Institute certificate holder in the high-demand field of forensic traffic sciences, you will be a technical specialist equipped with the superior interpersonal skills needed for crash scene and interview management. You will earn 30 credits towards future Forensic Traffic Sciences, Police Studies, or Law Enforcement diploma and degree programs. You will be able to enter the field with a sound educational base and solid practical foundation, advance within your current careers, or change careers.

#### *Application and registration*

This program is open only to serving police officers.

#### *Credential issued*

You will receive a program certificate upon successful completion of:

- Required technical courses totalling 24 credits, chosen from the courses listed below
- Liberal education courses totalling 6 credits, listed below

#### *Courses*

	DELIVERY	HOURS	CREDITS
<b>TECHNICAL COURSES</b>			
POLFTS200: Basic Collision Analysis	Classroom	42	6.0
POLFTS120: Hit and Run Investigation	Classroom	21	3.0
POLFTS130: Forensic Photography Techniques	Classroom	21	3.0
POLFTS100: On-Scene Collision Investigation	Classroom	21	3.0
POLFTS110: Interview Techniques and Statement Analysis	Classroom	21	3.0
POLFTS150: Commercial Vehicle Assessment and Enforcement	Classroom	21	3.0
POLFTS140: Impaired Driving Detection and Standardized Field Sobriety Testing	Classroom	21	3.0
Crime Scenes Diagramming Using MapScenes Program	Classroom	21	3.0

	DELIVERY	HOURS	CREDITS
<b>LIBERAL EDUCATION COURSES</b>			
English (100-level) (may be taken at any recognized post-secondary institution)	Classroom	21	3.0
Communications (JIBC course)	Classroom	21	3.0

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

For more information about this program:

- Contact Mark LaLonde at 604-528-5768 or e-mail [mlalonde@jibc.bc.ca](mailto:mlalonde@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **TaxiHost**

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

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

### ***Your career***

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

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

### ***Program outcomes***

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

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

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

### ***Credential issued***

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

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

### ***Courses***

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

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

For more information about this program:

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

# Emergency Management, Incident Command System, Neighbourhood Emergency Preparedness

## Emergency Management Certificate Program

### *Emergency Management Division*

### *Advanced program*

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

### ***Your career***

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

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

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

### ***Program outcomes***

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

## Application and registration

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

To apply and register for the certificate program:

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

## Credential issued

You will receive a program certificate upon completion of:

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

## Courses

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
EMDE700: Introduction to Emergency Management	Distance		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		7	0.5
EMDE710: Emergency Operations Centre Level 1	Distance		7	0.5
EM711: Emergency Operations Centre Level 2	Classroom	EMDE710	14	1.0
EM720: Exercise Design	Classroom		14	1.0
EM730: Emergency Evacuations	Classroom		7	0.5
CR110A: Dealing with Interpersonal Conflict	Classroom		21	1.5
or				
CR110B: Resolving Conflict in the Workplace	Classroom		21	1.5
EMDE950: Final Assignment	Distance		28	2.0
<b>ELECTIVE COURSES</b>				
EM520: Incident Command System I-200	Classroom	EM510	14	1.0
EM530: Incident Command System I-300	Classroom	EM510; EM520	21	1.5
EM712: Emergency Operations Centre Level 3 – Operations	Classroom	EMDE710; EM711	7	0.5
EM713: Emergency Operations Centre Level 3 – Planning	Classroom	EMDE710; EM711	7	0.5
EM714: Emergency Operations Centre Level 3 – Logistics	Classroom	EMDE710; 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
FC106: Situational Leadership	Classroom		14	1.0
ESS200: Reception Centre Operations	Classroom	ESS100	7	0.5
ESS201: Group Lodging Operations	Classroom	ESS100; ESS200	7	0.5

## For more information

For more information about this program:

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

## Emergency Social Services Sponsored Training

### Emergency Management Division

### Course area

- For Ministry of Human Resources staff and municipal emergency social services teams

The British Columbia Ministry of Human Resources (MHR) contracts the Emergency Management Division (EMD) to design, deliver, and coordinate emergency social services (ESS) training for municipal ESS teams and MHR staff.

The Emergency Management Division staff works closely with all ESS stakeholders to identify and prioritize the training needs for local ESS teams and MHR staff. ESS training is designed for those who will have a role in the planning and delivery of emergency social services for their community when facing a disaster. EMD provides a broad range of training for:

- Frontline workers assisting people who have experienced disasters
- Those ensuring the efficient operations of reception centres or group lodging facilities
- Municipal staff working in purchasing departments and/or volunteers who may work as part of a team to acquire needed resources
- Those who will take on leadership roles in providing support to evacuees
- Ministry of Human Resources staff in local district offices who support ESS volunteers

To register for courses:

- ESS Directors and MHR staff request training by contacting the Emergency Management Division. Training is delivered in the community.
- For advanced courses such as the ESS Leadership course and the ESS Directors course, applicant names are submitted to EMD by ESS Directors or Emergency Program Coordinators.

COURSES	DELIVERY	PREREQ	HOURS
ESS100: Introduction to Emergency Social Services	Self-study or classroom		3
ESS200: Reception Centre Operations	Classroom	ESS100	7
ESS204: Referrals for Food, Clothing and Lodging	Classroom	ESS100; ESS200	3.5
ESS205: ESS Administrative Support Services	Classroom	ESS100; ESS200	3.5
ESS202: ESS Resource Acquisition: Food, Clothing and Lodging	Classroom	ESS100; ESS200	7
ESS201: Group Lodging Operations	Classroom	ESS100; ESS200	7
ESS203: Managing Walk-in Disaster Volunteers	Classroom	ESS100; ESS200	7
ESS120: ESS Leadership	Classroom	ESS100; ESS200	14
ESS110: Emergency Social Services Directors	Classroom	ESS100; MD700	35
ESS140: Emergency Social Services: A Step-by-Step Approach (Ministry of Human Resources)	Classroom		7



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

For more information about these courses:

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

## **Incident Command System Courses**

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### ***Course area***

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

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

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

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

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

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

For more information about these courses:

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

## Neighbourhood Emergency Preparedness Program Facilitators Course

### *Emergency Management Division*

For a description of the Neighbourhood Emergency Preparedness Program Facilitators Course, see page 79 under “Instructor/Trainer Development.”

# Fire: Recruit, Officer, Industrial, Hazmat

## 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 by the Office of the Fire Commissioner to be essential skills for all fire fighters.

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

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

To register their members, fire departments obtain a registration form from the Fire Academy or from the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire), and then fax or mail the form to the Fire Academy.

### ***Credential issued***

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

### ***Courses***

#### **REQUIRED EVALUATIONS**

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

#### **DELIVERY**

Fire department  
Fire department  
Fire department  
Fire department  
Fire department  
Fire department  
Fire department  
Fire department

#### **PREREQ**

Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply

## REQUIRED EXAMINATIONS

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

## DELIVERY

Fire department  
Fire department  
Fire department  
Fire department  
Fire department  
Fire department  
Fire department  
Fire department  
Fire department

## PREREQ

Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply  
Fire department criteria may apply

## For more information

For more information about this program:

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

# BC Fire Fighter Certification Program

## Fire and Safety Division

- NFPA 1001 Standard subjects
- Ten-module program includes First Responder Level III (or equivalent)
- Training and evaluation at fire department site

## Your career

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

## Program outcomes

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

## Application and registration

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

To register their members, fire departments obtain a registration form from the Fire Academy or from the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire), and then fax or mail the form to the Fire Academy.

## ***Credential issued***

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

## ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>
<b>FIRE FIGHTER LEVEL I COURSES</b>		
BCM011: Organization, Safety and Communication I	Fire department	Fire department criteria may apply
BCM021: Fire Behaviour, Extinguishers and Personal Protective Equipment I	Fire department	Fire department criteria may apply
BCM031: Ropes, Knots, Ladders and Rescue I	Fire department	Fire department criteria may apply
BCM041: Building, Ventilation and Forcible Entry I	Fire department	Fire department criteria may apply
BCM051: Hose, Fire Streams and Water Supply I	Fire department	Fire department criteria may apply
BCM061: Salvage, Overhaul and Fire Cause Determination I	Fire department	Fire department criteria may apply
BCM071: Fire Prevention, Education and Sprinkler Systems – Written I	Fire department	Fire department criteria may apply
BCM081: Fire Control I	Fire department	Fire department criteria may apply
BCM091: Hazmat Awareness	Fire department	Fire department criteria may apply
BCM101: Emergency Medical Care	Fire department	Fire department criteria may apply
<b>FIRE FIGHTER LEVEL II COURSES</b>		
BCM013: Organization, Safety and Communication I & II	Fire department	Fire department criteria may apply
BCM023: Fire Behaviour, Extinguishers and Personal Protective Equipment I & II	Fire department	Fire department criteria may apply
BCM033: Ropes, Knots, Ladders and Rescue I & II	Fire department	Fire department criteria may apply
BCM043: Building, Ventilation and Forcible Entry I & II	Fire department	Fire department criteria may apply
BCM053: Hose, Fire Streams and Water Supply I & II	Fire department	Fire department criteria may apply
BCM063: Salvage, Overhaul and Fire Cause Determination I & II	Fire department	Fire department criteria may apply
BCM073: Fire Prevention, Education and Sprinkler Systems I & II	Fire department	Fire department criteria may apply
BCM083: Fire Control I & II	Fire department	Fire department criteria may apply
BCM091: Hazmat Awareness	Fire department	Fire department criteria may apply
BCM093: Hazmat Operations	Fire department	Fire department criteria may apply
BCM101: Emergency Medical Care	Fire department	Fire department criteria may apply
FS210: Hazmat Operations	Fire department	Fire department criteria may apply

## ***For more information***

For more information about this program:

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

## 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 approximately six times a year

### ***Your career***

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

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

### ***Program outcomes***

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

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

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

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

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

To apply for the program:

- Obtain a Student Information and Admission Package from the JIBC Registration Office or download the package from the Fire and Safety Division website at [www.jibc.bc.ca/fire](http://www.jibc.bc.ca/fire). The package provides detailed information about the steps applicants need to take to be admitted into the program.
- Complete the application form and provide required documentation for the following:
  - Legal entitlement to work in Canada
  - High school graduation or equivalent
  - Valid BC driver's licence (Class 3 with air-brake endorsement)
  - A driving record that demonstrates responsible and safe driving behaviour. More than six points in the last three years will be considered excessive.
  - Current CPR (Level C) certification
  - No conviction for a criminal offence related to the job of a fire fighter
  - Other preferred qualifications, such as:
    - Minimum of one year accumulated work experience after high school, preferably in work related to the needs of the fire service (building construction, mechanical experience, driving large or emergency vehicles, fire service, first aid, nursing, paramedic experience, truck driving, etc.)
    - Successful completion of a post-secondary education program (academic, technical, or trades training);
    - Ability to swim and related life-saving certificates
    - Fire service-related courses
    - Knowledge and understanding of different cultures and fluency in one or more languages other than English (may include sign language)
    - Currently active in community service work
    - Demonstrated use of small tools such as chain saw, drills, etc.
- Register for the Entry Level Fire Fighter Written Exam by completing the Written Exam Registration Form and mailing or faxing it, along with the examination fee, to the JIBC Registration Office.

### ***Credential issued***

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

### ***Courses***

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

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

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

For more information about this program:

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

## **Fire Service Instructor Courses**

*Fire and Safety Division*

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*Course area*

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For a description of Fire Service Instructor, see page 77 under "Instructor/Trainer Development."



## Fire Service Leadership

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### *Advanced program*

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#### *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 will receive a certificate upon completion of each of the four levels of the Fire Service Leadership program. The four levels must be completed sequentially. After successfully completing Fire Officer IV and 5.5 college or university-level credits (in courses such as business administration, education, arts or sciences, social sciences, and human resource

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

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

## ***Courses***

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

## ***For more information***

For more information about this program:

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

## Hazardous Materials Courses

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### Course area

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#### *Fire and Safety Division*

- Courses for emergency services personnel who respond to accidents involving hazardous materials
- Offered at the Fire Safety Training Centre in Maple Ridge 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 Fire and Safety Training Centre in Maple Ridge, BC, 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.

<b>COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
FS235: Hazardous Materials Emergency Response – Spill Control	Classroom; on-site			
FS201: Hazardous Materials Emergency Response – Awareness	Classroom; on-site		7	0.5
FS212: Hazardous Materials Emergency Response – Operations	Classroom; on-site	FS201	28	2.0
FS225: Hazardous Materials Emergency Response – Technician	Classroom; on-site	FS212	35	3.0
FS051: Rail Tank Car Specialist	Classroom; on-site	FS212	35	3.0
FS415: Atmospheric Monitoring – Level I	Classroom; on-site		7	0.5
FS416: Atmospheric Monitoring – Level II	Classroom; on-site	FS415	7	0.5

#### *For more information*

For more information about this program:

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

## Industrial Fire Fighter Courses

### Fire and Safety Division

### Course area

- Offered at the Fire Safety Training Centre in Maple Ridge 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 Fire and Safety Training Centre in Maple Ridge, BC, 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; on-site		4	
Industrial Fire Fighter – Awareness	Classroom		14	1.0
FS430: Industrial Fire Fighting – Level I	Classroom		35	2.5
FS435: Industrial Fire Fighting – Level II	Classroom	FS430	35	2.5
FS436: Industrial Fire Fighting – Level III	Classroom	FS435	35	2.5
Industrial Fire Brigade – Team Leader	Classroom	FS436	35	2.5
Refinery Fire Fighter – Level I & II	Classroom		7	

### For more information

For more information about these courses:

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

## Inspector Courses

### Course area

#### *Fire and Safety Division*

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

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

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

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

To apply and register for courses:

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

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

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

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

For more information about these courses:

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

## Technical Rescue Courses

### Fire and Safety Division

### Course area

- Technical rescue courses in three areas
- Offered at the Fire Safety Training Centre in Maple Ridge or at a client's site

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

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

All courses are offered at the Division's Fire and Safety Training Centre in Maple Ridge, BC, 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
Confined Space Awareness	Classroom; on-site		14	1.0
Confined Space Entry and Rescue – Complete	Classroom; on-site		28	2.0
Confined Space Rescue – Refresher	Classroom; on-site		14	1.0
FS070: Fall Protection	Classroom; on-site		7	0.5
FS408: Technical High Angle Rope Rescue – Awareness Level	Classroom; on-site		21	1.5
FS409: Technical High Angle Rope Rescue – Operations Level	Classroom; on-site	FS408	28	2.0
FS411: Technical High Angle Rope Rescue – Technician Level	Classroom; on-site	FS409	28	2.0
FS412:: Industrial/High Angle Rope Rescue	Classroom; on-site	FS411	21	1.5
FS413: Industrial/High Angle Rope Rescue Refresher	Classroom	FS412	14	1.0

### For more information

For more information about these courses:

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

# Instructor/Trainer Development

## 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***

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

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

For more information about this program:

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

## **Fire Service Instructor Courses**

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

### ***Course area***

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

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

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

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

To apply and register for courses:

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

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

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

For more information about these courses:

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



## Life Support Instructor Courses

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### Course area

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#### *Paramedic Academy*

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

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

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

To apply and register for courses:

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

COURSES	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.bc.ca](mailto:php@jibc.bc.ca)
- Visit the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic)

## Neighbourhood Emergency Preparedness Program Facilitators Course

### *Emergency Management Division*

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### *Course*

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

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

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

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

For more information about this course:

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

## Trainer Development Certificate and Courses

### *Centre for Leadership and Community Learning*

- Learn to design, deliver, and evaluate creative, effective training 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 Trainer 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 a Trainer 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.

Prior learning assessment and recognition (PLAR) is a process for gaining credit in a post-secondary institution based on what you know and can do. It involves documenting your learning so we can assess it. The Centre for Leadership and Community Learning offers the opportunity for students to apply their prior learning towards two of the certificate core courses – Instructional Skills, Level 1 and Level 2 (TD200 and TD220). For more information about the PLAR process, please phone 604-528-5632 or e-mail [clcl-pr@jibc.bc.ca](mailto:clcl-pr@jibc.bc.ca).

To apply and register for the certificate program:

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

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

To apply and register for courses:

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

### ***Credential issued***

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

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

### ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES</b>				
TD200: Instructional Skills, Level 1	Classroom		14	1.0
TD220: Instructional Skills, Level 2	Classroom	TD200	14	1.0
TD300: Fundamentals of Instructional Planning	Classroom	TD200	14	1.0
TD360: Evaluating Training Programs	Classroom	TD200; TD220; TD300	14	1.0
<b>ELECTIVES (ALSO OPEN TO THE PUBLIC)</b>				
TD119: Seeing is Believing: Creating Effective Visual Aids	Classroom		14	1.0
TD340: Conducting a Training Needs Assessment	Classroom	TD200; TD220	14	1.0
TD100: Ideas for Active Learning	Classroom	TD200; TD220	14	1.0
TD320: Working with Groups in Instructional Settings	Classroom		14	1.0
TD109: Development and Delivery of Online Learning	Classroom	TD200; TD220; TD300	14	1.0
TD140: Training that Works for Everyone: The Impact of Culture and Gender Factors on the Learning Process	Classroom		7	0.5

### **ASSIGNMENT**

TD500: Trainer Development Certificate: Final Assignment

### ***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
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

# Leadership and Management Development

## Aboriginal Leadership Diploma in Justice, Public Safety, and Human Services

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

For a description of Aboriginal Leadership Diploma in Justice, Public Safety, and Human Services, see page 11 under “Aboriginal Programs and Services.”

## Bachelor of General Studies in Justice and Public Safety Leadership

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*Advanced program;  
Offered in partnership*

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*Simon Fraser University/Justice Institute of British Columbia*

- Unique and challenging degree completion program for mid-career adults
- Liberal arts education with specialized courses in criminal justice and business administration
- Work full-time and complete degree part-time in three years
- Strong emotional and scholastic support from your justice and public safety “cohort” colleagues
- Highly qualified, experienced SFU faculty

### ***Your career***

If you are a mid-career professional committed to a career in justice and public safety in the public or private sector who, for one reason or another, did not have the opportunity to finish a university education, you are invited to consider the Justice and Public Safety Leadership (JPSL) program. You may be seeking a new professional direction or you may find yourself professionally stalled; you may want to advance in your current career and need a degree to move forward. You are ready for a professional change and a personal challenge.

Organizations benefit from skilled leaders who can seize and capitalize on new opportunities by creating working environments that foster organizational learning, initiative, and high performance. Corporations and institutions have reported that the Justice and Public Safety Leadership program encourages employee retention while developing stronger conceptual abilities, improved communication skills, increased leadership competence, and a broader knowledge base. Employers are impressed by the participants’ increased abilities to seek out opportunities in their changing environments, and to assume greater responsibility for their goals and actions. Productivity has been seen to increase as the participants gain in confidence and bring their learning back to the workplace.

Our students come from a variety of backgrounds, including federal and provincial corrections, court services, police, fire departments, private security, federal and provincial governments, private consulting, and educational institutions. Most JPSL students are employed full-time and have commitments outside their professional life. They are all returning to school with maturity and a breadth of knowledge and experience. Whether they work in the public or private sector, for small organizations or large, all are adults with some post-secondary education and all have at least eight to 10 years of work experience in a position of responsibility.

### ***Program outcomes***

As a result of the learning in the program, our graduates tell us that they are able to think more strategically and tactically, and have a better understanding of the political nuances of the workplace. Their writing is clearer; they organize their thoughts better and communicate those thoughts more effectively. They have more confidence and more independent job responsibilities, and they are better at making decisions. They are more comfortable speaking in public, their abilities to solve problems and analyze situations have improved, and they are better prepared for conflict resolution/negotiation. They also have a better understanding of how businesses operate. With a degree, doors have opened that would otherwise not have opened.

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

In evaluating applications, we consider your level of readiness for taking on an academically demanding program over a three-year time period. Considerable weight is also given to the support systems that are in place for applicants. We also look at your career, your prospects for the future, and how the program might help you with your career path.

Application requirements include:

- Workplace experience (a minimum of 7-10 years)
- Completion of some post-secondary education, preferably at a college, university, or technical school
- A 1,000-word essay reflecting on your work experience over the last decade, the change required in your organization to meet the challenge of the 21st century, desirable leadership characteristics needed for justice and public safety organizations 10 years from now, your vision compared or contrasted with the present reality, how this vision might be achieved
- Three letters of support from your employer and colleagues demonstrating your suitability for the program

Upon submission of a completed application, an on-campus interview (approximately 30-45 minutes) with the program director and the program coordinator will be scheduled. The purpose of the interview is to determine readiness and suitability for the program. In their determination, the interviewers will consider professional and life experience as well as previous academic achievement.

A demonstration of English proficiency may be required if your post-secondary education was not at an English-speaking institution, or if your first language is not English.

For complete details about application, admission, and schedules, consult the Centre for Leadership and Community Learning website at [www.jlbc.bc.ca/clcl](http://www.jlbc.bc.ca/clcl).

### ***Credential issued***

You will receive a Bachelor of General Studies degree from Simon Fraser University upon successful completion of a minimum of 60 credits (18 undergraduate courses) with at least a "C" average. (At least 45 of these credits must be at the 300-400 level.)

### ***Courses***

The following list of courses is a **guideline only**; course availability is dependent upon the instructor's schedule. All classes are held at the JIBC campus in New Westminster. Each summer, you will have the opportunity to enroll in at least one elective.

#### **Required Courses**

- BUEC 485: Collective Bargaining
- BUS 374: Organizational Theory
- BUS 381: Introduction to Human Resource Management
- BUS 472: Organizational Behaviour
- CRIM 220: Research Methods
- CRIM 302: Crime and Deviance
- CRIM 332: Sociology of Law
- ENGL 210: Advanced University Writing
- ENGL 371: Writing Theory and Practice
- GS 423: Ethical Contexts for Crime and Justice
- GS 424: Issues in Justice and Public Safety
- GS 425: Final Seminar and Research (Capstone) Project
- HUM 321: Critical Thinking and the Humanities
- SA 335: Gender and Social Issues
- SA 361: Leadership and Canadian Social Problems

#### **Electives**

- BUS 393: Commercial Law
- BUS 394: Marketing
- BUS 480: Negotiation/Conflict Resolution
- CMNS 408: Problems and Practices of Organizational Communication
- CRIM 335: Human Rights and Civil Liberties

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

For more information about this program:

- Phone the Program Coordinator at 604-528-5623
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl) or the Simon Fraser University website at [www.sfu.ca/integratedstudies](http://www.sfu.ca/integratedstudies)

## Fire Service Leadership

*Fire and Safety Division*

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*Advanced program*

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For a description of Fire Service Leadership, see page 70 under “Fire: Recruit, Officer, Industrial, Hazmat.”

## Foundations of Effective Management Certificate and Courses

### *Centre for Leadership and Community Learning*

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

### ***Your career***

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

### ***Program outcomes***

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

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

Courses may be taken as part of the certificate program or on an individual basis.

To apply and register for the certificate program:

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



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

To apply and register for courses:

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

### ***Credential issued***

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

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

### ***Courses***

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES</b>				
FMGMT100: Foundations of Effective Management 1	Classroom		21	1.5
FMGMT200: Foundations of Effective Management 2	Classroom	FMGMT100	14	1.0
FMGMT250: Foundations of Effective Management 1 and 2 (optional combination course)	Classroom		35	2.5
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; FMGMT301	14	1.0
FMGMT350: Foundations of Effective Management 3 and 4 (optional combination course)	Classroom	FMGMT100 and 200 or FMGMT250	35	2.5
<b>ELECTIVE COURSES (ALSO OPEN TO THE PUBLIC)</b>				
MGMT105: To Tell the Truth: Dealing with Negativity in the Workplace	Classroom		14	1.0
MGMT106: Creating Balance and Excellence in Communication for Front-line Staff	Classroom		7	0.5
MGMT107: Committing to Quality	Classroom		14	1.0
MGMT108: Planning and Evaluating Service Quality	Classroom		14	1.0
MGMT121: The Business of Health: An Integrated Approach	Classroom		14	1.0
MGMT122: Leading with Emotional Intelligence	Classroom		14	1.0
MGMT123: Managing in the Middle	Classroom		14	1.0
MGMT124: Dialogue and Transformation	Classroom		14	1.0
MGMT125: Succession Management	Classroom		14	1.0

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
MGMT126: Creating Person-Centred Plans with Persons with Developmental Disabilities	Classroom		14	1.0
MGMT127: Marketing for Managers	Classroom		14	1.0
MGMT128: Creating a Successful Business Plan	Classroom		7	0.5
MGMT129: The Art of Making a Living	Classroom		21	1.5
MGMT130: Consultative Selling Skills	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
MGMT331: Values-Based Policy Development: A Process for Organizational Effectiveness	Classroom		7	0.5
MGMT332: Coaching for Improved Performance	Classroom		14	1.0
MGMT336: Values-Based Strategic Planning: The Foundation of Organizational Effectiveness	Classroom		14	1.0
MGMT337: Operationalizing the Strategic Plan	Classroom		7	0.5
MGMT384: Leadership and Learning Organizations: A Call to Action	Classroom		14	1.0
MGMT385: Managing in a Unionized Environment	Classroom		14	1.0
MGMT388: Creating a Health Workplace: The Manager's Role	Classroom		14	1.0
MGMT389: Health Working Relationships: The Manager's Role	Classroom		14	1.0
<b>ASSIGNMENT</b>				
FMGMT500: Foundations of Effective Management Certificate Report Project	Classroom			

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

For more information about this program:

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

## **Frontline Leadership**

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

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

### ***Your career***

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

### ***Program outcomes***

The Frontline Leadership Program will provide you with fundamental supervisory skills and will build specific leadership skills such as collaborating effectively with others,

interacting in teams, managing change, and fostering innovations. 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 sessions, each three training days long, separated by a one- to two-week period. You sign up for the entire program (individual courses cannot be taken); the fee is for the entire program and not for individual courses.

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

### ***Credential issued***

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

### ***Courses***

<b>REQUIRED COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
CORMGT001: Frontline Leadership: Your Role and the Basic Principles	Classroom		3.5	
CORMGT002: Giving Constructive Feedback	Classroom		3.5	
CORMGT003: Leadership Styles	Classroom		3.5	
CORMGT004: Getting Good Information from Others	Classroom		3.5	
CORMGT005: Establishing Performance Expectations	Classroom		3.5	
CORMGT006: Dealing with Emotional Behaviour	Classroom		3.5	
CORMGT007: Basic Problem Solving & Tools and Techniques	Classroom		7	
CORMGT009: Team Work	Classroom		3.5	
CORMGT008: Recognizing Positive Results	Classroom		3.5	
CORMGT011: Coaching for Optimal Performance	Classroom		3.5	
CORMGT010: Taking Corrective Action	Classroom		3.5	

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

For more information about this program:

- Phone 604-528-5546
- E-mail [mdsouza@jibc.bc.ca](mailto:mdsouza@jibc.bc.ca)
- Visit the Corrections and Community Justice Division website at [www.jibc.bc.ca/corrections](http://www.jibc.bc.ca/corrections)

## Management Development for Residential Settings Certificate and Courses

### *Centre for Leadership and Community Learning*

- Designed for managers and supervisors in residential or vocational care settings
- Focus on creating a safe and healthy environment for clients while meeting operational challenges

### ***Your career***

Accreditation, community governance, individualized funding, and the restructuring of residential services all require managers and supervisors in residential or vocational care settings to understand their role in supporting staff and clients through these changes. This certificate program was created in consultation with executive directors and front-line managers from the fields of both residential and vocational care.

### ***Program outcomes***

You will focus on practical applications that support you in your unique role of managing in a community setting, where the emphasis must be on creating a respectful, safe, and healthy environment for clients while meeting operational challenges. Sessions will also cover the latest information regarding labour relations, human resource management, financial management, critical incident stress, community safety leadership, and performance planning systems. Participation in this certificate program offers important opportunities to network with other community professionals in the field.

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

The program is designed for managers and supervisors in residential or vocational care settings. Four seats are open to students who are not currently in a management or supervisory role. Experience in a residential or supported employment setting is required.

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

To apply and register for the certificate program:

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

To apply and register for courses:

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

### ***Credential issued***

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

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

### ***Courses***

	<b>DELIVERY</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>REQUIRED COURSES</b>			
MGMT214: Management Development for Residential Settings, Level 1	Classroom	14	1.0
MGMT218: Management Development for Residential Settings, Level 2	Classroom	14	1.0
MGMT230: Management Development for Residential Settings, Level 3	Classroom	14	1.0
MGMT240: Management Development for Residential Settings, Level 4	Classroom	14	1.0
MGMT250: Management Development for Residential Settings, Level 5	Classroom	14	1.0
MGMT260: Management Development for Residential Settings, Level 6	Classroom	14	1.0
MGMT270: Management Development for Residential Settings, Level 7	Classroom	14	1.0
MGMT280: Management Development for Residential Settings, Level 8	Classroom	14	1.0
<b>ELECTIVE COURSES (ALSO OPEN TO THE PUBLIC)</b>			
MGMT105: To Tell the Truth: Dealing with Negativity in the Workplace	Classroom	14	1.0
MGMT106: Creating Balance and Excellence in Communication for Front-line Staff	Classroom	7	0.5
MGMT107: Committing to Quality	Classroom	14	1.0
MGMT108: Planning and Evaluating Service Quality	Classroom	14	1.0
MGMT121: The Business of Health: An Integrated Approach	Classroom	14	1.0
MGMT122: Leading with Emotional Intelligence	Classroom	14	1.0
MGMT123: Managing in the Middle	Classroom	14	1.0
MGMT124: Dialogue and Transformation	Classroom	14	1.0
MGMT125: Succession Management	Classroom	14	1.0
MGMT126: Creating Person-Centred Plans with Persons with Developmental Disabilities	Classroom	14	1.0
MGMT127: Marketing for Managers	Classroom	14	1.0
MGMT128: Creating a Successful Business Plan	Classroom	7	0.5
MGMT129: The Art of Making a Living	Classroom	21	1.5
MGMT130: Consultative Selling Skills	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
MGMT331: Values-Based Policy Development: A Process for Organizational Effectiveness	Classroom	7	0.5
MGMT332: Coaching for Improved Performance	Classroom	14	1.0
MGMT336: Values-Based Strategic Planning: The Foundation of Organizational Effectiveness	Classroom	14	1.0
MGMT337: Operationalizing the Strategic Plan	Classroom	7	0.5
MGMT384: Leadership and Learning Organizations: A Call to Action	Classroom	14	1.0
MGMT385: Managing in a Unionized Environment	Classroom	14	1.0

	DELIVERY	HOURS	CREDITS
MGMT388: Creating a Health Workplace: The Manager's Role	Classroom	14	1.0
MGMT389: Health Working Relationships: The Manager's Role	Classroom	14	1.0

### **Note**

The Management Development for Residential Settings Certificate Program will end in its current format by July 2004. All certificate students currently enrolled in the program have the opportunity to complete the certificate during the next year. Our new certificate program will be launched in September 2004. Students who have not completed all of the current requirements will be able to transfer into the new program. Additional courses may be required to meet the new certificate standards.

### **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
- Visit the Centre for Leadership and Community Learning website at [www.jibc.bc.ca/clcl](http://www.jibc.bc.ca/clcl)

## **Master of Arts in Leadership and Training, 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

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*Advanced program;  
Offered in partnership*

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

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

## ***Application and registration***

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

## ***Credential issued***

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

## ***Courses***

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

**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:

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



# Paramedics, Emergency Medical Services, Resuscitation

## Advanced Care Paramedic

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### *Advanced program*

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#### *Paramedic Academy*

- In-depth training in assessing, interpreting, and providing advanced life support
- 11-month full-time or 15- to 20-month part-time delivery model

#### *Your career*

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

#### *Program outcomes*

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

#### *Application and registration*

To apply and register for the program:

- Obtain the ACP Application/Information Package from the JIBC Registration Office or download it from the Paramedic Academy website at [www.jibc.bc.ca/paramedic](http://www.jibc.bc.ca/paramedic).
- Complete all paperwork, including proof of the following prerequisites:
  - Successful completion of the ACP Independent Study course
  - Valid Primary Care Paramedic licence or equivalent credentials from an accredited training agency
  - Current CPR Level “C” certificate
  - 3 years of experience in a high call volume area
  - 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.
- Complete the assessment centre that consists of Objective Structured Clinical Evaluations and a behavioural-based interview.

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 Advanced Care Paramedic certification from the Justice Institute of BC upon successful completion of all courses and evaluations.

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

For more information about this program:

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

## **Life Support Instructor Courses**

*Paramedic Academy*

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*Course area*

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For a description of Life Support Instructor Courses, see page 78 under “Instructor/Trainer Development.”

## **Primary Care Paramedic**

*Paramedic Academy*

- National entry-level training for paramedics
- 65-day full-time or nine-month part-time delivery model

### ***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. 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](http://www.jibc.bc.ca/paramedic).
- Complete all paperwork, including proof of the following prerequisites:
  - Minimum 19 years of age
  - Current Occupational First Aid Level III (or equivalent) certificate
  - Current CPR Level “C” certificate
  - Valid BC Class 1, 2, or 4 driver’s licence (or equivalent) and driver’s abstract
  - Canadian Grade 12 diploma or equivalent
  - Criminal record check
  - Up-to-date immunizations
  - Submission of a typewritten two-page essay
  - Legal entitlement to work in Canada
- Submit your application package to the JIBC Registration Office by mail, in person, or by courier.
- Successfully complete a physical fitness assessment.

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

### ***Credential issued***

You will receive Primary Care Paramedic certification from the Justice Institute of BC upon successful completion of all courses and evaluations.

### ***Courses***

The Primary Care Paramedic Program consists of the following courses:

- Clinical Sciences 200
- Fundamentals of Prehospital Care 210
- Paramedic Core Skills 220
- Paramedic Core Skills 221
- Paramedic Core Skills 222
- Classic Cases 250
- Classic Cases 251
- Classic Cases 252
- Classic Cases 253
- Complex Cases 260

- Comprehensive 285
- Clinical 292

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

For more information about this program:

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

## **Professional Health Programs**

### ***Paramedic Academy***

### ***Course area***

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

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

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

To apply and register for courses:

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

### **RESUSCITATION COURSES**

	<b>DELIVERY</b>	<b>HOURS</b>
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

	DELIVERY	HOURS
<b>PEDIATRIC COURSES</b>		
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
<b>TRAUMA COURSES</b>		
PHP192: Basic Trauma Life Support (BTLS) – Basic	Classroom	14
PHP202: Basic Trauma Life Support (BTLS) – Advanced	Classroom	14

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

For more information about these courses:

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

# Policing, Law Enforcement, Private Security

## Advanced Police Courses

### 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
POLADV640: Fundamentals of Fraud and Related Investigations	Classroom		70
POLADV640: General Investigative Skills	Classroom		35
POLADV664: Interviewing/Mentoring for Performance Management	Classroom		21
POLADV628: Map Scenes (crime scene mapping software training program)	Classroom	POLADV633	35
POLADV672: Police Media Relations	Classroom		35

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

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

For more information about these courses:

- Phone Staff Sergeant Brian Thiessen at 604-528-5817 or e-mail [bthiessen@jibc.bc.ca](mailto:bthiessen@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Basic Armoured Car Guard**

### ***Police Academy***

- Fulfills federal and BC regulatory requirements for the training of armoured car guards in firearms proficiency and use of force prior to employment
- The only armoured car guard program that is open to public registration anywhere in Western Canada
- Program consists of a three-day classroom theory course followed by a four-day practical skills course

### ***Your career***

To work as an armoured car guard in Canada, you must secure employment with a licensed armoured car guard company and then obtain an Authorization to Carry Restricted Firearms (ATC) from the Chief Firearms Officer for your province. In order to be eligible to obtain an ATC, you must complete a seven-day training course on firearms proficiency and use of force that meets the national guidelines for training set out by the Chief Firearms Officers. The province of British Columbia requires this training to be carried out by the Justice Institute or by armoured car guard companies themselves, using instructors certified by the JIBC. Currently, all six armoured car companies in BC send their new employees to be trained at the JIBC.

## ***Program outcomes***

After completing these two courses, you will have an understanding of the legal and theoretical aspects of use of force, be competent in the use of a revolver for self-defence, and have received training in handgun retention. You will have met the training requirements for obtaining your Authorization to Carry Restricted Firearms, as well as those set out under the provincial regulatory policies that apply to the carrying of firearms by employees of armoured car guard companies in BC.

## ***Application and registration***

Before commencing this course, you must possess a currently valid federal Firearms License (FL). To obtain a Firearms License for Restricted Firearms, you must first complete both the Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course. Both courses are offered at the Justice Institute. After completing these courses, you must submit your Firearms License Application to the Canadian Firearms Centre in New Brunswick. Your licence application will take a minimum of six to eight weeks to process.

If you wish to take the practical skills course component of the armoured car guard program, you must have the eyesight, hand strength, and other physical attributes necessary to successfully learn how to fire a handgun. In addition, you must be physically fit enough to safely and successfully learn and demonstrate the ability to execute a variety of physical self-defence tactics.

If you are interested in a career in the armoured car industry, you are strongly encouraged to explore specific employment opportunities with the armoured car guard companies in your communities before registering for these courses. Most armoured car companies in BC will pay the course fees for their newly recruited employees.

## ***Credential issued***

You will receive course completion certificates upon completion of each of the two armoured car guard courses.

## ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>
<b>PREREQUISITE FIREARMS COURSES</b>			
PSP304: Canadian Firearms Safety Course	Classroom		16
PSP305: Canadian Restricted Firearms Safety Course	Classroom		12
<b>REQUIRED COURSES</b>			
PSP307: Armoured Car Guard Theory	Classroom	PSP304; PSP305	24
PSP308: Armoured Car Guard Practical Skills	Range; gym	PSP304; PSP305; PSP307	32

## ***For more information***

For more information about this program:

- Phone Brian Robertson at 604-528-5516 or e-mail [brobertson@jibc.bc.ca](mailto:brobertson@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)



## Basic Standards Training (Security Guard)

### *Police Academy*

- Fulfills BC requirement for completion of basic training prior to licensing as a security patrol employee (security guard)
- Program consists of a six-day classroom-based course on basic security guard duties (BST1) followed by a four-day course on verbal and physical arrest and control tactics (BST2)

### *Your career*

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

### *Program outcomes*

Upon completion of this two-week training program, 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 instructed on how to keep a notebook and write occurrence reports. You will have received training on both verbal and physical control tactics.

### *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 security guard

### *Credential issued*

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

### *Courses*

COURSES	DELIVERY	PREREQ	HOURS
PSP101: Basic Standards Training 1	Classroom or Internet self-study		35
PSP102: Basic Standards Training 2	Classroom	PSP101	21

### *For more information*

For more information about this program:

- Phone Brian Robertson at 604-528-5516 or e-mail [brobertson@jibc.bc.ca](mailto:brobertson@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## Bylaw Enforcement and Investigative Skills

### *Centre for Leadership and Community Learning*

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

### **Your career**

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

### **Program outcomes**

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

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

### **Application and registration**

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

To apply and register for the courses:

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

### **Credential issued**

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

### **Courses**

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	35	2.5

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

For more information about this program:

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

## **Canadian Firearms Safety Courses**

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### ***Course area***

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#### ***Police Academy***

- We offer both the 16-hour Canadian Firearms Safety Course (CFSC) and the 12-hour Canadian Restricted Firearms Safety Course (CRFSC)
- Courses offered in a combined evening/weekend format
- Courses do not involve live-fire training
- Completion of one or both of these courses is a prerequisite for applying for a federal Firearms License (FL)
- Possession of a federal Firearms License is a prerequisite for taking the Armoured Car Guard program

Whether you are seeking a career in the armoured car guard industry, or you are merely a recreational firearms enthusiast, you must obtain a federal Firearms License in order to own or use firearms. To obtain a Firearms License, you must first complete the Canadian Firearms Safety Course (CFSC). To obtain the category of Firearms License that you will need in order to carry a handgun as an armoured car guard, you will also need to take the Canadian Restricted Firearms Safety Course (CRFSC).

The purpose of the CFSC and the CRFSC is to generally familiarize students with firearms, their operation, and their safe handling. At the conclusion of these courses, you will have met one of the requirements for obtaining a federal Firearms License.

Successful completion of these courses does not result in the issuance of a Firearms License. You will still have to submit a Firearms License Application to the Canadian Firearms Centre in New Brunswick, and then wait for a period of six weeks to several months for your Firearms License to be issued.

Students who intend to take these courses as a first step towards employment in the armoured car guard industry are encouraged to familiarize themselves with the following before registering to take these courses at the Justice Institute:

- The general requirements for obtaining a federal Firearms License
- The general requirements for employment within the armoured car guard industry
- The specific prospects for employment in the armoured car industry in your community

You will receive documentary verification of course completion upon completion of each of the two courses.

## ***Courses***

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>
PSP304: Canadian Firearms Safety Course	Classroom		16
PSP305: Canadian Restricted Firearms Safety Course	Classroom	PSP304	12

## ***For more information***

For more information about this program:

- Phone Brian Robertson at 604-528-5516 or e-mail [brobertson@jibc.bc.ca](mailto:brobertson@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Investigation and Enforcement Skills**

### ***Police Academy***

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

### ***Your career***

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

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

### ***Program outcomes***

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

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

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

To apply and register for the certificate program:

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

To apply and register for courses:

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

### ***Credential issued***

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

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

### ***Courses***

	DELIVERY	PREREQ	HOURS	CREDITS
<b>REQUIRED COURSES (TAKE ALL)</b>				
POL700: Introduction to the Criminal Justice System	Classroom		14	1.00
POL701: Introduction to Criminal Law	Classroom		21	1.5
POL702: Introduction to Administrative Law	Classroom	POL700; POL701 (recommended)	21	1.5
POL704: Investigative Interviewing	Classroom		28	2.0
POL705: Report Writing for Professional Investigators	Classroom		14	1.0
<b>REQUIRED COURSES (CHOOSE ONE)</b>				
POL703: Introduction to Investigative Skills and Processes	Classroom		35	2.5
POL706: Introduction to Animal Cruelty Investigations	Classroom		35	2.5
POL707: Introduction to Fraud Investigation Skills and Processes	Classroom		35	2.5
POL708: Introduction to Investigative Skills and Processes for Wildland Fire Investigators	Classroom		35	2.5
<b>ELECTIVE COURSES</b>				
POL710: Application for and Execution of Search Warrants	Classroom	POL701	21	1.5
POL712: Introduction to Municipal Laws and Bylaws	Classroom	POL700; POL701	21	1.5
POL714: Advanced Investigative Interviewing	Classroom	POL700; POL701	21	1.5
POL715: Giving Expert Witness Testimony	Classroom	POL700; POL701	21	1.5

	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
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	POL703	21	1.5
POL730: Tactical Communications	Classroom		7	0.5
POL741: Conducting Internal Investigations	Classroom	POL704	28	2.0
POL742: LSI Scientific Content Analysis (Statement Analysis)	Classroom		21	1.5
POL743: LSI Advanced Scientific Content Analysis	Classroom	POL742	14	1.0
POL744: LSI Art of Confession	Classroom		14	1.0
POL780: Bailiff Training	Classroom		28	2.0
POL781: Private Investigations	Classroom		21	1.5
POL782: Reid Technique of Interviewing and Interrogation	Classroom		21	1.5
POL783: Advanced Reid Technique	Classroom		7	0.5
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 Carol Wager, Program Assistant, at 604-528-5780 or e-mail [cwager@jibc.bc.ca](mailto:cwager@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Loss Prevention Professional Program**

### ***Police Academy***

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*New in 2004*

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- New series of four six-day courses providing training in the skills required for work as a retail loss prevention officer (Loss Prevention Professional)
- Courses are designed to meet the training needs of those who are seeking a career in retail loss prevention and those who are already doing work in this area but lack formal training
- Courses will run two days a week over three consecutive weeks

### ***Your career***

In BC, retail loss prevention work is carried out by a mixture of dedicated in-house loss prevention professionals, licensed security patrol personnel from private security guard companies, and in some cases general sales associates and store managers. Regardless of who carries out this work, it is specialized work that requires specialized training and skills. There are no formally regulated training standards for loss prevention officers in BC at this time, and few credible training agencies that make such courses available to the general public.

### ***Program outcomes***

After completing the four courses in this program, you will be better equipped to carry out your duties in retail loss prevention in a safe, legal, effective, and professional manner. You will have learned:

- Basics of how to deter, detect, and detain (arrest) shoplifters

- Safe and effective physical arrest and control tactics, as well as handcuffing and searching techniques
- How to detect and respond to customer fraud schemes and employee theft, as well as how to use video surveillance technology as a loss prevention tool
- How to give effective testimony in court

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

Registration for these courses is expected to be available through the JIBC's Registration Office beginning in early 2004.

### ***Credential issued***

You will receive a certificate of attendance for each course successfully completed. You will receive a certificate of achievement in Professional Loss Prevention upon completion of all four courses in the program.

### ***Courses***

<b>REQUIRED COURSES</b>	<b>DELIVERY</b>	<b>PREREQ</b>	<b>HOURS</b>	<b>CREDITS</b>
PSP510: Loss Prevention Professional 1 – Deterrence, Detection, and Detention of Shoplifters	Classroom		48	TBA
PSP520: Loss Prevention Professional 2 – Arrest and Control Tactics for Loss Prevention Professionals	Classroom	PSP510	48	TBA
PSP530: Loss Prevention Professional 3 – Advanced Loss Prevention Techniques for Loss Prevention Professionals	Classroom	PSP510	48	TBA
PSP540: Loss Prevention Professional 4 – Giving Testimony in Court for Loss Prevention Professionals	Classroom	PSP510; PSP520	48	TBA

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

For more information about this program:

- Phone Brian Robertson at 604-528-5516 or e-mail [brobertson@jibc.bc.ca](mailto:brobertson@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

## **Police Constable Recruit Training**

### ***Police Academy***

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

### ***Your career***

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

## ***Program outcomes***

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

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

## ***Application and registration***

All arrangements are made by the municipal police departments.

## ***Credential issued***

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

## ***Courses***

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

## ***For more information***

For more information about this program:

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

# **Law Enforcement Studies Certificate**

## ***Police Academy***

- Program designed for persons interested in becoming a municipal police officer in BC
- Based on the Police Academy Police Constable Recruit Training
- Gain the theoretical background, introductory technical skills, and specialized knowledge required for employment as a professional police officer

## ***Your career***

Law Enforcement Studies Certificate is specifically designed for persons interested in becoming a municipal police officer in British Columbia, and is based on the Police Academy's current Police Constable Recruit Training program coupled with additional courses. The



quality and scope of the training will prepare you to stand out as a highly competitive applicant to police departments.

This program will be offered in an intensive format with students attending classes on evenings and weekends. The actual program length is under development. Details are expected to be finalized in early 2004.

### ***Program outcomes***

The program combines theory and applied learning. You will develop the fundamental knowledge and competencies required for a career as a professional police officer in British Columbia. After completing the program, you can apply to one of the municipal or tribal police departments in the province. If you are hired, you will return to the Police Academy for further applied skills training as a Probationary Recruit Constable.

*Note that successful completion of this program is not a guarantee of employment as a police officer in BC. Hiring of new police officers is controlled solely by the individual police departments, not the Police Academy or the JIBC.*

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

The Law Enforcement Studies Certificate is open to the public, but we strongly recommend that you first review the selection criteria most often used by police departments when hiring new recruits, to help you decide whether the program is for you. (These are listed in the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police).)

To apply and register for the certificate:

- Obtain an information package and application form from the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police).
- Arrange with your local police department for an enhanced security clearance, including criminal records check, fingerprinting for identification, and check of driving history. The police department will forward the results directly to the Police Academy.
- Complete the application form and mail it to the Police Academy with other required documentation:
  - Proof of successful completion of both the Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course
  - Proof of completion of at least one undergraduate course in writing skills
  - PAR-Q form, a health/fitness level related risk-assessment tool to be completed and signed by the applicant prior to physical training, demonstrating that the applicant is physically capable of taking part in strenuous physical training

### ***Credential issued***

You will receive a diploma upon successful completion of all the required courses.

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

For more information about this program:

- Phone Mark LaLonde, Program Manager, at 604-528-5768 or e-mail [mlalonde@jibc.bc.ca](mailto:mlalonde@jibc.bc.ca)
- Visit the Police Academy website at [www.jibc.bc.ca/police](http://www.jibc.bc.ca/police)

# International Training and Education

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

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

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

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

The visiting scholar program welcomes working academics and faculty members from universities and colleges to study with us. Many scholars focus on research by accessing our up-to-date library and its broad catalogue of justice and public safety materials while others choose to study with Canadian practitioners in their field of interest.

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

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 China and 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 four years. In Canada, a cohort of Saudi Arabian police officers is studying English as a Second Language and modern police techniques and forensic traffic science. Many study groups join us every year from China to study a variety of subjects, including social services, victim services, and policing.

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

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## *Customized programs*

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## *Overseas training*

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## *Visiting scholars*

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## *Visiting delegations*

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## *Current projects*

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## *Application process*

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*Contact us*

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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 contact the office of the Director, International Training and Education.

R.S. (Steve) Watt, MBA  
Director, International Training and Education  
Phone: 604-528-5769

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

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

# Facilities

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## Our Campuses

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### ***Main campus***

Located in New Westminster, BC, the JIBC's main campus covers 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. Staff input into the building's design has ensured that there are windows that open in most exterior rooms and ample natural light everywhere. Designed by Vancouver architect Richard Henriquez, the distinctive building is a blend of curves and sharp angles, brick, concrete, and steel, medieval flying buttresses and contemporary skylights, high archways, subtle yet effective signage, bold light fixtures, a central garden that continues the interior themes to the outside, and a large atrium that links offices, classrooms, cafeteria, and library, and serves as an airy central meeting place.

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 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

### ***Delta (Boundary Bay) Driver Training Facility***

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

4400 72nd Street  
Delta, BC V4K 5B3

### ***JIBC Downtown Vancouver Campus***

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

Commerce Place  
400 Burrard Street  
Vancouver BC V6C 3A6

### ***JIBC Victoria Campus***

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

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

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

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### ***Building hours***

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

### ***Information Desk***

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

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

### ***Registration Office***

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

## ***Library***

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

The JIBC Library houses a specialized collection of justice and public safety resources unique in North America, including 19,000 books, 230 journals, and 3,900 videos, CDs, and audiotapes. To check out our extensive holdings, please come by in person when you are on campus or visit our website. All students attending courses at the JIBC are welcome to use the library. Borrowing privileges are limited to students enrolled in certificate and pre-employment programs; others may borrow through interlibrary loan.

## ***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. From the JIBC parking lot, turn right onto 8th Avenue, right onto Cumberland Street, and right onto 7th Avenue, or enter the overflow parking lot from East 6th Avenue.

## ***Bicycle parking***

A sheltered bicycle rack is located outside the gymnasium entrance.

## ***Taxi service***

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

## ***Cafeteria***

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

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

### ***Environment***

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

### ***JIBC Store***

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

### ***Pay telephones***

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

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

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

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

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

### ***ATM***

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

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

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

### ***Newspapers***

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

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

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

### ***Transit routes***

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

# Student Services

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

Prior Learning Assessment and Recognition (PLAR) is a process for granting credit in a post-secondary program based on what you know and can do, no matter where or how you gained your knowledge and skills. The PLAR process is an active partnership between the JIBC and the student, and involves documenting your learning so we can assess it for credit.

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

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

## ***Financial assistance***

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

## ***JIBC credentials***

As an accredited Provincial Institute within the British Columbia public post-secondary system, the JIBC has been offering certificate and diploma programs for 25 years. Under legislation passed in 2001, the JIBC became eligible to grant applied bachelor's and applied master's degrees, and is currently in the process of developing these as advanced professional programs. In addition to advanced certificates and advanced diplomas, JIBC applied degrees are expected to be available in the near future at both the bachelor's and master's level in the areas of fire and safety, law enforcement, emergency medical assistance, and justice and public safety. For further information, please contact [studentservices@jibc.bc.ca](mailto:studentservices@jibc.bc.ca) or staff in the subject area of interest to you.

## ***Transfer of credits***

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



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

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

The Justice Institute welcomes and encourages Aboriginal students to attend our programs. The Coordinator, First Nations 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 First Nations Advisor by phone at 604-528-5621, fax at 604-528-5640, or e-mail at [firstnations@jibc.bc.ca](mailto:firstnations@jibc.bc.ca).

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

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

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

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

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

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

### ***Designated hotel***

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

### ***Alumni Association***

The JIBC has created the Justice Institute of BC Alumni Association in order to build an ongoing relationship between alumni and the JIBC community and support the JIBC in fulfilling its mission of educating and training those who make communities safer. The JIBC supports life-long learning and our relationship with students continues long after their formal training has been completed. We will keep association members up-to-date on JIBC programs and activities and deliver information, services, and special events of interest to alumni. For more information, phone 604-528-5750 or e-mail [alumni@jibc.bc.ca](mailto:alumni@jibc.bc.ca).

# Application and Registration

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

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

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## Applying for a Program

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To apply for a program:

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

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

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## Registering for a Course

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To register for a course:

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

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

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## **Registration Policies and Procedures**

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

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

### ***Online enrollment***

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

### ***Payment***

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

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

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

Phone: 604-528-5590

Fax: 604-528-5653

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

### ***Confidentiality***

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

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

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

### ***Refunds***

Registration fees are refundable provided we receive notification of cancellation one week (seven days) before the course date. Refunds are subject to an administrative charge.

### ***Substitutions***

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

### ***Course cancellations***

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

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

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

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

### ***NSF cheques***

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

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

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

### ***Transcripts***

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

# Academic and Institutional Policies

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

## ***Access***

“The Justice Institute 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 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.” (This policy is currently under review.)

## ***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.”

### ***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 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.”

# Administration

## ***Board of Governors***

The Justice Institute of BC board of governors is appointed by the provincial Minister of Advanced Education, Training and Technology. The eight board members are:

- Lynn Harrison (Chair)
- Bruce Hall (Vice Chair)
- Brenda Blue
- Jim Graham
- Jamie Graham
- Darwin Netzel
- Chris Perkins
- Jane Shackell, QC

## ***Management Committee***

Jack McGee	President
Pat Ross	Vice President, Education and Institute Services
—	Director, Human Resources
Dave Allen	Facilities and Capital Projects Director
R.W. (Rollie) Back	Director, External Development
Carol Baert	Director, Finance and Administration
Dave Busse	Director, Paramedic Academy
Murray Day	Interim Director, Learning and Information Services
—	Public Relations Director
Al Lund	Director, Pacific Traffic Education Centre
Peter Pershick	Director, Emergency Management Division
Shelley Rivkin	Director, Centre for Leadership and Community Learning
Tim Stiles	Director, Corrections and Community Justice Division
John Vokes	Director, Fire and Safety Division
Steve Watt	Director, Police Academy and Courts Academy
Pam White	Director, Centre for Conflict Resolution
Keith Wilkinson	Director, Academic and Student Services and Registrar

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of BRITISH COLUMBIA

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See inside for other campus locations

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