

Nova Scotia



Firefighters School

Firefighter Pre-employment Training Program

Student Information/Admission Package

VALID UNTIL OCTOBER 2009

Dear Student:

The Nova Scotia Firefighters School is pleased to present Pre-employment training for those interested in a career in the fire service.

Our Firefighter Pre-employment Training Program is modeled consistent with standard post-secondary education practice. You apply for admission into the program as you would any other post-secondary program. Upon successful completion of the program, you will receive certification to the Nova Scotia Fire Service Professional Qualifications Board, Level 1 and Level 2 firefighter to the NFPA standards that apply to the position of firefighter. You can then apply for positions in the fire service.

Included in the application package is an ***Assessing Your Qualifications To Become A Firefighter*** form to help you determine if this is the career for you. Please make use of this form. It is for your information only. You do not have to return it to us.

Also included in this application package is a summary of the steps in the admission/screening process; the required and preferred qualifications for admission; a brief description of the entrance procedure, student review process, medical exam, and physical performance assessment. As well a description of the Career Firefighter Pre-employment Training Program content, duration, location and tuition fee is included. Several appendices are also attached. They are: description of the Physical Performance Assessment and Student Application Form.

Please read all the information carefully.

Yours truly,

A handwritten signature in black ink, appearing to read 'J. Cunningham', with a long horizontal flourish extending to the right.

John Cunningham
Executive Director
Nova Scotia Firefighters School

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
ADMISSION PROCEDURE**

PLEASE READ THIS DOCUMENT CAREFULLY
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ADMISSION REQUIREMENTS

Applicants must meet **all** required qualifications to be considered for admission into the Career Firefighter Pre-employment Training Program. It is the responsibility of the student to ensure that they meet all the required qualifications and provide back-up documentation verifying the same.

Admission in the Career Firefighter Pre-employment Training Program will take place 2 times a year. Students who are not admitted into the program, may submit an application for subsequent programs.

A. Required Qualifications

- Legal entitlement to work in Canada as a Firefighter;
- Proof of Grade 12 or equivalent - attached
- Proof of a valid NS Driver's License, class 5, and a driving record that demonstrates responsible and safe driving behavior. More than four points in the last three years may be considered excessive
- Proof of current Standard First Aid & CPR Level "C" Certificate (within last 12 months) - attached
- No conviction for a criminal offence related to the job of a Firefighter;
- 20/30 visual acuity corrected vision in each eye. Colour and peripheral vision safe for the position of Firefighter (Colour Vision Safe as determined by Ishihara, Fahrnsworth, Dvorine and colour lantern tests (colored lens not permitted));
- Normal unaided hearing - hearing thresholds no greater than 30 decibels in each ear at 500Hz, 1000 Hz and 2000 Hz and no significant loss in higher frequencies.
- Physically fit for position of Firefighter.
- Is, and remains to be a non-smoker

B. Other Assets (non-mandatory)

- one year post secondary education - academic, technical or trades.
- work experience related to the firefighter selection criteria and job duties,

For example:

- experience in house building related to criteria of building construction knowledge
- experience as a truck driver relates to criteria of driving skill
- first aid, nursing, paramedical experience related to a firefighter's job duties
- experience in the fire service
- basic first aid certificate
- knowledgeable of a different culture(s)
- fluency in a second language other than English

ADMISSION/SCREENING PROCEDURE

Step 1:

Student Admission/Information Package

The Student Admission/Information Package can be picked up from the NSFS at 48 Powder Mill Road, Monday to Friday, 8:00 am – 4:00 p.m. If outside the Metropolitan Halifax area, call (902) 861-3823 Monday to Friday, 8:30 a.m. - 4:00 p.m. Or you can obtain the package from the NSFS website at www.nsfs.ns.ca.

To be considered for employment, candidates must successfully complete the following:

- Application Screening
- Physical Fitness Job Related Test
- Qualifying Interview
- Medical Examination
- Educational Background Check
- Personal Background Check
- Professional Reference Checks.

Step 2:

Application Submission

Complete the Firefighter Pre-employment Training Program Application Form and return to the NSFS, 48 Powder Mill Rd, Waverley, N.S. B2R 1E9. A copy of your resume should be included. Please ensure you include copies of all the required certificates, transcripts, etc. A checklist is available on the back of the application form. (Please note if transcripts or evaluation service letter are not included, the application will be incomplete and not considered.)

We request that your complete application package:

- Be submitted on plain white 8 ½ x 11 paper
- Be paper clipped – do not staple or submit in various folders
- Include a resume
- Have clear photocopies of all supporting documents such as drivers licence or certificates
- Have no laminated documents

Note: APPLICATION SUBMISSION DEADLINE IS 4:00 P.M. October 30, 2009

STEP 3:

Phobia Tests

Candidates will be asked to navigate their way through a maze and climb a ladder.

Step 4:

Qualifying Interview

All candidates screened in shall complete a pre-qualifying interview process. This review is to determine the candidate's suitability to meet the requirements of the position of firefighter, a position of trust. The candidate's integrity, honesty and life style choices will be explored during this interview.

The number of students selected to continue through the process is based on 2 programs plus 20% more.

Step 5:

Student Review

An interview with a Selection Committee from the Nova Scotia Firefighters School. **ALL DECISIONS FOR THE SELECTION OF CANDIDATES BY THIS COMMITTEE ARE FINAL.**

The NSFS will notify the successful students of their admission into the program. Admission into the program will be contingent on students' successful completion of the physical performance assessment.

Unsuccessful students will be required to go through the Admission/Screening Process again if they make application to a subsequent program.

Step 6:

Medical Examination

Students who answer **YES** to any questions on the **Physical Activity Readiness Questionnaire** will be required to complete a medical examination before admission into the program. The medical forms and details regarding them will be provided to those students selected to continue through the process.

Some types of eye surgery are acceptable if successful **and** without complications **and** subject to a review at 6 months post-op. Orthokeratology contact lens aids to change the shape of the cornea temporarily are **not** acceptable. Colour lens aids for colour vision are **not** acceptable.

To obtain a position in the Fire Service a more comprehensive occupational medical examination may be required.

Acceptance into the Firefighter Pre-employment Training Program should not be considered a guarantee of future employment.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
GENERAL INFORMATION**

Admission/Screening Process

The Admission/Screening process for the Career Firefighter Pre-employment Training Program may take place 2 times a year. Student Admission/Information Packages, giving detailed information students need to be admitted into the program will be available through the NSFS web site at www.nsfs.ns.ca.

Who is Suited for a Career as a Firefighter?

Firefighting is not just another job. It is a demanding career that carries considerable responsibility in providing preservation of life, property and the environment.

Like most careers, the Firefighter'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 Firefighter's job is dynamic. New equipment, techniques, and the changing needs of their profession demand a highly adaptable person who is prepared to pursue ongoing education, and who can balance acceptance of new concepts and challenges while maintaining a diverse set of basic skills.

The **Self-Assessment Questionnaire** attached will help you decide whether you want to and are qualified to apply to this program.

Who Supports the Program?

An Advisory Committee consisting of representatives from the Halifax Regional Fire & Emergency Service and the Nova Scotia Firefighters School meet on a regular basis to review and ensure the screening, entrance requirements and program content meet the needs of participating departments.

NOVA SCOTIA FIREFIGHTERS SCHOOL FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM CONTENT & SCHEDULE

The Career Firefighter Pre-employment Training Program is 22 weeks and is scheduled throughout the year. Students attend classes from 8:00 a.m. to 5:00 p.m. Monday to Friday at the Nova Scotia Firefighters School. As part of the 22 week program a six (6) week work experience program is offered with a variety of career fire departments, including:

- Halifax Regional Fire and Emergency
- DND Dockyard Fire Department
- Sydney Fire Department
- Moncton Fire Department
- Fredericton Fire Department
- Saint John Fire Department

The purpose of the program is to prepare individuals to apply for positions in the fire service. As part of that preparation, students will be trained in all aspects of the NFPA 1001 Standard, Level I and II, Hazardous Materials Response to the Operations Level and to First Responder including Automatic External Defibrillators and Spinal Management.

Students will learn through theory, lectures, and practice drills and will be examined on the following subjects:

- | | |
|---|--|
| • Fire Department Organization | • Building Construction |
| • Fire Behavior | • Firefighter Responsibility in Fire Cause Determination |
| • Portable Extinguishers | • Fire Prevention and Public Fire Education |
| • Firefighter Personal Protection Equipment | • Fire Alarms and Communications |
| • Ropes and Knots | • First Responder Level |
| • Rescue and Extrication | • Automatic External Defibrillators |
| • Forcible Entry | • Spinal Management |
| • Ventilation | • Hazardous Materials Response Awareness Level |
| • Ladders | • Hazardous Materials Response Operations Level |
| • Water Supply | • Human Relations |
| • Fire Streams | • Interpersonal Behaviour |
| • Hose | • Preparing for the Workforce |
| • Fire Control | |
| • Automatic Sprinkler Systems | |
| • Salvage and Overhaul | |

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
CANDIDATE PHYSICAL ABILITY TEST**

Being in good physical condition may be a requirement of a fire department when applying for a job. In a lot of departments the Candidate Physical Ability Test (CPAT) developed by the IAFF and the IAFC is the approved test. You will be expected to do physical exercise each morning to help prepare yourself for that test. It is also incumbent on yourself to ensure that you are ready to meet the requirements of the test. Below is a description of the test.

CANDIDATE PHYSICAL ABILITY TEST (CPAT)

The candidate physical ability test (CPAT) consists of eight separate events. The CPAT is a sequence of events requiring you to progress along a predetermined path from event to event in a controlled continuous manner.

This is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds.

In these events, you wear a 50 pound (22.68 kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and Firefighter protective clothing. An additional 25 pounds (11.34 kg), using two 12.5 pound (5.67 kg.) weights that simulate a high-rise pack (hose bundle), is added to your shoulders for the stair climb event.

Throughout all events, you must wear long pants, a hard hat with chin strap, work gloves and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted.

All props were designed to obtain the necessary information regarding your physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring your physical abilities. The events and distances between events are always the same.

The events are placed in a sequence that best simulates fire scene events while allowing an 85 foot (25.91.m) walk between events. To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events. This walk allows you approximately 20 seconds to recover and regroup before each event.

To ensure scoring accuracy by eliminating timer failure, two stopwatches are used to time the CPAT. One stopwatch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used. The stopwatches are set to the pass/fail time and count down from 10 minutes and 20 seconds. If time elapses prior to the completion of the test, the test is concluded and you fail the test.

Event 1 - Stair Climb

Equipment

This event uses a StepMill stair climbing machine (or equivalent). The machine is positioned with one side up against a wall and an elevated proctor platform on the side opposite the wall. A single handrail on the wall side is available for you to grasp while mounting and dismounting the StepMill. Additional steps are placed at the base of the StepMill to assist you in mounting the StepMill.

Purpose of Evaluation

This event is designed to simulate the critical tasks of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and climbing stairs in full protective clothing carrying Firefighter equipment. This event challenges your aerobic capacity, lower body muscular endurance and ability to balance. This event affects your aerobic energy system as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, and lower back stabilizers.

Event

For this event, you must wear two 12.5 pound (5.67 kg) weights on your shoulders to simulate the weight of a high-rise pack. Prior to the start of the time CPAT, there is a 20 second warm-up on the StepMill at a set stepping rate of 50 steps per minute. During this warm-up period, you are permitted to dismount, grasp the rail or hold the wall to establish balance and cadence. If you fall or dismount the StepMill during the 20second warm-up period, you remount the StepMill and restart the entire 20 second warm-up period. You are allowed to restart the warm-up period twice. The timing of the test begins at the end of this warm-up period when the proctor calls the word "START." There is no break in time between the warm-up period and the actual timing of the test. For the test, you must walk on the StepMill at a set stepping rate of 60 steps per minute for 3 minutes. This concludes the event. The two 12.5 pound (5.67 kg.) weights are removed from your shoulders. Walk 85 feet (25.91 m) within the established walkway to the next event.

Failures

If you fall or dismount the StepMill three times during the warm-up period, you fail the test. If you fall, grasp any of the test equipment or dismount the StepMill after the timed CPAT begins, the test is concluded and you fail the test. During the test, you are permitted to touch the wall or handrail for balance only momentarily. However, if the wall or handrail is grasped or touched for an extended period of time, or if the wall or handrail is used for weight bearing, you are warned. Only two warnings are given. The third infraction constitutes a failure, the test time is concluded and you fail the test.

Event 2 - Hose Drag**Equipment**

This event uses an uncharged fire hose with a hoseline nozzle. The hoseline is marked at 8 feet (2.24 m) past the coupling at the nozzle to indicate the maximum amount of hose you are permitted to drape across your shoulder or chest. The hoseline is also marked at 50 feet (15.24 m) past the coupling at the nozzle to indicate the amount of hoseline that you must pull into a marked boundary box before completing the test.

Purpose of Evaluation

This event is designed to simulate the critical tasks of dragging an uncharged hoseline from the fire apparatus to the fire occupancy and pulling an uncharged hoseline around obstacles while remaining stationary. This event challenges your aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, lower back stabilizers, biceps, deltoids, upper back, and muscles of the forearm and hand (grip).

Event

For this event, you must grasp a hoseline nozzle attached to 200 feet (60 m) of 1¾ inch (44 mm) hose. Place the hoseline over your shoulder or across your chest, not exceeding the 8 foot (2.24 m) mark. You are permitted to run during the hose drag. Drag the hose 75 feet (22.86 m) to a pre-positioned drum, make a 90° turn around the drum, and continue an additional 25 feet (7.62 m). Stop within the marked 5 foot x 7 foot (1.52 m x 2.13 m) box, drop to at least one knee and pull the hoseline until the hoseline's 50 foot (15.24 m) mark crosses the finish line. During the hose pull, you must keep at least one knee in contact with the ground and knee(s) must remain within the marked boundary lines. This concludes the event. Walk 85 feet (25.91 m) within the established walkway to the next event.

Failures

During the hose drag, if you fail to go around the drum or go outside of the marked path (cones), the test time is concluded and you fail the test. During the hose pull, you are warned if at least one knee is not kept in contact with the ground. The second infraction constitutes a failure, the test time is concluded and you fail the test. During hose pull, you are warned if your knees go outside the marked boundary line. The second infraction constitutes a failure, the test time is concluded and you fail the test.

Event 3 - Equipment Carry**Equipment**

This event uses two saws and a tool cabinet replicating a storage cabinet on a fire truck.

Purpose of Evaluation

This event is designed to simulate the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene and returning the equipment to the fire apparatus. This event challenges your aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. This event affects your aerobic energy system as well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand (grip), glutes, quadriceps, and hamstrings.

Event

For this event, you must remove the two saws from the tool cabinet, one at a time, and place them on the ground. Pick up both saws, one in each hand, and carry them while walking 75 feet (22.86 m) around the drum, then back to the starting point. You are permitted to place the saw(s) on the ground and adjust your grip. Upon return to the tool cabinet, place the saws on the ground, pick up each saw one at a time, and replace the saw in the designated space in the cabinet. This concludes the event. Walk 85 feet (25.91 m) within the established walkway to the next event.

Failures

If you drop either saw on the ground during the carry, the test time is concluded and you fail the test. You receive one warning for running. The second infraction constitutes a failure, the test time is concluded and you fail the test.

Event 4 - Ladder Raise and Extension**Equipment**

This event uses two 24 foot (7.32 m) fire department ladders. For your safety, a retractable lanyard is attached to the ladder that you raise.

Purpose of Evaluation

This event is designed to simulate the critical tasks of placing a ground ladder at a fire structure and extending the ladder to the roof or window. This event challenges your aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand (grip), glutes, quadriceps, and hamstrings.

Event

For this event, you must walk to the top rung of the 24 foot (7.32 m) aluminum extension ladder, lift the unhinged end from the ground, and walk it up until it is stationary against the wall. This must be done in a hand over hand fashion, using each rung until the ladder is stationary against the wall. You must not use the ladder rails to raise the ladder. Immediately proceed to the pre-positioned and secured 24 foot (7.32 m) aluminum extension ladder, stand with both feet within the marked box of 36 inches x 36 inches (91.44 cm x 91.44 cm), extend the ladder, hand over hand in a controlled fashion to the starting position. This concludes the event. Walk 85 feet (25.91 m) within the established walkway to the next event.

Failures

If you miss any rung during the raise, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test. If you allow the ladder to fall to the ground or the safety lanyard is activated because you released your grip on the ladder, the test time is concluded and you fail the test. If during the ladder extension, your feet do not remain within marked boundary lines, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test. If you do not maintain control of the ladder in a hand over hand manner, or let the rope lanyard slip in an uncontrolled manner, your test time is concluded and you fail the test.

Event 5 - Forcible Entry**Equipment**

This event uses a mechanized device located 39 inches (1 m) off the ground that measures cumulative force and a 10 pound (4.54 kg) sledgehammer.

Purpose of Evaluation

This event is designed to simulate the critical tasks of using force to open a locked door or to breach a wall. This event challenges your aerobic capacity, upper body muscular strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, glutes, triceps, upper back, trapezius, and muscles of the forearm and hand (grip).

Event

For this event, you must use a 10 pound (4.54 kg) sledgehammer to strike the measuring device in the target area until the buzzer is activated. During this event, you must keep your feet outside the toe-box at all times. After the buzzer is activated, place the sledgehammer on the ground. This concludes the event. Walk 85 feet (25.91 m) within the established walkway to the next event.

Failures

If you do not maintain control of the sledgehammer and release it from both hands while swinging, it constitutes a failure, the test time is concluded and you fail the test. If you step inside the toe-box, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test.

Event 6 - Search**Equipment**

This event uses an enclosed search maze that has obstacles and narrowed spaces.

Purpose of Evaluation

This event is designed to simulate the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges your aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinesthetic awareness. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: muscles of the chest, shoulder, triceps, quadriceps, abdominals, and lower back.

Event

For this event, you must crawl through a tunnel maze that is approximately 3 feet (91.44 cm) high, 4 feet (121.92 cm) wide and 64 feet (19.51 m) in length with two 90° turns. At a number of locations in the tunnel, you must navigate around, over and under obstacles. In addition, at two locations, you must crawl through a narrowed space where the dimensions of the tunnel are reduced. Your movement is monitored through the maze. If for any reason, you choose to end the event, call out or rap sharply on the wall or ceiling and you will be assisted out of the maze. Upon exit from the maze, the event is concluded. Walk 85 feet (25.91 m) within the established walkway to the next event.

Failures

A request for assistance that requires the opening of the escape hatch or opening of the entrance/exit covers constitutes a failure, the test time is concluded and you fail the test.

Event 7 - Rescue**Equipment**

This event uses a weighted mannequin equipped with a harness with shoulder handles.

Purpose of Evaluation

This event is designed to simulate the critical task of removing a victim or injured partner from a fire scene. This event challenges your aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, abdominals, torso rotators, lower back stabilizers, trapezius, deltoids, latissimus dorsi, biceps, and muscles of the forearm and hand (grip).

Event

For this event, you must grasp a 165 pound (74.84 kg) mannequin by the handle(s) on the shoulder(s) of the harness (either one or both handles are permitted), drag it 35 feet (10.67 m) to a pre-positioned drum, make a 180° turn around the drum, and continue an additional 35 feet (10.67 m) to the finish line. You are not permitted to grasp or rest on the drum. It is permissible for the mannequin to touch the drum. You are permitted to drop and release the mannequin and adjust your grip. The entire mannequin must be dragged until it crosses the marked finish line. This concludes the event. Walk 85 feet (25.91 m) within the established walkway to the next event.

Failures

If you grasp or rest on the drum at any time, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test.

Event 8 - Ceiling Breach and Pull

Equipment

This event uses a mechanized device that measures overhead push and pull forces and a pike pole. The pike pole is a commonly used piece of equipment that consists of a 6 foot long pole with a hook and point attached to one end.

Purpose of Evaluation

This event is designed to simulate the critical task of breaching and pulling down a ceiling to check for fire extension. This event challenges your aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, abdominals, torso rotators, lower back stabilizers, deltoids, trapezius, triceps, biceps, and muscles of the forearm and hand (grip).

Event

For this event, you must remove the pike pole from the bracket, stand within the boundary established by the equipment frame, and place the tip of the pole on the painted areas of the hinged door in the ceiling. Fully push up the 60 pound hinged door in the ceiling with the pike pole three times. Then, hook the pike pole to the 80 pound ceiling device and pull the pole down five times. Each set consists of three pushes and five pulls. Repeat the set four times. You are permitted to stop and, if needed, adjust your grip. Releasing your grip or allowing the pike pole handle to slip, without the pike pole falling to the ground, does not result in a warning or constitute a failure. You are permitted to re-establish your grip and resume the event. If you do not successfully complete a repetition, the proctor calls out "MISS" and you must push or pull the apparatus again to complete the repetition. This event and the total test time ends when you complete the final pull stroke repetition as indicated by a proctor who calls out "TIME".

Failures

One warning is given if you drop the pike pole to the ground. If you drop the pike pole, you must pick it up without proctor assistance and resume the event. The second infraction constitutes a failure, the test time is concluded and you fail the test. If your feet do not remain within the marked boundary lines, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test.

Test Forms

You must present valid identification and sign a number of forms before taking the CPAT. Prior to the start of the CPAT you must complete the Sign-in Form. You are provided an opportunity to review a video detailing the CPAT and the failure points. It is your responsibility to ask questions if you do not understand any parts of the test events or procedures. You are required to complete the Waiver and Release Form. At the conclusion of the CPAT, you must sign the CPAT Evaluation Form. Additionally, prior to leaving the rehabilitation area, you must complete and sign the Rehabilitation Form. If you fail to complete and sign any of these forms you fail the CPAT.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
ASSESSING YOUR QUALIFICATIONS TO BECOME A FIREFIGHTER**

Before you complete the Student Admission Application form, take a moment to see if you meet the qualifications for a Firefighter by answering each of the questions below. **This questionnaire is for your information only and should not be forwarded with your application.**

	YES	NO
1. Are you legally entitled to work in Canada as a Firefighter?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you possess a valid Class 5, NS Driver's License or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a safe driving record with less than four points? (More than four points in the last three years may be considered excessive.)	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you successfully completed one year of post secondary school education (academic, technical or trades) or completed 2 years of apprenticeship program or 6 month full-time trades/career certificate program?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you physically fit and do you maintain a healthy life style?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have 20/30 visual acuity in each eye, unaided and uncorrected as determined by an optometrist or ophthalmologist?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have colour vision safe for the position of Firefighter? (As determined by Ishihara screening and additional colour vision tests as required such as Fahrnsworth D-15 (saturated and unsaturated), Dvorine PIC, Dvorine NOM, Fahrnsworth Munsell 100 Hue Test and the Lantern Test)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever been convicted of a criminal offense that would exclude you from being in a position of trust such as a Firefighter?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you currently hold a CPR Level "BCLS-C" certificate?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have good listening skills, able to extract and understand information in oral communication?	<input type="checkbox"/>	<input type="checkbox"/>
11. Can you communicate effectively, both orally and in writing?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are you comfortable being in confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are you comfortable with heights?	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO
14.	Are you willing to comply with instructions, directions and orders given by officers?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are you willing to work co-operatively with others as part of a team effort; supporting, encouraging and helping fellow team members to work competently and safely?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are you willing to work in dangerous and unpleasant situations, take calculated risks to help others in need and continue working despite physical discomfort?	<input type="checkbox"/>	<input type="checkbox"/>
17.	In the face of uncertainty, can you make necessary decisions?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Do you have the self-confidence to be assertive when the situation demands it?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are you able to deal with stressful situations in a calm and constructive way?	<input type="checkbox"/>	<input type="checkbox"/>
20.	Do you consider yourself tolerant towards others?	<input type="checkbox"/>	<input type="checkbox"/>
21.	Are you comfortable with people from different cultures and backgrounds?	<input type="checkbox"/>	<input type="checkbox"/>
22.	Do you make an effort to learn about cultures which are different from your own?	<input type="checkbox"/>	<input type="checkbox"/>
23.	Are you comfortable with interpersonal situations and establishing rapport with others?	<input type="checkbox"/>	<input type="checkbox"/>
24.	Do you try your personal best in carrying out a task?	<input type="checkbox"/>	<input type="checkbox"/>
25.	Do you try to assess your strengths and weaknesses objectively and then attempt to educate or improve yourself?	<input type="checkbox"/>	<input type="checkbox"/>
26.	Do you behave in an ethical manner, being straight-forward and honest with others; not lying or exaggerating to others?	<input type="checkbox"/>	<input type="checkbox"/>
27.	Are you currently active in contributing in some way to your community?	<input type="checkbox"/>	<input type="checkbox"/>
28.	Are you willing to adapt to change?	<input type="checkbox"/>	<input type="checkbox"/>
29.	Are you willing to attend courses and learn continually?	<input type="checkbox"/>	<input type="checkbox"/>

You should be able to answer "yes" to each of the questions above and "no" to question #8. If you answered "no" to any other of these questions, refer to the materials in the Admission/Information Package.

DO NOT RETURN THIS FORM WITH YOUR APPLICATION.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
RECRUIT INFORMATION**

FIREFIGHTER JOB DESCRIPTION

This is a typical job description for the position of Firefighter. It describes the summary of responsibilities, the **Essential Functions** of firefighting, outlines working conditions, required qualifications, required skills and responsibilities, and licenses/certifications required. This document reflects exactly what skills the firefighter is expected to perform. Notice the references to *NFPA 1001 Standard for Firefighter Professional Qualifications*, NSFS General Operating Guideline's, Administrative Orders, and the Nova Scotia OHS Act.

Nova Scotia Firefighters School CODE OF CONDUCT & PERFORMANCE EXPECTATIONS

This document represents core values and basic rules of the School. The recruit must sign this, keep a copy for their records and the original is filed at the School. By signing, you the recruit, agrees to abide by the Code. The Performance Expectations represent *observable behaviors* that may assist in identifying and documenting poor performance in *attitude* and undesirable traits.

Nova Scotia Firefighters School RECRUIT TESTING POLICY

The testing policy outlines the various passing scores and criteria for academic, physical fitness, and the certification tests. Note that the Practical Skills (fireground) Evaluation is worded without scores or time frames

Nova Scotia Firefighters School DOCUMENT LIST

This is a list of select reference material. Recruits must sign they have received, read, and understand the material and are accountable for knowing and understanding all academy procedures and policies.

Nova Scotia Firefighters School EVALUATION / GRADING CRITERIA SHEET

This is the grading criteria and format used when evaluating the recruits while in the School. They are evaluated bi-weekly with both the Lead Instructor and the Instructors. Remember, no surprises come from this meeting. The recruit should already be aware of poor performance through the Resolution Sheet process.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
TYPICAL FIREFIGHTER JOB DESCRIPTION**

POSITION TITLE: FIREFIGHTER **Nova Scotia Firefighters School**

DEPARTMENT: FIRE

DATE ORIGINATED: May 28, 2001

DATE REVISED: October 8, 2004

SUMMARY OF RESPONSIBILITIES:

Heavy physical work in controlling and extinguishing fires, protects life and property, maintains equipment as a paid employee of a fire department. Responds to fire alarms, hazardous material incidents, rescue alarms, weather-related emergencies, and other emergency calls. Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire. Positions and climbs ladders to gain access to upper levels of buildings, or to assist individuals from burning structures. Creates openings in buildings for ventilation or entrance using ax, chisel, crowbar, electric saw, or other power and hand tools. Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants. Administers emergency medical service to level of training, including CPR and First Responder, to injured persons and those overcome by fire and smoke. Communicates with superiors and peers during fires and other emergency alarms using portable two-way radio. Inspects buildings for fire hazards, Uniform Fire Code compliance, and Fire Prevention ordinances and requirements. Performs assigned duties in maintaining apparatus, quarters, buildings, equipment and grounds. Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, firefighting techniques, hazardous materials, EMS, and other job-related subjects. Inspects buildings listing fire code violations to be corrected. Drives and operates assigned vehicles and equipment. Makes public demonstrations and presentations and may be assigned to administrative position. Operates computers and peripheral equipment. Performs many job functions in personal protective equipment.

ESSENTIAL FUNCTIONS:

Must be able to perform to all chapters of the *NFPA 1001 Standard for Firefighter Professional Qualifications*, 2008 edition.

Firefighters must be able to meet qualifications and perform to Nova Scotia Department of Health Standards for Medical First Responder.

Must be able to perform to nationally recognized CPR standards.

Must be able to perform to "Chapter 2 & Chapter 3 Competencies for the First Responder at the Awareness and Operations Level" in the NFPA 472 standard for Professional Competence of Responders to Hazardous Materials Incidents, 2008 edition.

Must be able to perform to requirements in NSFS issued General Operating Guidelines and Administrative Orders.

Must be able to function in respiratory protection.

Physical fitness level must be attained to level necessary to comply with NSFS standards (CPAT)

WORKING CONDITIONS:

Physical Demands: Light office to heavy physical work.

Work Environment: Includes: office, 24-hour shift work at fire station and other fixed facilities, training drill ground, emergency scenes, extreme weather conditions, hazardous material incidents, auditory extremes, traumatic and catastrophic events, visual impairment, and secondary environment imposed by personal protective equipment weighing 50 pounds.

Equipment Used: Computers and peripheral equipment, medical and physical diagnostic equipment, exercise apparatus, training aid devices, personal protective equipment, firefighting equipment, rescue and extrication equipment, hand and power tools, portable and fixed lighting systems, portable generators, and apparatus.

REQUIRED MINIMUM QUALIFICATIONS:

Education: Must meet current requirements at date acceptance.

Required Skills & Responsibilities:

- Ability to obey the department issued Rules & Regulations and all policies and procedures of the NSFS.
- Ability to perform assigned tasks in a safe manner, preventing a threat to the life or health of others and/or himself/herself.
- Ability to attend and meet the passing criteria of education classes as mandated by the NSFS.
- Ability to drive and operate assigned fire department vehicles.
- Ability to perform Fire Prevention issued building inspections and building familiarization activities.
- Ability to perform station and apparatus cleaning and maintenance functions as assigned.
- Ability to demonstrate adroitness of hands and body in performance of department required mechanical skills.
- Ability to communicate effectively and professionally with the English language.
- Ability to take responsibility for his/her actions or decisions.
- Ability to read, write, and understand the English language at the level necessary for all department issued written materials, including charts, graphs, and maps.
- Ability to live and work for a 24-hour shift within a confined work setting, with a diverse work group of male and female employees of all ethnic groups and religions, as an integrated part of a cooperative team effort.
- Ability to sit or stand for prolonged periods of time.
- Ability to maintain composure and emotional self-control, and to think calmly, logically and come up with solutions to problems when under stress.
- Ability to work in confined spaces with acute sensory deprivation, with department issued PPE and respiratory protection.
- Ability to observe situations, define a problem, evaluate the problem, analyze the problem and make a decision.
- The ability to go from a sedate or sleeping condition to activities calling for alertness and quick, vigorous, and strenuous action.
- The ability to remember hazards and points of egress in (often) unfamiliar buildings or structures, and to know the position of one's own body in relation to them.
- Have demonstrated the ability to acquire the confidence and trust of co-workers.

Experience: Experience with hand and power tools, technical rescue, use of ground ladders, use of PPE, use of Self-Contained Breathing Apparatus, problem solving, code enforcement, public speaking, report writing, emergency medical response, or prior firefighting experience helpful but not required.

LICENSES/CERTIFICATIONS REQUIRED:

- IFSAC approved NFPA 1001 Firefighter I and II
- IFSAC approved NFPA 472 Hazardous Materials Operations
- Medical First Responder
- Must maintain a valid drivers license

PREFERRED QUALIFICATIONS:

- Pre-Employment Training
- Class 3 or equivalent drivers license with airbrakes endorsement
- Driving experience with large vehicles

REVIEWED AND APPROVED BY:

NSFS DIRECTOR

DATE

This job description includes the major duties and responsibilities of the job, and is not to be construed as all-inclusive.

Nova Scotia Firefighters School

Code of Conduct

The following Code of Conduct is expected to be adhered to while attending the Nova Scotia Firefighters School, and when under the direction and supervision of the NSFS Staff. Violations of any of the following may result in termination.

I. CHAIN OF COMMAND

- A. You must use the "Chain of Command" at all times.
Exception: Any issue involving discrimination or harassment is addressed in Section IX.
- B. "Chain of Command" means any matter which needs the attention of or action by the department will be brought to the reporting person's most immediate supervisor.
- C. Any issues or concerns that affect your performance shall immediately be brought to the attention of your Instructor(s).

II. RESPECT

- A. Respect will be shown to all NSFS Staff and guest instructors.
- B. Respect will be shown to all civilians and classmates.
- C. Disrespect or abusive language toward any individual or group shall be considered insubordination.
- D. All NSFS personnel shall be addressed in a courteous, professional manner, either by rank, by "Sir/Ma'am" or by "Mr./Mrs./Ms."

III. TEAMWORK/EFFORT

- A. The Recruit's best effort is expected at all times.
- B. Recruits shall work well in a team and function in all positions.
- C. Any action that hinders or disrupts team drills or classroom activities shall not be tolerated.
- D. Recruits are expected to offer help to team members.

IV. ATTENDANCE/TARDINESS

- A. Attendance at all classroom and drill ground sessions is mandatory.
- B. Tardiness will not be tolerated. This will include when reporting to duty, to the classroom and drill ground. Three (3) tardies may result in dismissal from the School.

V. CHEATING

- A. Cheating of any kind will not be tolerated and shall result in dismissal.

VI. INSUBORDINATION

- A. Disobedience of any orders issued by an Officer or Instructor shall not be tolerated.

VII. APPEARANCE

- A. All Recruits shall report to the school in the proper attire for the scheduled activity.
- B. Gym wear shall be School-approved tee-shirts, shorts and sweatpants.
- C. All uniforms shall be clean and neat in appearance and shoes will be shined.
- D. Assigned personal protective gear shall be kept clean and in usable condition.

VIII. SUBSTANCE ABUSE

- A. Alcoholic beverages or illegal drugs shall not be permitted at the NSFS. Violation shall result in termination.
- B. Any use of prescription or over-the-counter drugs, which may affect your performance at the School, must be brought to the attention of your Instructor(s).
- C. Tobacco, in any of its forms, will not be used.

IX. DISCRIMINATION AND HARASSMENT

- A. The NSFS shall not condone or tolerate incidents or circumstances of discrimination, harassment or sexual harassment.
- B. The NSFS, its management and its supervisors shall take prompt corrective action when they become aware of any type of discrimination, harassment or sexual harassment.
- C. Students who believe that they have knowledge of, or feel that they have experienced any form of discrimination, harassment or sexual harassment should immediately follow the School's policies and procedures.
- D. All actions taken to investigate and resolve complaints shall be handled in a timely and objective manner.
- E. No student shall be intimidated, harassed, threatened or retaliated against, coerced or disciplined in any way for reporting alleged acts of discrimination, harassment or sexual harassment or for filing a discrimination, harassment, or sexual harassment complaint.

X. PERFORMANCE EXPECTATIONS

- A. All Recruits shall follow the NSFS Firefighter Performance Expectations (see attached sheet).
- B. Recruits shall follow the NSFS Recruit School Testing Policy.

XI. ACCOUNTABILITY

- A. Each Recruit is responsible for his/her own actions.
- B. Each Recruit is responsible for immediately reporting any injury or illness to an Instructor.
- C. Each Recruit is responsible for maintaining all personal protective equipment at an operational level, and reporting any problems with such equipment to an Instructor.
- D. Each Recruit is responsible for knowing and adhering to the Code of Conduct, Policies/Procedures and Rules and Regulations of his/her fire department.

I, the undersigned, understand and agree to abide by the above *Code of Conduct* and the consequences associated with any violation thereof.

(Print Name)

(Signature)

(Date)

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
FIREFIGHTER PERFORMANCE EXPECTATIONS**

JUDGEMENT

- Makes reasonable and safe decisions when attempting to accomplish a task or solve a problem

COMMUNICATION

- Uses appropriate tone of voice
- Articulates in a clear, logical and understandable manner
- Displays confidence
- Is persuasive and makes a positive impression
- Demonstrates appropriate non-verbal communication techniques

TEAMWORK

- Effectively works with others to accomplish tasks or solve problems
- Offers help to team members when needed
- Consistently demonstrates safety practices for self and others

PROBLEM SOLVING

- Approaches problems in a safe, logical and well thought out fashion
- Seeks pre-active solutions to problems

INITIATIVE/MOTIVATION

- Accomplishes tasks or goals without being ordered, coerced, or motivated by others
- Demonstrates desire for personal and professional development
- Accomplishes tasks or goals with a 'safety first' attitude
- Takes on additional tasks or duties

WORK ETHIC

- Actively seeks academic and technical knowledge for self-improvement
- Is reliable in following safety practices in all situations

ADAPTABILITY/STRESS MANAGEMENT

- Remains calm in stressful situations
- Adapts behavior in order to deal with changing situations in a safe manner
- Adapts behavior in order to accomplish individual and/or organizational goals
- Recognizes symptoms of stress in self and seeks to deal with stress appropriately

INTEGRITY

- Is sincere and honest when dealing with others
- Keeps commitments
- Respects personal property of others
- Portrays professional image in speech, actions and appearance
- Obeys all policies and procedures of the Nova Scotia Firefighters School

COMMUNITY AWARENESS

- Exercises compassion and willingness to help persons in varied situations with varied backgrounds
- Is sensitive to individual and cultural differences

INTERPERSONAL SKILLS

- Relates to a wide variety of individuals in a positive and effective manner
- Handles interpersonal conflicts effectively
- Is courteous and respectful

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
TESTING POLICY**

Tests and measurements are a necessary element of the learning process. Prior to graduation from the Recruit Academy, these standards must be successfully completed:

- Academic Exams
- Practical Skill Evaluations
- Physical Fitness Performance Tests
- NFPA 472 Hazardous Materials Certification
- NFPA 1001 Firefighter I and II Certification

- **Academic (Written) Exams:** Minimum passing score is 70%. **Three (3) failures shall constitute grounds for dismissal.**

- **Practical Skills Evaluations:** Periodic Practical (drill ground) Skill Evaluations will be held throughout the School to test the essential functions of firefighting. If, at any time, a recruit is unable to perform the essential functions of firefighting, pursuant to the standards of the School, **the recruit may be dismissed.**

- **Physical Fitness and Performance Assessment Tests:** All recruits must pass the Physical Performance Assessment (CPAT) Test within ten (10) minutes, twenty (20) seconds. These tests must be successfully completed before leaving the Recruit School.

- **Hazardous Materials Operations Level Certification Written Exam:** The Haz Mat exam requires a 70 % minimum passing score. In the event of failure, one retake shall be allowed within five (5) calendar days. In event of failure of the first retake, an additional retake will be allowed 60 days after the first retake. **Failure of the written retake (score of less than 70%) shall constitute grounds for dismissal.**

- **Firefighter I & II Written and Practical Exam:** Any recruit failing the written portion of the exam with a score of less than 70 % will be given an opportunity to retake the exam within five (5) calendar days. Failure of the first retake a second retake will be allowed in 60 days after the first retake. Any recruit failing the practical skill examination shall be given an opportunity to retake the exam within five (5) calendar days or as time permits. Failure of the first retake a third retake will be allowed 60 days after the first retake. **Failure of the Written Exam retake (score of less than 70%) or the Practical Exam retake shall constitute grounds for dismissal.**

I have read and understand the NSFS Recruit School Testing Policy.

Print Name

Signature

Date

Program Manager

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
DOCUMENT LIST**

I, _____, have received, have read, and do understand the following documents. If I have any questions regarding any one of these documents, I will immediately consult with an Instructor.

Nova Scotia Firefighters School **Code of Conduct**
Nova Scotia Firefighters School **Firefighter Performance Expectations**
Nova Scotia Firefighters School **Recruit School Testing Policy**
Nova Scotia Firefighters School **Firefighter Job Description**

Recruit Signature

Date

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
RECRUIT EVALUATION AND GRADING CRITERIA**

ACADEMICS

SATISFACTORY:

- Recruit maintains a 70% or higher in academic testing.

UNSATISFACTORY:

- Recruit fails to maintain an 70% proficiency in any area of academic testing.

FIREGROUND ACTIVITIES:

SATISFACTORY:

- Recruit performs all fireground activities in a safe, timely and appropriate manner.
- Recruit demonstrates use of equipment with control and confidence.
- Recruit demonstrates basic knowledge of job sheet skills and operation of a variety of tools and equipment.
- Recruit is consistent in performance of all fireground activities.
- Recruit has no incomplete Resolution Sheet(s) for Fireground Activities in current evaluation period.

UNSATISFACTORY:

- Recruit is unable to perform one or more fireground activities in a safe, timely and appropriate manner.
- Recruit is unable to use equipment with control and confidence.
- Recruit is unable to demonstrate basic knowledge and operation of tools and equipment.
- Recruit is unable to perform one or more job sheet skills.
- Recruit has Resolution Sheet(s) in Fireground Activities which have not been completed to instructor/staff satisfaction.

PERFORMANCE EXPECTATIONS

SATISFACTORY:

- Recruit consistently demonstrates behaviors outlined in the Performance Expectations.
- Recruit has no incomplete Resolution Sheet(s) in Performance Expectations in current evaluation period.

UNSATISFACTORY:

- Recruit demonstrates inappropriate behavior in one or more areas outlined in the Performance Expectations.
- Recruit has Resolution Sheet(s) in Performance Expectations which have not been completed to instructor/staff satisfaction.

PHYSICAL FITNESS**SATISFACTORY:**

- Recruit maintains level of physical fitness as prescribed by the NSFS Fitness Coordinator.
- Recruit performs all components of the prescribed workout(s) in the appropriate manner as demonstrated by the NSFS Fitness Coordinator.
- Recruit performs prescribed workouts with the correct number of sets and repetitions.
- Recruit demonstrates the endurance and physical ability necessary to perform all fireground activities.
- Recruit has no incomplete Resolution Sheet(s) for Physical Fitness during current evaluation period.

UNSATISFACTORY:

- Recruit is not maintaining level of fitness as prescribed by the NSFS Fitness Coordinator as evidenced by:
 - not performing all components of the prescribed workout in the appropriate, demonstrated manner, and/or
 - not completing the required number of sets and/or repetitions.
- Recruit is unable to complete the required fireground activities due to lack of endurance and/or physical ability.
- Recruit has Resolution Sheet(s) in Physical Fitness which have not been completed to instructor/staff satisfaction.

EQUIPMENT MAINTENANCE**SATISFACTORY:**

- Recruit maintains all issued Personal Protective Equipment (PPE) in ready and working condition.
- Recruit maintains all PPE clean and stored properly.
- Recruit maintains all assigned equipment in ready condition and/or according to instructions.
- Recruit reports any malfunction or problems with PPE and assigned equipment immediately to instructor/staff.
- Recruit has no incomplete Resolution Sheet(s) for Equipment Maintenance in current evaluation period.

UNSATISFACTORY:

- Recruit fails to maintain any or all Personal Protective Equipment (PPE) in ready and working condition.
- Recruit fails to keep PPE clean and/or stored properly.
- Recruit fails to maintain any or all assigned equipment in ready condition and/or according to instructions.
- Recruit fails to report problems with PPE or equipment to instructor/staff.
- Recruit has Resolution Sheet(s) for Equipment Maintenance which have not been completed to instructor/staff satisfaction.

PERSONAL APPEARANCE

SATISFACTORY:

- Recruit consistently maintains personal appearance according to NSFS grooming standards.
- Recruit presents a professional, clean and neat appearance.
- Recruit adheres to acceptable hygiene standards.
- Recruit has no incomplete Resolution Sheet(s) for Personal Appearance in current evaluation period.

UNSATISFACTORY:

- Recruit fails to maintain personal appearance according to NSFS grooming standards.
- Recruit does not present a professional, clean and neat appearance.
- Recruit does not adhere to acceptable hygiene standards.
- Recruit has Resolution Sheet(s) in Personal Appearance which have not been completed to instructor/staff satisfaction.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
RECRUIT EVALUATION AND GRADING FORM**

NAME: _____

WEEK: _____

ACADEMICS

Comments _____

S

U

SCORE: _____

**FIREGROUND
ACTIVITIES**

Comments _____

S

U

SCORE: _____

**PERFORMANCE
EXPECTATIONS**

Comments _____

S

U

SCORE: _____

**PHYSICAL
FITNESS**

Comments _____

S

U

SCORE: _____

**EQUIPMENT
MAINTENANCE**

Comments _____

S

U

SCORE: _____

**PERSONAL
APPEARANCE**

Comments _____

S

U

SCORE: _____

S = Satisfactory (Meets Standards)

U = Unsatisfactory (Does Not Meet Standards)

Other Comments:

Evaluator Signature _____

Evaluator Signature _____

Recruit Signature _____

Recruit Comments: _____

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
RESOLUTION AGREEMENT**

Recruit Name: _____ Date: _____

I. Concerns/Area Needing Improvement: _____

II. Job Sheet No.: _____
Code of Conduct: _____
Other: (Attach appropriate documents) _____

III. Instructor Action Plan:
A: _____

B: _____

IV. Recruit Action Plan:
A: _____

B: _____

V. Document Action Plan Process:
Dates: _____

VI. Has the area of concern been corrected? _____

Yes _____

No _____

Instructor 1 Name (print): _____

Initials: _____

Instructor 2 Name (print): _____

Initials: _____

Recruit Signature: _____

Date: _____

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
RECRUIT FIREFIGHTER REQUIREMENTS**

Purpose: This procedure will establish requirements for Recruit Firefighters.

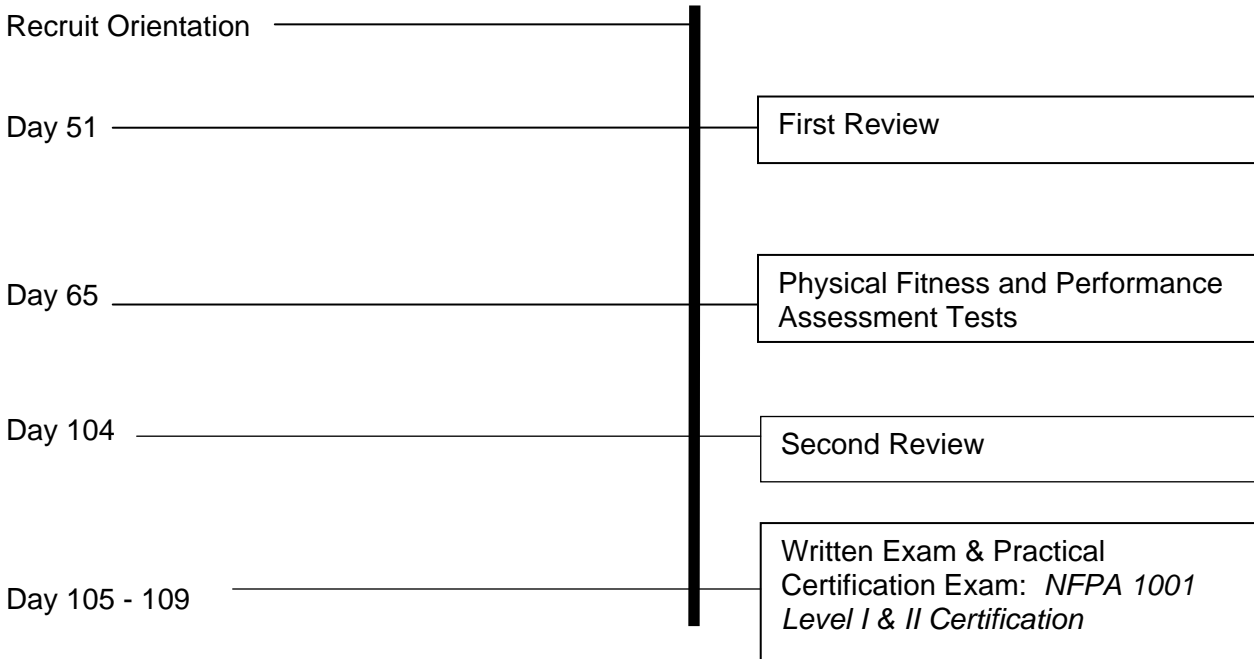
Recruit School

NSFS Recruit School Requirements: Passing score for all written exams will be 70%. Failure of three exams will result in a recommendation of termination from the School. Practical skills will be evaluated throughout the School and the work experience. In the event of documented failure(s) of practical evaluations, it will be the responsibility of the Training Manager to determine whether the recruit should continue the School. Since safety is a top priority, dismissal from the School will be recommended for any recruit who may jeopardize the safety of themselves, their fellow recruits or the Training Staff. All recruits must successfully meet the required time for the Physical Performance Test (CPAT) prior to participating in live burn exercises. Prior to graduation from the School the recruits must meet the requirements for CPAT.

Certification Requirements: Prior to completion of the NSFS Recruit School, Fire Fighters must pass the Nova Scotia Fire Service Professional Qualification Board Firefighter I & II written and practical exams. Anyone who fails either test will be offered retakes as per the policy of the NSFSPQB.

Work Term Requirements

Each Recruit Fire Fighter will be given a *Recruit Firefighter Handbook*. During the work term period, the Fire Fighter will be required to complete certain tasks in the handbook and have them signed off by a Company Officer. These tasks must be completed, and submitted to the Training Manager prior to their Final Recruit Exam. Although not all tasks are required to be signed off by the Company Officer, the Recruit Fire Fighter will be responsible for knowing all the job sheets.



**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
APPLICATION FORM**

Purpose of the Program: The purpose of the Pre-employment Training Program is to prepare individuals to apply for positions in the Fire Service. The program consists of 16 weeks training, with an additional 6 week work term.

Instructions: Please provide the information requested on this form. Incomplete applications or those submitted without all requested documentation will not be considered. Please type or print.

SECTION 1: General Information

Personal Information:	Office Use Only	Application No:
First Name _____	Initial _____	Last Name _____
Address: Street/PO Box/Rural Route _____		
City/Town _____		Apt. # _____
Province _____		Postal Code _____
SIN _____		Date of Birth _____
Telephone: Home _____		
Work _____		
Other _____		
E-mail _____		

SECTION 2: Entrance Requirements

	YES	NO
Are you a non-smoker?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have proof of grade 12 or equivalent? – <i>Please attach</i>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of current Standard First Aid and CPR-C Certificates – <i>Please attach</i>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of a current motor vehicle operators license or equivalent to Nova Scotia class 5 – <i>Please attach</i>	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted for a criminal offense for which a pardon has not been granted?	<input type="checkbox"/>	<input type="checkbox"/>
20/30 corrected vision with color and peripheral vision acceptable for the occupation of firefighter	<input type="checkbox"/>	<input type="checkbox"/>
Normal unaided hearing – hearing thresholds no greater than 30 decibels in each ear at 500Hz, 1000Hz and 2000Hz and no significant loss in higher frequencies	<input type="checkbox"/>	<input type="checkbox"/>
Are you legally entitled to work in Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Driving abstract demonstrating responsible and safe driving behavior with a record of no more than four points. No greater than 60 days old – <i>Please attach</i>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of a criminal records check/security clearance showing no criminal record exists or is pending – <i>Please attach</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to communicate clearly in English under stress?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3: Background Information

Type of School	Name of School	Location (mailing address, phone #)	# of Years Completed	Major & Degree
High School				
Post Secondary				
Other Training				

Please list your work experience beginning with your most recent job held. If you were self-employed, give the name of the business. Attach additional sheets if necessary.

Name of Employer	Name of last supervisor	Employment dates:
Address	Your job title:	From:
City/Province		To:
Phone Number		

Reason for leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this organization.

Employment History:

Please list your work experience beginning with your most recent job held. If you were self-employed, give the name of the business. Attach additional sheets if necessary.

Name of Employer	Name of last supervisor	Employment dates:
Address	Your job title:	From:
City/Province		To:
Phone Number		

Reason for leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this organization.

Employment History:

Please list your work experience beginning with your most recent job held. If you were self-employed, give the name of the business. Attach additional sheets if necessary.

Name of Employer Address City/Province Phone Number	Name of last supervisor Your job title:	Employment dates: From: To:
Reason for leaving (be specific):		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this organization.		

SECTION 4: Volunteer Experience

Firefighting Experience (Volunteer)

Fire Department _____

Dates: From _____ To _____

Community and Volunteer Experience		
Position: Start Date: End Date: Duties:	Position: Start Date: End Date: Duties:	Position: Start Date: End Date: Duties:

EMERGENCY/MEDICAL INFORMATION

Contact person
In case of emergency, the school is to contact

Name of Person _____
Phone # _____ Relationship _____

Name of Doctor _____
Phone # _____

Do you have any medical conditions or allergies that would restrict your participation in this program?

Yes _____ No _____

If yes, briefly explain _____

SECTION 5: Physical Requirements

Physical Activity Readiness Questionnaire

Please complete to determine your physical condition to participate in the Physical Fitness portion of the Pre-Employment Training Program.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by your doctor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you feel pain in your chest when you do physical activity? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. In the past month, have you had chest pain when you are not doing physical activity? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you lose your balance because of dizziness or do you ever lose consciousness? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have a bone or joint problem that could be made worse by a change in your physical activity? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you know of any other reason why you should not do physical activity? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered YES to any of the above questions, please contact the *Fire School at 902-861-3823* to obtain a copy of the Physical Activity Readiness Medical Examination.

Informed use of the Physical Activity Readiness Questionnaire: The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

Note: If this questionnaire is given to a person before he or she participates in a physical activity program or a fitness appraisal, this section may be used for legal or administrative purposes.

I have read, understood, and completed this questionnaire. Any questions I had were answered to my full satisfaction.

Name _____	Date: _____
Signature: _____	Witness: _____
PARENT/GUARDIAN: _____	
(IF UNDER 19)	

Program Information

Class 16

Start date: February 15, 2009
End date: July 16, 2009

First Tuition Payment February 5, 2009
Second Tuition Payment April 30, 2009

Total hours of instruction: 616
Total days of instruction: 77
Total days of work term: 42

Fees:	Registration	\$ 100.00 Non-refundable
	Interview	\$ 200.00 Non-refundable
	Tuition	\$ 7,500.00
	Books/Texts/Manuals	\$ 900.00
	Equipment	\$ <u>595.00</u>
Total cost to student		\$ 9,295.00

Payment Schedule:

- The \$100 registration fee must accompany the application.
- Candidates who are selected for interviews will be required to pay the non-refundable \$200 interview fee, payable at the time of the scheduled interview.
- Upon acceptance and before the program starts, \$4498 must be paid. Without this payment your seat on the course will be terminated.
- By the end of the eleventh week of the program, the remaining \$4497 must be received. Without this payment your seat on the course will be terminated
- All fees must be paid by certified cheque or money order, or payment may be made at the school in cash.

Tuition Refund Policy

If applicant withdraws before the start of the program, the total amount paid minus the \$100 registration and \$ 200 interview fee (if applicable) will be refunded.

If an applicant withdraws or is dismissed by the Nova Scotia Firefighters School after the start of the program, refunds plus the cost of unused books and equipment will be made pursuant to Schedule "A" of the Private Career Colleges Regulation Act Tuition and Refund Policy.

**Please ensure that all questions have been answered in full and copies of all related licenses, certificates, diplomas, and other requirements are attached.
(Incomplete Applications will not be considered)**

Declaration: I declare that all statements in this application are true and I understand that any misrepresentation of material facts herein may cause forfeiture of my rights to successfully complete the Career Firefighter Pre-Employment Training Program.

Signature _____

Date _____

SECTION 6: Declaration – Nova Scotia Firefighters School

I hereby certify that:

1. The student has been, prior to signing this contract, provided with: a) an outline of the content of the program; b) a breakdown of the duration of the program by subject; c) a program cost breakdown; d) a copy of the school’s policies, rules and regulations; e) a copy of Tuition Refund Policy.
2. This contract has been fully explained to the applicant and the applicant has acknowledged full understanding of all terms, conditions, policies, rules and regulations associated with the fulfillment of all contractual obligations of both parties.
3. I understand that the Minister of Education will undertake periodic audits of the Nova Scotia Firefighters School files to ensure that all student contracts meet the requirements of the Act and Regulations.
4. I understand this contract is subject to the Private Career Colleges Regulation Act and its General Regulations.
5. A student having graduated from the program and having paid in full all fees; will receive their certificate/diploma no later than 30 days following the registered end date.

Name of school official (print)

Signature of school official

Dated at _____ this _____ day of _____ in the year _____ .

SECTION 7: Declaration - Applicant

I hereby certify that:

1. I have been, prior to signing this contract, provided with: a) an outline of the content of the program; b) a breakdown of the duration of the program by subject; c) a complete program cost breakdown; d) a copy of the college’s policies, rules and regulations and e) a copy of the Tuition Refund Policy detailed in the General Regulations of the Private Career Colleges Regulation Act.
2. I fully understand and agree to the terms, conditions, policies, rules and regulations of the School, which are described in the body of this contract, or, as attached appendices to this contract.
3. I understand that by signing this contract I have not been guaranteed employment upon completion of the program requirements.
4. I understand this contract is subject to the Private Career Colleges Regulation Act and its General Regulations.
5. I understand that financial assistance in the form of a loan may be available and it is my responsibility to repay the loan as determined by the lender.

Name of Applicant (print)

Signature of Applicant

Dated at _____ this _____ day of _____ in the year _____ .

These declarations are to be signed at the time of acceptance into the program.

All Applicants will be informed of their acceptance or rejection into the program.

Before you submit your application, have you filled out all sections of the application? Have you enclosed the following:

- Photocopy of Grade 12, GED or equivalent diploma
- Photocopy of CPR and First Aid Certificate
- Photocopy of Drivers License
- Current Drivers Abstract
- Resume
- Copy of security clearance
- \$ 100.00 Application Fee

Please submit completed applications by October 30, 2009

Nova Scotia Firefighters School

48 Powder Mill Rd.

Waverley, Nova Scotia

B2R 1E9

Phone: (902) 861-3823 Fax: (902) 860-0255