

<b>SOUTHWEST FIRE ACADEMY</b>		<b>POLICY-000-003</b>																																											
<b>POLICY</b>	<b>SECTION:</b> 000 - Administration																																												
	<b>TITLE:</b> Driver License Confirmation for NFPA 1002																																												
	<b>Date Approved:</b> July 19, 2017		<b>Revision Dates:</b> NONE																																										
<b>Subject:</b>  NFPA 1002 Pre-Requisite Driver License Status																																													
<b>Scope:</b>  This Policy applies to admissions and administration staff																																													
<b>Purpose:</b>  To establish a procedure to ensure that we meet the requirements for admission to SFA NFPA 1002 Chapter 5 program as required by the OFMEM																																													
<b>Procedure:</b>  <i>Online Registration:</i>  Students who register online shall select their driver's license status as a mandatory field and they must have an Ontario DZ driver's license or equivalent from another authority in Canada as recognized by the Ontario Ministry of Transportation (see table 1.0):																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Province / Territory</th> <th style="text-align: center;">License Class</th> <th style="text-align: center;">Endorsement</th> </tr> </thead> <tbody> <tr> <td>Alberta</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Q</td> </tr> <tr> <td>British Columbia</td> <td style="text-align: center;">3</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Manitoba</td> <td style="text-align: center;">3F</td> <td style="text-align: center;">A or S</td> </tr> <tr> <td>New Brunswick</td> <td style="text-align: center;">3</td> <td style="text-align: center;">E</td> </tr> <tr> <td>Newfoundland</td> <td style="text-align: center;">03</td> <td style="text-align: center;">09 or 09A</td> </tr> <tr> <td>Northwest Territories</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Q</td> </tr> <tr> <td>Nova Scotia</td> <td style="text-align: center;">3</td> <td style="text-align: center;">03</td> </tr> <tr> <td>Nunavut</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Q</td> </tr> <tr> <td>Ontario</td> <td style="text-align: center;">D</td> <td style="text-align: center;">Z</td> </tr> <tr> <td>Prince Edward Island</td> <td style="text-align: center;">3</td> <td style="text-align: center;">A</td> </tr> <tr> <td>Quebec</td> <td style="text-align: center;">3</td> <td style="text-align: center;">F</td> </tr> <tr> <td>Saskatchewan</td> <td style="text-align: center;">3</td> <td style="text-align: center;">A</td> </tr> <tr> <td>Yukon</td> <td style="text-align: center;">3</td> <td style="text-align: center;">15</td> </tr> </tbody> </table>				Province / Territory	License Class	Endorsement	Alberta	3	Q	British Columbia	3	15	Manitoba	3F	A or S	New Brunswick	3	E	Newfoundland	03	09 or 09A	Northwest Territories	3	Q	Nova Scotia	3	03	Nunavut	3	Q	Ontario	D	Z	Prince Edward Island	3	A	Quebec	3	F	Saskatchewan	3	A	Yukon	3	15
Province / Territory	License Class	Endorsement																																											
Alberta	3	Q																																											
British Columbia	3	15																																											
Manitoba	3F	A or S																																											
New Brunswick	3	E																																											
Newfoundland	03	09 or 09A																																											
Northwest Territories	3	Q																																											
Nova Scotia	3	03																																											
Nunavut	3	Q																																											
Ontario	D	Z																																											
Prince Edward Island	3	A																																											
Quebec	3	F																																											
Saskatchewan	3	A																																											
Yukon	3	15																																											

*Staff Verification (Pre-Service):*

Staff shall verify the student's driver's license in accordance with Table 1.0 and take a photocopy for the student's records. If the student cannot provide a valid driver's license Southwest Fire Academy shall remove them from eligibility to write the OFMEM IFSAC / ProBoard certification testing.

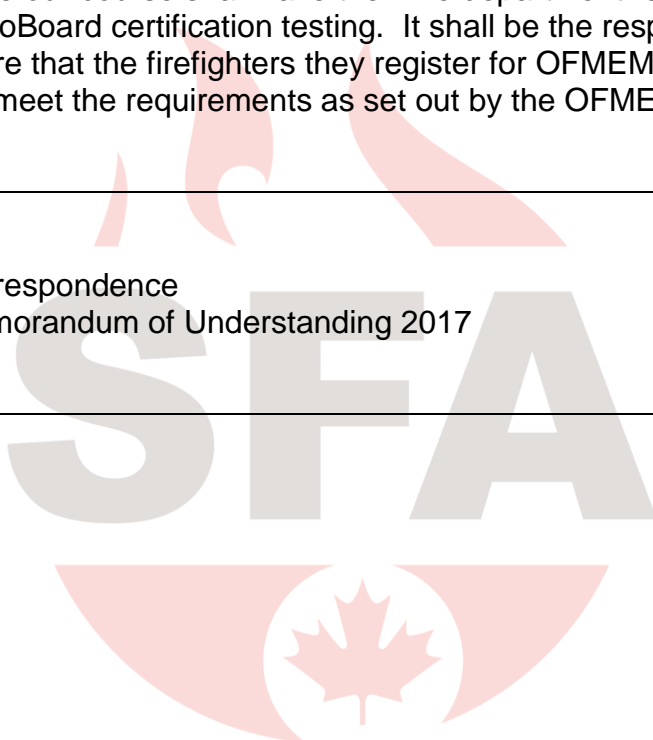
*Staff Verification (Fire Fighters):*

Firefighters who take our course shall have their fire department register them for OFMEM IFSAC / ProBoard certification testing. It shall be the responsibility of the fire department to ensure that the firefighters they register for OFMEM IFSAC / ProBoard certification testing meet the requirements as set out by the OFMEM.

**References:**

1. OFMEM Correspondence
2. OFMEM Memorandum of Understanding 2017

**Notes:**



SOUTHWEST FIRE ACADEMY