

“The flexibility of distance learning coupled with excellent learning resources and academic support ensures your success in view of becoming or building upon your skills as a company officer. Upon completion of this program your ability to effectively lead change, prepare for challenges and inspire those around you will not go unnoticed.”

Richard Hepditch
Waterloo Fire and Rescue



“Financial Management may be the next most important skill a fire service leader must embrace to manage human and physical resources. In today’s rapidly changing environment, municipal finance will be a key tool for the officer in today’s fire service.”

Ken Hubbard
Assistant Chief -Training
Airdrie, AB

Dalhousie University College of Continuing Education

“Integrity, community, creativity, accountability, excellence, understanding, respect”

The Dalhousie University College of Continuing Education assists adults to build competencies that enable them to shape their lives, organizations and communities. The college recognizes in its mission the practical concerns of the new life-long learner – the need for recognition and relevant skill development on a flexible schedule.

Certificate programs offer a graduated and in-depth approach to theory and practical application. A focus on prior learning assessment offers the individual and/or group the opportunity to have previous courses and learning evaluated and recognized at the appropriate post-secondary level.

We look forward to serving your needs and to building our collective ability to shape the future.

Further Information

Academic Advising

If you would like to discuss this program's role in your professional development, please contact:

Grace Temani, *Program Director*

E-mail: Grace.Temani@Dal.Ca

Phone: 902.494.3531

Fax: 902.494.3662

Request for Information

If you would like more information or to register, contact:

Gwen Doary, *Program Manager*

E-mail: Gwen.Doary@Dal.Ca

Phone: 902.494.8838

Fax: 902.494.3662

Fire Management Certificate Programs

Dalhousie University College of Continuing Education

1459 LeMarchant Street, Suite 2201

PO Box 15000

Halifax, NS B3H 3P8

Tel: 902.494.8838

Fax: 902.494.3662

Toll Free: 1.800.565.8867

E-mail: Firemgt@dal.ca



www.continuinged.dal.ca

Certificate Programs for Fire Service Officers

- Fire Service Leadership
- Fire Service Administration
- Incident Command *NEW!



 **DALHOUSIE
UNIVERSITY**
Inspiring Minds

*College of
Continuing Education*

The following is an overview of the Fire Management Certificate Programs offered by the Dalhousie University College of Continuing Education. For complete program and course information, please refer to our website, www.continuinged.dal.ca

What's Available

Certificate in Fire Service Leadership

Certificate in Fire Service Administration **Participants must first complete the Certificate in Fire Service Leadership before they can enrol in the Certificate in Fire Service Administration*

Advanced Certificate in Fire Service Administration

Certificate in Incident Command

Most courses require participants to complete four or five assignments. Participants can expect to complete an assignment about every 16 to 17 days. Most assignments require reading chapters in textbooks and articles. This reading is then applied to the participant's fire department or to a major case study. Many participants relate their assignments to their fire department, choosing to draw on real-life examples. The assignments are evaluated by our instructors, which include fire officials, university professors, and other professionals such as lawyers, engineers and emergency physicians.

Why Fire Management Education

Our programs provide insight into key issues of today's fire service, expanding participants' overall knowledge. They supplement and complement participants' technical training and encourage leadership among all participants whether you are a new firefighter or a senior officer. Each course helps participants to develop critical thinking and writing skills that help them perform their job more effectively.

What Participants Can Expect

Fire Management courses are delivered via distance education. Participants can start the certificate programs in any of the three terms (fall, winter, spring). The **Certificate in Incident Command** requires completion of two courses, the **Certificate in Fire Service Leadership** requires completion of three courses, the **Certificate in Fire Service Administration** requires completion of nine courses, and the **Advanced Certificate in Fire Service Administration** requires completion of 12 courses, the first nine of which are obtained through the Certificate in Fire Service Administration.

Learning Options

Distance Education

Distance education, because of its flexibility, is particularly suitable for busy personnel and for fire departments that are not able to accommodate leaves of absence. Participants remain in their regular work environment, applying new skills and theories as they are acquired.

Distance Education via the Internet (BLS)

Participants enrolled in the Certificate in Fire Service Leadership or the Certificate in Fire Service Administration may choose to use the Blackboard Learning System (BLS) to complete their courses. The Certificate in Incident Command is delivered through Blackboard only. BLS enables participants to communicate with their instructors and fellow participants via the Internet. Typically participants complete three written assignments as well as two to three graded online discussions.

Certificate in Incident Command

The first course in this two-course certificate program introduces research theory that attempts to explain how the size up is conducted through recognition-primed decision-making. The second course introduces the more social and political aspects of incident command research and builds on the psychological aspects developed in the first course.

Who Should Enrol

- Any career or volunteer firefighter or officer with previous incident command experience

Objectives

- To review and explore incident command research and theory developed over the last 20 years so as to:
- generate a better understanding of incident command and training for incident command; and
 - help participants to develop a professionalized fire service

Courses

- Theoretical Foundations of Incident Command: Thinking**
- Theoretical Foundations of Incident Command: Acting**

Although the incident command courses may be counted as electives in the Certificate in Fire Service Administration program, they will only count toward one certificate.

Certificate in Fire Service Leadership

The Certificate in Fire Service Leadership (CFSL) provides fire officers with opportunities to expand their overall knowledge of the fire service and to add management education to their existing technical training.

Who Should Enrol

- junior officers in career fire departments
- any officer in a volunteer or composite fire department
- any firefighter who has a desire to become an officer

Applicants must have at least three years experience working or volunteering in the fire service.

Objectives

- To provide junior officers in career fire departments with essential knowledge to lead and supervise firefighters in fire stations
- To provide officers in volunteer departments with essential knowledge to supervise volunteers and to plan new activities within the department including fundraising
- To provide officers in composite fire departments with essential knowledge to supervise volunteer and career firefighters.

Courses

- **Station Officer: Dealing With People**
- **Station Officer: Dealing With New Operations**
- **The Environment of the Fire Station**
(can only be taken as a second or third course)

Exemptions may be available to those who have successfully completed management education courses at other institutions. Transcripts must be provided when seeking exemption.

Certificate in Fire Service Administration

The Certificate in Fire Service Administration (CFSA) is open to graduates of the Certificate in Fire Service Leadership and requires completion of nine courses, three of which are elective courses.

A few of the CFSA courses have additional prerequisites.

Who Should Enrol

- Any graduate of the Certificate in Fire Service Leadership program

Objectives

- To provide participants with skills that enable them to be better managers and leaders within their departments
- To instill a breadth and depth of knowledge that will enable participants to better manage their fire departments

Areas of Specialization

Participants are encouraged to specialize in one of the following:

- Emergency Management
- Human Resource Management
- Operational Planning
- Strategic Planning

Course Completion Certificates

A course completion certificate will be given upon successful completion of each course in the Certificate in Fire Service Administration Certificate.

The Advanced Certificate in Fire Service Administration

Once a student has obtained the CFSA in one area of specialization, that student may apply to obtain the CFSA (Advanced) by completing three additional courses.

Required Courses

- Fire Department Human Resources Management I (formerly Personnel Management in the Fire Service I)
- Municipal Finance
- Fire Service Law
- Program Evaluation and Statistics
- Fire Service Strategic Planning I *and either*
- Fire Suppression Management *or*
- Fire Prevention Management

Elective Courses

- Disaster Management and the Fire Department
- Emergency Medical Services Management and the Fire Department
- Fire Service Strategic Planning II
- Fire Department Human Resources Management II (formerly Personnel Management in the Fire Service II)
- Municipal Government and Service Delivery
- Organizational Behaviour
- Theoretical Foundations of Incident Command: Thinking (online only)
- Theoretical Foundations of Incident Command: Acting (online only)
- Theoretical Foundations of Fire Protection Planning I (online only)
- Theoretical Foundations of Fire Protection Planning II *and either*
- Fire Suppression Management *or*
- Fire Prevention Management

“Understanding the relationship of Fire and EMS is critical for effective service delivery to the citizens of West Lincoln. The emergency medical services management and the fire department course has been instrumental in developing my understanding of the EMS relationship.”

Craig McLachlan
Deputy Fire Chief
Smithville, ON



“I took the Certificate in Fire Service Leadership program hoping that it would assist me in the future with a possible promotion. I was genuinely surprised when I found out how much it was helping me in my current position.”

Stephen McNaughton
Captain
Richmond Hill Fire Department