



Fire Inspectors Association of Nova Scotia

PO Box 8566 / 6175 Almon Street / Halifax, Nova Scotia / B3K 5M3

Policy on distribution of training certificates

1.0 POLICY STATEMENT

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that all participants in the training program of the Association receive confirmation of their success/failure in a timely manner. This includes the distribution of certificates to the successful candidates.

2.0 PURPOSE OF THE POLICY

- 2.1 To ensure that all participants in a training program are informed in a timely manner of their success/failure;
- 2.2 To ensure that confirmation of their success (through the distribution of a certificate) is done in a timely manner; and,
- 2.3 To ensure that a participant's master file is current.

3.0 PROCEDURE

- 3.1 Upon the completion of a course/program, the facilitator will send a list to the administrative assistant of those who passed/failed;
- 3.2 The administrative assistant or designate will inform participants if they passed/failed in writing either by email or letter;
- 3.3 Within a two months period of the notification from the facilitator, the administrative assistant will prepare the certificates for signature;
- 3.4 The certificates will be presented at the Board meeting following the preparation of the certificates for signature; and,
- 3.5 Once signed, the certificates will be mailed out to the participants.

Prepared April 29, 2013

Reviewed by the Board of Directors May 6, 2013

“Dedicated to saving lives and property through the prevention of fires”