



## Annex F



# GENERAL PROCEDURES FOR THE IFE CANADA APPROVAL OF COURSES AND TRAINING PROVIDERS

The following sets out the general terms for the approval, by the Institution of Fire Engineers (IFE), of relevant fire engineering courses and qualifications delivered at Training Centres/Establishments that are not equivalent to IFE Examinations. It also sets out the general terms for awarding Approved Centre status to Training Centres/Establishments.

1. The Institution offers course approval or Approved Centre status on receipt of the appropriate fees and associated costs.
2. The approved qualification or Centre must be continuously monitored and reviewed by the Institution on an annual basis. A nominal annual registration fee will be charged for this process. This fee is set to cover administration costs and falls due on 31<sup>st</sup> January each year, for the proceeding year. A bill will be sent out at the beginning of each year.
3. Failure to pay the annual registration fee promptly may result in the Institution withdrawing its approval.
4. If the approval is withdrawn due to failure to pay the annual registration fees promptly, then a full approval fee will become due if the qualification or Centre is to be 're-approved'. Thereafter, registration fees will become due as outlined in 3. above.
5. The Institution must be informed if there is to be any material change or additions to the approved qualifications or if there are any significant changes in Approved Centres which may affect its standing. On notification of such, the Institution will appoint a member of the Institution's Accreditation Committee to determine whether the changes have any effect on the confirmed approval process regarding the qualification or Centre.
6. The Institution expects the approved organization to maintain regular contact with the Institution and will supply proof of the maintenance of standards. The Institution will conduct an audit and review every five years, the costs of this to be borne by the approved organisation.

**The Institution reserves the right to ask the accredited organisation for proof of maintenance of standards of equivalency at any time.**

7. Each organization that runs IFE Canada approved courses or holds IFE Canada Approved Centre status is entitled to use the Institution's name and the relevant Logo. This may be used on any material that has relevance to the IFE approved course or, in the case of an Approved Centre, all fire engineering and relevant courses that are run under the banner of the IFE Approved Centre. The use of this logo may continue whilst all current fees have been paid. *Further details regarding the use of the IFE name and Logo may be gained from the IFE Canada National Secretary.*
8. The Institution will issue a general certificate of approval to an organisation holding Approved Centre status provided all current fees have been paid. All organizations running IFE Canada Approved courses will receive certificates for the successful candidates provided all fees have been paid and on receipt of a nominal roll of said successful candidates.
9. For those courses run by an IFE Canada Approved Centre which have equivalency with IFE Examinations, then the guidelines, 'General Procedures for Accreditation and Review (Equivalency)' should be read in conjunction with the above procedures.