St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 02-01-01	Dalhousie University College of Continuing Education
Document Type:	Operational Guideline
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Index:	02 Employee Resources
Section:	01 Training
Title:	01 Dalhousie University College of Continuing Education

Purpose

To outline the process in which courses in the Dalhousie University College of Continuing Education in Fire Service Leadership (CFSL) are offered to employees.

Background

The CFSL is a distance education program which provides individuals with the opportunity to expand their overall knowledge of the Fire Service and to add management training to their existing technical training.

Successful completion of the Dalhousie University College Certificate in Fire Service Leadership is a prerequisite to register for the Transition to Officer Leadership Training Course in preparation to be placed on the promotional roster for ***Fire Lieutenant.***

Successful completion of the Dalhousie University College Certificate in the Fire Service Leadership Program is a prerequisite for Lieutenants who wish to take the three identified courses in the Dalhousie University College Certificate in General Fire Service Administration, which are the prerequisites to register for the Transition to Officer Leadership Training Course in preparation to be placed on the promotional roster for ***Fire Captain***.

This replaces POG #02-01-01" Dalhousie University College of Continuing Education" dated 2017-03-06.

Procedure

1. While the St. John's Regional Fire Department will endeavour to fund all applicants who apply for Dalhousie University College Courses, it is not reasonable to think this is possible. Therefore, the following priorities, based upon seniority, will apply:

Priority #1 One course per applicant who meet the years of service requirement for eligibility to register for the Transition to Officer Leadership Training Course and be placed on a promotional roster after successful completion.

Priority #2 A second course per applicant may be approved by the Fire Chief/Director for those who meet the years of service requirement for eligibility to take the Transition to Officer Leadership Training Course and be placed on a promotional roster and who require the second course to be able to do so.

Priority #3 All other applicants based on seniority.

2. The Department will fund all courses with the following exceptions:

   a. Persons who decide to take courses on their own because they have not been chosen due to seniority and funding availability.
   b. Persons who withdraw from a course and/or do not complete all course assignments will not be eligible for other courses until such time that they have completed that course at their own expense.
   c. Persons who fail a particular course will be funded the second time for that same course, however, that course must be successfully completed before applying for other courses.
   d. Persons who fail a particular course for the second time will not be eligible for other courses until such time that they have successfully completed that course at their own expense.

3. All persons who are funded under this program will permit the Department to access to their Dalhousie University College information and shall sign an agreement to that effect prior to commencing the program.

The Dalhousie University College course information can be found under the current Collective Agreement – *Schedule B-Requirements.*

NOTE:

All Operational Guidelines are provided as a guideline only and may be altered by the OIC to meet extenuating circumstances.

Approvals
Fire Chief/Director

Responsibility
St. John's Regional Fire Department

POG #02-01-01
Approved By:

Sherry L. Colford
Fire Chief
Director of Regional Fire and Emergency Services

July 27, 2026
Date

Appendix/Appendices
Form #08-01-09 "Dalhousie University College of Continuing Education Acceptance of Conditions"

DALHOUSIE UNIVERSITY COLLEGE OF CONTINUING EDUCATION

Form #08-01-09

ACCEPTANCE OF CONDITIONS

This is to confirm that I have read, understand and accept the contents of the Policy and Operational Guideline entitled, "Dalhousie University College of Continuing Education" dated 2026-07-27.

In particular, I understand that the SJRFD shall have complete access to any information concerning my involvement in the program(s), and I give authority to the SJRFD to contact Dalhousie University College directly at any time for information that may be required.

Name: (print)	(signature)
Date: y / m / d	

Revised 2026/07/27

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