



# Fire Prevention Officers' Association of British Columbia

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## Registration Procedures NFPA 1031, Level 1

This is a self-paced course and can be started once registration and payment is completed. Students will have from the date of registration, 5 (five) calendar months to complete the online portion of the course material. If an extension is needed it may be approved by the FPOABC ProBoard Certification Coordinator.

Fill out the course application form online, and complete and return those listed here:

- Consent to Release Information Employer (FPOA021)
- Consent to Release Information to Pro Board (FPOA022)
- Payment

Submit registration documents either by email (*preferred*) to [1031info@fpoa.bc.ca](mailto:1031info@fpoa.bc.ca), by fax to 250-591-2850, or by regular mail to 1031 Registration, 2286 Kingsford Place, Nanaimo, BC, V9X 1Y3

### Course Prices

- **NFPA 1031, Level 1:** Standard for Professional Qualifications for Fire Inspector Course  
\$1000.00 plus GST

Payment can be made online when registering, or you may request to pay by invoice. Invoices may be paid online by credit card on our secure server, or by cheque – payable to the Online Learning Centre - by mail to:

*FPOABC ProBoard Certification Coordinator  
2286 Kingsford Place, Nanaimo, BC V9X1Y3*



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## COMPLETING THE COURSE:

When registration is complete, you will be issued a username and password (by email) to begin the online, Requisite Knowledge portion of the course.

Once the student has completed the online part of the course, we are automatically notified and an Evaluator will be assigned by the FPOABC ProBoard Certification Coordinator. The Cognitive Test and the Practical Examination must be taken within 21 (twenty-one) days from the date that the student receives their evaluation notice via email, unless an extension is approved by the FPOABC ProBoard Certification Coordinator.

Once the Cognitive Test is marked and the Evaluator returns the completed Practical Evaluation check-sheet and related documentation, Students will be notified via email whether they have passed or failed.

Any student requiring a re-examination, Cognitive Test and/or Practical Exam, must complete the re-examination within 21 days of receiving notification of their initial examination marks, unless approved by the FPOABC ProBoard Certification Coordinator.

## Resource Materials (OG#031)

The following are required for this course:

**FPOABC 1031 Fire Inspection Manual.** This manual is supplied to the student via email or through an internet link for downloading at the time of registration prior to student commencing the online, Requisite Knowledge Section of the course.

The following reference materials are referenced in the course but are not part of the final examinations.

- NFPA 34: Standard for Dipping, Coating, and Printing Processes Using Flammable or Combustible Liquids
- NFPA 61: Prevention of Fires and Dust Explosions in Agricultural and Food Processing Facilities
- NFPA 55: Compressed Gases and Cryogenic Fluids
- NFPA 70: National Electrical
- NFPA 72: National Fire Alarm and Signaling Code
- NFPA 96: Ventilation Control and Fire Protection of Commercial Cooking Operation
- NFPA 495: Explosive Materials Code
- NFPA 101: Life Safety
- NFPA 654: Prevention of Fire and Dust Explosions from the Manufacturing, Processing, and Handling of Combustible Particulate Solids
- NFPA 704: System for the Identification of the Hazards of Materials for Emergency Response.



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## NFPA 1031 Level 1: Standard for Professional Qualifications for Fire Inspector

### Consent to Release Information to Employer

I, \_\_\_\_\_,  
*Print Name in Full*

hereby consent to allowing Fire Prevention Officers' Association of BC to release to my employer my test results, Statement or Certificate Of course Completion and verification of attendance in connection with this course. I understand that my consent is required prior to release of the specified information.

Employer's Name: \_\_\_\_\_

Employer Contact: \_\_\_\_\_

Employer's Address:  
PLEASE PRINT FULL NAME

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Province)

\_\_\_\_\_  
(Postal Code)

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

**This form is only required to be filled out by students when an employer is paying for the course.**

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NFPA 1031 Level 1: Standard for Professional Qualifications for Fire Inspector

## Consent to Release Information to Pro Board

### Registration & Consent Form

*(Please print legibly)*

Course Name: \_\_\_\_\_ Course Date(s) \_\_\_\_\_

#### Personal Information:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City Province Postal Code

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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### Consent to Release Information to Pro Board

I hereby consent to allowing the Fire Prevention Officers' Association of BC to release the following information to National Board on Fire Service Professional Qualifications – Pro Board for the purpose of being registered with the Pro Board Certification Registry:

**Last 4 digits only** of your  
Social Insurance Number: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

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