

# **BC In House Track Aware Course Procedure**

## **1. Course Planning**

- a. The In-house Track Aware Trainers plan (amongst themselves) course dates and locations before March 1 for the upcoming fiscal year (April 1 to March 31). These course dates are forwarded to the JI to ensure no conflict with other courses and that the funds are available for all the courses requested. These courses are then included in the SAR Training Calendar that comes out in early April of each year.
- b. For courses that trainers would like to provide during the year but which were not on the SAR Training schedule the procedure will be:
  - I Call JIBC (*Stuart or Sandy*)
  - II Request a date for course
  - III Request budget (to ensure that money is still available)
  - IV Request course package (see below)
  - V Inform JI of costs for meal package and accommodation for students to be included on the course announcement faxed out to the SAR Groups (*Logistics*) (*recommend that we work on \$5-\$6 per meal and accommodations in SAR hall or other inexpensive accommodations*)

## **2. Notify Surrounding SAR Groups (for courses not in the SAR Training Calendar)**

- a) JIBC (to fax out course notice to SAR groups in region and adjoining regions)
- b) JIBC (to fax out course notice to PEP Regional Secretary)
- c) Phone calls by hosting group to others

## **3. Student Applications**

The JI will accept applications from students and review the applications with the Trainers 4 weeks before the course. The student materials will be sent out to the students two weeks before the course.

## **4. JIBC sends out Course Package to Trainer**

- a) JIBC Student Information Form
- b) UTS In-House Student Registration Sign-in Form
- c) PEP Student Registration Sign-in Form (Getting a training task number from the regional office may not be necessary for WCB but it does let the Regional Office know that a course is occurring.)
- d) Manuals
- e) Footprint ID cards, Field Student evaluation cards
- f) Student Log forms
- g) Trainer recommendation forms
- h) JI Expense form for trainers

5. **JI to Notify Database Administrator and BCTA of upcoming courses** (*Carole*)
  - a) Information to pass on to students
  - b) Be aware of what is to come for In-house Student Database
  - c) Be aware to put ad in Newsletter
  
6. **Course**
  - a) 20 Hours course
  - b) Friday - 7pm - 10pm
  - c) Saturday - 8:00am to 9:00 pm
  - d) Sunday - 8am to 1pm
  
7. **Trainers to send to JIBC**
  - a) JIBC Student Information forms
  - b) UTS In-house Tracking Sign in Sheet
  - c) PEP Registration sign in form
  - d) Recommendation sheet for students (if any are recommended for JIBC TKA)
  - e) JIBC Trainer Expense forms (originals, not photocopies)
  
8. **JI to send to Database Administrator**
  - a) UTS sign in sheet (*with legible names and addresses*)
  - b) Copy of recommendation form
  
9. **JIBC Sends out Certifications if applicable with a copy to Database Administrator.**