



St. John Ambulance

Instructor Development Program (IDP) Applicant Registration Information

Thank you for choosing St. John Ambulance for your First Aid and CPR instructor training. To help you prepare, please review this Instructor Development Program (IDP) Information Package prior to completing and submitting the application form.

St. John Ambulance is committed to training highly motivated, skilled instructors with the qualities necessary for delivering a quality product in a safe and dynamic training environment. Your understanding of First Aid and CPR must be excellent.

If you have any questions, please contact the Program Coordinator at the St. John Ambulance Training Centre nearest you.

For companies wanted to send employees to become instructors please note that not all applicants are granted admittance to the program, nor do all applicants successfully meet the requirements to become instructors.

Program Prerequisites:

Candidates will be considered for the Program should they meet the following prerequisites. Please note that a pre-course interview is recommended and may be requested.

- 18 years of age or older
- Ability to teach both theory and skills course content
- St. John Ambulance Enhanced First Aid certification with 6 months of start of IDP program
- Clear criminal record including vulnerable sector

Upon acceptance to the Program, candidates will be required to:

- Successfully complete the First Aid/CPR Instructor Development Course.
- Complete a series of team teaches as a student instructor on a Standard First Aid/CPR & AED (adult, child, infant) course with an experienced instructor as arranged by the Program Coordinator. The student instructor does not receive credit or remuneration for the team teach course. The qualified instructor will receive full credit. The qualified instructor will complete a Team-Teach Report assessing the student instructor's knowledge, skills, and presentation.
- Be successfully monitored while instructing a Standard First Aid/CPR & AED (adult, child, infant) course. The student instructor does not receive credit or remuneration for the course being monitored on. The qualified instructor-monitor will receive full credit. The qualified instructor-monitor will complete a Monitor Report assessing the student instructor's knowledge, skills, and presentation.

To successfully complete the course, candidates will be expected to:

- Perform the required skills to the standards of St. John Ambulance
- Demonstrate competence in the presentation of selected topics
- Demonstrate the use of adult education principles throughout the course
- Demonstrate the characteristics of an instructor role model throughout the course
- Evaluate the presentations and performance of the skills of other course participants, identify strengths and weaknesses, and facilitate correction
- Successfully complete all assignments

How do you prepare for the course?

It is important to know that your IDP Instructor is responsible for two things:

1. Assessing your level of First Aid and CPR knowledge and skills. The amount of time allotted for the program does not allow the instructor to re-teach first aid skills. Your instructor-trainer will assist you to fine-tune your skills and knowledge during class presentations.
2. Determining if you have the ability to teach St. John Ambulance courses independently and in accordance with the current national training standards.

The IDP Full Course

The 40 hour course consists of three modules: 1) Instructional development 2) Curriculum orientation 3) Skill review and Program administration

During the course, candidates will be preparing presentations and instructing assignments. The presentations may include a lecture, skill demonstration and practical skills exercise based on St. John Ambulance's programmed method of instruction. Some class time is allotted for preparation however, candidates are expected to prepare at home as well. Each candidate's progress is continually assessed by both the instructor-trainer and fellow candidates throughout the course.

IDP 3 day Course

For individuals who have prior instructional experience; there is an option to for-go the first module, Instructional Development, and attend the last 2 modules only. In order to be eligible for the 3 day option, individuals must complete an application for Prior Learning Assessment and Recognition. Interested individuals can obtain this application from the Program Coordinator at their local SJA training centre. Applications and supporting documentation must be submitted to the Manager of Training for review prior to the start of the IDP program.

Instructor Certification

Upon successful completion of the IDP course, candidates are required to team teach on a series of Standard First Aid/CPR & AED course and be successfully monitored on a Standard First Aid/CPR & AED course. An Instructor Certification application form is then completed and submitted to the Provincial Office for approval. Upon approval, a National Instructor Certificate is mailed to the successful candidate. The certification period is three years.

To maintain certification, instructors are required to teach a minimum of 2 First Aid/CPR courses per year and attend any required update workshops. During the last year of the certification, instructors must complete an Instructor Recertification Skills Workshop, be re-monitored on a First Aid course with AED/CPR component, and apply for re-certification which includes submitting a new criminal record check and signed instructor agreement.

Throughout the certification period, St. John Ambulance has the right to monitor any course taught using our name and/or materials.

Policy on Class Cancellations, Withdrawals, and Refunds

Class Cancellations

St. John Ambulance reserves the right to cancel classes that do not reach minimum enrolment requirements or for extenuating circumstances. Every effort will be made to notify all registrants in a timely manner prior to the class start date. Fees for cancelled classes will be refunded in full or applied to another course upon request.

Student Withdrawals

Students may formally withdraw from a class by contacting a St. John Ambulance Centre prior to the class start date by telephone, fax, or email. Students and companies are held responsible for courses in which they are registered until they formally withdraw from the course(s) within the refund deadline dates. Non-attendance does not constitute a formal withdrawal.

Refunds

Students are eligible for a 100 per cent refund less an administrative charge of \$25.00 if they formally withdraw at least two business days prior to the class start date with the exception of the Advanced First Aid, EMR and Instructor Development courses, for which no refunds will be provided for student withdrawals with less than three (3) weeks notice of class start date. Individuals who withdraw from the Advanced First Aid or the Instructor Development Program prior to the three (3) week close date are eligible to the full refund less the \$25.00 administration fee. Individuals who withdraw from the EMR prior to the three (3) week close date will receive a full refund less the \$25.00 administration fee and the cost of the books, which can not be returned once purchased

The withdrawal refund may be applied to another course upon request.

For private group course registrations, companies and groups are eligible for a 100 per cent refund less the administrative charge of \$150.00 if they formally withdraw at least two business days prior to the class start date with the exception of the Advanced First Aid, EMR and Instructor Development courses, for which no refunds will be provided for student withdrawals with less than three weeks notice of class start date. For the EMR program the cost of the books will be added to the \$150.00 administration fee for withdrawals. The refund may be applied to another course upon request.

Failure to formally withdraw from a course within the published deadlines above will result in no refund provided.

Students who attend but are unsuccessful in courses are not eligible for refunds.

Thank You for choosing the St. John Ambulance First Aid/CPR Instructor Development Program. We are committed to providing high quality training and ensuring students have every opportunity to be successful in completing the course and learn the necessary skills and knowledge to become competent instructors.

Should you require any further information, please contact the Program Coordinator at the SJA Training Centre nearest you.

St. John Ambulance Alberta Council Training & Community Centre Locations

Provincial Office

12304 – 118 Avenue
Edmonton, AB T5L 5G8
Phone: (780) 452-6565
Fax: (780) 452-2835

Edmonton Centre

12304 – 118 Avenue
Edmonton, AB T5L 5G8
Phone: (780) 452-6161
Fax: (780) 453-1632

Grande Prairie Centre

8815 – 109 Street
Grande Prairie, AB T8V 8H7
Phone: (780) 532-1012
Fax: (780) 532-0484

Fort McMurray Centre

2nd floor, 20 Riedel Street
Fort McMurray, AB T9H 3E1
Phone: (780) 743-0991
Fax: (780) 791-2465

Calgary Centre

7236 – 10 Street, NE
Calgary, AB T2E 8X3
Phone: (403) 250-2922
Fax: (403) 250-3224

Red Deer Centre

6519 – 67 Street
Red Deer, AB T4P 1A3
Phone: (403) 342-7744
Fax: (403) 342-0222

Medicine Hat Centre

346 – 4th Street, SE
Medicine Hat, AB T1A 0K2
Phone: (403) 528-3292
Fax: (403) 528-4019

Lethbridge Centre

1254 – 3rd Avenue, SE
Lethbridge, AB T1J 0J9
Phone: (403) 327-2847
Fax: (403) 327-2852

Toll free:

1-800-665-7114

www.stjohn.ab.ca



St. John Ambulance

Instructor Development Program Application Form

In addition to this application form, please submit a letter expressing your interest in becoming a St. John Ambulance instructor, a resume outlining your educational background and experience, a copy of your current First Aid/CPR certificate, and a current Criminal Record Check including a vulnerable section check.

Submit your completed application and supporting documents to the Program Coordinator at the St. John Ambulance Training Centre nearest you. **Please note that a pre-course interview is recommended and may be requested.**

Name: _____
Last Name First Name Middle Initial

Address: _____
City Province Postal Code

Telephone: _____
Home Work Cell

Email: _____

Date of Birth: _____ (day) _____ (month) _____ (year)

I have included the following supporting documentation with this application:

- _____ Letter of interest
- _____ Resume outlining education and experience
- _____ Current Criminal Record Check including the Vulnerable Sector
(dated within six months of application date)
- _____ Copy of St. John Ambulance Enhanced first Aid current within 6 months
- _____ Application for Prior Learning Assessment and Recognition

I, the candidate, have read and understand the course requirements and refund policy.

Candidate's Signature

Date

St. John Ambulance is committed to protecting the personal information collected to process your application. St. John Ambulance will not use or disclose personal information except for the purpose for which it was collected unless you have consented or as required by law. Our Privacy Policy may be viewed on our web site at: www.stjohn.ab.ca