

REPLACEMENT INSTRUCTOR REIMBURSEMENT PROCEDURES

FIN 3

- Purpose:** To state requirements for application of payment for replacement instructors.
- Scope:** This applies to instructors from fire departments recognized as participants in the program.
- Guidelines:** **Application for Replacement Instructors**
The program will accept applications from participating fire departments for the reimbursement of costs applied to replace a rope rescue instructor who was approved and funded by the program.

Standard Instructor Replacement Criteria

Criteria for instructor replacement eligibility:

- The instructor being replaced is one who was approved and funded by the program.
- The instructor being replaced has at least three (3) years of continuous participating service in the high angle rope rescue program. The three years of service commence upon completion of training in all components of the program as documented in ADM3.

Replacement Procedure

To replace an instructor who is eligible per the standard replacement criteria, please follow the instructor replacement guide found in the THARRP portal guideline section under Instructor Management.

Non-Standard Instructor Replacement Criteria

The following reasons for the instructor leaving (prior to fulfilling the three year commitment to the program) which are acceptable to the Technical High Angle Rope Rescue Steering Committee, include:

- retirement, no longer working for the fire service, promotion where training is no longer in the job description, inability due to medical reasons, etc.

Replacement Procedure

To replace an instructor who is not eligible per the standard replacement criteria, please submit an email request to the THARRP Admin at tharrp@bccsa.ca, including; the instructor name, the reason(s) for the instructor leaving.

Non standard requests will be presented to the Committee via electronic ballot to committee members. A decision regarding approval or replacement of reimbursement will be made within thirty (30) days from receipt of the application.