

<b>SOUTHWEST FIRE ACADEMY</b>		<b>POLICY-000-002</b>	
<b>POLICY</b>	<b>SECTION:</b> 000 - Administration		
	<b>TITLE:</b> Course and Student Records		
	<b>Date Approved:</b> July 25, 2016		<b>Revision Dates:</b> NONE
<b>Subject:</b>  Course and Student Record Retention			
<b>Scope:</b>  This Policy applies to all lead instructors and administration staff			
<b>Purpose:</b>  To establish a procedure to maintain student and course records			
<b>Procedure:</b>  Southwest Fire Academy shall maintain student records in the following formats: <ul style="list-style-type: none"> <li>• Digital Course Records on SFA Server</li> <li>• Physical Course Records</li> <li>• Physical Student Records</li> <li>• Student Records via Transcript Service (PCC Approved Courses Only)</li> </ul> <p>It is the responsibility of the Lead Instructor to provide all required course and student documentation and a completed Course Documentation Form (SFA Form 000-004) to the records administrator for filing within 5 business days of the end of the course</p> <p>It is the responsibility of the Records Administrator to create and maintain the records in accordance with this policy</p>			

### Digital Course Records on SFA Server

- A file on the SFA server called Digital Course Records shall be maintained
- In that file, sub folders shall be created for each year
- In the yearly sub folder, each course shall have a folder identified by the course number
- NFPA Based Course Numbers shall be assigned the following way:
  - XX (year) – XXXX (SFA or NFPA Standard Number). X (Chapter # if required) – X Level in Standard – X (number of course in year)
  - Example – 16-1006.6-1-3
    - Course in 2016
    - NFPA 1006
    - Chapter 6
    - Level I
    - Third NFPA 1006 Chapter 6 Course of the Year
  - After the course number a description shall follow with the location of the course:
    - Rope Rescue Level I – SFA Campus
- In each course folder there shall be the following sub folders created:
  - Certificates
  - Completed JPR's
  - Completed Student Evaluations
  - Completed Test Answer Sheets
  - Completed Training Safety Plans
  - Expenses
  - Instructor Pay Sheets
  - Invoices
  - Service Contract / Enrolment Contract (if applicable)
  - Student Applications
  - Student Attendance Sheets
  - Student Transcripts (if applicable)
- All sub folders shall be populated with scanned images of original completed training records

### Physical Course Records

- All hard copies of course records required to make the digital course records shall be filed and maintained:
  - Generic course documents filed by course:
    - Completed Student Evaluations
    - Completed Training Safety Plans
    - Expenses
    - Invoices
    - Service Contract / Enrolment Contract (if applicable)
    - Student Applications
    - Student Attendance Sheets
    - Student Transcripts (if applicable)
  - A cover sheet shall accompany all physical course records with the following information on it:
    - NFPA Standard
    - Chapter and Name of Course
    - Course Number
    - Location of Course
    - Date Records are Filed
- All hard copies shall be maintained for a period of no less than seven years

### Physical Student Records

- All hard copies of student records required to make the digital course records shall be filed and maintained chronologically:
  - Student Records (Individual Files):
    - Certificates (copy)
    - Completed JPR's
    - Service Contract / Enrolment Contract (if applicable)
    - Student Applications
    - Student Transcripts (if applicable)
- All hard copies shall be maintained for a period of no less than seven years

### Student Records via Transcript Service

- All students that register in an SFA course that is regulated under the Ministry of Colleges and Universities shall have their transcripts filed within 10 business days with the Transcript Service Provider contracted by Southwest Fire Academy

**References:**

1. Ministry of Colleges and Universities

**Notes:**



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