

DATE: February 20, 2018

TO: All Training Hosts, NFPA Instructors and Evaluators

FROM: Alberta NFPA Certification Program

SUBJECT: Transition to new student records, certification and testing system

The Alberta NFPA Certification Program is in the process of transitioning to a new learning management system (LMS) for the administration of student records, certificates and testing. The new system will allow for better efficiency and security, greater access to student records, and new, online automated testing.

The following describes key changes and how they may impact users.

DATE	CHANGE	IMPACT
April 2018	Student records transferred to the new system.	Limited/none
March/ April 2018	Old system shut down.	Certificates will not be generated for a period of approximately two months.
Spring/Summer 2018	Self-service introduced for certificates and transcripts	All students with Alberta NFPA Certification Program records will be able to access their student transcripts and new certificates online.
July 2018	New online courses released for proctors, instructors, evaluators.	All approved proctors, instructors and evaluators must complete these courses prior to Dec 31, 2018.
August 2018	Online exams released.	Training hosts will be brought on to the new system in staggered groups from August to December, 2018.
January 1, 2019	All Alberta NFPA Certification Program exams to be completed online.	Training hosts must ensure they have access to facilities and resources that support online examinations. The Public Safety Division can help facilitate this for very small and/or rural training hosts.

We appreciate your patience as we transition to the new system. Please contact us with any questions, suggestions or concerns at: ofc.certificationexam@gov.ab.ca.