



NEW POLICY

As of February 1, 2018, Instructor signatures will no longer be required on test sheets. The Instructor's name, Lifesaving ID (Member Number), email address and phone number will be all that is required. All program test sheets and course rosters have been updated, are fillable PDFs and posted online in Affiliate/Leadership Resources. We invite Instructors to begin using the fillable test sheets immediately.

All Affiliates are required to retain a copy of each test sheet for a minimum of seven (7) years in case of legal proceedings related to a candidate name on the test sheet.

As of January 1, 2019, the Branch will no longer be accepting handwritten test sheets and course rosters.

BACKGROUND

Until 2015, the Lifesaving Society BC & Yukon Branch held a strict requirement that test sheets submitted to the Branch office must be original and have an original signature of the all the Instructors involved in teaching the courses. This was due to the test sheets, particularly those providing vocational certification, being considered a legal document that could be used in legal proceedings.

As of April 1, 2015, after a review of the procedure and legal requirements were undertaken, it was deemed not necessary for Affiliates to mail in the original copy of course test sheets so long as the Affiliate (including Individual Affiliates) retains a copy of the test sheet, with an original signature of the Instructor(s) involved, for a minimum of seven (7) years in case of legal proceedings relating to a candidate name on the test sheet.

RATIONALE

While the change in policy made it easier to submit test sheets electronically, it still required two steps when using the fillable PDFs provided. Affiliates and Instructors were having to fill in test sheets online, print them for a signature and then scan them to be uploaded into our submission database. As this process is cumbersome, we deemed a second review of the procedure and legal requirements necessary to provide a more streamline solution.

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