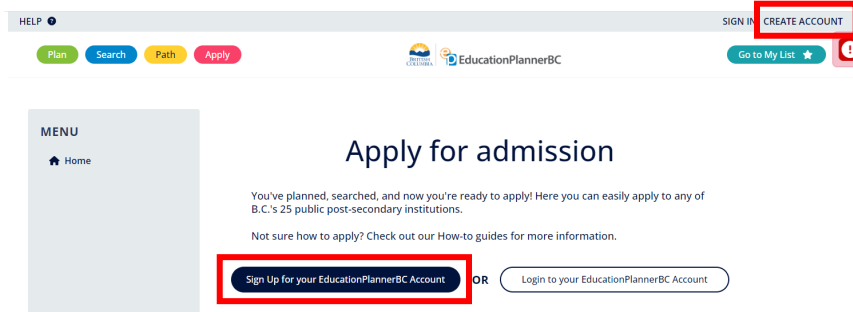


## Applying on EPBC

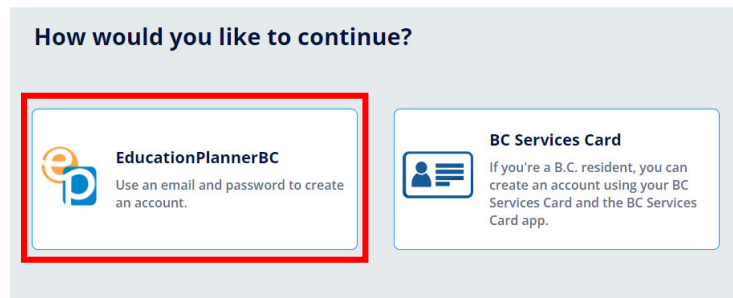
1. Visit <https://apply.educationplannerbc.ca/>

To create a new account click, Sign Up for your EducationPlannerBC Account or Create Account:



2. Click 'Use an email and password to create an account':

## Create Account



**\*Please note, a unique email address must be used for each created profile. Multiple accounts cannot be created with the same email address.**

3. Fill out the required information:

### Create Account

An EducationPlannerBC (EPBC) account allows you to apply for admission to BC universities, colleges, and institutes.

Account Creation

Email Address

▲ Does not conform to the "email" format.

Confirm Email Address

Password

- Must be at least 8 characters in length.
- At least one lower case letter must be included.
- At least one upper case letter must be included.
- At least one number must be included.
- At least one special character must be included.

Confirm Password

Read and confirm by clicking all three pages for the following:

- i. Collection, Use and Disclosure of your Personal Information
- ii. Terms of Use
- iii. Privacy Policy

### Collection, Use, and Disclosure of your Personal Information

**Collection, Use, and Disclosure of your Personal Information**

The information included in your EducationPlannerBC (EPBC) account and any application to attend a post-secondary institution may be collected by EPBC, the Ministry of Education and Child Care, the Ministry of Post-Secondary Education and Future Skills (PSFS), or the Institution identified in your application (the "Public Bodies") under Sections 26(c), 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The purposes of this collection are limited to:

- (i) collecting or confirming your Personal Education Number;
- (ii) processing and supporting your application to a Post-Secondary Institution, including information provided from the time of account creation, when an application is started, when an application is submitted, and following the submission of an application;
- (iii) policy research and program planning or evaluation by the Public Bodies; and
- (iv) your possible future use of EPBC's Transcript Exchange services.

By accepting the language in this Notice, you acknowledge this collection of your personal information and consent for the Public Bodies to use and disclose your personal information for the above purposes pursuant to FOIPPA s. 32(a), 32(b), 33(2)(c), and 33(2)(d). If you do not agree to this Notice you cannot use

I have read and understand the Notice above and consent to and authorize EPBC to use and disclose my personal information for the purposes described.

✓ 2 3 >

### Terms of Use

**TERMS OF USE**

Welcome to the EducationPlannerBC Website (the "**Website**"). These Terms of Use are an agreement between you and the government of British Columbia, as defined in the B.C. Interpretation Act (the "**Province**"), and govern your access to, and use of, the Website and the tools ("**Services**") and resources ("**Content**") available on the Website (the Website, the Services and the Content are collectively referred to as the "**EPBC Resources**"). By accessing the Website and/or using any Services or Content, you agree unconditionally to these Terms of Use. If you do not wish to agree to these Terms of Use, you must close your browser and not access or use the EPBC Resources.

**1. Acceptance of Terms of Use**

If you are under 19, your parent or legal guardian is responsible for your use of the EPBC Resources and your compliance with these Terms. If you are accepting these Terms of Use on behalf of your employer or another organization, you represent and warrant that you have the necessary authority to do so. In these Terms, "you", "Your", "your" and "Your" include: (a) in the case of an individual under 19, the individual's parent or legal guardian; and (b) in the case of an individual accepting these Terms of Use on behalf of an employer or another organization, that employer or organization.

**2. Ownership**

I have read, understand, and agree to the EPBC Website Terms of Use.

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### Privacy Policy

**Introduction and Scope of Policy**

This policy outlines how the Ministry of Post-Secondary Education and Future Skills (the Ministry) handles Personal Information for the delivery of the EducationPlannerBC (EPBC) program. This policy outlines the privacy practices followed when you use EPBC Services, including ensuring the accuracy, confidentiality, and security of your Personal Information and requesting access to and correction of your Personal Information.

**Definitions**

The following definitions are used for the purposes of this policy:

**Contact Information** means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number.

**EPBC Services** means your access to, and use of, the EPBC Website and the tools and resources available on the EPBC Website.

**EPBC Website** means the centralized, government-funded website that connects students to post-secondary education opportunities and associated career paths by improving post-secondary planning


I have read, understand, and agree to the EPBC Website Privacy Policy.

< ✓ ✓ ✓

Cancel Create Account

Once all three pages have been checked green, click Create Account.

- You will receive a message confirming the creation of your account. Click 'Login to your EducationPlannerBC Account.'

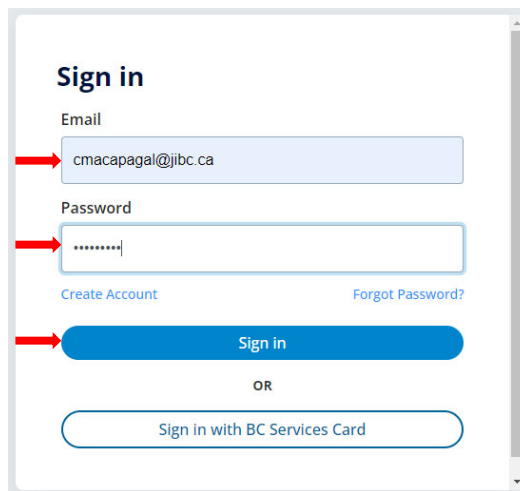
 **Account Created**

Your account information has been emailed to [cmllarena1@gmail.com](mailto:cmllarena1@gmail.com). If you do not receive this email in the next 5 to 10 minutes, please check your junk and trash folders for an email from [mailer@educationplannerbc.ca](mailto:mailer@educationplannerbc.ca).

Your account has now been created, please click the link below to login

[Login to your EducationPlannerBC Account](#)

- Login to your account; enter your email, password and click Sign In:



- Fill out all the required information for all three sections: Personal Information, Contact Information and Academic History.

 **Personal Information** ▼  
Provide details about your identity, language and citizenship.

 **Contact Information** ▼  
Provide your mailing address, telephone number, and optionally, an emergency contact.

 **Academic History** ▼  
List all High Schools (Grades 8-12), Homeschools and Post-Secondary Institutions you have attended or are currently attending.

[Start Applying](#)

Once all the student's profile information has been filled out, click Start Applying.

7. Select Justice Institute of British Columbia from the list:

Start Applying to an Institution  
Start a new application by selecting the corresponding institution below.

British Columbia Institute of Technology	Camosun College
Capilano University	Coast Mountain College
College of New Caledonia	College of the Rockies
Douglas College	Emily Carr University of Art and Design
Justice Institute of British Columbia	Kwantlen Polytechnic University
Langara College	Nicola Valley Institute of Technology
North Island College	Northern Lights College
Okanagan College	Selkirk College

8. In the Program Selection section, select Sponsored Training for the applicant category:

**Program Selection**  
If you don't see your term or program, please check deadlines and requirements for your program on the [Justice Institute of British Columbia website](#), or contact the Justice Institute of British Columbia admissions office directly for information on program availability.

Please select your applicant category  
Sponsored Training

Select your program  
Program  
Fire Officer Certificate Program  
Fire Prevention Officer Certificate Program

For program, select Fire Officer Certificate Program or Fire Prevention Officer Certificate Program.

Then select your desired campus and term from the available options.

**i** This program is for firefighters looking to advance their careers and become fire officers. The program covers the four levels of the "NFPA 1021 Standard for Fire Officer Professional Qualifications" and focuses on the specific competencies of the standard. It holds dual accreditation from both ProBoard® and IFSAC, and is Canada's only accredited NFPA I-IV program. It is a standards-based program providing a practical, relevant and interactive education focused on the job requirements and responsibilities of fire officers in the service. Subjects are taught in a flexible, primarily online format. Please refer to the [Fire Officer](#) site for detailed information on the program.

Select the campus to attend  
New Westminster

Select your term...  
Winter 2024 (January to April)

Cancel **Save**

Click Save to move on to the next section.

9. In the Additional Information section, provide all the requested information:

**i Additional Information**  
Provide additional details requested by Justice Institute of British Columbia.

**What organization are you with?**  
(for example Fire Hall Name: Surrey Fire Service Hall 1...)

Surrey Fire Hall 1  
18/150

**Sponsor's Full Name**  
(Provide sponsor's first and last name)

Cynthia Macapagal  
17/300

**Sponsor's Phone Number**  
(Provide sponsor's primary contact number)

604-528-5832  
12/300

**Sponsor's Email**  
(Provide sponsor's email address)

cmacapagal@jibc.ca  
18/300

**Indigenous Identity**

Do you identify yourself as an Aboriginal person of Canada? *(Optional)*  
The term Aboriginal person refers to First Nations, Métis and Inuit peoples of Canada.

Yes  No  (Not specified)

Stay informed about JIBC courses, programs, news and events. If you choose no, you will still receive communications relating to the administration of your program. *(Optional)*

Yes

Do you require additional support services due to a disability or medical condition? *(Optional)*

No

Cancel **Save**

Review & Submit

Once all the fields have been filled out, click Save. Then click Review & Submit.

Reference No. 99001453

Last Modified: a few seconds ago

Term	Campus	Program
Winter 2024 (January to April)	New Westminster	Fire Officer Certificate Program

**Program Selection**  
Select the program you're interested in applying for at Justice Institute of British Columbia.

**i Additional Information**  
Provide additional details requested by Justice Institute of British Columbia.

Review & Submit

10. On the following page, select No Charge under Payment Options, check the box to confirm that your email is correct (if it is incorrect, please go back to your profile information to update it), read the Consent for Information Disclosure and Declaration of Applicant section, then check the last two boxes to confirm.

**Application Fee — \$0.00 CAD (non-refundable)**  
Your application fees, based on your profile and selected program.

Amount	Description
\$ 0.00	Sponsored Training DO
<b>\$ 0.00</b>	<b>Total</b>

**Application Fee**

To change your application after it is submitted, please contact the Admissions department at Justice Institute of British Columbia.

**Payment Options**

No charge.

(Not Specified)

(Note: JIBC is not currently accepting waivers)

**Confirm Email Address**

Is your current email address, [cmacapaga@jibc.ca](mailto:cmacapaga@jibc.ca)?

Yes, this is my current email address.

It's important that we have your current email address; it's where we'll send your application receipt, and how the school will contact you with next steps about your application.

If you need to update your email address, please do so at [EducationPlannerBC Account - Update Email](#), before proceeding to Make Payment.

**Consent for Information Disclosure and Declaration of Applicant**

I hereby declare that the information I have submitted in this application for admission is true and correct to the best of my knowledge. Completion and submission of this application permits the Justice Institute of British Columbia (JIBC) to request and/or confirm any information necessary to support my application for admission. The submission of any false statements or documents or failure to declare attendance at another postsecondary institution can lead to disciplinary action by JIBC. I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting program or course prerequisites and space availability. No decision on my eligibility for admission will be made until all the required fees and documents have been submitted. I agree to abide by the rules and regulations of JIBC and those of the department and program to which I shall be matriculated, and any changes which may be made while...

By checking this box, I confirm the following: I have read and understand the Notice above and consent to and authorize EPBC to use and disclose my personal information for the purposes described; and I have read, understand, and agree to the EPBC Website [Terms of use](#) and [Privacy](#).

I hereby certify that the information provided in this Application is true, accurate and complete.

[Submit Application](#)

Once all the boxes have been checked, click Submit Application. You will receive a message confirming the application has been completed:

**Complete**

Update Profile

Select Institution

Update Application

Review & Submit

**Justice Institute of British Columbia**

**Application Submitted**

Thank you for your application (reference # 99001453).

Justice Institute of British Columbia now has your application. Their admissions office will contact you about the next steps.

Another application to submit? Return to the [Apply page](#).

Did you attend a BC high school? [Order your transcript](#) to be sent to Justice Institute of British Columbia.

Questions? Visit our [Frequently Asked Questions and How to Register](#) page.

**Confirmation Email**

Check your [cmacapaga@jibc.ca](mailto:cmacapaga@jibc.ca) inbox for an email confirming receipt of this application. If you do not receive it, check your junk, trash and spam folders for an email from [maiter@educationplannerbc.ca](mailto:maiter@educationplannerbc.ca).

NOTE: Download a pdf copy of your application on the Submitted Applications tab in your account.

[Print](#)

You will also receive an email confirmation of the completion of your application.