

# École nationale de police du Québec

**DIR 02-01**

## **Directive on persons accredited by École nationale de police du Québec to conduct advanced training activities in their organization**

Drafted by: Directorate of Advanced Police Training  
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# DIRECTIVE ON PERSONS ACCREDITED BY ÉCOLE NATIONALE DE POLICE DU QUÉBEC TO CONDUCT ADVANCED TRAINING ACTIVITIES IN THEIR ORGANIZATION

Refer to:  
**DIR 02-01**

## SECTION I – PREAMBLE

### Preamble

1. The *Directive on persons accredited by École nationale de police du Québec to conduct advanced training activities in their organization* (hereinafter referred to as “this directive”) stems from, among other things, the *Police Act (Chapter P-13.1)*, the *Manual of Policing Practices of the ministère de la Sécurité publique*, as well as the *Training Plan Regulation of École nationale de police du Québec (Chapter P-13.1, r.4)*.
2. This directive reflects the desire of École nationale de police du Québec (hereinafter referred to as “ENPQ”) to oversee, energize and support its network of trainers acting on its behalf, such as ambassadors, in the various advanced training activities of their organization. It provides for the following:

### Definitions

3. In this directive, it is meant by
  - 3.1 **Accreditation:** a fixed-term certification obtained by a candidate who has met all the qualification requirements of an ENPQ’s training course or program in the train-the-trainer field and which is registered on the trainer’s licence issued by ENPQ.
  - 3.2 **Advanced training activity:** training activity whose purpose is to update, maintain and enhance the competencies or to acquire a specialty in one of the ENPQ’s field of training, in each area of police practice or public safety.

- 3.3 **Candidate:** an active member of the staff of an organization and nominated by the organization.
- 3.4 **Competence:** ability to act in accordance with the requirements of the profession, resulting from the use of an integrated set of resources (knowledge, skills, professional attitudes).
- 3.5 **Community of practice:** within the network, refers to the groups of accredited requalification instructors, instructors and master instructors (hereinafter referred to as “accredited persons”) who share and exchange their knowledge, know-how and soft skills related to a discipline or specialty within a field of training.
- 3.6 **Discipline:** a set of advanced training activities related to a particular practice (e.g., physical intervention, driving, shooting, etc.).
- 3.7 **Field of training:** a set of disciplines or specialties with similarities around a common theme. The ENPQ’s fields of training include, among other things, use of force, highway safety, investigation, management and community policing.
- 3.8 **Competence enrichment:** a set of training activities and strategies that enable a user, operator or accredited person to upgrade to another level the basic competence of a discipline or specialty in a field of training.
- 3.9 **Qualifying basic training:** a set of pedagogical activities developed specifically to qualify a user or an operator in a specialty of a field of training.
- 3.10 **Continuing education:** a set of activities recognized or offered by ENPQ to enhance professional competencies and improve practices.

- 3.11 **Train the trainer:** term used to designate the category of theoretical and practical training developed by ENPQ that is specifically intended for and adapted to future requalification instructors, instructors and master instructors. The train-the-trainer programs usually offer a training path.
- 3.12 **Trainer's licence:** an official, fixed-term authorization by ENPQ to allow a person holding one or more accreditations to conduct advanced training activities within his/her organization.
- 3.13 **Maintenance of competencies:** a set of training activities and strategies that allow participants to review the acquired basic knowledge of a competence or to refresh it in order to prolong its retention.
- 3.14 **Update:** a set of training activities and strategies that allow participants to take ownership of the latest advances or developments associated with a given competence.
- 3.15 **Recognized organizations** refer to
- Category 1:** police organizations that are subject to the *Regulation respecting the police services that municipal police forces and the Sûreté du Québec must provide according to their level of jurisdiction.*
- Category 2:** other police forces operating in Quebec, public and private security organizations recognized by ENPQ.
- 3.16 **Qualification:** a structured approach leading to accreditation for a particular title recognized by ENPQ, the objective of which is based primarily on the development of a competence focusing on the appropriation of pedagogical skills for coaching and assessing the knowledge, know-how and soft skills of the basic competence of a discipline or specialty in a field of training.
- 3.17 **Requalification:** a structured approach with a variable and mandatory periodicity in which the accredited persons renew the qualification relating to their pedagogical skills for coaching and assessing the knowledge, know-how

and soft skills of the basic competence of a discipline or specialty in a field of training.

- 3.18 **Network:** group of all persons accredited by ENPQ.
- 3.19 **Specialty:** a specific advanced training activity related to a given discipline (e.g., conducted energy weapon, support weapon, speed measuring device, physical coordination tests, etc.).
- 3.20 **Status:** that characterizes the situation of accredited persons. The status is active when the accredited persons perform their duties for their organization.
- 3.21 **User or operator:** a person, mandated by his or her organization, who operates a device or uses a type of equipment or technique and applies the protocols and procedures taught by ENPQ, in accordance with the laws, regulations, and policies in effect.

## **Subject**

- 4. The purpose of this directive is to lay down rules concerning
  - 4.1 the qualification, accreditation, trainer's licence and affiliation to the ENPQ network;
  - 4.2 the roles, mandates and responsibilities of persons accredited by ENPQ;
  - Not in force**
  - 4.3 the maintenance of accreditation and the activity reporting of persons accredited by ENPQ;
  - 4.4 the renewal of the trainer's licence and the requalification of persons accredited by ENPQ;
  - 4.5 the sharing of services;
  - 4.6 the revocation of the trainer's licence; and
  - 4.7 the representation before an administrative or judicial body.

## **Scope**

5. This directive applies to persons accredited by ENPQ in a field of training and their organization.
6. This directive does not apply to users or operators, qualified technicians or evaluating officers.
7. The rules governing the management, training, qualification and requalification of trainers on ENPQ staff are dealt with in another directive.

## **SECTION II – GENERAL PROVISIONS**

### **Qualification, accreditation, trainer's licence and affiliation**

8. ENPQ recognizes three different titles of persons who may conduct advanced training activities within their organization: requalification instructor, instructor and master instructor. These titles are given by ENPQ and do not take into account titles that may be conferred in the organizations.
9. Category 1 organizations are responsible for determining their needs for requalification instructors and instructors. ENPQ shall determine the needs for Category 2 organizations.
10. To be qualified as requalification instructors or instructors, candidates must be enrolled by their organization in a train-the-trainer course offered by ENPQ, and they must meet the associated requirements for successful completion.
11. The title of master instructor is found in Category 1 recognized organizations, which have a sufficiently large number of members to justify its use. ENPQ ensures that an appropriate balance is maintained in the number of master instructor titles in its network.

12. For a candidate to be qualified as a master instructor, the candidate's organization must first submit an application to ENPQ, according to the terms and conditions set out in Appendix A. ENPQ will then render a decision.
13. When ENPQ renders a favourable decision on a candidate's application for qualification as a master instructor, the candidate will have to meet the requirements for successful completion.
14. Requalification instructors are qualified either by ENPQ or a master instructor from their own organization, if applicable.
15. Instructors are qualified by ENPQ. Exceptionally, they can also be qualified by a master instructor from their organization after prior authorization has been granted by ENPQ.
16. Master instructors are qualified by ENPQ.
17. ENPQ issues a trainer's licence authorizing candidates to conduct advanced training activities for the members of their organization only. This licence remains the property of ENPQ.
18. The trainer's licence is issued according to the accredited person and the person's organization; it cannot be transferred to another organization unless expressly permitted by ENPQ.
19. A trainer's licence includes one or more accreditations that may be held by the same person.
20. Candidates who have qualified may start giving training as soon as they receive written confirmation from ENPQ.
21. The validity period of an accreditation is established as follows:
  - 21.1. requalification instructor: **3 years**;
  - 21.2. instructor: **3 years; and**
  - 21.3. master instructor: **1 year**.



**Not in force**

22. The validity period of an accreditation expires on

22.1. **June 30** of the expiration year indicated on the document for training leading or having led to a qualification as a requalification instructor, instructor or master instructor and that was successfully completed between January 1 and June 30; or

22.2. **December 31** of the expiration year indicated on the document for training leading or having led to a qualification as a requalification instructor, instructor or master instructor and that was successfully completed between July 1 and December 31.

23. ENPQ may establish validity periods different from those set out in section 21 according to the conditions as it may establish.

24. ENPQ makes available to accredited persons distinctive signs identifying them as being part of the ENPQ network as requalification instructors, instructors or master instructors. These signs may be worn voluntarily in accordance with their organization's internal policies and guidelines.

25. ENPQ reserves the right to visit organizations according to a timetable that it determines together with the organizations in order to

25.1. support the persons of its network in the pursuit of their mandates;

25.2. check the adequacy of its training in the field and, if necessary, adjust it so that it remains contemporary to changing realities; and

25.3. ensure that its training courses are delivered in accordance with the rules while taking into account organizational realities.

## **Roles and mandates**

### **Requalification instructor**

26. A trainer's licence with *requalification instructor* accreditation (Appendix B) in a specialty or discipline within a field of training authorizes the holder of this licence to

- 26.1. provide the training necessary to update and maintain the competence of a user or operator; and
- 26.2. requalify a user or operator, when required and according to the frequency prescribed by law, a police practice, organizational policies or by ENPQ, provided that the user or operator has previously received qualifying basic training from ENPQ.

### **Instructor**

27. A trainer's licence with *instructor* accreditation (Appendix B) in a specialty or discipline within a field of training authorizes the holder of this licence to

- 27.1. provide the qualifying basic training to a user or operator;

**Not in force**

- 27.2. provide the necessary training to enrich the competence of a user or operator; and

- 27.3. perform the duties of the accredited requalification instructor.

### **Master instructor**

28. A trainer's licence with *master instructor* accreditation (Appendix B) in a specialty or discipline within a field of training authorizes the holder of this licence to

- 28.1. provide the qualifying basic training to a requalification instructor;
- 28.2. provide the qualifying basic training to an instructor in accordance with section 15;
- 28.3. requalify an accredited requalification instructor and instructor according to the frequency prescribed by ENPQ;

**Not in force**

- 28.4. provide the training necessary to update, maintain and enrich the competence of an accredited requalification instructor and instructor; and
- 28.5. perform the respective functions of the accredited requalification instructor and instructor.

29. Subject to the approval of the organization, ENPQ may request an instructor or a master instructor to

- 29.1. participate in its development projects;
  - 29.2. participate in its committees, working groups, etc.;
  - 29.3. act as a resource during continuing education activities (theme days, etc.);
  - 29.4. act as a facilitator in communities of practice under the supervision of ENPQ expert advisors; and
  - 29.5. represent ENPQ as an expert before an administrative or judicial body.
30. Instructors or master instructors may be called upon by their organization to perform other duties related to advanced training activities, including
- 30.1. coordinating advanced training activities, and
  - 30.2. acting as a resource for communicating information on specific subjects.

### **Responsibilities**

31. The accredited persons must adhere to the ENPQ's core values known as the *RIDER* Code (**R**espect, **I**ntegrity, **D**iscipline, **C**ommitment, sense of **R**esponsibilities) and constantly demonstrate a behaviour that reflects their ethical commitment (Appendix C).
32. ENPQ provides accredited persons with the teaching materials and complementary resources relevant to their teaching. All teaching materials remain the exclusive property of ENPQ and may not be used in any other circumstances without the authorization of ENPQ.
33. The ENPQ's teaching materials are subject to the *Intellectual Property Policy of École nationale de police du Québec* (POL 04-02). Therefore, the accredited person's organization is responsible for the integrity of the materials and, as such, ensures that it is not altered and is used exclusively for the advanced training activities under this directive.
34. Standardized tests (course, circuit, test, etc.) that are established for the qualification, requalification or any other purpose of an ENPQ's advanced training activity must be used as requested.

35. Accredited persons and their organization must respect the duration and supervision ratio (students/accredited person) specific to each ENPQ's training course.
36. ENPQ must be informed in advance of any exceptional situation or circumstance and will render a decision relating to
  - 36.1. a reduction in the duration of an ENPQ's training course;
  - 36.2. a change in the supervision ratio (students/accredited person);
  - 36.3. a change in pedagogical strategies;
  - 36.4. a physical, mechanical, environmental or other types of constraint preventing the use of a standardized test (course, circuit, test, etc.) as requested; and
  - 36.5. the addition of an element to a standardized test if this has the effect of meeting a particular organizational need.
37. To meet the organizational needs of its clients, ENPQ authorizes organizations to deliver its training courses over a longer period than established or, exceptionally, to deliver them in a discontinuous manner, as long as it is informed.
38. Accredited persons are not authorized to speak on ENPQ's behalf when a media request involves an interview that would have the effect of linking ENPQ and its courses to what they are saying. It is the responsibility of the organization to handle this with diligence.
39. When a media request involves the capture of images from an ENPQ's training course, it is the responsibility of the organization to handle it with diligence.
40. Within the roles and mandates assigned to them, accredited persons must take into account their responsibilities described in Appendix D before, during and at the end of an advanced training activity.
41. Unless otherwise specified, any document that is used during an ENPQ's advanced training activity but does not need to be returned to ENPQ (copies of corrected examinations, certificates of good health, etc.) must be kept in accordance with the organization's document archiving and retention provisions.

## **Maintenance of accreditation and activity reporting**

42. For accredited persons to be allowed to act in the accreditations they hold as per their trainer's licence, they must have an active status. The organization shall inform ENPQ as soon as possible of any change in status, either *active* or *inactive*, of an accredited person.

### ***Not in force***

43. The accredited persons must comply with the minimum requirements set by ENPQ for maintaining their accreditation (Appendix E) regarding the following activities:
- 43.1. training provided, and
  - 43.2. training taken.
44. Notwithstanding section 43, accredited persons may also include the following activities in the cumulative minimum requirements for maintaining their accreditation regarding the training provided:
- 44.1. the various activities in which an accredited instructor or master instructor has been involved at the ENPQ's request (s. 29),
  - 44.2. the coordination of the advanced training activities of their organization (s. 30.1), and
  - 44.3. the activities where they acted as resources for communicating information on specific topics (s. 30.2).
45. Training courses taught by accredited persons hired by ENPQ for its advanced training activities count towards the minimum requirements for maintaining their accreditation.
46. For the purposes of section 43.2, ENPQ may recognize, on such terms and conditions as it determines, certain activities that do not belong to ENPQ.
47. The accredited persons shall maintain and transmit to ENPQ a summary of the training provided in the context of advanced training activities, of their participation in continuing education activities, as well as of their involvement in other authorized activities, if applicable. To do so, they will use the tools made available in the ENPQ's

*Système de Gestion des Dossiers Scolaires (SGDS)* [Student Records Management System] and follow the terms and conditions ENPQ determines.

### **Renewal of a trainer's licence and requalification**

48. The trainer's licence of an accredited person remains valid as long as that person has an *active* status and holds at least one accreditation.
49. Any accreditation held by a person shall be subject to requalification in accordance with section 21.
50. The organization must communicate to ENPQ its intention to proceed or not to proceed with the requalification of an accredited person according to the respective deadlines of the accreditations that person holds.
51. The accredited persons must requalify before the validity period of their accreditation(s) expires.

#### ***Not in force***

52. ENPQ offers two periods during the year for requalification activities:

- 52.1. **before June 30, and**
- 52.2. **before December 31.**

53. For reasons it deems valid, ENPQ may decide to postpone a requalification activity and, where applicable, the recognition of the accredited person's title is maintained until the situation is rectified.
54. When a training course ceases to be part of the train-the-trainer program, all related titles cease to be recognized, and accredited persons no longer need to requalify for it.

#### ***Not in force***

55. The accredited person, holding three or more titles in the same field of training, is requalified in an integrated approach, according to the terms and conditions determined by ENPQ, where applicable.
56. The organization must communicate to ENPQ any specific one-time situation that makes it difficult to have an accredited person requalified as scheduled (e.g., short-term sick leave, vacation, unavailability, major event, etc.).
57. Upon agreement and under the conditions it determines, ENPQ may authorize a six-month extension to the organization that has indicated its difficulty in being able to requalify an accredited person because of a specific one-time situation.
58. Where an agreement is reached under section 57, the person's accreditation is temporarily suspended upon expiration, and that person may not perform the duties for which he or she is normally accredited until the situation is rectified.
59. Where accredited persons are authorized to avail themselves of section 57, the validity period of the accreditation concerned shall begin once their situation has been rectified.
60. ENPQ recognizes the following exceptions where requalification cannot be carried out when they coincide with the prescribed time limit for requalification:
- 60.1. absence due to long-term illness,
  - 60.2. accident,
  - 60.3. preventive withdrawal,
  - 60.4. pregnancy,
  - 60.5. maternity/paternity leave and adoption, or
  - 60.6. foreign mission.
61. To manage the exceptions under section 60, ENPQ may refer to the training advisory committees for guidance. Depending on the recommendations made, ENPQ will render either one of the following decisions regarding the requalification of the accredited person:

- 61.1. obligation to successfully complete refresher training in a discipline or specialty of the field of training in question before being authorized to enrol in a requalification activity; or
  - 61.2. obligation to requalify in the discipline or specialty of the field of training in question.
62. ENPQ temporarily suspends the trainer's licence and all accreditations of a person subject to an exception and whose file is submitted for analysis.

***Not in force***

63. In accordance with section 23, the accredited persons whose record of achievements exceeds or fails to meet the minimum requirements for maintaining their accreditation may have their accreditation period modified in accordance with the procedures set out in Appendix F.
64. The accredited person who must requalify as a user or operator may be requalified by another accredited person of his or her organization provided that the title this other person holds is the same or superior.
65. The accredited person who must requalify as a user or operator but who cannot rely on other qualified persons from his or her organization to carry out the requalification may be requalified by an accredited person from another organization in accordance with section 71, provided that the title this other person holds is the same or superior.
66. Accredited persons who have not been requalified as users or operators are no longer authorized to engage in advanced training activities or to act as users or operators until their situation is rectified by their organization.



## **Sharing of services**

67. In accordance with section 70 of the *Police Act* (CQLR, c. P-13.1), fixed-term agreements may be entered into between organizations, including agreements on the sharing of support services. These agreements must be approved by the Minister of Public Security.
68. Ministerial Order M.O. 0005-2015 of April 30, 2015 allows the sharing of an “instructor for the use of equipment and force.”
69. The *Application Guide to the Regulation respecting the police services that municipal police forces must provide according to their level of jurisdiction* (hereinafter referred to as the “Application Guide”), defines a Use of Equipment and Force Instructor as “an instructor accredited by the École nationale de police du Québec who provides the training and instruction necessary for:
- the use of force (physical intervention);
  - the use of service weapons;
  - the use of support and intermediate weapons.”
70. The definition “instructor accredited by the École nationale de police du Québec” found in the Application Guide must be interpreted more broadly in this directive and include all the titles recognized by ENPQ: requalification instructor, instructor and master instructor.
71. Requests for sharing the services of an accredited person that are not part of an agreement approved by the Minister of Public Security, as set out in section 67, shall be addressed directly to ENPQ who will render a decision.

## **SECTION III – SPECIFIC PROVISIONS**

### **Revocation of a trainer’s licence**

72. Revocation of a trainer's licence may be related to a single accreditation, some accreditations, or all accreditations held by an accredited person.

73. Persons accredited by ENPQ lose their trainer's licence in the following cases:
- 73.1. Their trainer's licence is revoked at the request of their organization.
  - 73.2. Their trainer's licence is revoked by ENPQ.
- Not in force**
- 73.3. They no longer meet the minimum requirements for maintenance of accreditation (applicable following an ENPQ decision).
  - 73.4. The time limits for requalification have expired, except in exceptional cases (s. 60).
  - 73.5. They fail their requalification.
  - 73.6. They change organization (non-transferable).
  - 73.7. They are no longer employed by a recognized organization.
74. Persons accredited by ENPQ could lose their trainer's licence in the following cases:
- 74.1. when they provide training to an organization other than their own without the authorization of ENPQ;
  - 74.2. when they provide training that is not authorized by ENPQ or, as the case may be, by a law; or
  - 74.3. when they contravene to this directive.
75. When persons accredited by ENPQ lose their trainer's licence, ENPQ shall inform their organization of the decision.
76. The organization of the accredited person whose trainer's licence is revoked may appeal the decision made by ENPQ, except if the licence is revoked because the person has failed the requalification.
77. Persons accredited by ENQP who lose their trainer's license because they fail their requalification may request a review of their evaluation or appeal the decision made in accordance with the ENPQ's Administrative Recourse Policy (POL 01 02).

**Representation before an administrative or judicial body**

78. Accredited persons must obtain the express authorization of ENPQ before issuing an opinion to bind ENPQ to their comments and testifying to the content of the training provided or to the conformity of a situation regarding teaching at ENPQ.
79. The accredited persons must obtain the express authorization of ENPQ before filing a document belonging to ENPQ before an administrative or judicial body.

**SECTION IV – ADMINISTRATIVE PROVISIONS**

80. The ENPQ training directors are responsible for applying this directive to their respective clientele.
81. The director of advanced training is responsible for updating this directive.
82. This directive replaces the *Directive on the qualification of instructors and monitors recognized by the École nationale de police du Québec to work in their organization* of January 28, 2014.

**Final section**

83. DIR 02-01 includes 83 sections and 6 appendixes.

The Director General,

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Yves Guay

## **APPENDIX A**

### **Procedure to be recognized as a master instructor accredited by ENPQ**

- ☞ ENPQ reserves the right to accept or refuse an application for a master instructor title.
- ☞ The candidate must meet the prerequisites and requirements.
- ☞ Profile of a candidate applying for a master instructor title and competencies sought:

- possess superior pedagogical and technical skills in the discipline or specialty of the field of training,
- possess a number of years of relevant experience as an instructor in the discipline or specialty of the field of training,
- possess good leadership and strong teamwork skills as well as excellent credibility with peers,
- be open to change and alert to new training needs, and
- possess intellectual curiosity and good writing skills.

1. Police organization (Category 1 recognized organization):
  - The police organization should send a formal application with the applicant's contact information by e-mail to [offredescours@enpq.qc.ca](mailto:offredescours@enpq.qc.ca)
  - To be considered, the application must be accompanied by the applicant's updated and complete curriculum vitae, highlighting his or her achievements, experience and completed training in the discipline or specialty of the field of training concerned.
2. Once ENPQ has received and accepted the application, the organization must register its candidate for the training related to the title in question.
3. The candidate must teach an entire qualifying basic training activity or a train-the-trainer course in his or her organization or at ENPQ, under the supervision of a master instructor from his or her organization, if applicable, or a trainer from ENPQ.
4. ENPQ shall designate a person who will perform the candidate's **certification evaluation** during a teaching day.
5. Registration fees, teaching materials and training fees will be charged and a transcript will be sent to the organization.
6. Candidates who have met the requirements for successful completion will receive an accreditation in addition to their trainer's licence and transcript and they will be recognized as a master instructor accredited by ENPQ.

## APPENDIX B

### Roles and mandates compared by title

	Roles and mandates by title	Requalification instructor	Instructor	Master Instructor
1	Updating user's/operator's competence	X	X	X
2	Maintaining user's/operator's competence	X	X	X
3	Requalifying user/operator	X	X	X
4	Providing qualifying basic training to user/operator		X	X
5	Enriching user's/operator's competence		X	X
6	Participating in development projects		X	X
7	Participating in working committee or group		X	X
8	Acting as a resource for continuing education		X	X
9	Acting as a facilitator in the community of practice		X	X
10	Coordinating advanced training activities		X	X
11	Acting as a resource for communicating information		X	X
12	Providing qualifying basic training to requalification instructor/instructor *			X
13	Updating requalification instructor's/instructor's competence			X
14	Maintaining requalification instructor's/instructor's competence			X
15	Enriching requalification instructor's/instructor's competence			X
16	Requalifying requalification instructor/instructor			X

\* In the case of qualifying instructor training, the organization must first obtain authorization from ENPQ.



## APPENDIX C

### Ethical commitment of the accredited person

#### Persons accredited by École nationale de police du Québec to conduct advanced training activities in their organization

<b>Badge No.</b>	<b>Surname</b>	<b>Given Name</b>	
<b>Organization</b>			<b>Date</b>

1. The Directive on persons accredited by École nationale de police du Québec to conduct advanced training activities in their organization (DIR 02-01) stems from, among other things, the *Police Act (CQLR, c. P-13.1)*, the *Manual of Policing Practices of the ministère de la Sécurité publique*, as well as the *Training Plan Regulation of the École nationale de police du Québec (CQLR, c. P-13.1, r.4)*.
2. As an accredited person, I acknowledge that I have read this directive and agree to
  - a. comply with the trainer's licence that binds me to my organization and according to which ENPQ authorizes me to conduct for the members of my organization the advanced training activities of my organization that are related to the accreditation(s) I hold;
  - b. respect the roles and mandates specific to the accreditation(s) recognized by ENPQ;
  - c. adhere to the ENPQ's core values, namely the RIDER Code:
    - **Respect:** to act at all times with every human being, regardless of their differences, in a manner that respects their dignity, rights and freedoms;
    - **Integrity:** to be fair, honest, impartial and loyal towards individuals and our democratic institutions, which includes the concepts of probity, honesty and ethics;
    - **Discipline:** to act with professionalism by demonstrating competence and exemplary conduct;
    - **Commitment:** to provide quality service by combining efforts and teamwork in the search for excellence;

- **Sense of responsibility:** to be responsible for and critical of one's actions. To use the information and resources at one's disposal wisely;
- d. take on the various responsibilities of my roles and mandates in order to conduct an advanced training activity:
- **before** the activity,
  - **during** the activity, and
  - at **the end** of the activity;

**Not in force**  
 e. meet the minimum requirements (training provided and completed) for maintaining the accreditations I hold;

- f. report on my achievements for the validity period of each of my accreditations;
- g. follow the rules regarding the renewal of my trainer's licence and my requalification for each of my accreditations;
- h. follow the guideline regarding the sharing of services; and
- i. follow the rules regarding representation in court.
3. I acknowledge that failure to comply with this directive may result in administrative or disciplinary action and, as the case may be, having the recognition of one or more accreditations terminated, or even having my trainer's licence issued by ENPQ to conduct advanced training activities in my organization revoked.
4. I am aware that I may speak with my supervisor or any other person at ENPQ at any time if I need clarification on this ethical commitment or if I require assistance in dealing with a situation. (Need of clarification on the directive)
5. I have read all of the above and, by signing below, I agree to abide by this ethical commitment.

<b>Date</b>	<b>Signature</b>
<b>Witness</b> (name in block letters and signature)	

## APPENDIX D

### Responsibilities of the accredited person during an advanced training activity

1. **Before beginning** an advanced training activity, the accredited persons must
  - 1.1. receive authorization from their organization;
  - 1.2. ensure that they use the up-to-date teaching materials provided by ENPQ as directed;
  - 1.3. be adequately prepared;
  - 1.4. plan the logistics of their activity (resources, number of students, material and equipment to be handed out, schedule, dates, etc.);
  - 1.5. communicate their needs well;
  - 1.6. ensure that they have access to training facilities (classroom, dojo, shooting range, laboratory, road circuit, simulation site, etc.) that meet the requirements of the discipline or specialty of their field of training as well as the rules of good and safe practices recommended by ENPQ;
  - 1.7. prepare or have their training sites prepared; and
  - 1.8. have all required material in hand.
  
2. **During the course of** an advanced training activity, the accredited persons must
  - 2.1. have all required official ENPQ documents completed;
  - 2.2. respect the training content, pedagogical strategies and evaluation methods recommended by ENPQ;
  - 2.3. respect the principles supporting the quality of learning assessment in terms of justice, equality, fairness, validity, rigour and transparency, in accordance with the ENPQ's *Politique institutionnelle d'évaluation des apprentissages* (POL 04-04) [Institutional Learning Assessment Policy];
  - 2.4. identify and report any student who is likely to fail or who has an attitude, behaviour or ability that does not meet the requirements of the discipline or specialty of a field of training for follow-up by the organization;
  - 2.5. use computer and multimedia tools at all times in accordance with the requirements of the courses they are conducting;
  - 2.6. ensure that no images of their courses, which could be taken by students or other people, are found on social networks;



- 2.7. ensure the safety of participants and premises at all times;
- 2.8. anticipate any possible risk of injury or accident and act promptly to avoid them;
- 2.9. respect and enforce at all times all safety rules applicable to the discipline or specialty of their field of training;
- 2.10. be familiar with the emergency measures plan associated with the discipline or the specialty of their field of training;
- 2.11. be able to handle a situation related to occupational health and safety (hereinafter referred to as "OH&S") or any other unforeseen situation;
- 2.12. be familiar with first-aid equipment and be capable of administering first aid in the event of a situation related to an OH&S or any other unforeseen situation;
- 2.13. report all cases of injuries, accidents or other unforeseen events related to OH&S;
- 2.14. provide an adequate briefing when the activity involves the use of actors or extras as to
  - the expected role,
  - an effective and safe communication code,
  - the protection of physical integrity, and
  - the importance of careful monitoring throughout the activity;
- 2.15. use the required quantity of equipment specific to each course (ammunition, cartridges, vehicles, etc.) as requested by ENPQ;
- 2.16. use only equipment in good working order (vehicles, weapons, devices, etc.); and
- 2.17. make sure to count the equipment distributed to students at the beginning of the activity.

**3. At the end** of the advanced training activity, the accredited persons must

- 3.1. recover all disposable or recoverable equipment (targets, shells, cans, cartridges, wires, probes, etc.) and dispose of them in a safe and environmentally friendly manner according to the standards in force specific to the discipline or specialty or according to the organization's policy;
- 3.2. ensure that the equipment brought back at the end of the activity is accounted for;
- 3.3. store all the equipment used according to the applicable standards specific to the discipline or specialty or as directed by the organization;

- 3.4. report any loss, breakage or theft of materials or equipment as prescribed by law, a police practice, an organizational directive of ENPQ;
- 3.5. leave the premises, rooms or sites used in their original state;
- 3.6. fill out and transmit, as soon as possible, all required official ENPQ documents;  
and
- 3.7. ensure adequate follow-up (feedback, remedial training, coaching, remake, etc.) with a student who has failed, in accordance with the terms and conditions in case of failure normally provided for in the course outline.

## APPENDIX E

### Minimum requirements for maintenance of accreditation

Table to do

## APPENDIX F

### Variation of the validity period of an accreditation

Table to do