



# ACCREDITATION

## COA POLICY OPINIONS A Companion Document of the Self Assessment For Compliance with Accreditation Criteria

### Definition

COA Policy Opinions: Published decisions by the Committee on Accreditation that indicate how, in specific situations, the COA determines compliance with the accreditation criteria.

### Development Process

- COA Policy Opinions are the result of issues or questions raised by accredited agencies or by COA members as a result of a site visit.
- The COA considers the issue presented and comes to a decision by a majority vote of the COA members
- The COA's decision applies to all agencies, or all similarly situated agencies, if the opinion is not universal in nature
- The COA Policy Opinions are published with the date of the opinion and the related accreditation criteria

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### Opinion utilization by COA and Agencies

- Agencies are encouraged to be familiar with the COA Policy Opinions and use the published opinions as guidance when developing policy, assessing compliance with accreditation criteria, and completing the Self-Assessment document
- The COA will use COA Policy Opinions, as applicable, to determine compliance of an agency's policies with Pro Board accreditation criteria and can be cited as reasons for non-compliance during a site visit

## Opinions to Criteria Matrix

The charts below are tools to help the COA and accredited agencies to quickly reference COA Policy Opinions to the Criteria in the Self-Assessment.

### *Program Administration Section*

Criteria	Applicable Opinions
PA1	3
PA2	3
PA3	1, 2, 3, 6, 7, 11, 13, 21, 28
PA4	3
PA5	3
PA6	3
PA7	3

### *Test Development Section*

Criteria	Applicable Opinions
TD1	3, 19
TD2	1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 17, 18, 19, 20, 21, 22, 23, 24, 26, 27, 28
TD3	3, 17, 19
TD4	3, 5, 19

### *Test Administration Section*

Criteria	Applicable Opinions
TA1	3, 19
TA2	3, 19
TA3	3, 19
TA4	3, 16, 19
TA5	3, 9, 19, 25
TA6	3, 9, 19
TA7	3, 19
TA8	3, 14, 19

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## 1. CERTIFICATION OF INDUSTRIAL FIRE BRIGADE MEMBERS

All agencies accredited by the NBFSPQ desiring to certify personnel for Incipient Industrial Fire Brigade Member, Advanced Exterior Industrial Fire Brigade Member, Interior Structural Industrial Fire Brigade Member, Industrial Fire Brigade Leader and Industrial Fire Brigade Support Member shall test candidates to both the core set of job performance requirements as well as the listed site-specific requirements for each defined level of NFPA 1081, *Standard for Industrial Fire Brigade Member Professional Qualifications, 2012 Edition*.

*Approved March 25, 2002; revised July 15, 2013*

*Applicable to Criteria: PA3, TD2*

## 2. CERTIFICATION TO NFPA STANDARD 1037

The Committee on Accreditation has determined that certification to the requirements of NFPA Standard 1037, Standard for Professional Qualifications for Fire Marshal may be awarded in levels as defined below:

- **Fire Marshal:** Defined as persons who meet all requirements defined in Sections 5.2 through 5.8.7 of National Fire Protection Association Standard (NFPA) 1037, "Standard for Professional Qualifications for Fire Marshal" (2012 Edition)
- **Fire Marshal – Core:** Defined as persons who meet all requirements defined in Sections 5.2 through 5.5.6 of National Fire Protection Association Standard (NFPA) 1037, "Standard for Professional Qualifications for Fire Marshal" (2012 Edition)
- **Fire Marshal – Fire Inspections/Plans Examinations:** Defined as persons who meet all requirements defined in Sections 5.2 through 5.5.6 of National Fire Protection Association Standard (NFPA) 1037, "Standard for Professional Qualifications for Fire Marshal" (2012 Edition), and, in addition meet the regulatory requirements defined in Section 5.6 through 5.6.12
- **Fire Marshal – Fire & Life Safety Education:** Defined as persons who meet all requirements defined in Sections 5.2 through 5.5.6 of National Fire Protection Association Standard (NFPA) 1037, "Standard for Professional Qualifications for Fire Marshal" (2012 Edition), and, in addition meet the regulatory requirements defined in Section 5.7 through 5.7.7
- **Fire Marshal – Fire Investigations:** Defined as persons who meet all requirements defined in Sections 5.2 through 5.5.6 of National Fire Protection Association Standard (NFPA) 1037, "Standard for Professional Qualifications for Fire Marshal" (2012 Edition), and, in addition meet the regulatory requirements defined in Section 5.8 through 5.8.7

*Approved July 15, 2013*

*Applicable to Criteria:PA3, TD2*

## 3. CHANGE OF ACCREDITED PROCESSES

Note: Formerly CHANGE OF TEST METHODOLOGY

It will be necessary for an accredited agency that wishes to change their accredited processes in any of the following categories; Program Administration, Test Development or Test Administration, to submit an Application for a Change in Accredited Processes form outlining the proposed changes to the COA for approval before initiating said changes.

*Approved January 23, 2009, revised July 15, 2013 revised January 2014*

*Applicable to Criteria: All*

#### **4. COMPLETION OF ASSESSMENT METHODOLOGY MATRICES**

In the heading of any of the Correlation Matrices the following statement appears: “...In the column titled 'Manipulative/Skill Station' identify the skill sheets that are used to evaluate the applicable JPR, RS, or objective...” The Committee on Accreditation means that statement to require that the actual identification number or letter or any other local identification process that you may use (i.e SS 2-1, or Sheet 5, or 6.4, or G, etc ) be noted in the appropriate block.

*Approved July 2008, revised July 15, 2013*

*Applicable to Criterion: TD2*

#### **5. COMPUTER BASED TESTING**

Computer based testing is the administration of a proctored certification written exam via computer or tablet. It will be necessary for an agency that desires to conduct computer based testing for any standard or level, to submit an *Application for Change in Accredited Processes* form to the Committee on Accreditation for Pro Board approval prior to conducting such testing.

*Approved January 23, 2009; revised July 15, 2013; revised March 30, 2015*

*Applicable to Criteria; TD2, TD4*

#### **6. FIRE DEPARTMENT SAFETY OFFICER DESIGNATION**

The Committee on Accreditation has interpreted 'fire department officer' as stated in NFPA 1521, *Standard for Fire Department Safety Officer, 2008 Edition*, to mean “an active member of a fire department, either career or volunteer, who is designated by the fire chief to perform the role of an 'officer'.”

*Approved April 2, 2003, revised July 15, 2013*

*Applicable to Criteria: PA3, TD2*

#### **7. HAZARDOUS MATERIALS OPERATIONS LEVEL EQUIVALENCY**

It is the opinion of the Committee on Accreditation that the level of Hazardous Materials Operational in the 2002 edition of NFPA 472 equates to Chapters 5, 6.2, and 6.6 in the 2008 and 2013 edition of NFPA 472.

*Approved January 23, 2009, revised July 15, 2013*

*Applicable to Criteria: PA3, TD2*

## **8. INCLUSION OF ALL AVAILABLE TEST ITEMS ON ASSESSMENT METHODOLOGY MATRICES**

The Committee on Accreditation requires that all of the test items for each methodology which can be selected for use in certification exams must be included on the Assessment Methodology Matrix including:

- Cognitive (written questions)
- Psychomotor (skills sheets)
- Project

*Approved July 15, 2013*

*Applicable to Criterion: TD2*

## **9. INCREMENTAL TESTING OF CERTIFICATION CANDIDATES**

Certification testing is often conducted as a comprehensive, end of course, exam inclusive of the entire level of the standard for which certification is offered. This comprehensive exam often includes cognitive (written) and psychomotor (skills) evaluations, and sometimes includes project evaluations.

Certification testing may also be done incrementally during a training program. This is often done with skills testing where the resources needed to test the skill are extensive and are already deployed during the training of that skill, e.g. live fire evolutions. This incremental testing may be used for Pro Board accredited certification with the following constraints:

### **General:**

There must be a clearly defined changeover from the training environment to the testing environment including appropriate notifications to the students/candidates.

The agency shall have in place a method to ensure that the total of any incremental tests and end of course tests covers the entire level of the standard for which certification is being offered and a method to ensure that the approved scoring criteria are appropriately applied.

### **Skills testing:**

All of the accredited policies and procedures for skills testing must be followed including:

- the instructor of a given skill does not act as the evaluator
- notification to the instructors that they are no longer in a position to coach or assist the candidates during the evaluation process
- notification of candidates that they are participating in an evaluation that is part of their certification test
- segregation of the candidates from the test area

### **Written Exams:**

All of the accredited policies and procedures for written testing must be followed including:

- the use of the approved proctor and test security procedures
- notification of candidates that they are participating in an evaluation that is part of their certification test

### **Project Evaluations:**

All of the accredited policies and procedures for project evaluations must be followed including:

- notification of candidates that they are participating in an evaluation that is part of their certification test

*Approved July 15, 2013*

*Applicable to Criteria: TA5, TA6,*

## **10. NFPA 1006, 2008 EDITION, RESCUE TECHNICIAN CERTIFICATION**

It will be necessary for an entity that is accredited to one or more levels of the 2003 edition of NFPA 1006, Rescue Technician, to submit a Request for Extension for certification to any level of NFPA 1006, 2008 edition.

*Approved January 23, 2009; revised July 15, 2013*

*Applicable to Criterion: TD2*

## **11. QUALIFICATION OF INCIDENT SAFETY OFFICER, HAZARDOUS MATERIALS OPERATIONS LEVEL**

The Committee on Accreditation has interpreted the Annex Statement in Section A.6.5.2, of NFPA 1521, Standard for Fire Department Safety Officer, 2008 Edition, as being the prerequisite requirement established by the Technical Committee on Fire Service Occupational Safety. Therefore, the Committee on Accreditation has approved the following statement. **“Due to the knowledge and expertise required at a technician – level hazardous material incident, the Incident Safety Officer needs to have an understanding of these operations. This can be achieved by being trained to the hazardous materials technician level of NFPA 472, Standard for Competence of Responders to Hazardous Materials Incidents/Weapons of Mass Destruction Incidents”**

*Approved July 16, 200; revised October 22, 2010; revised July 15, 2013*

*Applicable to Criteria: PA3, TD2*

## **12. REQUEST FOR EXTENSION FOR COMBINATION CERTIFICATION LEVELS**

Entities who are accredited to multiple levels within the current edition of a Standard shall be permitted to make an Application for Extension of Accreditation to combine those levels into a single designation (i.e Firefighter I/II) without the need to resubmit the Assessment Methodology Matrices for those levels. Such combination shall comply with the procedures for combined level testing. (Opinion # 11-01, Testing of Multiple levels in a single examination)

*Approved July 19, 2011; revised July 15, 2013*

*Applicable to Criterion: TD2*

## **13. REQUEST FOR EXTENSION TO NFPA 472 OPERATIONS MISSION SPECIFIC COMPETENCY LEVELS**

It will be necessary for any entity that intends to certify to any or all of the Chapter 6 Mission Specific Competencies in the 2008 edition of NFPA Standard 472, to submit a Request for Extension (COA Form 1.1) and corresponding correlation matrix for the new level(s) they intend to certify.

*Approved July 2008; revised July 15, 2013*

*Applicable to Criteria: PA3, TD2*

#### **14. RETENTION OF RECORDS**

The Committee on Accreditation recommends that all accredited agencies keep copies of tests created for examinations for a period of five (5) years, and that records of certification candidate scores be kept in perpetuity

*Approved June 1, 2000; revised July 15, 2013*

*Applicable to Criterion: TA8*

#### **15. TESTING OF COMBINATION LEVELS OF NFPA STANDARD 472**

**Note:** This is an exception to the COA OPINION: TESTING OF MULTIPLE LEVELS OR NON-CORRELATED TEST ITEMS IN A SINGLE EXAMINATION

The Pro Board requires the scoring of certification levels to be separated in all cases, except the following allowances for NFPA 472 (2013 edition). It is the opinion of the COA that agencies testing the following levels of NFPA Standard 472 (for the purposes of one certification) are permitted to be scored as a single test result in only the two options below:

1. Chapter 5, Chapter 6.2, Chapter 6.6; (for the purpose of compliance with the requirements of NFPA Standard 1001, Firefighter I, 2013 edition) can be administered in a combined test instrument with a single test score.
2. Chapter 5 and Chapter 6.2 can be administered in a combined test instrument with a single test score.

In all cases, the candidate's Pro Board certification must reflect the levels to which the candidate is certified.

*Approved May 26, 2010; revised July 15, 2013; revised March 30, 2015*

*Applicable to Criterion: TD2*

#### **16. TESTING OF LIVE FIRE OBJECTIVES**

While the COA does not endeavor to direct entities on how to conduct testing and evaluations, given the number of serious injuries and fatalities each year associated with live fire training, it is the opinion of the Committee on Accreditation that entities have procedures and policies in place to meet or exceed the requirements of NFPA Standard 1403, 2012 edition, Standard on Live Fire Training Evolutions as they relate to the evaluation of live fire skills.

*Approved October 22, 2010; revised July 15, 2013; revised October 5, 2015*

*Applicable to Criterion: TA4*



## **17. TESTING OF MULTIPLE LEVELS OR NON-CORRELATED TEST ITEMS IN A SINGLE EXAMINATION**

If a single test instrument is used to test more than one certification level of a standard, such as FFI and FFII on the same written test instrument, the scoring of that instrument must be segregated so that the score for each certification level is ascertained.

If a test instrument for a certification level includes any test items that are not correlated to the level being tested, such as local regulations or agency specific practices, the scoring of that instrument must be segregated so that the score for certification level is ascertained exclusive of any test items that are not correlated to that level of certification.

In order to be certified to a given level candidates must pass the portion of the examination for that level.

Candidates must successfully complete all pre-requisite levels prior to being awarded certification.( i.e – Haz Mat Awareness must be successfully completed prior to being awarded Haz Mat Operations.)

### **EXCEPTION:**

Test instruments for certification to NFPA Standard 472 (2013 edition) are permitted to be scored as a single test result in the following circumstances:

1. Chapter 5, Chapter 6.2, Chapter 6.6; (for the purpose of compliance with the requirements of NFPA Standard 1001, Firefighter I, 2013 edition) can be administered in a combined test instrument with a single test score.
2. Chapter 5 and Chapter 6.2 can be administered in a combined test instrument with a single test score.

In all cases, the candidate's Pro Board certification must reflect the levels to which the candidate is certified.

*Approved July 19, 2011; revised August 14, 2012; revised July 15, 2013; revised March 31, 2015*

*Applicable to Criteria:TD2, TD3*

## **18. TESTING OF JOB PERFORMANCE REQUIREMENTS**

The Committee on Accreditation (COA) has ruled that when completing a *Standard to Test Correlation Matrix*, the completion of either the Job Performance Requirement (JPR) section of the matrix or the Requisite Knowledge (RK) and the Requisite Skill (RS) sections of the matrix meets the COA's requirements.

It follows therefore, that the evaluation process shall measure either the JPR or the RK and RS for each objective in the standard.

*Approved July 22, 2005; revised July 15, 2013*

*Applicable to Criterion:TD2*

## **19. USE OF THIRD PARTY TESTING**

When an agency seeking accreditation uses a third party (an entity other than the accredited agency) to develop or deliver any part of the certification process it should be clearly identified in the appropriate sections of the *Self Assessment Document*.

Before an already accredited agency initiates the use of a third party to develop or deliver any part of the certification process, the accredited agency shall make a request to the Committee on Accreditation (COA) for approval to change its accredited processes using the *Application for a Change in Accredited Processes* form. In addition, the agency shall provide responses to the applicable portions the *Self-Assessment Document* as indicated in the form instructions.

**Some examples, but not all possibilities, are identified below. If the example scenarios below do not address an agency's situation, contact the Accreditation Manager for guidance.**

**Scenario 1:** A third party organization develops cognitive test items, skill sheets, and/or test instruments for the accredited agency to use during certification testing.

Probable documentation required: The accredited agency shall obtain responses from the third party organization for all components of Criteria TD1, TD2, TD3, and TD4 and submit it with the *Application for a Change in Accredited Processes* form.

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**Scenario 2:** A third party organization creates test instruments and/or skill sheets based on test item banks or skills developed by the accredited agency.

Probable documentation required: The accredited agency shall obtain responses from the third party organization for all components of Criteria TD1, TD2 (except for Assessment Methodology Matrices), TD3, and TD4 and submit it with the *Application for a Change in Accredited Processes* form.

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**Scenario 3:** A third party organization administers test instruments (either skills or cognitive exams) that have been developed by the accredited agency.

Probable documentation required: The accredited agency shall obtain responses from the third party organization for all components of TA1, TA2, TA3, TA4, TA5 (for applicable testing methodology), TA6, TA7, and TA8 that are under the third party's control and submit it with the *Application for a Change in Accredited Processes* form.

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Note: If an agency wishes to begin the use of an assessment tool or process, such as a project, developed by another accredited agency and already approved by the COA, the requesting agency shall follow the process outlined above and provide in their *Self Assessment Document*, under Criterion TD3, the name of the agency from which they are borrowing the tool or process.

The Accreditation Manager can verify if a tool or process has been approved for use by another accredited agency.

*Approved October 16, 2013; revised March 30, 2015*

*Applicable to Criteria:TD1, TD2, TD3, TD4, TA1, TA2, TA3, TA4, TA5, TA6, TA7, TA8*

## **20. THE SKILLS TESTING OF INDIVIDUALS WORKING AS A MEMBER OF A TEAM**

When an agency is conducting psychomotor (skills) testing for job performance requirements (JPRs) that include the language “operating as a member of a team” or “as part of a team,” or if an agency is testing any skill with multiple candidates participating in the performance of the skill, each individual shall be evaluated independently.

*Approved April 10, 2013*

*Applicable to Criterion:TD2*

## **21. USE OF NFPA STANDARD 1521 TO CERTIFY FIRE DEPARTMENT SAFETY OFFICERS – 2008 EDITION**

NFPA 1521, *Standard for Fire Department Safety Officer, 2008 Edition* is not listed as a professional qualification standard by the National Fire Protection Association, but is accepted by the National Board on Fire Service Professional Qualifications as a standard for which accredited agencies may use for national registry and certification. NFPA 1521 defines two levels of performance standards – Functions of the Health and Safety Officer and Functions of the Incident Safety Officer. Section-4.5.1 of the Standard clearly states that candidates for Incident Safety Officer shall meet the requirements for Fire Officer Level I as specified in NFPA 1021, *Standard for Fire Officer Professional Qualifications*. In addition, Chapter 6 of NFPA 1521, Functions of the Incident Safety Officer, list specific requirements for the Incident Safety Officer during (a) fire suppression operations, (b) emergency medical service operations, (c) hazardous materials operations, and (d) technical rescue.

Therefore, it is the opinion of the Committee on Accreditation that accredited agencies may, upon approval of the COA, choose to certify individuals who meet the prerequisite requirements to any or all of the following levels:

### **1. Health and Safety Officer**

All candidates shall meet all requirements of Chapter 5 of NFPA 1521, *Standard for Fire Department Safety Officer, 2008 Edition*.

### **2. Incident Safety Officer**

All candidates shall meet the requirements for Fire Officer Level I as specified in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, and meet all requirements of Chapter 6 of NFPA 1521, *Standard for Fire Department Safety Officer, 2008 Edition*.

### **3. Incident Safety Officer, Fire Suppression**

All candidates shall meet the requirements for Fire Officer Level I as specified in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, and meet the requirements of Section 6.2 of NFPA 1521, *Standard for Fire Department Safety Officer, 2008 Edition*.

### **4. Incident Safety Officer, Emergency Medical Service Operations**

All candidates shall meet the requirements for Fire Officer Level I as specified in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, and meet the requirements of Section 6.3 of NFPA 1521, *Standard for Fire Department Safety Officer, 2008 Edition*.

### **5. Incident Safety Officer, Hazardous Materials Operations**

All candidates shall meet the requirements for Fire Officer Level I as specified in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, and meet the requirements of Section 6-5 of NFPA 1521, *Standard for Fire Department Safety Officer, 2008 Edition*.

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6. Incident Safety Officer, Technical Rescue

All candidates shall meet the requirements for Fire Officer Level I as specified in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, and meet the requirements of Section 6.4 of NFPA 1521, *Standard for Fire Department Safety Officer, 2008 Edition*.

*Approved April 2, 2003; revised July 15, 2013*

*Applicable to Criteria: PA3, TD2*

**22. DEFINING SAFETY OFFICER CERTIFICATION LEVELS: NFPA STANDARD 1521, 2015 EDITION**

NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications, 2015 Edition* has been developed using the Professional Qualifications / JPR model. It defines the minimum requirements for Health and Safety Officer and Incident Safety Officer.

Within the Incident Safety Officer there are requirements for Fire Suppression Operations (5.3), Technical Rescue Operations (5.4) and Hazardous Materials Operations (5.5).

Therefore, accredited agencies may, upon approval of the COA, choose to certify individuals to the following levels of this standard by assessing (testing) candidates to the sections identified after each level:

<b>Certification Level</b>	<b>Sections to Test</b>
Health and Safety Officer	4.2 through 4.12
Incident Safety Officer	5.2 through 5.7
Incident Safety Officer, Fire Suppression	5.2, 5.3, 5.6, and 5.7
Incident Safety Officer, Technical Rescue	5.2, 5.4, 5.6, and 5.7
Incident Safety Officer, Hazardous Materials Operations	5.2, 5.5, 5.6, and 5.7

Because of the significant changes, due to the use of the JPR format for the first time, in the 2015 edition, agencies transitioning to the 2015 edition of this standard from the 2008 edition must send in an *Application for Extension of Accreditation* to the 2015 edition.

*Approved July 14, 2015*

*Applicable to Criteria: TD2*

### **23. USE OF SIMULATION FOR LIVE FIRE TESTING**

Candidate assessments of JPRs that require extinguishment of a fire are typically, and preferred to be, assessed in an environment with live fire and in compliance with NFPA 1403. The Committee on Accreditation (COA), however, recognizes that many skills focused JPRs that do not require extinguishment are assessed using simulation of parts of the tasks, and the use of props in those assessments or 'skills tests.'

In considering the question of simulation in the candidate assessments of JPRs that require extinguishment of fire the COA has decided the following:

A candidate may be assessed for the JPRs that require extinguishment of fire using simulation of the fire if the following conditions met:

- 1 – The certifying agency requires verifiable documentation that the candidate has successfully trained in a live fire environment and/or successfully passed an assessment (such as with a local, non-accredited assessment process) in a live fire environment.
- 2 - The simulation is of a nature that includes demonstration of all of the actual physical tasks of the associated JPR such as; stretching hose, advancing to the seat of the simulated fire, and operating the nozzle properly, wearing all of the appropriate PPE including respiratory protection, etc.
- 3 – The assessment checklist requires the candidate to verbalize actions that would be taken but are not because of the simulation, or describe the scenarios that cause the candidate to change tasks in the assessment such as;
  - 'Due to the extreme heat I am going to open the nozzle in a straight stream, on the ceiling, in short bursts.'
  - 'I am directing the stream at the seat of the fire.'
  - 'I have knocked down the main body of the fire and I am shutting down the nozzle to watch, listen and wait'

*Approved January 16, 2014*

*Applicable to Criteria: TD2*

### **24. IDENTIFICATION OF SECTIONS OF STANDARDS TO BE TESTED FOR EACH LEVEL OF CERTIFICATION**

An important criterion of accreditation is '...the ability to completely test the level...' In order to clearly identify what part of each level is required to be tested to meet this criterion, the Committee on Accreditation will maintain and make available a current listing of the sections of the associated NFPA standard that is required to be tested for each level of certification.

*Approved October 20, 2014*

*Applicable to Criteria: TD2*

### **25. USE OF ANOTHER AGENCY'S TRAINED PROCTOR**

A Pro Board Accredited Agency shall have the ability to use an approved proctor from another Pro Board Accredited Agency provided that the procedures of the requesting agency are followed.

*Approved July 14, 2015*

*Applicable to Criteria: TA5*

## **26. ISSUING OF PRO BOARD ACCREDITED CERTIFICATIONS**

Pro Board certifications may only be issued by a Pro Board accredited agency to candidates who have successfully passed an assessment by the accredited agency, using the accredited agency's Pro Board approved processes.

*Approved July 14, 2015*

*Applicable to Criteria: TD2*

## **27. PROPER IDENTIFICATION OF ASSESSMENT METHODOLOGIES**

Prior to Initial Accreditation, Reaccreditation, Requests for Extensions of Accreditation, Requests for Changes of Methodology, or if implementing a new edition of the standard, the agency should conduct an internal review to ensure that it is properly identifying their testing methodologies. The available methodologies as classified by the Pro Board are Knowledge, Psychomotor, Project, Portfolio, or Other Methodology.

Agencies must utilize either the Pro Board AMM or *International Fire Service Accreditation Congress (IFSAC) Correlation Sheets* to demonstrate their ability to assess the entire standard or level, and to identify the methodology used to assess candidates. Any other forms will require prior approval from the COA.

Agencies submitting the *International Fire Service Accreditation Congress (IFSAC) Correlation Sheets* to the Pro Board COA to demonstrate assessment of the Standard, must add columns to the IFSAC Correlation Sheets when JPRs are assessed through project-based, portfolio, or other assessment types currently not indicated on the IFSAC correlation sheets.

Note: When the Pro Board moves to an electronic submission system exclusively, only that electronic format will be accepted.

*Approved October 2016*

*Applicable to Criteria: TD2*

## **28. NFPA 1002 AND 1006 PREREQUISITE CHAPTER TESTING**

Chapter 4 in NFPA 1002 (2014 Edition) and Chapter 5 in NFPA 1006 (2013 Edition) need to be assessed using the agency's approved certification testing methodologies and processes. That is, a valid and reliable assessment, using appropriate assessment methodologies and including complete coverage of the chapters.

- 1002, the appropriate parts of Chapter 4 must be assessed for each type of apparatus.
- 1006 Chapter 5 needs only be tested once per standard, not tested within each level or chapter.

Note: An assessment of these two chapters does not equate to a certification level. Rather, these assessments are a required part of a certification level as indicated in the respective Standards. They equate to certification level when combined with a successful assessment of another chapter, or part of a chapter (as there are two levels per chapter in 1006), in the respective standard. If these chapters or levels are tested in the same instrument as another level, segregated scoring must be maintained. (See COA Opinion #17 for information on segregated scoring)

*Approved October 2016*

*Applicable to Criteria: PA3, TD2*