



INTRODUCTION TO THE PRO BOARD

Presented by

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Introduction to the Pro Board

-
- Terms in Context
 - Historical Perspective
 - Organizational Structure
 - Accreditation Process
 - Care and Feeding of an Accredited Certification System
 - Questions

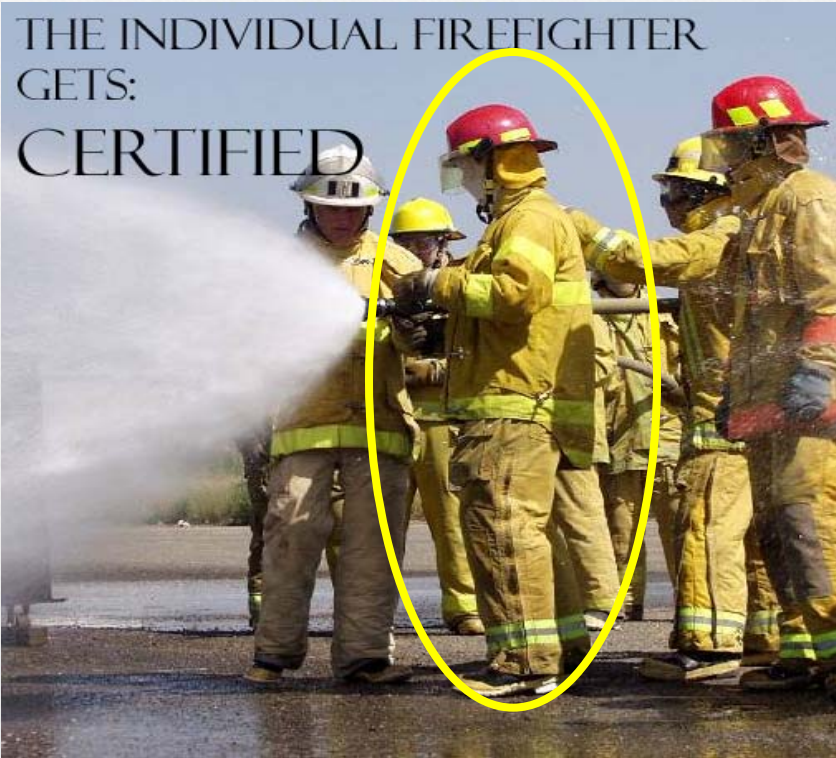


Terms in Context

-
- Certification
 - Accreditation
 - Extension of Accreditation
 - Change in Process
 - Delegation of Authority
 - Reciprocity
 - Development AMMs



CERTIFICATION





In context: Accredited Certification

- Verification that a candidate has successfully completed an evaluation of his/her knowledge, skills and abilities against a consensus standard by an accredited certification system/agency

Note: The Pro Board does not actually certify anyone. The term “Pro Board Certification” is used to mean certification granted to an individual by a Pro Board accredited agency



ACCREDITATION



FIRE SERVICES
Emergency Services Training Institute



THE ORGANIZATION GETS:
ACCREDITED



In context: Pro Board Accreditation

Affirmation by an accrediting organization (Pro Board) that an agency is in compliance with the accreditation criteria of that third-party accrediting organization for:

- Certification program administration
- Certification test development
- Certification test administration

Note: All criteria is associated with certification testing and not with training or curriculum



Extension of Accreditation

Process that allows an agency to request to become accredited to standards or levels for which that agency is not already accredited

- Requires application for extension
- 30 days in advance of next meeting
- Does not require site visit or self assessment form



Change of Process

Process that by which an agency notifies the COA of an intent to change a part of its certification and submits the details of the change to the COA for review and approval.

- Requires application for Change of Process
- 30 days in advance of next meeting
- Does not require site visit or self assessment form



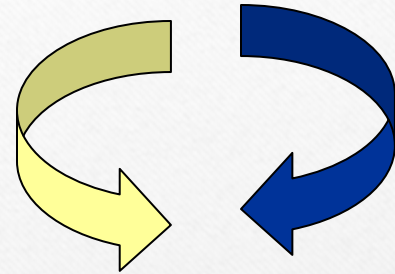
Delegation of Certification Authority

Process that allows an agency to empower another non-accredited agency to certify candidates under the authority of the accredited agency

- Accredited agency must assume responsibility for the delegated agency's compliance with all of the Pro Board's criteria
- Differs from a remote test site
- Requires a site visit from the accredited agency



Reciprocity



- Recognition of an individual's previous accredited certification to a standard by an accredited agency that did not issue that certification
- Typically used to grant entrance to the next level of certification
- Granting of Pro Board Certification without an approved/accredited candidate assessment is not allowed



Assessment Methodology Matrix

Old form completed by an accredited agency that identifies:

- Complete Coverage & Justifiable Methodology for the level of a standard for which an agency is seeking to be accredited
- This form is no longer used as the information is captured in the on-line system
- The forms can be used in-house while developing tests and are available in the 'Documents' section of the Pro Board web site



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Historical Perspective

1970 Joint Council Formed

1972 Professional Qualifications Board & COA

1974 First Pro-Qual Standard – NFPA 1001





Historical Perspective



Significant Growth Period

?

1990

2020

Joint Council Disbanded
Pro Board incorporated as not for profit
IFSAC Formed



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Pro Board Organizational Structure

- Board of Directors
- Committee on Accreditation
- Advisory Committee
- Appeals Committee





Board of Directors

Who are they?



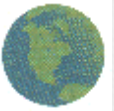
International Association of Fire Chiefs



International Association of Arson Investigators



National Fire Protection Association



North American Fire Training Directors



National Association of State Fire Marshals



International Association of Fire Fighters



Board of Directors

Additional Members

- Chairperson of Advisory Committee
- Chairperson on COA – Ex Officio
- Accreditation Manager – Ex Officio
- Executive Secretary / Treasurer



Board of Directors

What do they do?

- Assess system performance and needs
- Strategic Planning
- Establish policy based on needs, goals and objectives with input from COA and Advisory Committee
- Financial Management
- Support the work of the COA



Committee on Accreditation

Who are they?



- 16 member committee (appointed and elected members)
- COA Chair
- Elected Chair of Advisory Committee
- Accreditation Manager



Committee on Accreditation



Mr. Robert Rand, Accreditation Manager



Brian Brauer, Chair of the COA



New 2020 , Advisory Committee Chair



Committee on Accreditation

What do they do?

- Meet in person (January, May and October)
- Review accreditation/re-accreditation applications, extensions, change in process, delegation documents
- Conduct site visits
- Make decisions on accreditation of applicants
- Assist in keeping documents up to date
- Make suggestions for improvements of the system to the Board of Directors
- Create Policy Opinions



Advisory Committee

Who are they?



An inclusive committee comprised of one designated representative from each accredited agency



Advisory Committee

What do they do?

- Meet annually to discuss matters pertinent to the accredited agencies, make recommendations to the Board of Directors, and participate in training
- Elect 6 members to COA (2 elected/year for 3 year terms)
- Elect Chair of Advisory Committee



Appeals Committee

Who are they?

- Three persons ad hoc committee appointed by the Board of Directors

What do they do?

- Hears appeal to COA decisions about denial or withdrawal of accreditation



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Accreditation Process

- Voluntary
- State/Provincial Agency Accreditation Preferred
- Delegation of Certification Authority Permitted
- Maximum of Five Year Accreditation/Re-Accreditation Cycle



Standards and Levels

- Fire Fighter
- Driver/Operator
- Airport Fire Fighter
- Marine Fire Fighter
- Rescue Technician
- Fire Officer
- Incident Management
- Fire Inspector
- Fire Investigator
- Fire Marshal
- Public Safety Educator
- Fire Instructor
- Hazardous Materials
- EMS HazMat
- FD Safety Officer
- Emergency Vehicle Technician
- Industrial Fire Brigade
- Wildland Firefighter
- Telecommunications
- Traffic Control Incident Management

Over 90 Levels in 19 Different Standards



Value of Accreditation

- Value Added for Constituents/Customers
- Third Party Review and Endorsement against Defined Criteria
- Recognition and Verification of the Credibility of a Certification System
- Ability to Award Accredited Certificates & Accredited Certification Registry
- Forum for Networking, Bench Marking, & Sharing with Peers



Value of Certification

- Recognition of Candidates Accomplishments against Standards
- Valid Credentials in the form of an Individual Accredited Certification Certificate
- Portability of Credentials



Accreditation Process Step-by-Step

- Inquiry by agency to Accreditation Manager
- Information dissemination by Accreditation Manager.
- Agency reviews the following as they relate to their Certification System:
 - *Pro Board Operational Procedures*
 - *On-Line Application for Accreditation, Self Assessment and Matrices*



Accreditation Process Step-by-Step (cont)

- After the review of those three documents the agency must decide:
 - Does our agency's certification system meet the criteria for Pro Board accreditation?
 - If not is our agency willing to dedicate the resources needed to make the changes needed in our certification system to comply with the criteria for Pro Board accreditation?
 - Is our agency willing to dedicate the resources necessary to maintain and administer an accredited certification system?



Accreditation Process Step-by-Step

- On-line Application and Self Assessment filled out by applicant and forwarded to the Accreditation Manager
- Review and for completeness feedback from Technical Analyst (Julie Coffman)
- Site-visit team assigned
- Site team leader becomes applicants contact
- COA review of application and associated documents
- COA forwards comments, concerns and/or questions to site-team



Accreditation Process Step-by-Step

- Site-team leader shares COA comments with applicant, sets up a time for the visit, and sets the agenda for the visit
- Applicant may address some of the COA issues before or during the site visit
- On site review of applying agency by site team of at least two COA members



Accreditation Process Step-by-Step (cont)

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- Exit interview with applicant
 - Site team reports out to the COA (Site Visit Report)
 - Site team makes a recommendation to the COA
 - Accredit (often with recommendations)
 - Table accreditation subject to the agency meeting specific requirements.
 - COA vote on Site team recommendations



Additional Processes

- Extension of Accreditation - New standards or levels
- Change in process - New methodology
- Delegation of Certification Authority



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Care and Feeding of an Accredited Certification System

Important Question to be asked before all the work of accreditation begins:

Is the agency willing to dedicate the resources necessary to maintain and administer an accredited certification system?



Care and Feeding of an Accredited Certification System

- Maintaining administrative controls
- Using data from test administrations to improve tests
- Processing user input and making decisions for improvement based on that input
- Updating tests to new editions of standards
- Expanding the number of standards/levels



Care and Feeding of an Accredited Certification System

- Updating the self assessment as changes are made to the system
- Attending annual Pro Board training and education conference to seek out best practices
- Understand and use Pro Board required processes for making changes :
 - EXTENSION
 - METHODOLOGY
 - DELEGATION



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More Information

www.theproboard.org

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