Preparing for a Site Visit

2020 PRO BOARD CONFERENCE

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Introduction to Presentation Topics

- What will we cover in this session?
 - Before your Site Visit
 - During your Site Visit
 - After your Site Visit
- Questions, comments and concerns...



Before the Site Visit



Initial contact

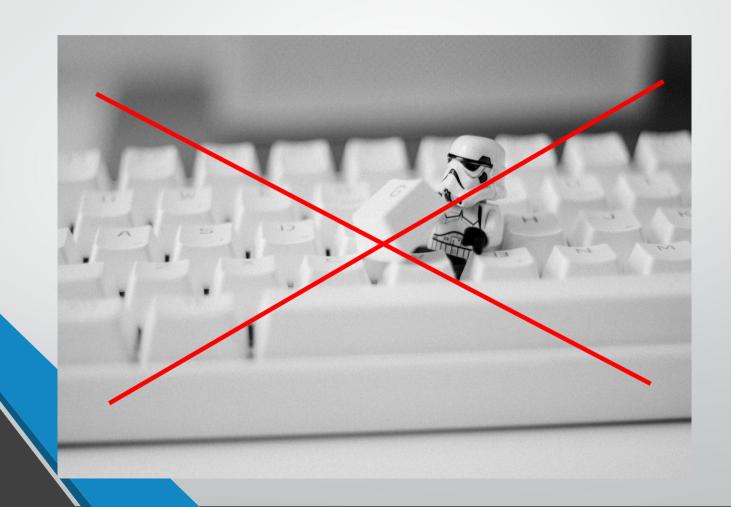
- Accreditation
- You contact the Accreditation Manager

- Re-Accreditation
- Accreditation Manager or COA Chair contacts you

Start completing on-line system information?



Start completing on-line system information?



Process, Process and Process

- What are your processes?
- What are the steps in each of your processes?
 - Policies, procedures, and/or practices
- Do the above meet the criteria?

Self Assessment Process

- Gather information about your agency
- Review forms & documentation on the website
 - www.theproboard.org
- Assess your program using the following:
 - Criteria
 - Self Assessment document
 - Ask yourself, "Does our agency meet this?"
 - Get direction if you have questions reach out!

Where are the Forms?

- Application
- Self Assessment
- Matrices
- Documents
- www.theproboard.org



News

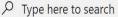
The 2020 Pro Board Accreditation Training Conference is now open for registration.

Pro Board Accredited Certification

Established in 1972, the Pro Board is the original fire service system for the accreditation of agencies that certify candidates to the various disciplines and levels identified in the NFPA Professional Qualification series of standards.

There are over 70 agencies accredited by the Pro Board, and they offer accredited certification to fire service professionals across North America, and around the world.

































On-line Application

- Application
 - What do I want to do?
 - Profile information of agency
 - Standards, editions, and levels being requested
 - Participation plan for certification registry
 - Note "Other Documents" to submit, if applicable



On-line Self Assessment.

- Three Sections
 - Program Administration (PA)
 - Test Development (TD)
 - Test Administration (TA)
- Complete all sub-criteria
- Note documents to be available at site visit



Top 5 Trouble Areas in the Self Assessment

- PA2 #1
- PA5 #1-4
- TD2 #2
- TD3 General
- TD4 Test Security in general

On-line Assessment Methodology Matrices

- Local validation of the test banks
- Complete the matrices
- Review instruction sheets

"Click submit"

- Accreditation Manager receives initially
- Technical Reviewer (Julie)
 - Review for required pieces are in the package
 - Review responses to make sure they provide a picture
 - Match matrices to levels, check for missing items
 - Make judgment on meeting the criteria but not final decision
- Return to Accreditation Manager
- Accreditation Manager assigns to a COA Review Team
- Accreditation Manager assigns to a Site Team

Site Team Assigned

- Site Team Leader contacts agency
- Site Team Leader collects COA team comments
- Leader and agency determine site visit dates
 - Work through site visit logistics
 - Discuss any concerns that might need to be addressed prior to scheduling a site visit

Site Visit Agenda

- Introduction of process by Site Team Leader
- Overview of the agency by agency representative
- Interviews of stake holders or current students
 - Facility tours
 - Review of Self Assessment (and COA Comments)
 - Review of Matrices
 - Observe test (optional)
 - Exit Interview

During the Site Visit

First Day – Getting Started

- Introductions
- Review agenda
 - Make adjustments as needed
- Agency gives presentation



Review of Documents

- Review Self Assessment and COA comments
 - Program Administration (PA)
 - Test Development (TD)
 - Test Administration (TA)

Review of Assessment Methodology Matrices

- Review
 - Assessment Methodology Matrices
 - Test Banks and Score sheets
 - Any supporting documentation

Other Agenda items

- Facility tour
- Interviews of constituents

Other considerations & logistics

- Hotels
- Meals
- After hours

Exit Interview

- Personnel and/or management available
- Verbal report
 - Noteworthy Elements
 - Suggestions
 - Requirements
- Recommendation to the COA

After the Site Visit

Site Visit Report

- Written Report
 - Draft to Accreditation Manager and COA Chair
 - Final to COA and agency



COA Decision (next meeting)

- Site team reports to COA
 - Site team reports the findings of the site visit
 - COA discusses
 - COA votes on status of accreditation

What about outstanding requirements?

- Agency works with Site Team to resolve these
- Agency submits required documentation
- When requirements are met
 - Site team amends the report to the COA
 - Site team recommends accreditation/re-accreditation

Accreditation/Re-Accreditation

- COA votes
- Agency is notified
- Agency receives a certificate
 (at the next conference)



Questions or Comments?