

You're the new Program Director or Certification Manager NOW WHAT???



Johnny Mason-Captain Retired

Emma Thomas-Executive Director/CMCB (Colorado Metro Certification Board)

Mark Pare-Director/Rhode Island Training Academy

Two Distinct Pathways

- Internal person (Johnny)
 - I knew some things, thought I knew others
- External/Total Transfer (Emma, Mark)
 - Where do I start, Who do I contact, Where are the resources located?



Our Goal



- Share resources
- Welcome you to the “family”
- Make it just a bit easier for the next generation





First things first

- Call the accreditation manager Bob Rand and introduce yourself
 - Would you believe we don't find out about changes sometimes for months even years?
- This opens the door for
 - Other resources like
 - COA Chair
 - Other COA member and Pro Board Staff
 - Ryan and Craig. –tech review
 - Carl – registry



Getting Started

- Get a copy of last accreditation or reaccreditation report from Accreditation Manager
- Check the website for accuracy of levels and contact information
- Download the working copy of the Self-Assessment, and all AMMs related to levels requesting accreditation
- **[Theproboard.org/Accreditation Applicants/Documents and Videos/2023 Conference Presentations/](https://theproboard.org/Accreditation%20Applicants/Documents%20and%20Videos/2023%20Conference%20Presentations/)**
 - Assessment Methodologies in Practice

What is your agency's mission and scope of authority to certify fire and emergency services personnel?



- Defined in the self assessment and your policies document and location of all stored physical and electronic files (secure and administrative)



Resources Available to you

- The proboard.org
- Online web-based application needs approved access
- Accreditation Manager can facilitate it

Documents and Videos

Information for Accredited Agencies

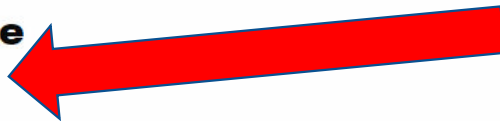
- COA Opinions 2023 – A Companion Document to the Self Assessment Document
- A List of Standards New Edition Effective Dates
- A List of Standards & Levels to Which Agencies are Accredited
- Standard and Levels: Prerequisites and Testable Sections
- Web-Based Application System
- Web-Based Application System- Quick Reference Guides
- Glossary of Terms



Resources on the web site.

Accreditation Forms for Use

- Approved Signature Registration Form
- Delegation of Authority Application



Accreditation Forms for Information and Development Use Only

Note: These forms are not to be used for submission. The on-line application system should be used when an agency is ready to submit any of these forms.

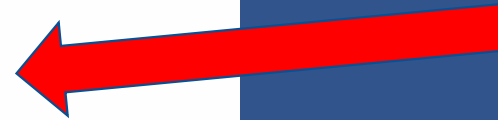
- Selecting Assessment Methodologies Handout
- Self Assessment Worksheet
- Development Matrices (AMMs)
- Development Application for Accreditation and Re-Accreditation North American
- Development Application for Accreditation and Re-Accreditation International
- Development Application for a Change in Accredited Practices
- Development Application for Extension of Accreditation



Documents and Videos

Pro Board Organizational Information

- Web and Electronic Data Privacy Notice
- Operational Procedures of the NBFSPQ
- Pro Board® Organization and Administration
- Pro Board® Services and Fees



Award Applications

- Johnny Wilson Memorial Award Criteria and Process
- Chief V. Kenneth Elmore Memorial Award Criteria and Process
- Chief Jim Estepp Scholarship Award Criteria and Process

Certification Applications

- Application for a Pro Board® Certificate for DOD applicants
- Application for Pro Board© Certificate Replacements



Self Help Conference Presentations

Videos

- The Pro Board "Commitment to Excellence" Video Presentations

2022 Conference Presentations

- 2022 COA Update
- Assessment Methodologies in Practice
- NFPA Update
- Testing with Pandemic Restrictions (Vermont)
- Testing with Pandemic Restrictions (Illinois)
- Testing with Pandemic Restrictions (Pennsylvania)
- Testing Methods in Practice
- Training and Evaluation of Proctors and Evaluators

Videos

- The Pro Board "Commitment to Excellence" Video Presentations

2023 Conference Presentations

- 2023 Pro Board Keynote
- 2023 COA Update
- Assessment Methodologies in Practice
- Creating Product and Process Scoring Tools
- New Certification Manager – Now What...
- NFPA Standards Implementation
- NFPA Update
- Using the Online Application System

Make sense yet?



- Phone a Friend (although email is more likely)
- Accreditation Manager
- COA Chair
- COA members
- Other Agencies you build relationships here at the conference

Who is the COA?



- Definitely not a secret group



- Something more like this with zoom these days except laptops everywhere
- Elected and appointed members from agencies
- Advocates for agencies, safety, and certification



Extension of Accreditation

- Adds a standard or level
- Submitted in online system
- There is no call to Bob to update to new edition
- **REQUIRES**
 - AMM
 - *Sampling of assessment tools for new levels or if a new accredited practice is involved*
 - *Some special circumstances happen, like 1006 are treated different and are advertised in the COA update annually here at the conference*



Extension Continued

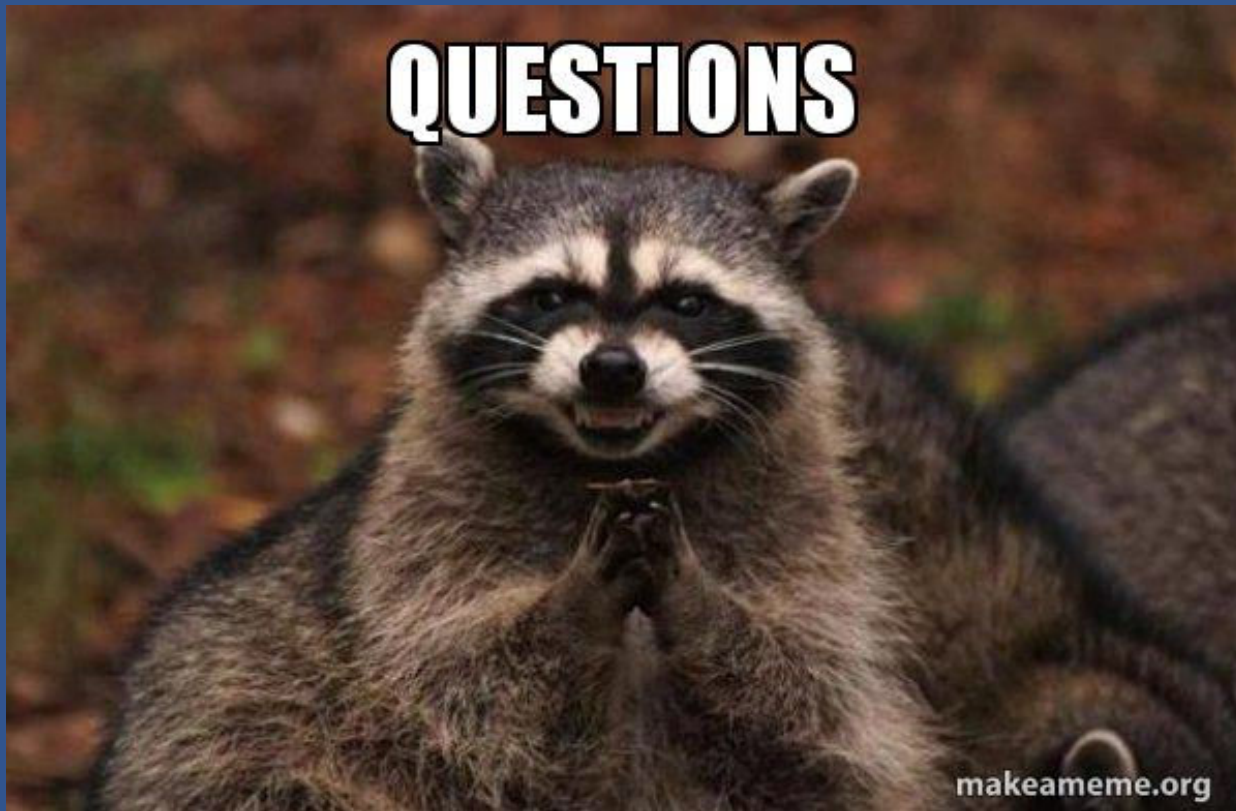
- Application goes to Technical Review – Ryan and Craig.
- Once past Tech Review to COA review team – **30 DAYS FOR TEAM TO REVIEW**
- Comments sent back to agency to address prior to meeting usually through COA Chair
 - Timeliness is important to avoid delays
 - Look at web site for deadlines to be on COA Agenda
- Approved by vote at next COA meeting
 - Your invited to attend virtually to address any last-minute questions or concerns



Change in Accredited Practice

- Used for adding a methodology or significant change such as
 - Adding Process assessment
 - Adding computer-based testing
 - Change in vendor for test banks
- Same process as an extension
 - Tech Review
 - COA Team Review
 - Comments addressed
 - COA vote

Questions for Us?



Re Accreditation or Initial



- Application
- Tech review
- COA review
- Site Team Assigned
- Site Team Lead contacts agency
 - Works out logistics of visit
 - Sets agenda
- Visit happens
 - 2-3 days
 - Closing brief with team's recommendation
- Any requirements addressed
- Site team presents report and recommendation to full COA
- RE-Accreditation
- Certificate suitable for framing presented at next conference



What do these words mean?

- Incumbent?
- Retroactivity?
- Approved Practice?
- Process, Product?
- Portfolio?
- Extension?
- Delegation?
- AMM?
- Reciprocity/Recognition?
- Compliance?
- **Recertification (NFPA 1000)**

Take Away's



- Don't re-invent the wheel
 - We all have been there before
- Phone a friend!
 - Bob Rand
 - Brian Brauer
- Attend the Conference
 - Build a network of folks to reach out to

Thank You!



- Johnny Mason-Captain Retired
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 - jamason204@gmail.com
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