



# Using the Online Application System to Prepare for a Site Visit 2024

# Introduction to Presentation Topics



- What will we cover today?
  - What does the Online System do?
  - When is it used?
  - Live demonstration of its use
- Questions



**What does the  
Online System do?**

# When is it used?



- Applications for New Accreditation
- Applications for Re-Accreditation
- Applications for Extension of Accreditation
- Applications for Change of Accredited Practices

# Where is the Online System found?



[theproboard.org](http://theproboard.org)

Click on

Web Based Application System

**Detailed Quick Reference Guides for the  
entire system may be found at**



**theproboard.org**

Click on

**Web Based Application System – Quick Reference  
Guides**



# Demonstration of the Online Application System

# What is available on the website?



- Video explaining the online application process
- Application online and worksheet
- Self Assessment online and worksheet
- Matrices online and worksheet
- Quick Reference Guides



# Common Problems #1: Incorrect Selection of Application



- If already accredited, please select “Reaccreditation Application”
- To choose “Accreditation Application”
  - Caused system to “see” you as new agency
  - No other applications can be opened until either approved or deleted
  - Locks agency down until it is corrected
    - To correct may be to copy over by “cut and paste” to Reaccreditation Application”

# Common Problems #2: Cognitive Question Numbering in the AMMs



- COA requires a unique identifier for each test question
  - Some agencies want to place the total number of questions instead of the individual questions
  - For example:
    - An entry of “12” could mean that there are 12 questions or that there is one single question identified as “12”.
    - Questions should be listed as 1, 2, 3, 12-20, and not 12.
    - Questions may be identified with the JPR or third-party identifier 4.2.1-1, 2, 9

# Common Problems #3: Spaces Between Questions in Cognitive Column in AMM



- When entering question numbers
  - Place question number, a comma, and a space
  - Example, 12, 15, 16 and not 12,15,16
  - In the User view, they look fine without the spaces
  - However, in the COA or administrative view, they string out across the page
  - The other columns in the AMM cannot be seen and go off the page (No scroll over bar)

## Common Problems #4:

### Entries are not required in all boxes in all columns of AMM



- Entries must be made on the JPR (critical component) line or row but not in every box across the row (no need for NA in blank boxes)
- At least one entry must be made in one of the columns on the (A) requisite knowledge line/row (NA is not required in the blank boxes)
- At least one entry must be made in one column on the (B) requisite skill line/row (NA is not required in the blank boxes)
- \*\*\*But if you save an entry, then delete it, and move it, put a “.” See #5

## Common Problems #5: Editing and/or Deleting Entries in AMMs



- If an AMM is being edited and an entry in a methodology column is deleted:
  - The system identifies that an entry was in that position prior
  - The system will require an entry to proceed (shows itself in How Much of my Application is Complete?)
  - A period “.” can be added to clear the entry requirement
  - The application should then be complete and ready to submit

# Common Problems #6: Duplicate or Blank AMMs



- When you see a duplicate or a blank AMM
  - The system often senses a “double click” causing the following:
    - The AMM may duplicate itself or
    - The AMM level title will be listed but the columns will not open up or
    - The JPRs in the AMM may be in reverse order
- To correct the duplicate or blank AMM
  - Delete the level
  - Sign out to the system
  - Sign back in and reenter the standard, chapter and edition

# Common Problems #7:

## “How Much of my Application is Complete?”



- When you click on “How much of my application is complete?”
  - If all is clear, hit Submit
  - If the page says “Incomplete,” a **NO** will be listed at the end of the section that is not complete
  - Common errors for AMMs are blanks in “administrative” columns where “NA, prerequisite, or see below” are needed
  - Common errors for Self Assessment are blanks in response boxes

# Common Problems #8: Failure of Information to Save



- Clicking the “Save” button is important. The system now has a comment reminding you that you need to “Save”.



# Review Issues in General



- All responses in Self Assessment must have an entry.
- If the criteria statement does not apply to you, place “NA”
- Do not cut and paste the same policy for numerous response boxes. Each question or statement is asking for specific information.
- There should be a “Policy” statement and then a “Procedure” on how the policy is carried out. Describe what you do to meet the criteria.
- Responses can be narratives as if you are explaining the process over the phone to a reviewer.

# Review Issues in General



- Problem areas in understanding the Self Assessment criteria
  - Prerequisite vs. Requisite Skill (B) and Requisite Knowledge (A)
  - Incumbents vs Prerequisites
  - Requisite skill (B) and requisite knowledge (A) can be tested or document review. Most agencies currently test (A) and (B) during certification testing of the JPR.

# Review Issues in General



- Problem areas in understanding the Self Assessment criteria
  - Product methodology may produce a single piece of paper, form or comprehensive project (Example: NIMS forms completed, IAP, budget)
  - Process usually but not always complements psychomotor skills. Your psychomotor skill sheet may be solid as they are written but some steps may be identified as “process”.
  - Upper levels contain verbs indicating the candidate performs a process that produces a product that is the actual method used to score/grade the performance

# Do not struggle. Please ask for assistance!



- Bob Rand
- Brian Bauer
- Technical Reviewers- Ryan Snow and Craig Richardson
- Any COA member

# Facts



- Passwords can be reset. Don't panic.
- Two or more people may be signed in at the same time.
- Bob and/or Reviewer can sign on as you and work with you in the system.
- The “Status” of the application determines who can see it and what can be done to it and by whom.



# Question & Answer



**Thank you!**