



An Extension of Accreditation and/or Change of Practice Application... Which One?

2025 Pro Board Conference

Plano, TX

January 2025



Session Overview

In this session, we will:

- Review the reasons and processes for submitting either an *Application for Extension of Accreditation* or an *Application for a Change in Accredited Practice*.
- Review the applications and required documentation for each request
- Provide time for Q&A

Introductions



Your panel today

- Steve Gervais, COA Member
- Lisa Pine, COA Member
- Tara Youngblood, COA Member



Purpose of Each Application

- Application for Extension of Accreditation
 - Use: To request accreditation to a new standard or new level of a standard not previously accredited
 - Examples:
 - Adding Hazmat Incident Commander when all you have is Awareness, Operations, and Technician
 - Updating to the current version of NFPA 1081 (2024) when you were previously accredited to the 2018 standard
 - Adding Trench Rescue Awareness, Operations, Technician (NFPA 1006) to your accredited certifications



Purpose of Each Application

- Application for Change in Accredited Practice
 - Use: To document any changes in how the agency administers their accredited program
 - Examples:
 - New test methodology (skills, product- or portfolio-based assessments)
 - New third-party test administrator
 - Moving from paper to electronic testing
 - Any significant change in any of the agency practices covered by Program Administration, Test Development, or Test Administration criteria.



Process for an Extension of Accreditation

Steps in the Application

1. Review your current Self-Assessment
 - If **no change(s)** in test development or administration – This is the only application you need
 - If there are **changes** in either test development or administration – Document and explain the changes and submit an *Application for Change in Accredited Practices* as well.
2. Complete the *Application for Extension of Accreditation*
3. Complete the *Assessment Methodology Matrices*
4. Optional: Submit any optional documentation (score sheets, policy docs., etc.)
 - Ask ahead for percentage of these documents to send.
5. Complete *Application for a Change of Accredited Practice*, if needed.



Process for an Extension of Accreditation

Special Case: Delegated Agencies

- Complete the application as describe above
- Submit application to the Accredited Agency for Review
- Submit package to the COA with a letter of endorsement from the Accredited Agency.

Application Review

Online Application: 12. Extensions of Accreditation

The Pro Board
Online Accreditation Application
Quick Reference Guide

3 Start a New Application for Extension

See a dashboard. Click to go to the **My Applications** tab and enter information as follows:

- On the **My Applications** screen.
- Click the **arrow** to open the drop down list for **Select Application Type**. Click to select **Extension of Application**.
- See a pop up message defining an extension. Read it and then click the **Close** button.
- Click the **Start New Application** button.

The screenshot shows the 'My Applications' dashboard. Callout 3a points to the 'My Applications' tab in the navigation bar. Callout 3b points to the 'Select Application Type' dropdown menu, which is open and shows 'Extension Of Accreditation' selected. Callout 3c points to a pop-up message titled 'Extension of Accreditation' with a 'Close' button. Callout 3d points to the 'Start New Application' button.

Online Application: 12. Extensions of Accreditation

The Pro Board
Online Accreditation Application
Quick Reference Guide

4 Review the Agency Profile Information

See the extension application **Status = Pending**. See the agency profile screen; adjust the information as needed, then click the **Save and Proceed** button.

See the menu list column of items you must fill out for an extension application. Click the **Standards, Levels and Editions** link.

The screenshot shows the '2020 Extension of Accreditation : Agency Profile' form. The status is 'Pending'. The form includes fields for 'Agency Name' (XYZ Fire District) and 'Director First Name' (John). A callout 4 points to the 'Agency Profile' link in the left-hand menu. The 'Save and Proceed' button is highlighted at the bottom right.



5 Specify the Standards, Editions and Levels to add as an Extension
See the Standards, Levels and Editions screen.

- Click the **Add Standard** button. See dropdown lists in columns below.
- Use the **dropdown lists** to select the NFPA **Standard and Edition and Level** you wish or need to add. Then click the **Update** button. See the addition saved in the column below.
- Continue/repeat the adding of Standards until you are finished. See the **list of extensions** you are applying for...Click the **Save and Proceed** button.

NFPA Standard	Edition	Level	Status	Comment	
1001	2019	Chapter 5 Fire Fighter II	Pending		Edit Delete
1001	2019	Chapter 6 Emergency Medical Services	Pending		Edit Delete

6 Select the Certification Level

See the Certification screen. Click the **checkbox** to indicate certification by either the agency or a delegate. Then click the **Save and Proceed** button.



7 Fill in the Assessment Methodology Matrices (AMMs)

- On the menu list column, see an **AMM link for each standard/edition/level you wish to add in this extension application.**
- See the **AMM matrix screen of instructions.** Scroll down to read through them all.

7 Fill in the Assessment Methodology Matrices (AMMs) (continued)

- Continue scrolling to see the **AMM matrix for a selected Standard/Edition/Level.** See blank sections of descriptions of accreditation methodologies. Click on the **Edit button** for the first one.
- Enter the answers for how you will be certifying the accreditation for each section, in the box for the corresponding methodology to be used. Then click the **Save button.**
- Continue to edit and enter the next questions and sections. Scroll down and edit and enter each answer – until you are finished completing the matrix for this Standard/Edition/Level. Then click the **Save and Proceed button.**



8 Fill in the next Assessment Methodology Matrices (AMMs)

See the AMM matrix screen of instructions for the next selected extension you are applying for and continue to **Edit** and **enter** how you will utilize different methodologies for each section. When you are finished, scroll to the bottom of the screen and click the **Save and Proceed** button.

Assessment Methodology Matrices (as identified in your application)

NFPA 1001: 2019 Edition, Chapter 6 Emergency Medical Services

6.1.1 The AEM shall determine the level of emergency medical services to be provided.

6.2 Levels of Training and Service. Emergency medical services shall include at least one of the following:

6.2.1 First Aid Provider. Performer must be developed and validated by the AEM to include:

6.2.2 Emergency Medical Responder. equipment, assesses emergency calls to provide interventions.

6.2.3 Emergency Medical Technician. Performs basic life support, evaluates scene safety, and recognizes the need for higher levels of medical care as it relates to patient assessment, airway management, breathing and circulation, bleeding, shock management, and immobilizing potential spinal or other bone fractures as approved by AEM.

6.2.4 Paramedic. emergency medical treatment beyond basic life support that provides advanced life saving techniques to the critically ill or injured.

6.2.5.1 Responder knowledge and skills are determined by the designated governing body under which the AEM operates.

6.2.5.2 The possession of a certificate or license from the governing body indicates compliance with the appropriate requisite knowledge and skills.

Save and Proceed **Save and Proceed**

9 Indicate Assessment of Additions to Previously Accredited Processes

- a. See the **Assessment of Additions** screen. Click the **radio buttons** for each area of **Program Administration**, to indicate if the methodology used for the extension(s) are the same or have changed.

Status: Pending View

Print

Jump to:
Progress Report
How Much of My Application is Complete?
View Full Application

Application

Agency Profile

Standards, Levels and Editions

Certification

Assessment Methodology Matrices (as identified in your application)

NFPA 1001: 2019 Edition, Chapter 5 Fire Fighter II

NFPA 1001: 2019 Edition, Chapter 6 Emergency Medical Services

Assessment

Assessment of Additions

Documentation

Supplemental Documentation (Optional)

Review

Review Application for Submission

2020 Extension of Accreditation :
Assessment of Additions to Previously Accredited Processes 9a

Same	Change	Program Administration
<input type="radio"/>	<input type="radio"/>	The agency shall ensure that the certification process is nondiscriminatory and available equitably to all persons served by the agency. (PA1)
<input type="radio"/>	<input type="radio"/>	Within one year of accreditation or extension to a new standard or level of a standard, procedures shall be in place to address the issue of how incumbents will be deemed eligible to enter the certification system in accordance with the Pro Board Operational Procedures for Certification Implementation Procedures, Section IV. (PA2)
<input type="radio"/>	<input type="radio"/>	Procedures shall be in place to address the issue of prerequisites, if required by a standard or level of a standard, so that all candidates are evaluated in the same manner in accordance with the Pro Board Operational Procedures for Prerequisite Requirements, Section V. (PA3)
<input type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that the agency is responsive to the views and opinions of organizations representing groups affected by the certification program, such as volunteer firefighter associations, labor organizations, fire chiefs' associations, etc. (PA4)
<input type="radio"/>	<input type="radio"/>	Procedures shall be in place to evaluate and respond fairly to appeals of the certification system.



9 Indicate Assessment of Additions to Previously Accredited Processes *(continued)*

- b. Scroll down on the Assessment of Additions screen. Click the **radio buttons** for each area of **Test Development**, to indicate if the methodology used for the extension(s) are the same or have changed.

<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to evaluate and respond fairly to appeals of the certification system including individual test items and/or assessment outcomes. (PA5)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that a fair retest policy is consistently applied for candidates who fail an exam. (PA6)
<input checked="" type="radio"/>	<input type="radio"/>	If the agency delegates its certification authority, procedures shall be in place to ensure compliance with the Pro Board Operational Procedures for Delegation of Authority, Section IX. (PA7)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that the National Fire Protection Association's (NFPA) Fire Service Professional Qualifications Standards, or other standards approved by the National Board on Fire Service Professional Qualifications (Pro Board), are the basis upon which accredited certification testing is being conducted. (TD1)
<input checked="" type="radio"/>	<input type="radio"/>	The agency shall have the ability to completely test the level(s) of each applicable standard with justifiable test methodologies. (TD2)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place in the test development, administration, review, and improvement processes to ensure the production of valid and reliable test instruments and test results. (TD3)
<input type="radio"/>	<input checked="" type="radio"/>	Procedures shall be in place to ensure security of certification test-item banks, current and previous versions of test instruments, and other associated materials. (TD4)

9 Indicate Assessment of Additions to Previously Accredited Processes *(continued)*

- c. Scroll down on the Assessment of Additions screen. Click the **radio buttons** for each area of **Test Administration**, to indicate if the methodology used for the extension(s) are the same or have changed. When finished, click the **Save and Proceed** button at the bottom of the screen.

Same	Change	Test Administration
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that adequate notification of examinations is provided to potential candidates. (TA1)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that certification testing is conducted at a frequency, time of day, and geographical location that adequately meets the needs of the certification candidates, departments, and other users of the certification system. (TA2)
<input checked="" type="radio"/>	<input type="radio"/>	The agency's facilities and equipment shall be adequate for the testing of all the objectives or Job Performance Requirements (JPR) of the applicable standard(s) for which the agency seeks accreditation. (TA3)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure a safe environment and safe operations during certification testing. (TA4)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that skills tests are assessed by qualified persons who are not involved in the training of the candidate in the skill being tested; that qualified persons administer (proctor) cognitive tests; and that qualified persons evaluate projects, portfolio submissions, or other methodologies (if used). (TA5)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that skills tests, written exams, projects, portfolio submissions, or other evaluation methodologies are administered in a consistent and impartial manner. (TA6)

Save **9d** Save and Proceed

NOTE: If any of the above criteria in Program Administration, Test Development, or Test Administration have been checked "Changed", then an application for a Change in Accredited Processes is required describing the changes made by the agency.



10 Upload Supplemental Documentation

See the **Supplemental Documentation** screen. Option: Upload files as needed to augment the extension application. Click the **Select files...** button, locate and select the **desired file in a directory**. Wait for the upload to show as “Done”. See the document name in a list of uploaded documents. Choose to use the file’s buttons to **View** it – or Delete the upload if needed.

Continue to upload as many document files as needed. Then click the **Save and Proceed** button.

11 Review the Extension of Accreditation Application for Completeness

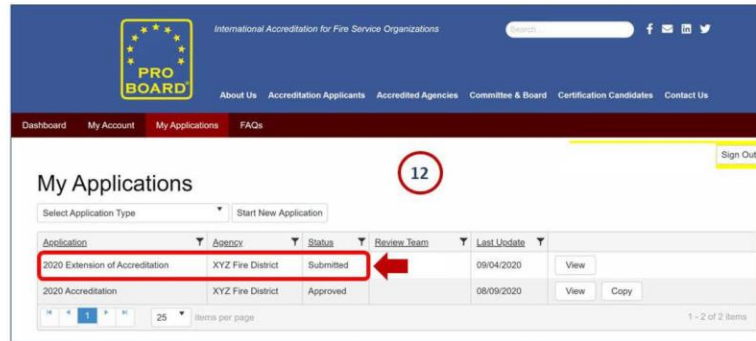
See the **Review** screen, showing a summary of sections and what you have completed. If not complete, click on the menu list links to go back and complete sections. Then check the Review screen again.

Once you see the message that all is complete, go to the bottom of the screen and click the **Submit** button. See the **extension application Status change to “Submitted”** and see a **Complete message** on the screen. Wait for the Pro Board to get back to you with their review and questions.



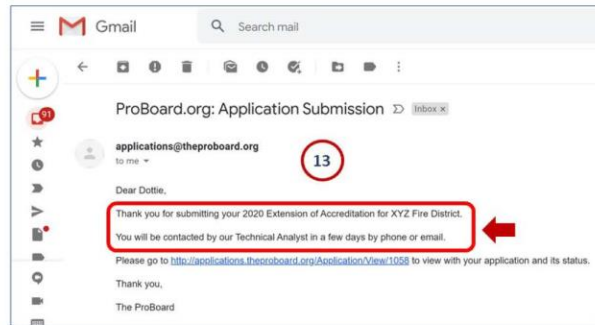
12 View the Extension Application on the My Applications tab

Return to the **My Applications tab** in the Online system, and see the extension application listed.



13 Receive a Pro Board Acknowledgement of your Extension Submission

Receive an email from the Pro Board, acknowledging your extension application submission.



13 Complete the Extension Application Process

The process of getting an extension of accreditation application approved by the Pro Board is essentially the same as the process of getting the initial accreditation application approved. Follow these steps, and refer to other quick reference guides for assistance as needed in performing the following steps:

- Wait for a Pro Board technical review
- Provide Technical Review responses, as requested
- Be contacted by a Committee on Accreditation (COA) if questions arise
- Respond to COA review comments and questions
- Wait for full COA review of the extension of accreditation application
- Receive Pro Board notification of approval of the extension (or measures needed to receive approval)





Process for a Change in Accredited Practice

Steps in Application

1. Complete the Application for Change in Accredited Practice
2. Identify the areas of change within Program Administration, Test Development, and/or Test Administration
3. Provide all affected sections/sub-sections of the Self Assessment and other supporting documentation that explains the proposed changes.

NOTE: The COA must approve this application prior to an agency implementing any of the proposed changes

Application Review



Online Application: 11. Change in Accredited Processes

The Pro Board
Online Accreditation Application
Quick Reference Guide

3 Start a New Application for Changes in Accredited Processes

See a dashboard. Click to go to the **My Applications** tab and enter information as follows:

- On the **My Applications** screen, see the **original approved application for accreditation**.
- Click the **arrow** to open the drop down list for **Select Application Type**. Click to select **Change in Accredited Processes**.
- See a pop up message defining the change application process. Read it and then click the **Close** button.
- Click the **Start New Application** button.

Application	Agency	Status	Review Team	Last Update	
2020 Accreditation	XYZ Fire District	Approved		08/09/2020	View Copy

3b

Select Application Type

- Accreditation
- Reaccreditation
- Extension Of Accreditation
- Change in Accredited Processes

3c

This application provides a process by which an agency requests approval from the Committee on Accreditation (COA) to make significant changes in its accredited processes and be assured that they continue to meet the Pro Board criteria for accreditation.

The COA is aware that minor changes in accredited agency's processes occur regularly and many do not affect the accredited processes/status of an agency. There is no need to use this form for minor changes in an accredited system.

Significant changes are those changes that are directly related to the criteria for accreditation found in the self assessment and included in section 3 of this form. An agency can use that section to assess if the planned or executed changes affect their accredited processes associated with those criteria.

Close

Online Application: 11. Change in Accredited Processes

The Pro Board
Online Accreditation Application
Quick Reference Guide

4 Review the Agency Profile Information

See the change in accreditation processes application **Status = Pending**. See the agency profile screen; see the menu list column of items you must fill out for the application to change accredited process(es). Adjust the information as needed, then click the **Save and Proceed** button.

Status: Pending View

Print

Jump to:
Progress Report
How Much of My Application is Complete?
View Full Application

Application
Agency Profile
Proposed Change(s)

Assessment
Assessment of Changes

Self Assessment

Documentation
Supplemental Documentation (Optional)

Review
Review Application for Submission

2020 Change in Accreditation Processes :
Agency Profile

Agency Name
XYZ Fire District

Director First Name
John

Director Last Name
Doe

Director Title
Director

Contact Information
First Name
Dottie

Save and Return Save and Proceed

5 Describe the Proposed Change(s)

See the Proposed Changes screen. Enter a **text, narrative description** detailing what processes you desire to change for approval. Utilize the **font and formatting options** to highlight and emphasize text as needed. When finished, click the **Save and Proceed** button.

NOTE: Refer to the COA Opinions on the website or contact the Pro Board Staff to determine which criterion/criteria will be affected by the proposed change(s) in Program Administration, Test Development, and/or Test Administration.

6 Specify the Assessment of Changes

See the Assessment of Changes screen.

- Click the **Program Administration checkboxes** to indicate whether each process is the same or has changed.
- Click the **Test Development checkboxes** to indicate whether each process is the same or has changed.

Same	Change	Program Administration
<input checked="" type="radio"/>	<input type="radio"/>	The agency shall ensure that the certification process is nondiscriminatory and available equitably to all persons served by the agency. (PA1)
<input checked="" type="radio"/>	<input type="radio"/>	Within one year of accreditation or extension to a new standard or level of a standard, procedures shall be in place to address the issue of how incumbents will be deemed eligible to enter the certification system in accordance with the Pro Board Operational Procedures for Certification Implementation Procedures, Section IV. (PA2)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to address the issue of prerequisites, if required by a standard or level of a standard, so that all candidates are evaluated in the same manner in accordance with the Pro Board Operational Procedures for Prerequisite Requirements, Section V. (PA3)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that the agency is responsive to the views and opinions of organizations representing groups affected by the certification program, such as volunteer firefighter associations, labor organizations, fire chiefs' associations, etc. (PA4)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to evaluate and respond fairly to appeals of the certification system including individual test items and/or assessment outcomes. (PA5)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that a fair retest policy is consistently applied for candidates who fail an exam. (PA6)
<input checked="" type="radio"/>	<input type="radio"/>	If the agency delegates its certification authority, procedures shall be in place to ensure compliance with the Pro Board Operational Procedures for Delegation of Authority, Section IX. (PA7)

Same	Change	Test Development
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that the National Fire Protection Association's (NFPA) Fire Service Professional Qualifications Standards, or other standards approved by the National Board on Fire Service Professional Qualifications (Pro Board), are the basis for which accredited certification testing is being conducted. (TD1)
<input checked="" type="radio"/>	<input checked="" type="radio"/>	The agency shall have the ability to completely test the level(s) of each applicable standard with justifiable test methodologies. (TD2)
<input type="radio"/>	<input checked="" type="radio"/>	Procedures shall be in place in the test development, administration, review, and improvement processes to ensure the production of valid and reliable test instruments and test results. (TD3)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure security of certification test-item banks, current and previous versions of test instruments, and other associated materials. (TD4)



6 Specify the Assessment of Changes *(continued)*

- c. Click the **Test Administration checkboxes** to indicate whether each process is the same or has changed. When finished, click the **Save and Proceed button**.

Same	Change	Test Administration
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that adequate notification of examinations is provided to potential candidates. (TA1)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that certification testing is conducted at a frequency, time of day, and geographical location that adequately meets the needs of the certification candidates, departments, and other users of the certification system. (TA2)
<input type="radio"/>	<input checked="" type="radio"/>	The agency's facilities and equipment shall be adequate for the testing of all the objectives or Job Performance Requirements (JPR) of the applicable standard(s) for which the agency seeks accreditation. (TA3)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure a safe environment and safe operations during certification testing. (TA4)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that skills tests are assessed by qualified persons who are not involved in the training of the candidate in the skill being tested; that qualified persons administer (proctor) cognitive tests; and that qualified persons evaluate projects, portfolio submissions, or other methodologies (if used). (TA5)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that skills tests, written exams, projects, portfolio submissions, or other evaluation methodologies are administered in a consistent and impartial manner. (TA6)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure the confidentiality of a candidate's test performance. (TA7)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that the test results for each candidate and the associated test instruments are securely maintained for an appropriate period of time. (TA8)

Save and Return Save and Proceed

7 Read the Self Assessment Instructions

See the Self Assessment Instructions screen. Note that the menu list column options have changed to include each criterion process change for which you are applying for certification approval.

Read through the instructions. Then click the **Save and Proceed button**.

Status: Pending View

Print

Jump to:

Progress Report

[How Much of My Application is Complete?](#)

[View Full Application](#)

Application

[Agency Profile](#)

[Proposed Change\(s\)](#)

Assessment

[Assessment of Changes](#)

Self Assessment

[Criterion TD3](#)

[Criterion TA3](#)

Documentation

[Supplemental Documentation \(Optional\)](#)

Review

[Review Application for Submission](#)

2020 Change in Accreditation Processes : Self Assessment Instructions

This Self Assessment document contains detailed descriptions of the information required to adequately demonstrate compliance with each criterion. It also identifies the format in which the information should be entered. Finally, the documents required are available during the site visit are listed in addition to your complete policy and procedure manual. For some criteria, there is supplemental information. This is provided to assist the applicant in the self assessment process and the completion of this document.

Unless specifically noted as being a section of the Operational Procedures or a Committee on Accreditation Opinion, the supplemental information should be considered explanatory in nature and should not be considered a formal Pro Board policy or procedure.

The criteria are subdivided into three sections:

Section 1: Program Administration (PA) Criteria

Section 2: Test Development (TD) Criteria

Section 3: Test Administration (TA) Criteria

This document contains fillable fields for you to enter your documentation in compliance with the criteria as described in the instructions on the next page. The fillable fields will expand to accommodate the length of your response.

Instructions

Please clearly indicate how your agency meets that criterion or the associated identified issue. Please ensure:

- All the information requested is included.
- Only the part of the policy that addresses the identified issue is in the form field.
- Each form field is completed.
- N/A is reported in any form field if the criterion or identified issue is not applicable.

Please do NOT include peripheral or extraneous policy information in the response boxes – only include information needed to address the criterion.

Please provide information in the following format:

- Copy and paste into the form field the exact language from your agency's policies that outline how your agency complies with the criterion or identified issue. More than one policy, or only a part of a policy, may be necessary.
- Provide both a short description of how your agency complies with the criterion or identified issue and paste the parts of the policies that apply if it can be more clearly defined with both a description and the policies.

Important note: It is not acceptable to simply reference a policy number or name and include a policy manual with your application.

Save and Return Save and Proceed



8 Fill in the Self Assessment

- a. See the Self Assessment screen for the first criterion that will be changing. Read through the **supplemental information**, then scroll down.

2020 Change in Accreditation Processes : Self Assessment

CRITERION TD3

Procedures shall be in place within test development, administration, review, and improvement processes to ensure the production of valid and reliable test instruments and test results.

Validity and Reliability:

Validity: Test validity refers to the degree to which the test actually measures what it is intended to measure.

Reliability: Test reliability refers to the degree to which a test is consistent and stable in measuring what it is intended to measure. Most simply put, a test is reliable if it is consistent within itself and across many administrations of the test.

The Relationship of Reliability and Validity: Test validity is a prerequisite to test reliability. If a test is not valid, then reliability is insignificant because consistency across iterations of a test that does not measure what it is intended to measure is meaningless. Similarly, a test that is asserted to be valid but not reliable (consistent over iterations) is not fair to the candidates or very useful for certification purposes.

The Pro Board's goal is for accredited agencies to develop valid test items, generate valid and reliable tests, administer those tests in a consistent way to help ensure reliability, review the test item and test instrument statistics, make adjustments to the test items and test instruments to improve the validity and reliability of the candidate assessments. This criterion is meant to help you assess your performance in those areas for each test methodology that you use.

There are five categories of assessment methodology that an agency may use to assess/test candidates;

TD3 - A - Cognitive
TD3 - B - Psychomotor
TD3 - C - Product/Project based
TD3 - D - Process
TD3 - E - Portfolio
TD3 - F - Other

This criterion requires the agency to complete all the sections under each methodology that the agency uses in any of its candidate assessments/tests. It is acceptable to use more than one assessment methodology within a single JPR.

8 Fill in the Self Assessment (continued)

- b. Continue to read through the supplemental information.

TD3 – A COGNITIVE WRITTEN (KNOWLEDGE) ASSESSMENT METHODOLOGY

Cognitive written (knowledge) assessment methodology is used to evaluate a candidate's subject matter knowledge using a written test in which the candidate is required to provide specific answers to specific questions related to the JPRs of the standard/level to which the candidate is seeking certification. These responses are then securely scored in relation to the answer that has been determined to be correct through the local validation process.

Supplemental Information

Test Item Development:

Note: As used here, a "test item" is a single test question, and a "test instrument" is the set of questions used to evaluate the candidate(s).

There are several ways to ensure validity of test items as they are developed and/or reviewed. An agency may use the expertise of affiliated educational institutions and employ multiple and/or quite sophisticated validity and reliability assessments. However, at a minimum, a process may be used which employs a team of subject matter experts (SMEs) to develop or review test items.

The team of SMEs shall ensure:

- questions are well formed and appropriately correlated to the standard.
- correct answers are sound and appropriately correlated.
- reasonable distractors are used (if multiple choice).
- skills sheets, product/projects and portfolio processes are similarly assessed.

This process should be documented, secure, and repeatable, and in no way compromise the security of the test items developed or reviewed.

Generating Test Instruments:

The group of test items (test bank) for a given standard or level must have a sufficient number of test items from which tests can be developed. The bank must also include test items that are designed to assess, and correlated to, each of the areas of the standard that are going to be tested cognitively.

Random selection from that correlated bank of test items can then be used to generate a test instrument. Another methodology of selection is stratified or targeted random selection, where the random selection is done from the subsets of test items for each section of the standard for which cognitive evaluations are used.



8 Fill in the Self Assessment (continued)

- c. Scroll down and **fill in the answers** to each question that apply to your specific change request. Otherwise please insert NA.

For each question, provide or describe the following:

A. Cognitive Test Item Development

A.1. Does the agency use cognitive test items for any levels of certification that are developed by an **outside agency** or company, sometimes referred to as a **third-party**? Please answer "yes" or "no". **8c**

no

Note: Please check with the Accreditation Manager to see if this information has already been provided by the developer and if so, indicate that in the boxes below.

A.2. Does the agency use cognitive test items for any levels of certification that are developed **in-house** through an agency process? Please answer "yes" or "no".

nd

B. Cognitive Test Item Local Review

B.1. Procedures for reviewing cognitive test items

put something good here

B.2. Procedures for generating cognitive test instruments.

put something good here

8 Fill in the Self Assessment (continued)

- d. Continue to scroll down and **enter answers to questions for each section and methodology** for the changed criterion. If a question does NOT relate to your proposed change, simply insert NA.
- e. When finished, click the **Save and Proceed** button.

TD3 – B PSYCHOMOTOR (SKILLS) ASSESSMENT METHODOLOGY

Psychomotor (skills) assessment methodology is used to evaluate a candidate's ability to perform physical tasks using a real-time skills performance evaluation. Candidates are required to correctly perform the physical task/skill identified by the critical components of the JPR and are evaluated on their directly observed performance. Correct performance outcome of the skill is normally indicated as part of the yes/no or pass/fail scoring checklist.

Note: As used here, a "test item" is a single skills evaluation and/or skills evaluation checklist, and a "test" is the entire set of skills used in a candidate evaluation regarding this methodology (skills) for a given standard or level. **8d**

For each question, provide or describe the following:

A. Psychomotor or Skills Assessment Development

A.1 Does the agency use skills test items (skill sheets) for any levels of certification that are developed by an **outside agency** or company, sometimes referred to as a **third-party**? Please answer "yes" or "no".

no

A.2. Does the agency use skills test items for any level of certification that are developed **in-house** through an agency process? Please enter "yes" or "no".

yes

If "yes", please identify:

A.2.a Procedures for developing "in-house" skills test items for validity

describe the change to skill set worksheets here...]

8e

Save and Return: **Save and Proceed**



9 Indicate Assessment of Additions to Previously Accredited Processes

See the Self Assessment screen for the next changed criterion. Scroll down and **answer all questions**. Then click the **Save and Proceed** button.

10 Indicate Assessment of Additions to Previously Accredited Processes (continued)

See the Supplemental Documentation screen.

Upload files as needed to augment the application:

- Click the **Select files...** button, locate and select the **desired file in a directory**. Wait for the upload to show as **“Done”**.
- See the document name in a **list of uploaded documents**.
- Choose to use the file’s buttons to **View** it – or Delete the upload if needed.

Continue to upload as many document files as needed. Then click the **Save and Proceed** button.



Online Application: 11. Change in Accredited Processes

The Pro Board
Online Accreditation Application
Quick Reference Guide

11 Review your Entries Summary and Submit your Application

See the **Review screen**, showing a summary of sections and what you have completed. If not complete, click on the menu list links to go back and complete sections. Then check the Review screen again.

Once you see the **message that all is complete**, go to the bottom of the screen and click the **Submit button**. See the extension application **Status change to "Submitted"** and see a **Complete message** on the screen.

Wait for the Pro Board to get back to you with their review and questions.

2020 Change in Accreditation Processes :
Review

• Your application has been filled out. Please review the sections below and submit your application when you are ready.

Application	Is Complete?	
Agency Profile	Yes	<input checked="" type="checkbox"/>
Proposed Change(s)	Yes	<input checked="" type="checkbox"/>
Assessment	Is Complete?	
Assessment of Changes	Yes	<input checked="" type="checkbox"/>
Self Assessment	Is Complete?	
Criterion TD3	Yes	<input checked="" type="checkbox"/>
Criterion TA3	Yes	<input checked="" type="checkbox"/>
Documentation	Is Complete?	
Supplemental Documentation (Optional)	Yes	<input checked="" type="checkbox"/>

Submit

2020 Change in Accreditation Processes :
Complete

You have completed your Change in Accredited Processes application and successfully submitted it for review. You will be contacted by our Technical Analyst with a few days by either phone or email.

Online Application: 11. Change in Accredited Processes

The Pro Board
Online Accreditation Application
Quick Reference Guide

12 Upload Supplemental Documentation

See the **Supplemental Documentation screen**. Option: Upload files as needed to augment the extension application. Click the **Select files... button**, locate and select the **desired file in a directory**. Wait for the upload to show as "Done". See the document name in a list of uploaded documents. Choose to use the file's buttons to **View it** – or Delete the upload if needed.

Continue to upload as many document files as needed. Then click the **Save and Proceed button**.

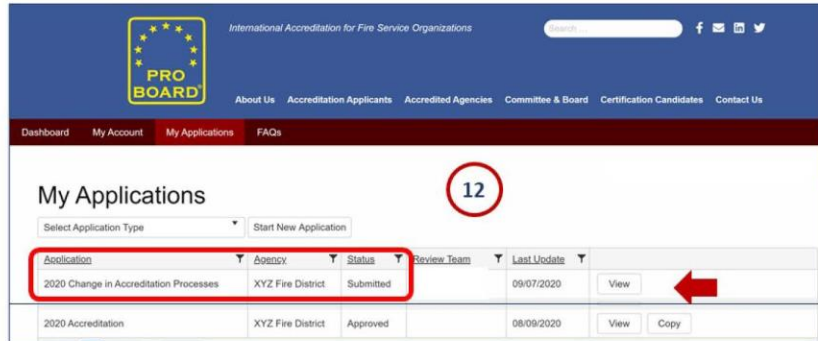
My Applications

Application	Agency	Status	Review Team	Last Update	
2020 Change in Accreditation Processes	XYZ Fire District	Submitted		09/07/2020	View
2020 Accreditation	XYZ Fire District	Approved		08/09/2020	View Copy



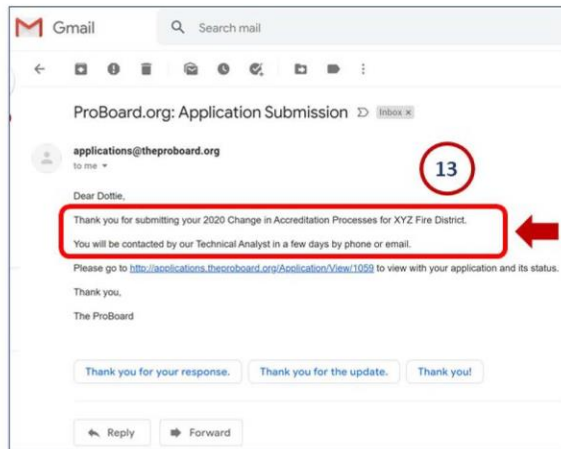
12 View the Change in Accredited Processes Application on the My Applications tab

Return to the **My Applications** tab in the Online system, and see the application listed.



13 Receive a Pro Board Acknowledgement of your Submission

Receive an email from the Pro Board, acknowledging your application submission.



14 Complete the Changes in Accredited Processes Application Process

The process of getting a Changes in Accredited Processes application approved by the Pro Board is essentially the same as the process of getting the initial accreditation application approved. Follow these steps, and refer to other quick reference guides for assistance as needed in performing the following steps:

- Wait for a Pro Board technical review
- Provide Technical Review responses, as requested
- Be contacted by a Committee on Accreditation (COA) if questions arise
- Respond to COA review comments and questions
- Wait for full COA review of the extension of accreditation application
- Receive Pro Board notification of approval of the extension (or measures needed to receive approval)





Application Review Process

- Change in Accredited Practice
 - Assigned to the Committee on Accreditation for Review and Approval
- Extension of Accreditation
 - Either**
 - Follows the Correlation Examples found under “*Examples of Assessment Methodology Matrices (AMMs) in the New Format (7/1/2024)*” under Documents and Videos and it put on the Consent Agenda
 - Or**
 - *Has elements different from the Correlation Examples, then is assigned to the Committee on Accreditation for Review*

Resources



1. Committee on Accreditation (COA) Policy Opinions
2. Pro Board Operational Procedures: Accreditation Process
3. Application for a Change in Accredited Practices
4. Application for Extension of Accreditation



Questions?