



I am a New Certification Manager - What do I do now?

Chris Senaratne/Advisor, Lakeland College Emergency Training Center

Mark Pare-Director/Rhode Island Training Academy

Tracey Johnson/Illinois Fire Service Institute

With thanks to:

Johnny Mason-Captain Retired

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

Two Distinct Pathways



- Internal person (Chris)
 - I knew some things, thought I knew others
- External/Total Transfer (Mark, Tracey)
 - Where do I start, Who do I contact, Where are the resources located?
- www.theproboard.org

theoproboard.org

International Accreditation for Fire Service Organizations

"Improving Life Safety for Citizens and Emergency Personnel Through a System of Professional Qualifications"

About Us Accreditation Applicants Accredited Agencies Committee & Board Certification Candidates Contact Us

Registration now open!

The Pro Board 2025 Accreditation & Training Conference will be held at the Dallas Plano Marriott in Plano, TX on January 16-18, 2025.

[Click here for registration and more info →](#)

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.



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?
- Go to your Agency Resource page
Ensure all information is correct
- This opens the door for
Other resources like
 - Committee on Accreditation (COA) Chair
 - Other COA members and Pro Board Staff

International Accreditation for Fire Service Organizations

Search...

PRO BOARD

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Illinois Fire Service Institute

Standard	Registry Code	Level	Edition
470	470-10	HazMat/WMD Pro. Qual. at the Awareness Level	2022
470	470-20	HazMat/WMD Pro. Qual. at the Operations Level	2022
470	470-31	HazMat/WMD Pro. Qual. for Personal Protective Equipment Mission Specific Responsibility at the Ops. Level	2022
470	470-35	HazMat/WMD Pro. Qual. for Product Control Mission Specific Responsibility at the Ops. Level	2022
470	470-60	HazMat/WMD Pro. Qual. for Technician	2022
1001	1001-10	Fire Fighter I	2019
1001	1001-20	Fire Fighter II	2019
1001	1001-30	Fire Fighter I/II	2019

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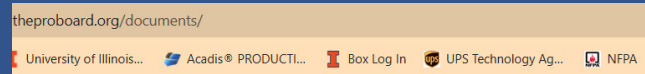
Getting Started



- Get a copy of last accreditation or reaccreditation report from Accreditation Manager
- Check accuracy of accredited levels for your agency on the Pro Board website

(What are the NFPA Chapters, editions? i.e. NFPA 1001, 2019 ed., Ch 4, Firefighter I)

- Download a working copy of the Self-Assessment, and all Assessment Methodology Matrix (AMMs) related to accredited levels



Documents and Videos

Information for Accredited Agencies

- COA Opinions 2023 – A Companion Document to the Self Assessment
- 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

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) ←
- Examples of Assessment Methodology Matrices (AMMs) in the New Format (7/1/2024)
- 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

Rhode Island Fire Academy

Standard	Registry Code	Level	Edition
470	470-10	HazMat/WMD Pro. Qual. at the Awareness Level	2022
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470	470-35	HazMat/WMD Pro. Qual. for Product Control Mission Specific Responsibility at the Ops. Level	2022
470	470-60	HazMat/WMD Pro. Qual. for Technician	2022
1001	1001-10	Fire Fighter I	2019
1001	1001-20	Fire Fighter II	2019
1001	1001-30	Fire Fighter I/II	2019
1002	1002-10	Driver/Operator of Fire Apparatus Equipped with a Fire Pump	2017
1002	1002-20	Driver/Operator of Fire Apparatus Equipped with an Aerial Device	2017
1006	1006-80	Rope Technical Rescuer I	2013

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Website



What is your agency's Mission and Scope of Authority to certify fire and emergency services personnel?

- Defined in the Self Assessment (SA) and your policy document(s) as well as the location of all stored physical and electronic files
- Important to have your agency policies and procedures in front of you when you are reviewing the Self Assessment
 - Are there questions asked on the SA you do NOT have in your policies?



Resources Available to you

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

Documents and Videos



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Resources on the web site



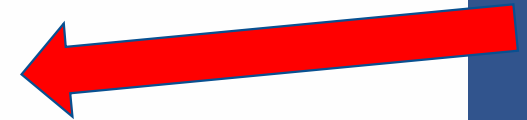
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Documents and Videos



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 Estep 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
- Explanation for the new Update to AMM Format (7/1/2024)

2024 Conference Presentations

- 2024 COA Update
- 2024 NFPA Update
- Accredited Practices Using Technology
- Assessment Methodology Examples
- Creating Product and Process Assessments
- The New Certification Manager
- Using the Online Application System

Make sense yet?



- Accreditation Manager
- COA Chair
- COA members
- **Build relationships here at the conference with other Agencies**
- Phone a Friend (although email is more likely)

Who is the COA?

- Elected and appointed members from agencies
- Advocates for agencies, safety, and certification



Not a secret group



More like this on “Teams”

Extension of Accreditation



- Updating a standard edition

OR

- Adds a new standard or level

BOTH ARE:

- Submitted in online system

Extension of Accreditation – updating to a new standard edition



REQUIRES

- A new Assessment Methodology Matrix (AMM) for each level
- Application goes to Technical Review – Ryan and Craig
 - NOTE: If your AMM matches the Examples of AMMs in the New Format, your extension would automatically be placed on the Consent Agenda at the next COA meeting (clarify this with Bob and Brian)*
- Once past Tech Review to COA review team
- 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
- You are invited to attend virtually to address any last-minute questions or concerns

Extension of Accreditation – adding a new standard or level



REQUIRES

- A new Assessment Methodology Matrix (AMM) for each level
- Sampling of assessment tools for new levels (25%)
i.e. If you are currently accredited to Fire Officer I and now you want to apply for accreditation to Fire Officer II, you would include 25% of your evaluation tools with the new Extension of Accreditation for Fire Officer II
- Application goes to Technical Review – Ryan and Craig
- Once past Tech Review to COA review team
- 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 computer-based testing
 - Change in vendor for evaluations (i.e. test banks, skill sheets, etc.)
 - Adding a new vendor for evaluations
- Requires the same review process as an Extension
 - Tech Review
 - COA Team Review
 - Comments addressed
 - COA vote



Initial Accreditation or Re-Accreditation Process:

- Application
- Technical 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

Special Notes



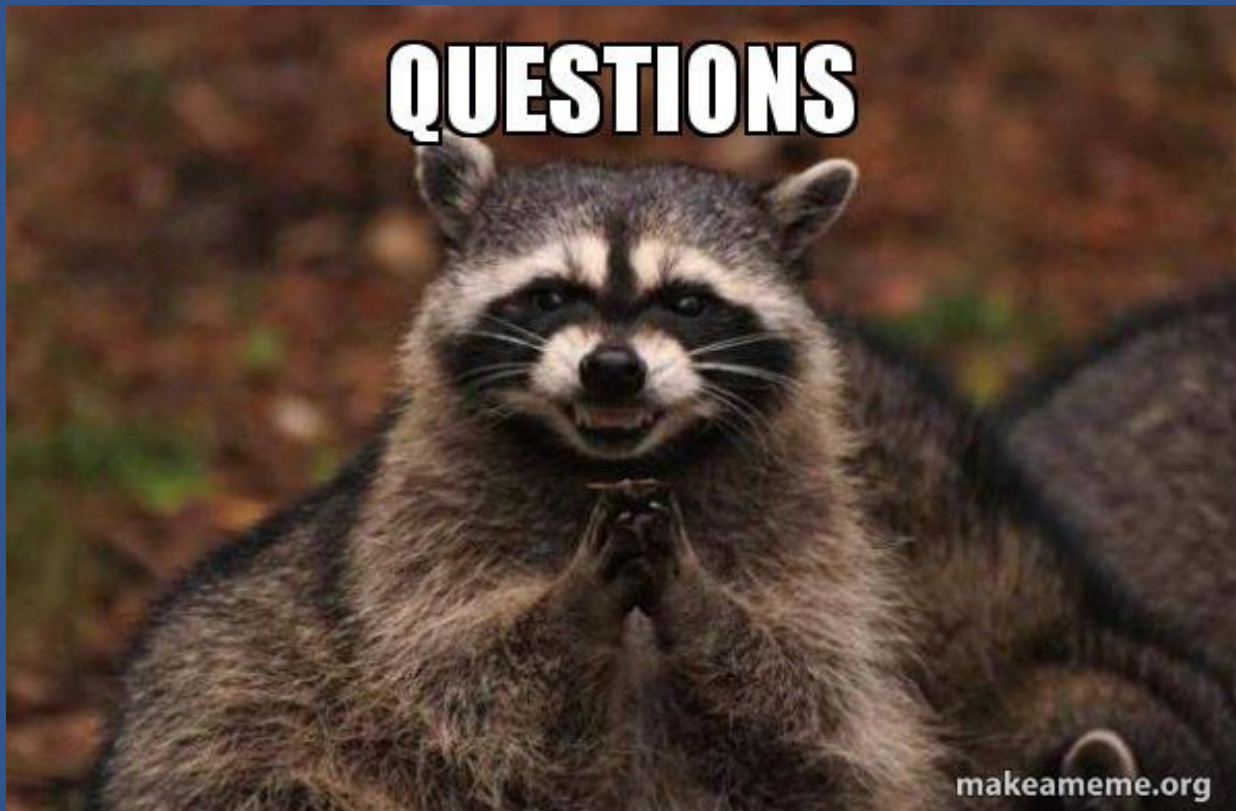
- Use Glossary of terms
- Refer to COA Opinions
- Understand Pro Board Operational Procedures
- Call Accreditation Manager or COA Chair with any questions



Take Away's

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

Questions for Us?





Thank You!

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