Self-Assessment V2.0

What's Different And Why

A Brief History of the Self-Assessment

- Purpose of the Self-Assessment
- How the COA uses the Self-Assessment

Reasons for the Update

- Agency feedback
- COA feedback

What Changed

- Simplified language
- Less repetition
- Reorganization
- New criteria (PA8, PA9)

New Criteria

- CRITERION PA 8: If the agency requires individuals to maintain competency during a specific certification time period, that practice must be applied equitably across all persons certified by the agency. [NFPA 1000, 2022: 5.2.7 (A – B]

- CRITERION PA 9: If the agency recognizes previously achieved certifications (reciprocity), that practice must be applied equitably across all persons whose credentials are reviewed by the agency. [NFPA 1000, 2022: 5.2.6 (A-B)]

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.

PRO BOARD®

TD3.A   Cognitive Written (Knowledge) Assessment Methodology

    A.   Cognitive Test Item Development

        1.   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".

            a.   If yes, identify the procedures for developing "in-house" cognitive test items for validity.

            b.   If yes, identify the qualifications of person(s) responsible for developing the cognitive test items.

    B.   Cognitive Test Item Local Review

        1.   Procedures for reviewing cognitive test items.

        2.   Procedures for generating cognitive test instruments.

        3.   Procedures for determining a passing score (cut score) for cognitive tests.

        4.   Procedures for cognitive test item and test instrument analysis.

        5.   Procedures on how to use the cognitive test analysis to make decisions for test item and test instrument improvement with regard to validity and reliability.

TD3.B   Psychomotor (Skills) Assessment Methodology

    A.   Psychomotor or Skills Assessment Development

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

            a.   If yes, identify the procedures for developing "in-house" cognitive test items for validity. If yes, identify the procedures for developing "in-house" skills test items for validity.

            b.   If yes, identify the qualifications of person(s) responsible for developing the psychomotor test items.

    B.   Psychomotor Test Item Local Review

        1.   Procedures for reviewing skills test items for validity.

        2.   Procedures for generating skills tests, including the selection of skills to be tested by the candidate(s).

        3.   Procedures for determining a passing score (cut score) for skills tests or test items.

        4.   Procedures for skills test item and skills test analysis.

        5.   Procedures on how to use the analysis to make decisions for test item and test instrument improvement with regard to validity and reliability.

<Followed by three more pages of questions for Process, Product, Portfolio, and Other…>

VS.

Do you use test items that are developed in-house through an agency practice? (This includes any questions created by your agency to address gaps in an acquired bank. All agencies must have the ability to create test items for each assessment method)

Answer "yes" or "no" for each method.

a. Cognitive	Yes	No
b. Product	Yes	No
c. Psychomotor	Yes	No
d. Process	Yes	No
e. Other	Yes	No

How do you develop test items to validly and reliably meet applicable JPRs of the appropriate standard/level?

What are the qualifications of people responsible for developing test items?

How do you analyze a test item's performance and make improvements regarding validity and reliability? **If you have different practices for different testing methods, provide for each**.

Using the SA to Prepare for Your Site Visit

- Avoid copy/pasting policy documents

- Explain your practices

- Common problem areas

Questions?

- Target Release: mid-2025