

**Application for North American Agency**

**Accreditation or Re-Accreditation**

**Revised February 2022**

**Name of Agency:**

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| --- |
|       |

**[ ]  Accreditation** **[ ]  Re-Accreditation**

**Name and Title of Agency Director:**

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| --- |
|       |

**Date:**

[ ]  **Please check this box to affirm that this submission has been reviewed and is approved by the agency director listed above**.

**Application Instructions**

**About the Pro Board**

Thank you for your interest in the Pro Board accreditation system.

The Pro Board was established in 1972 by the fire service to promote professional standards and accredited certification for fire service personnel and other emergency responders. Pro Board accreditation will enable your agency to offer accredited certification based on the NFPA professional qualification (Pro Qual) standards to the candidates who successfully complete an assessment against those standards.

The Pro Board publishes a Certification Registry, which tracks the credentials of individuals certified through Pro Board accredited agencies, on its website.

**Purpose of this application**

The purpose of this application is to provide the Pro Board Committee on Accreditation (COA) a profile of your agency to be utilized during the initial accreditation or re-accreditation processes. Following the introductory pages, this application has 5 sections:

* *Section A: Agency Profile* –Includes agency demographics, mission, authority for certification and other agency information.
* *Section B*: *Standards, Levels, and Editions* – The agency identifies standards/levels being requested for accreditation or re-accreditation.
* *Section C*: *Delegated Authority –* The agency acknowledges if it will be delegating authority to another agency.
* *Section D*: *Candidate Certification Options and Fees –* The agency selects how it will submit student data to the Pro Board. This section also discusses the required annual dues.
* *Section E*: *Marketing and Promotion –* The agency will explain actions it will take to promote the Pro Board within its constituency.

For additional information about this application, please see Section II in the Pro Board Operational Procedures.

**Eligibility Requirements**

An agency’s eligibility for Pro Board accreditation must be discussed with the Pro Board Accreditation Manager prior to applying for initial accreditation. To review eligibility requirements, see Section I of the Pro Board Operational Procedures.

**Agency Classifications**

As part of the application process, an agency must designate its classification. Below are definitions of the classification types, along with required acceptance criteria.

* *Other Public Sector Agencies or Organization* – an agency with this classification means that the agency is not the state or provincial designated certification authority. These Agencies may include governmental or public sector recognized entities such as; state or provincial agencies, public colleges or universities, fire departments, regional fire department training facilities, or state or provincial fire service constituent organizations such as a Fire Chiefs or Fire Prevention Officer association. The agency may offer Pro Board accredited certifications only in the state or province in which it is located or in which it is approved to certify.

Acceptance Criteria:

* Consideration of *Other Public Sector Agencies or Organizations* for accreditation will be made by the Committee on Accreditation (COA) only when the state/province is unwilling or unable to provide testing/certification services.
* The agency shall provide a written agreement to make Application for Accreditation to become a delegated agency of that state or province when a single unified agency comes into existence. The application to become a delegated agency shall be submitted to the state or provincial agency within 6 months of its becoming willing and able to provide certifications in accordance with the policies of the Pro Board by becoming accredited.
* *Intrastate Non-Profit Agency –* an agency with this classification is a non-profit agency as defined by United States or Canadian Federal IRS regulations. Intrastate refers to either state or provincial based.

Acceptance Criteria:

* Consideration of a non-profit agency for Accreditation will be made by the Committee on Accreditation (COA) only when the state/province is unwilling or unable to provide testing/certification services.
* The non-profit agency will be geographically limited to Pro Board testing/certification within the state/province applied for on the Application.
* The non-profit agency must have “Grass roots” support of fire and emergency services providers that the agency serves.
* Accreditation will be limited to Professional Qualification Standards applied for by the non-profit agency.
* A determination letter will be sent to state/province asking if they will be applying for Pro Board Accreditation and if so, when and for what NFPA standards and levels.
* The non-profit agency shall provide a written agreement to make Application for Accreditation to become a delegated agency of that state or province when a single unified agency comes into existence. The application to become a delegated agency shall be submitted to the state or provincial agency within 6 months of its becoming willing and able to provide certifications in accordance with the policies of the Pro Board by becoming accredited.

**Process for Application for Accreditation or Re-Accreditation**

Prior to making application for Pro Board accreditation, it is highly recommended that the applying agency review and understand the Pro Board Operational Procedures. For additional questions regarding accreditation contact the Pro Board, at:

 Bob Rand, Accreditation Manager

 Email: rrand@theproboard.org

 Phone: 508-599-2344

 Address: 125 Turnpike Road, Suite 7

 Westborough, MA 01581

This Application for Accreditation or Re-Accreditation is completed as part of the documentation package for Pro Board accreditation or re-accreditation. The agency is to complete this document in its entirety, along with the other required documents (as listed below), and submit to the Pro Board Accreditation Manager.

Utilize the following checklist to ensure you have provided the COA all the necessary documentation for review prior to submitting this application. Following the completion of the application process, the Pro Board will conduct a site visit. The completed package must be received by the Pro Board a minimum of **3 months** before to the COA will conduct a site visit. Documentation that is incomplete will be returned to the agency for proper completion which could delay the site visit.

**Checklist for Application Submission**

This application is part of the accreditation or re-accreditation package; the documents listed below must be submitted with this application as part of the process.

These documents can be sent electronically to the Pro Board Accreditation Manager at **rrand@theproboard.org****.**

* This application completed in its entirety
* A completed Self-Assessment document
* Each individual criterion may require additional documentation as stated in the self-assessment document
* Delegation of Authority (if applicable)
* This Application for Accreditation or Re-Accreditation for each delegated agency
* A Site Visit Report for each delegated agency conducted by the Accredited Agency
* A Self-Assessment from each delegated agency
* Assessment Methodology Matrices for each delegated agency for each level to be accredited, if the delegated agency utilizes its own testing instruments.
* Assessment Methodology Matrices for each National Fire Protection Association (NFPA) standard / level being requested for accreditation
* Additional agency eligibility or delegation documentation as required per Accreditation Manager
	+ If an *intrastate non-profit agency* is making application, the agency shall provide proof of “grass roots” support for the Application for Accreditation/Re-Accreditation.
	+ If a *local agency*, as defined on page 3, is making application, the agency shall provide a written agreement to make Application for Accreditation to become a delegated agency of that state or province when a single unified agency comes into existence. The application to become a delegated agency should be submitted to the state or provincial agency within 6 months of its becoming willing and able to provide certifications in accordance with the policies of the Pro Board by becoming accredited.
* North American agency application and site visit fee:
	+ Initial Accreditation: $1,750 USD
	+ Re-Accreditation (5 year cycles): $1,250 USD

**Application for Accreditation or Re-Accreditation**

**Section A: Agency Profile**

1. **Contact Information**

List the name of the principal contact person to whom any follow up correspondence should be forwarded.

Name:       Title:

Address:

Phone 1:       Phone 2:

Email:

1. **Classification of Agency – Check One (\*see page 3 for definitions)**

**[ ]** State, Provincial, or Governmental Agency

[ ]  National Agency

[ ]  Other Public Sector Agency or Organization\*

[ ]  Intrastate Non Profit Agency\*

[ ]  Other: (Please explain)

1. **Number of persons served by agency**

Estimated number of persons served by agency:

Estimated number of persons issued Pro Board certifications annually:

1. **Does the agency require Pro Board recertification?** **[ ]** Yes [ ]  No

If yes, describe the re-certification requirements and process.

1. **Does the agency fully recognize Pro Board certifications between accredited agencies?**

[ ]  Yes [ ]  No

If no, describe your policy for reciprocity / recognition of Pro Board certification?

1. **Certification Mission and Authority**
2. Briefly describe the agency’s scope of authority and responsibility to conduct certification. (If applicable, attach supporting legislation or other approval documentation)

1. Briefly describe the agency’s mission as it relates to certification of fire and emergency services personnel.

1. Briefly describe the agency’s adequacy of resources and organization to meets its certification mission.

**Section B: Standards, Levels and Editions**

List all the NFPA standard, levels, and applicable edition which the agency is seeking accreditation or re-accreditation.

Agencies seeking new Accreditation after May 17, 2015 shall apply for accreditation for the level of Firefighter I as a minimum unless the agency is chartered for a specific Standard/Level (e.g IAAI, FDSOA, NFPA) or unless extenuating circumstances exist.

**NOTES**: If your agency is applying for re-accreditation and requesting an extension for a new level, please specify this in the last column.

If you need more space to list the levels for which you are seeking accreditation use the last page of this form.

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| --- | --- | --- | --- | --- |
| **NFPA Standard** | **Level** | **Edition** | **For Re-Accreditation Applications:** **Is this a new level?** | **Will Project or Portfolio be used to assess this level?** |
| *Example*1001 | *Example*Firefighter II | *Example*2013 | *Example*[ ]  Yes | *Example*[ ]  Yes |
| *Example*1021 | *Example*Fire Officer III | *Example*2009 | *Example***X** Yes | *Example***X** Yes |
| ***Agency Entries Listed below*** |
|       |       |       | [ ]  Yes | [ ]  Yes |
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Are more levels listed on the last page of this application? [ ]  Yes [ ]  No

**Section C: Delegation of Authority**

An agency has the ability to delegate it’s authority to another agency if certain requirements are met.

**Will your agency delegate authority to another agency?** [ ]  Yes [ ]  No

If yes, an application for each delegated agency, along with other required documentation (see page 5) must be submitted with the accredited agency’s application for accreditation or re-accreditation.

**Section D: Candidate Certification Options and Annual Fees**

An agency is offered options for submittal of candidate records into the Pro Board system as indicated below.

Each accredited agency is responsible for a $2,750.00 annual fee to fund the mission of the Pro Board. This annual fee is waived for an agency that produces a minimum of $2,750.00 in certifications using one of the plans below. ***Select 1 plan:***

[ ] **Full Participation Plan**

 The agency will enroll all eligible certification candidates in the Pro Board’s Certification Registry by placing the Pro Board Logo and a unique identification number on the agency’s certification for a fee of $5.50 per certificate. *This method is required of any Agency applying for Accreditation after May 7, 2015. Agencies shall begin processing certifications into the Certification Registry within two years of accreditation.* Full Participation is expected to continue for Re-Accreditation unless there are extenuating circumstances.

[ ] **Group Participation Plan**

The agency will submit bulk applications (10 or more) to the Pro Board at a fee of $12.00 per certification. The Pro Board will print and distribute individual certifications and enter candidates’ names in the Pro Board’s Certification Registry.

[ ] **Individual Participation Plan**

The agency will market Pro Board certifications to candidates at a fee of $17.50 per certification by ensuring that each candidate certified by the agency is issued an *Application for Registration and Certification, COA-7* form.

**Section E: Marketing / Promotion of the Pro Board**

Each accredited agency in the Pro Board system has an obligation to market and promote the system and ensure that candidates are fully aware of the benefits of Pro Board recognized certification and the value of registration in the certification registry. Listed below are some suggested options to assist in the promotion of internationally recognized certification:

* Promotion of the availability of Pro Board certification through agency brochures, websites, course materials, or other applicable publications.
* Promotion of certification and its benefits are made at state or province-wide association meetings or conferences.
* Publication of testimonials solicited from those who have benefitted from their certifications.
* Provision of material to candidates in courses that can lead to certification (if applicable) to include a one page discussion of what Pro Board certification is and how to pursue certification.
* Promotion of the eligibility for certification in publications such as the agency’s annual reports.
* Meeting with all constituency groups and remind them that the option for Pro Board certification exists.
* Display of a certification promotional video at the beginning of all courses that lead to certification.

Describe the actions the agency will conduct to promote the Pro Board system.

**For Use Only if More Space to List Levels is Needed:**

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| **NFPA Standard** | **Level** | **Edition** | **For Re-Accreditation Applications:** **Is this a new level?** | **Will Project or Portfolio be used to assess this level?** |
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