

**Application for Delegation of Authority**

**Revised December 2020**

**Name of Agency seeking Delegation of Authority:**

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

**Name and Title of the Director of the agency seeking Delegation of Authority:**

**Name of Accredited agency under which application is being filed:**

**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 enables agencies 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 accredited agency from which you seek delegation and the Pro Board Committee on Accreditation (COA) a profile of your agency. This profile will be utilized during the initial accreditation or re-accreditation processes. Following the introductory pages, this application has 3 sections:

* *Section A: Agency Profile* –Includes delegated agency demographics, mission, authority for certification and other agency information.
* *Section B*: *Standards, Levels, and Editions* – The delegated agency identifies standards/levels being requested for accreditation or re-accreditation.
* *Section C*: *Marketing and Promotion –* The agency will explain actions it will take to promote the Pro Board within its constituency.

For additional information about Delegation of Authority, see Section XI of the Pro Board Operational Procedures.

**Eligibility Requirements**

An agency’s eligibility for delegation of authority under a primary agency’s Pro Board accreditation must be discussed with the Accreditation Manager prior to applying for initial delegation of authority.

To review eligibility requirements, see Section I of the Pro Board Operational Procedures.

**Process for Application for Delegation of Authority**

The agency seeking delegation of authority is to complete this document in its entirety, along with the other required documents listed below.

The completed delegation of authority application package is then submitted to the accredited agency for review and approval.

Following the review and approval, the accredited agency must conduct a site visit of the agency seeking delegation of authority and prepare a Site Visit Report of that visit for review by the COA.

The completed application package, including all the documents listed in the checklist below, must be submitted to Accreditation Manager a minimum of 30 days before the next COA meeting for the application to be considered at that meeting.

Documentation that is incomplete will be returned to the agency for proper completion, which could delay the delegation of authority.

The COA may at the time of application for delegation of authority or during any subsequent site visits of the primary accredited agency also conduct a site visit with the delegated agency.

The *Checklist for Application for Delegation of Authority* is provided below to help ensure all of the required documents in support of this delegation of authority application are submitted to the accredited agency and subsequently to the COA.

For additional questions regarding delegation of authority 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

**Considerations for the Accredited Agency**

If an accredited agency has an agency seeking delegation of authority, the following requirements must be met by the accredited agency prior to submission to the Pro Board Accreditation Manager.

The accredited agency:

* must be accredited for the levels the delegated agency is seeking; however, the accredited agency is not required to offer testing for these levels,
* is accountable for establishing a documented procedure that ensures the delegated agency adheres to the Pro Board Operational Procedures,
* must conduct and document a site visit of a delegated agency prior to requesting delegation of authority for that agency, and subsequently at least every 5 years,
* submit the completed Application for Delegation of Authority, Self-Assessment, letter of support of the application for delegation, the site visit report, and any other applicable documents from the delegated agency to the Accreditation Manager for consideration by the COA.

**Checklist for Application for Delegation of Authority**

These documents should be submitted to the accredited agency.

* This application completed in its entirety
* A completed Self-Assessment document for those areas of accredited certification

testing process that are being delegated.

* Each individual criterion may require additional documentation as indicated in the Self-Assessment document
* For areas of the accredited certification testing process that are not being delegated please provide the answer ‘Not Delegated’ in the corresponding section(s) of Self-Assessment document
* Assessment Methodology Matrices for each National Fire Protection Association (NFPA) standard / level being requested for accreditation where test items; such as cognitive test item banks, skills sheets, and/or projects are developed independently of the accredited agency. If the delegated agency utilizes the same testing items as the accredited agency, Assessment Methodology Matrices are not required.
* A Site Visit Report of the site visit by the primary accredited agency conducted at the agency seeking delegation of authority.
* A letter from the primary accredited agency supporting the application for delegation of authority
* Additional agency eligibility or delegation documentation as required per Accreditation Manager

**Application for Delegation of Authority**

**Section A: Delegated 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 delegated agency**

[ ]  Training Academy

[ ]  Academic Institution

[ ]  Fire Department

[ ]  Other: (Please explain)

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

Estimated number of persons served by delegated agency:

Estimated number of persons issued Pro Board certifications annually:

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

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

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

Yes[ ]  No [ ]

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

1. **Will the examination process be centralized at the delegated agency’s location?**

Yes [ ]  No [ ]

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

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

1. Briefly describe the delegated 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 delegated agency is seeking accreditation or re-accreditation.

The accredited agency must be accredited to certify to any level for which the delegated agency is seeking to be approved.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **NFPA Standard** | **Level** | **Edition** | **If you are applying for RE-ACCREDITATION,****is this a new level?** |
| *Example:**1001* | *Fire Fighter 1* | *2013* | *No* |
| *1021* | *Fire Officer 1* | *2014* | *Yes* |
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**Section C: Marketing / Promotion of the Pro Board**

Each accredited and delegated 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 delegated agency will conduct to promote the Pro Board system.