GLOSSARY OF TERMS

TERM	DEFINITION
Accreditation – Pro Board	The affirmation that an agency has successfully met the Pro Board's criteria to certify fire service professionals.
Accredited Agency	An agency accredited by the Pro Board's Committee on Accreditation to conduct certification assessments and grant certification to fire service professionals under the National Board on Fire Service Professional Qualifications (Pro Board) system.
Advisory Committee – Pro Board	A standing committee consisting of one representative from each Pro Board accredited agency that advises the Board of Directors, elects members to the designated seats on the Committee on Accreditation, and whose chairperson holds a voting seat on the Board of Directors of the National Board on Fire Service Professional Qualifications (Pro Board).
Advisory Committee or Board of Accredited Agencies	A group representing the various stakeholders affected by the certification system of an accredited agency formed to advise and provide oversight on the policies and procedures of the certification system.
Assessment Methodology Matrix (AMM)	An electronic form submitted to the Committee on Accreditation by an agency to demonstrate complete coverage of the standard or level and identify the test methodology used for certification. (a standard-to-test item correlation). AMMs are submitted to the Committee on Accreditation by an agency seeking accreditation or extension of accreditation.
Board of Directors (BOD)	The governing board of the not-for-profit National Board on Fire Service Professional Qualifications (Pro Board).
Certification (by an Accredited Agency)	An affirmation that a candidate has successfully met the requirements of a standard or level of a standard through a valid and reliable assessment as approved by the Pro Board.

TERM	DEFINITION
Change of Accredited Practices (COP)	A planned significant change in any portion(s) of the Program Administration (PA), Test Development (TD), or Test Administration (TA) methods of an Accredited Agency, not previously approved by the COA for use by the agency.
Cognitive 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.
Committee on Accreditation (COA)	A body of elected and appointed fire service professionals empowered by the Board of Directors to review applications for accreditation, conduct agency site visits, rule on applications from agencies, and recommend policies and procedures for the administration of the Pro Board.
Cut Score	The pass/fail point on a test or other candidate assessment.
Delegated Agency	A non-accredited agency that is authorized to conduct certification on behalf of an accredited agency and operates under the guidance and authority of that accredited agency.
Delegation of Authority	The process by which an accredited agency authorizes another non-accredited agency, as approved by the Pro Board, to conduct certification on behalf of that accredited agency.
Document Review	A process by which records are evaluated by an accredited agency to ensure a candidate meets requisite knowledge (RK) and/or requisite skills (RS) prior to JPR testing. This process can be used in lieu of testing the RK or RS.

TERM	DEFINITION
Evaluator and Evaluation Team	An agency qualified person or persons who assess candidates' performance on any or all applicable assessment methodologies for the purpose of certification.
Extension of Accreditation (EOA)	The required process by which an agency that is already accredited by the Pro Board for certain levels of certification adds other levels of certification for which the agency was not previously accredited.
Incumbent	An individual who is already trained and possibly certified to a standard for which an agency is seeking to be accredited for the first time through accreditation, reaccreditation, or extension of accreditation.
Inter-rater reliability	The consistency of measurement obtained when different evaluators/examiners independently administer the same assessment to the same candidate.
Local Validation	The process by which an agency ensures test items are accurate and relevant to the local authority having jurisdiction and the applicable JPR.
National Board on Fire Service Professional Qualifications (Pro Board)	A not-for-profit corporation formed to continue the National Professional Qualifications System for accreditation of agencies that certify fire service personnel to professional qualification standards.
National Professional Qualification System	The system initiated in 1972 by the Joint Council of Fire Service Organizations to develop professional qualification standards and form an accreditation system for organizations that certify fire service personnel to those standards. In 1990, the standards development function was assumed by NFPA, and the accreditation of agencies was assumed by the newly formed National Board on Fire Service Professional Qualifications (Pro Board).

TERM	DEFINITION
Portfolio	An assessment methodology in which a candidate submits documentation that affirms education, training, and/or experience that validates performance to a standard or part of a standard for the purpose of certification.
Portfolio Assessment Methodology	An assessment methodology used to evaluate compliance with the JPRs or objectives of the appropriate standard by evaluating documentation of the candidate's experience, training, and education.
Prerequisite	A qualification level that must be fulfilled as a prior condition for another level to begin or exist. These are identified in a level of a standard usually found in the "General" section before specific JPR's, requisite knowledge, and requisite skills are identified. Example from Fire Officer II - "For qualification at Level II, the Fire Officer I shall meet the requirements of Fire Instructor I..."
Pro Board	A term frequently used to refer to the National Board on Fire Services Professional Qualifications and is an official trademark of the organization.
Process Assessment Methodology	Process Assessment Methodology is used to evaluate a candidate's ability to use mental activity to perform a cognitive skill. An evaluator cannot directly observe this mental process. The trained evaluator grades the student in real time, using identified scoring criteria such as a rubric which may facilitate inter-rater reliability by allowing the evaluator to differentiate consistently between different degrees of candidate performance. There may be more than one acceptable outcome.
Product/Project Assessment Methodology	Product assessment methodology is used to evaluate a candidate's ability to perform a cognitive skill which cannot be directly observed but is evaluated on how an individual completes the task outcome. An agency gives the student an assignment that requires the application of knowledge to yield a product. A trained evaluator scores this product after the student submits it. The product is graded using identified scoring criteria such as a rubric.

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Psychomotor 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
Reciprocity	The process by which a Pro Board Accredited Entity recognizes certification(s) issued by another Pro Board Accredited Entity.
Requisite Knowledge and Requisite Skills (RK & RS)	These are the necessary knowledge and skills the individual should have prior to being able to perform the task. Requisite knowledge and skills are the foundation for task performance. (From NFPA Annex).
Rubric	A scoring guide used to evaluate the quality of candidates' constructed responses listing as a minimum the criteria, or characteristics, that a candidate's performance should exhibit and describing specific quality levels for those criteria.
Self-Assessment (SA)	A document containing detailed descriptions of the information required to adequately document compliance with each criterion. It also identifies the format in which the information should be entered. Finally, the documents required to be 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.
Test Analysis	The use of statistical data to assess and improve the validity and/or reliability of a certification test or assessment.
Test Bank	A set of test items that can be used to create test instruments (subsets) to assess a standard or part of a standard for the purpose of certification.

TERM	DEFINITION
Test Instrument	A set of test items from a test bank selected to sufficiently assess for the purpose of certification.
Test Item	A single question, skill, product, process and/or portfolio component used to assess a candidate's ability to perform a particular job performance requirement of a standard for the purpose of certification.
Test Methodology	The method (cognitive, manipulative, product, process, portfolio, or other) used to evaluate a candidate's performance to a standard, job performance requirement, requisite knowledge, or requisite skill, or objective for the purpose of certification.
Test Reliability	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.
Test Validity	The degree to which the assessment actually measures what it is intended to measure.
Third Party Testing	The practice of an Accredited Agency to establish an agreement with a separate non-accredited agency or organization to develop certification testing instruments and/or deliver certification examinations, in whole or in part, on behalf of the Accredited Agency.