Introduction

This step-by-step manual was designed to assist agencies navigate various applications available in the online application system. The applications available to complete and submit within this system include...

- Initial Accreditation (Deemed eligible agencies only)
- Reaccreditation
- Extension of Accreditation
- Change in Accredited Processes

“Workflow Diagrams for Agencies” provides a single page overview of the various application processes.

Section 1, “Create an Account and Profile,” is used to create an online account. So that all applications and documentation reside in one location, there shall be only one account per agency. This is also where changes in account information and details are conducted.

Sections 2 through 8 detail the steps to complete an initial accreditation or reaccreditation application. These provide a high level of detail to walk applicants through various steps to include submission.

Sections 9 and 10 describe the information exchange through the application system to respond to questions/comments made by the Technical Analyst, Committee on Accreditation (COA) members, and other Pro Board staff.

Section 11, “Change in Accredited Processes,” is where an agency changes the processes used to assess and certify on a Standard/Edition/Level. In that case, the agency should go into the system and complete an application for a change in accredited processes.

Section 12, “Extension of Accreditation,” is used when and agency wants to be accredited for an additional level of a standard and edition. It is also used to update standards and levels, as necessary. In either case, the agency should go into the Online system and enter an application for an extension of accreditation.

Section 13, “Agency Delegates Process,” - A Primary Accredited Agency (PAA) may decide to utilize one or more Delegates to certify one or more Standards, Editions and Levels. For the delegate, this process is not facilitated by any online application systems and use a different process described here.

Section 14, “Reaccreditation”- Agencies that are accredited by the Pro Board’s Committee on Accreditation must apply for reaccreditation every five (5) years. The steps are the same as for initial accreditation, but agencies do not have to completely start over to enter an accreditation application; parts of the previous accreditation application may be copied. The process of entering the information can be less lengthy and can still be done in sections – and saved and returned to later.

Please contact the Pro Board Accreditation Manager for further assistance.

06/01/2021
<table>
<thead>
<tr>
<th>Introduction- Overall System Workflow Diagrams</th>
<th>Section 11- Applications for a Change in Accredited Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1- Create and Account and Profile</td>
<td>Section 12- Applications for Extensions of Accreditation</td>
</tr>
<tr>
<td>Section 2- Enter Initial Application Information</td>
<td>Section 13- Agency Delegates Process</td>
</tr>
<tr>
<td>Section 3- Enter Application Self-Assessment- Program Administration (PA)</td>
<td>Section 14- Reaccreditation</td>
</tr>
<tr>
<td>Section 4- Enter Application Self-Assessment- Test Development (TD)</td>
<td></td>
</tr>
<tr>
<td>Section 5- Enter Application Self-Assessment- Test Administration (TA)</td>
<td></td>
</tr>
<tr>
<td>Section 6- Complete Assessment Methodology Matrices</td>
<td></td>
</tr>
<tr>
<td>Section 7- Enter Additional Information</td>
<td></td>
</tr>
<tr>
<td>Section 8- Complete and Submit Application</td>
<td></td>
</tr>
<tr>
<td>Section 9- Provide Technical Review Responses</td>
<td></td>
</tr>
<tr>
<td>Section 10- Provide Responses to Committee on Accreditation Comments</td>
<td></td>
</tr>
</tbody>
</table>
Agencies throughout the world have followed some key processes when becoming accredited by the Pro Board. This guide depicts these processes as a series of diagrams of the workflows to obtain initial accreditation, extensions of accreditations, changes to accredited processes, and reaccreditation over time.

Note that steps highlighted in green = Pro Board actions, blue = Agency actions, and yellow = joint actions by the Agency and the Pro Board.
The Pro Board workflow diagram for applying for an extension of accreditation.

1. **Enter the Extension Application**
   - **Agency** wants to add a new level of certification for a standard or edition.
   - **Pro Board** mandates an extension and notifies the agency.
   - **Agency** starts a new extension application online.
   - **Agency** enters additional standard, edition, or level(s).
   - **Agency** notes same or changes Assessment Methodology Matrices (AMMs).
   - **Agency** enters or uploads additional documentation.
   - **Agent** completes and submits the application for an extension of accreditation.

2. **Process the Application**
   - **Pro Board** performs a technical review of the application (provide feedback).
   - **Agency** provides responses to technical review feedback.
   - **Pro Board** performs Committee on Accreditation (COA) application review (provide comments).
   - **Agency** provides responses to COA comments.
   - **Pro Board** performs COA review, votes on application.
   - **Agency** notifies the agency of approval.
   - **Agency** receives the extension of accreditation with the Pro Board.
   - **Agency** begins certification of individuals in the new level.
   - Enter extension into the Pro Board's agency database.
Apply for Change in Accredited Processes

1. Agency wants a significant change to accredited processes
2. Start a new application online for changes in accredited processes
3. Enter changes to Program Administration PA, Test Development TD, Test Administration TA
4. Complete new Self Assessment sections for all methodologies for each changed accredited process
5. Enter/Upload Additional Documentation
6. Complete + Submit the Application for Change in Accredited Processes

Process the Application

1. Perform technical review of application (provide feedback)
2. Provide responses to technical review feedback
3. Perform Committee on Accreditation (COA) application review (provide comments)
4. Provide responses to COA comments
5. Perform COA review, vote on Application
6. Notify Agency of Approval
7. Enter changes into the Pro Board’s Agency Database
8. Receive Approval from the Pro Board
9. Begin certification of individuals in the new processes
Apply for Reaccreditation

1. Start an online reaccreditation application
   - copy the old one

2. Specify Standards/ Edition/Levels

3. Complete Self Assessment
   - (Test Development TD, Test Administration TA, Program Administration PA)

4. Enter Assessment Methodology Matrices (AMMs)

5. Enter / Upload Additional Documentation

6. Complete + Submit the Application for Reaccreditation

Process the Application
Agencies who wish to become accredited with The Pro Board must apply online for initial accreditation – and also for additional accreditation and for re-accreditation over time. The first step in applying online is to establish an account in the Pro Board's online Accreditation System, as follows:

1. **Navigate to the Online Accreditation System**
   Using a browser, enter the URL link to the Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/).
   See the Pro Board’s Welcome screen. Read the introductory information, then scroll down and click on the Web-Based Application System button.

2. **Select to Create an Account**
   See the sign in screen. To register your account, click the Create an Account button.

**URL Link:**

[https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/)

---

**Web-Based Application System**

The Pro Board Web-based Application System is designed for and is restricted to those agencies who have been deemed eligible for accreditation, who are seeking to become re-accredited, who desire to extend their current accreditation, or change their accredited processes.

If you are NOT the designated contact person for an eligible agency, do not apply for an account using this system.

If you are seeking information concerning your agency becoming accredited, please contact Accreditation Manager Bob Rand at rand@theproboard.org. He will provide guidance and advise when it is appropriate to set up an account for the online application system.

If you are an individual seeking information regarding a certification that was awarded by a Pro Board Accredited Agency, DO NOT apply for an account using this system. Instead, use the Certification Search.

If an account is made under the above circumstances, your account application will be rejected.

If you are an existing Pro Board accredited agency seeking to create an online account or if you are a newly deemed eligible agency by the Accreditation Manager Bob Rand seeking to be accredited by Pro Board, please continue by clicking here:
3. Enter the New Account Information

See an Agency Profile entry screen. Click in the fields provided and enter information to set up the account with the Pro Board, as follows. Note that some fields are **mandatory**. Note also that there is a menu list on the lefthand side of the screen; it highlights and points to the section you are in on this screen.

a. Enter **Contact Information** for the agency. Scroll down as needed to see all of the fields to enter.

b. Enter the **Agency Profile** information – the agency name and the director’s information.
Enter the Agency Profile Information (continued)

c. Scroll down and click the radio button to select a Classification of Agency, based on the descriptions.

d. Enter the Number of Persons Served by Agency. Click the radio buttons to answer the additional questions.

e. Scroll down and enter the text descriptions for your Certification Mission and Authority.

f. As part of the Certification Mission and Authority, note that there is a place to upload a copy of the document(s) that provide the legislation or legal approval for being designated as the agency for the Entity. Upload an electronic file as available by clicking the Choose File button and selecting a file of the document images from a directory. The file name will then be displayed and available for review by the Pro Board, as part of your online application submission.

g. When completed, click the Save and Proceed button at the bottom of the screen.
1. Create an Online Account and Enter an Agency Profile

4 Correct any Missing Information
If you did not fill in all of the mandatory fields, see error messages at the top of the screen with the corresponding fields highlighted in pink. Fill in the required information to correct the error messages.

5 Save and Submit the New Account and Profile
When finished with all account information entry, scroll to the bottom of the screen and click the Save button. This will submit your account to the Pro Board. You will receive an email to indicate that the new account setup request was received for processing. The Pro Board will then review and approve your new account setup and will send you an email when the account is ready for entering an application for accreditation.

6 Receive an Email with the Account Approval
Once you have received an email from the Pro Board indicating that your account is approved and that you may now apply for accreditation, go to the next quick reference guide to sign back into the Accreditation System and enter the application.
Once you have established a Pro Board account for your agency, you will need to apply for accreditation. The steps are the same for initial accreditation as for reaccreditation or for expanding or changing your accreditation. The process of entering your information may be lengthy but can be done in sections – and saved and returned to later. Follow these steps:

1 **Sign On to the Online Accreditation System**
   
   Using a browser, enter the URL link to the Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/). See the Pro Board’s Welcome screen, then scroll down and click on the **Web-Based Application System button**.

   On the Welcome screen, enter your **User Name** and **Password** and click the **Sign In button**.

   See a **blank Dashboard and Applications**, in preparation for your application entry.
2 Select an Application Type
   a. Click the down arrow to the right of “Select Application Type” and see a dropdown list of possible actions.
   b. For an Initial Accreditation, click to select Accreditation.
   c. See a pop up message. Review it and then click the Close button.

3 Start a New Application
   Click the Start New Application button. **NOTE:** You must have selected an application type before you may press this button.
**Online Application:**

2. **Enter Initial Application Information**

**Quick Reference Guide**

4. **Review the Menu List**

See the first screen of Application details, with fields auto-populated based on your earlier account setup.

- Note that the lefthand column on the screen displays a menu list of **links to all of the sections** which need to be filled out to complete and submit the application. A small arrow will highlight and point to the section currently displayed.
- Also note that the application’s **Status** is always displayed at the top left of the screen.
- **NOTE:** Instructions in this quick reference guide are for entry of all sections in the Application part of the menu list.

5. **Review/Update the Basic Contact Information and the Agency Profile**

Review and/or update the Agency information: **Contact Information**, **Agency Profile** and the **Certification Mission and Authority** descriptions. Scroll down as needed to see all fields.

6. **Save and Proceed to the next Section of the Application**

When finished, go to the bottom of the section and click the **Save and Proceed button**. This will automatically take you to the **next section of entering the initial application information**: **Standard, Levels and Editions**.
Select the desired Standards for your Accreditation
Click the Add Standard button to display a row of possible selections.

- Click the small arrow to the right of the NFPA Standard to open a dropdown list. Select the desired Standard.
- Open the dropdown list for Edition and select the appropriate Edition year.
- Open the dropdown list for Level and select the desired Level for that Standard and Edition combination.
- If the Level selected is new to the agency, click the New Level? box and continue.
### Select all Standards for your Accreditation (continued)

d. See a line of the desired Standard, Edition and Level selected. Click the **Update button** to add.

e. **Repeat these steps** to build the full list of all Standards – with their Editions and Levels – that you will be submitting as part of your accreditation application. *(NOTE: This may be a long list.)* Then click the **Save and Proceed button** at the bottom of the screen to go to the next section.
8 Indicate Delegation of Authority
Click Yes or No to tell the Pro Board if you will delegate to another agency. Then click the Save and Proceed button to automatically go to the next section.

9 Select the Candidate Certification Options and Annual Fees
See a list of options for possible Certification Plans and Fees. Click to highlight a radio button for the desired plan and associated fee, then click the Save and Proceed button to go to the next section.
Enter a Description for Promoting the Pro Board
In the text box for Marketing and Promotion, enter a description of what your agency intends to do to market and promote the Pro Board system.

Complete the Entering of Initial Application Information
Click the Save and Proceed button to go to the next section. This completes the main part of the Application.

NOTE: You may click the Save and Return button instead if you wish to stop for now and get more information to enter into the application at a later time. Once you return to the Application later, you may click on the section title on the menu list to jump directly to the next desired section.
Once you have entered and saved the initial online application information, you will need to enter a self assessment. Entry is separated into sections or areas of focus – and as usual can be partially completed, then saved and returned to later. To enter the self assessment information for intended Program Administration at your agency, follow these steps:

1. **Sign On to the Online Accreditation System**
   - If you are not already in the Online System, use a browser and enter the URL link to the Accreditation System: https://theproboard.org/web-based-application-system/.
   - See the Pro Board’s Welcome screen, then scroll down and click on the **Web-Based Application System button**.
   - On the Welcome screen, enter your **User Name** and **Password** and click the **Sign In button**.

2. **Edit the Online Application for your Agency**
   - See a **Dashboard** or **My Applications** list of your agency’s applications to date. Click the **Edit button** to the right of the desired application line, to call up its details and enter more information.

   **NOTE:** See your user name highlighted in yellow in the top right of the screen. To exit the Online System at any time, click the **Sign Out button**.
3 Navigate to the Self Assessment
See the first screen of the application in progress: the Agency Profile contact information. Scroll down to see the lefthand menu list section for Self Assessment. Click on the Instructions menu link.

4 Review the Self Assessment Instructions
See a screen of instructions for how to enter and complete all self assessment sections of the online application. Review the instructions and prepare the information and materials needed to enter each section.

Once finished with your review and preparation, click the Save and Proceed button to begin information entry.
Enter the PA1 Criterion
See the screen for entering the first PA criterion information. Note that the criterion is stated at the beginning of the screen.

a. **For each question or sub-part of the criterion, enter your agency’s text description** of how your agency will meet the stated criterion. Scroll down as needed to complete the information.

   **NOTE:** You may skip a description and leave it blank temporarily, but you must return later to complete it.

   **NOTE:** For each description entry, a set of Microsoft Word text options is available. Use these to change the font boldface or italics or underlines as needed – to highlight your wording.

b. At the bottom of the screen, see a **note highlighted in blue** to remind you to assemble the **necessary documents and materials for the Pro Board to review during its site visit**. **Make a list** of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the **Save and Proceed button** to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the PA2 Criterion
See the screen for entering the next PA criterion information. Note that the criterion is stated at the beginning of the screen.

a. **For each question or sub-part of the criterion, enter your agency’s text description** of how your agency will meet the stated criterion. Scroll down as needed to complete the information. **NOTE:** You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.

b. At the bottom of the screen, see a **note highlighted in blue** to remind you to assemble the **necessary documents and materials for the Pro Board to review during its site visit**. Add this to the list of all the required materials to obtain for the site visit.

c. When finished with entry for this section, click the **Save and Proceed button** to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the PA3 Criterion
See the screen for entering the next PA criterion information. The criterion is stated at the beginning of the screen. Also note that you may click the View Instructions button at the top of the screen to see a refresher of the instructions.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion. Scroll down as needed to complete the information. NOTE: You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Add this to the list of all the required materials to obtain for the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the PA4 Criterion
See the screen for entering the next PA criterion information. The criterion is stated at the beginning of the screen. Also note that you may click the View Instructions button at the top of the screen to see a refresher of the instructions.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion. Scroll down as needed to complete the information. NOTE: You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Add this to the list of all the required materials to obtain for the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the PA5 Criterion
See the screen for entering the next PA criterion information. Note that each criterion is stated at the top of the screen.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion. Scroll down as needed to complete the information. **NOTE:** You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Add this to the list of all the required materials to obtain for the site visit.

c. When finished with entry for this section, click the **Save and Proceed** button to continue. (Or click the Save and Return button to leave the application entry at this time.)

Enter the PA6 Criterion
See the screen for entering the next PA criterion information. Follow the same steps to fill in the information, then click the **Save and Proceed** button.

For each question, provide or describe the following:

1. The policy, procedure, etc. that identifies how a candidate may challenge individual test items.

   During a written examination, if a candidate has a question, he or she raises his or her hand to the examination proctor. The proctor goes to the candidate to not disturb other candidates. The proctor evaluates if he or she can answer.

2. The policy, procedure, etc. that identifies how a candidate may appeal assessment outcomes or test results.

   The candidate may appeal any outcome or test result utilizing the published appeal procedure.

3. The written policy, procedure, etc. that identifies how a candidate may appeal a policy, process, or methodology system.

   The candidate may appeal any outcome or test result utilizing the published appeal process.

4. The written policy, procedure, etc. that identifies how the agency assesses and addresses the challenges and appeals listed above.

   The candidate may appeal any outcome or test result utilizing the published appeal process as follows.

**PA5 - Must be Available During Site Visit:**

1. A copy of the identified policy, procedure, etc.
2. Documentation of any appeals in the past three years.

**PA6 - Must be Available During Site Visit:**

If a candidate fails the written test instrument for a specific level of certification, he or she may retake a different written test instrument (generated from the same test bank) by reapplying for a future examination sitting.

Candidates for certification who fail one practical skill in a shall be allowed the opportunity to retake the skill failed, once (one), on the same day as the failure occurred. Candidates will be allowed no more than one skill sheet retake during the examination. Practical skills retakes shall be evaluated by an Examiner other than the original Examiner who noted the first failure.
Enter the PA7 Criterion
See the screen for entering the last PA criterion information. The criterion is stated at the top of the screen.

**NOTE:** This is an *optional criterion* and is to be completed only if the agency intends to delegate authority.

For each question or sub-part of the criterion, enter your agency's text description of how your agency will meet the stated criterion. Scroll down as needed to complete the information.

At the bottom of the screen, see a *note highlighted in blue* to remind you to *assemble documents and submit them as part of the application*. (These will be submitted later in the application, following the instructions in …)

At the bottom of the screen, see a *note highlighted in blue* to remind you to assemble the *necessary documents and materials for the Pro Board to review during its site visit*. Add this to the list of all the required materials to obtain for the site visit.

When finished with entry for this section, click the *Save and Proceed button* to continue to the Test Development (TD) portion of the Self Assessment (go to the next Quick Reference Guide for TD Self Assessment). Or click the Save and Return button to leave the application entry for now.
To enter the self assessment information for Test Development at your agency, follow these steps:

1. **Sign On to the Online Accreditation System**
   - If you are not already in the Online System, use a browser and enter the URL link to the Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/).
   - See the Pro Board’s Welcome screen, then scroll down and click on the **Web-Based Application System button**.
   - On the Welcome screen, enter your **User Name** and **Password** and click the **Sign In button**.

2. **Edit the Online Application for your Agency**
   - See a **Dashboard or My Applications** list of your agency’s applications to date. Click the **Edit button** to the right of the desired application line, to call up its details and enter more information.

   **NOTE:** See your user name highlighted in yellow in the top right of the screen. To exit the Online System at any time, click the **Sign Out button**.
Navigate to Self Assessment Test Development
See the first screen of the application in progress: the Agency Profile contact information. Scroll down to see the lefthand menu list section for Self Assessment and see that there are four sections of Test Development (TD) to enter. Scroll further and click on either the Section 2: Test Development (TD) Criteria link or the Criterion TD1 link (they take you to the same place).

Enter the TD1 Criterion Information
See the screen for entering the first TD criterion information. Note that the criterion is stated at the beginning of the screen.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion. Scroll down as needed to complete the information. NOTE: You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Review the TD2 Criterion

See the screen for criterion TD2. Review the criterion listed at the top of the screen and read through the Supplemental Information on justifiable methodology. Scroll down as needed to complete the review and go to the TD2 information entry.
Enter the TD2 Criterion Information

See the screen for entering the next TD criterion information. Note that the criterion is stated at the beginning of the screen.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion. Scroll down as needed to complete the information. **NOTE:** You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.

---

**Important Note:** The submission of the required Assessment Methodology Matrices or other acceptable documentation of compliance with this criterion shall be taken as an affirmation that the submitter has reviewed and is in compliance with the information contained in the following document:

For each question, provide or describe the following:

1. The written policies, procedures, etc. used to produce test instruments that ensure complete coverage of the applicable standard:

   - Subject matter experts of the development team determine the total number of questions. Then, the written examinations are generated utilizing stratified random selection. It is divided by the number of specific categories listed in the standard and those considered more critical will be assigned more questions. The list is printed and placed in the examination log for use when a written examination is generated.

2. The written procedures used to select justifiable test item methodologies (cognitive, psychomotor, product/project, process, portfolio, or other):

   - The subject matter experts utilize action verbs throughout the standard to correlate to all methodologies.

3. The written procedures that ensure if multiple levels of a standard or different standards are being tested within a single test instrument that the candidate is graded on those different levels separately. (Note: If multiple levels are not being tested within a single test instrument, this does not need to be addressed.)

   - Multi-level examinations will be scored separately.

4. The written policies, procedures that identifies the technical material(s) or texts upon which the tests are based:

   - Technical materials utilized will only be nationally published documents.

5. The written policy, procedure, etc. for the process that verifies that requisite knowledge for each JPR is attained prior to or with the certification testing. This may be accomplished through documentation review or testing.

   - Each candidate will pass a written test to verify the criteria.
Enter the TD2 Criterion Information (continued)

b. At the bottom of the screen, see two notes highlighted in blue. The first note indicates what you are to submit with the application. The second note reminds you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Add this to the list of all the required materials to obtain for the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Review the TD3 Criterion Information
See the screen for criterion TD3. Review the criterion listed at the top of the screen.

Read through the Supplemental Information on procedures for valid and reliable tests and test results.

Note that application entry of test development is extensive and is divided into sections for five categories of assessment methodology. Scroll down as needed to complete the review and go to the TD3 information entry.

CAUTION- TD3 is a very long segment requiring a lot of data to be entered and reviewed. “Save and Proceed” or “Save and Return” frequently. If the web connection or WiFi choses to “time-out”, one may lose the data entered or prevent further data from being entered.

<table>
<thead>
<tr>
<th>CRITERION TD3</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Validity and Reliability:**

**Validity:** Test validity refers to the degree to which the test actually measures what it is intended to measure.

**Reliability:** Test reliability refers to 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.

**The Relationship of Reliability and Validity:** Test validity is a prerequisite to test reliability. If a test is not valid, then reliability is insignificant because consistency across iterations of a test that does not measure what it is intended to measure is meaningless. Similarly, a test that is asserted to be valid but not reliable (consistent over iterations) is not fair to the candidates or very useful for certification purposes.

The Pro Board’s goal is for accredited agencies to develop valid test items, generate valid and reliable tests, administer those tests in a consistent way to help ensure reliability, review the test item and test instrument statistics, make adjustments to the test items and test instruments to improve the validity and reliability of the candidate assessments. This criterion is meant to help you assess your performance in those areas for each test methodology that you use.

There are five categories of assessment methodology that an agency may use to assess/test candidates:

- TD3 - A - Cognitive
- TD3 - B - Psychomotor
- TD3 - C - Product/Project based
- TD3 - D - Process
- TD3 - E - Portfolio
- TD3 - F - Other

This criterion requires the agency to complete all the sections under each methodology that the agency uses in any of its candidate assessments/tests. It is acceptable to use more than one assessment methodology within a single JPR.
Enter the TD3 Criterion Information –

TD3 – A. COGNITIVE WRITTEN (KNOWLEDGE) ASSESSMENT METHODOLOGY

A. Cognitive Test Item Development

Review the description and supplemental information about this assessment methodology. See the fields for entering the next TD criterion information.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion. Scroll down as needed to complete the information. NOTE: You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.
Enter the TD3 Criterion Information – *(continued)*

**TD3 – A. COGNITIVE WRITTEN (KNOWLEDGE) ASSESSMENT METHODOLOGY**

**A. Cognitive Test Item Development – *(continued)***

a. Continue to enter the TD criterion information.
Enter the TD3 Criterion Information – (continued)

TD3 – A. COGNITIVE WRITTEN (KNOWLEDGE) ASSESSMENT METHODOLOGY

B. Cognitive Test Item Local Review

b. Enter the next TD criterion information.
Enter the TD3 Criterion Information – (continued)

TD3 – B. PSYCHOMOTOR (SKILLS) ASSESSMENT METHODOLOGY

A. Psychomotor or Skills Assessment Development

c. Enter the next TD criterion information.
Enter the TD3 Criterion Information – (continued)

TD3 – B. PSYCHOMOTOR (SKILLS) ASSESSMENT METHODOLOGY

B. Psychomotor Test Item Local Review

d. Enter the next TD criterion information.

8

B. Review:
Psychomotor Test Item Local Review

8d

B. 1. Procedures for reviewing skills test items for validity

Subject matter experts are employed to review these items.

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

A selection of skill sheets are placed into various skill stations to simulate incident expectations. For example, test items to carry a ladder, raise the ladder, climb and descend a ladder, and lower the ladder to the ground are individual skill sheets. There are 5 skill stations during each firefighter examination addressing categories within the NFPA 1001 standard.

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

Candidates must achieve a minimum passing score of 70% on each skill sheet for each of the levels below. Each candidate must pass every skill sheet assigned to the practical examination to be successful.

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

Skills examinations are validated and improved/revised as necessary based on the candidate’s performance.

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

If a skill station is generating many failures, an on-site review with the chief examiner is conducted to determine if a station script is not transmitting the correct instruction, a skill sheet is not written correctly, etc. The chief examiner is empowered to make script changes as necessary to provide correct instruction. Once this change is made, the typed script is altered permanently before being used at another examination. If it has been determined a skill sheet is out of sequence or missing a task, a recommendation for change is made to the Program Coordinator. After review against reference documents and best practices, the sheet may be altered.
Enter the TD3 Criterion Information – (continued)

TD3 – C. PRODUCT/PROJECT BASED ASSESSMENT METHODOLOGY

A. Product/Project-based Assessment Development

e. Review the supplemental information about this assessment methodology, then enter the criterion information.

Supplemental Information

These products may be completed outside of the classroom or out of direct observation of an adult evaluator. Products are not assessed in real time and may have more than one acceptable product or rubric, or other scoring criteria approved by the DQA is used to facilitate inter-rater reliability by asking each candidate to complete degree of candidate performance.

Examples include creating an item:

- Budget
- Report
- Proposal
- Memorandum
- Letter
- Lesson plan
- Incident action plan
- Outline

For each question, provide or describe the following:

A. Product/Project-based Assessment Development

A.1. Does the agency use project-based assessments for any level of certification that are developed and sometimes referred to as a third-party? Please answer "yes" or "no".

   Yes

If "yes", please complete both "A" and "B" below:

A.1.a. Name and contact information of developer of the product/project:

B.1. Procedures for developing projects/product test items for validity. This should be provided by the developer of these test items.

This information is on file with the Accreditation Manager.

Please provide answers to items 1 through 5 below. This should be provided by the developer of these test items.

Note: Please check with the Accreditation Manager to see if this information has already been provided by the developer and if so, indicate that in the boxes below:

A.1.b. The qualifications of person(s) responsible for developing projects.

This information is on file with the Accreditation Manager.

A.1.c. The processes used to develop projects to validity and reliability meet applicable job performance requirements or objectives of the appropriate standard.

This information is on file with the Accreditation Manager.

A.1.d. The procedures for post-administration analysis of the project review process for validity and reliability.

This information is on file with the Accreditation Manager.

A.1.e. The procedures for post-administration analysis of the project review process for validity and reliability.

This information is on file with the Accreditation Manager.
Enter the TD3 Criterion Information – (continued)

TD3 – C. PRODUCT/PROJECT BASED ASSESSMENT METHODOLOGY

A. Product/Project-based Assessment Development – (continued)

<table>
<thead>
<tr>
<th>A.1.g: Procedures to use the analysis to make decisions for improvement with regard to validity and reliability</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
</tr>
<tr>
<td>This information is on file with the Accreditation Manager:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.2. Does the agency use project based assessments for any level of certification that are developed in-house through an agency process? Please answer &quot;yes&quot; or &quot;no&quot;.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

If yes, please provide answers to items 1 through 5 below:

<table>
<thead>
<tr>
<th>A.2.a. The qualifications of person(s) responsible for developing products/projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.2.b. The processes used to develop products/projects to validly and reliably meet applicable job performance requirements or objectives of the appropriate standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.2.c. A description of the final product that is produced upon completion of the product/project</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.2.d. The procedures for post-administration analysis of the product/project review process for validity and reliability</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.2.e. Procedures to use the analysis to make decisions for improvement regarding validity and reliability</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>
Enter the TD3 Criterion Information — (continued)

TD3 – C. PRODUCT/PROJECT BASED ASSESSMENT METHODOLOGY

B. Product/Project-based Assessment Administration

f. Enter the next TD criterion information.

---

B. Product/Project-based Assessment Administration

B. 1. The relationship, if any, with a course of study or training.

B  I  U

Product methodology is used for Fire Instructor II only.

B. 2. If the project is individual-based or group-based.

B  I  U

This is only used for individual-based.

B. 3. The environment in which the work is to be completed (in classroom or outside), the level of supervision (proctored or not), the time allowed for completion, and the format of the required submission by the candidate(s).

B  I  U

Classroom only.
Enter the TD3 Criterion Information – (continued)

TD3 – C. PRODUCT/PROJECT BASED ASSESSMENT METHODOLOGY

C. Product/Project-based Assessment Evaluation

g. Enter the next TD criterion information. **NOTE:** If you leave any of these descriptions blank, they will cause an error message to appear before you can submit the online application; they must be filled in later.
Enter the TD3 Criterion Information – (continued)

TD3 – D. PROCESS ASSESSMENT METHODOLOGY

A. Process-based Assessments Development

h. Enter the next TD criterion information. **NOTE:** If you leave any of these descriptions blank, they will cause an error message to appear before you can submit the online application; they must be filled in later.
Enter the TD3 Criterion Information — (continued)

TD3 – D. PROCESS ASSESSMENT METHODOLOGY

A. Process-based Assessments Development – (continued)

A.2 Does the agency use process-based assessments for any level of certification that are developed in-house? Please answer “yes” or “no.”

[left blank – will need to be filled in later]

If “yes”, please provide answers to items 1 through 5 below:

A.2.a The qualifications of person(s) responsible for developing the process-based assessments:

[Blank]

A.2.b The procedures used to develop process-based assessments to validly and reliably meet applicable job performance requirements or objectives of the appropriate standard:

[Blank]

A.2.c A description of the acceptable cognitive skills or mental processes to be assessed:

[Blank]

A.2.d The procedures for analyzing or evaluating the mental processes to be assessed:

[Blank]

A.2.e Procedures to use the analysis to make decisions for improvement regarding validity and reliability:

[Blank]
Enter the TD3 Criterion Information — (continued)

TD3 – D. PROCESS ASSESSMENT METHODOLOGY

B. Process-based Assessments Administration and

C. Process-based Assessments Evaluation

i. Enter the next TD criterion information. **NOTE:** If you leave any of these descriptions blank, they will cause an error message to appear before you can submit the online application; they must be filled in later.

j. Enter the next TD criterion information.
Enter the TD3 Criterion Information — (continued)

TD3 – E. PORTFOLIO ASSESSMENT METHODOLOGY

A. Portfolio Methodology Development

k. Enter the next TD criterion information.
Enter the TD3 Criterion Information – (continued)

TD3 – E. PORTFOLIO ASSESSMENT METHODOLOGY

B. Assesment Team for Portfolio

L. Enter the next TD criterion information.

- B.1. Selection of the team members for portfolio review
  - B.1.a. Eligibility and expertise of portfolio review team members
    - Our agency does not utilize portfolio methodology.
  - B.1.b. Training of the portfolio review team members
    - Our agency does not utilize portfolio methodology.
  - B.1.c. Contingency procedure if no existing team member has expertise in the specific area of a portfolio application
    - Our agency does not utilize portfolio methodology.

- B.2. Conflicts of interest that exist for the portfolio review team members
  - B.2.a. How portfolio review team members are educated about potential conflicts
    - Our agency does not utilize portfolio methodology.
  - B.2.b. What provisions are made when a conflict arises in a portfolio review
    - Our agency does not utilize portfolio methodology.
Enter the TD3 Criterion Information – (continued)

TD3 – E. PORTFOLIO ASSESSMENT METHODOLOGY

C. Administration

m. Enter the next TD criterion information.

C. Administration

Procedures for the assessment of the process for portfolio

C. 1. Evaluating submitted materials (educational course transcripts, certificates, credentials, documentation of experience, etc.) to determine demonstration of competency to specific job performance requirements, requisite knowledge and/or requisite skills.

Our agency does not utilize portfolio methodology.

C. 2. Authorizing submitted material and procedures to minimize the potential for fraud in the portfolio review process.

Our agency does not utilize portfolio methodology.

C. 3. Establishing and publishing predetermined credentials.

Our agency does not utilize portfolio methodology.

C. 4. Establishing the “passing grade” (cut score) for portfolio evaluations and how is it established.

Our agency does not utilize portfolio methodology.

C. 5. An appropriate process for candidates denied certification through the portfolio evaluation process.

Our agency does not utilize portfolio methodology.

C. 6. Documenting of certifications incorrectly awarded by the portfolio process as a result of mistake or fraud.

Our agency does not utilize portfolio methodology.
Enter the TD3 Criterion Information — (continued)

TD3 – E. PORTFOLIO ASSESSMENT METHODOLOGY

D. Evaluation

n. Enter the next TD criterion information.

TD3 – F. OTHER ASSESSMENT METHODOLOGY

o. Review the TD criterion information.
p. At the bottom of the screen, see two notes highlighted in blue. The first note indicates what you are to submit with the application. The second note reminds you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Add this to the list of all the required materials to obtain for the site visit.

When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the TD4Criterion Information
See the screen for entering the last TD criterion information. Note that the criterion is stated at the beginning of the screen.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion. Scroll down as needed to complete the information. NOTE: You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue to the next section of application entry – and refer to the Quick Reference guide for Test Administration (TA).

(Or click the Save and Return button to leave the application entry at this time.)
To enter the self assessment information for Test Administration at your agency, follow these steps:

1. **Sign On to the Online Accreditation System**
   - If you are not already in the Online System, use a browser and enter the URL link to the Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/).
   - See the Pro Board’s Welcome screen, then scroll down and click on the **Web-Based Application System button**.
   - On the Welcome screen, enter your **User Name** and **Password** and click the **Sign In button**.

2. **Edit the Online Application for your Agency**
   - See a **Dashboard** or **My Applications** list of your agency’s applications to date. Click the **Edit button** to the right of the desired application line, to call up its details and enter more information.
   
   **NOTE:** See your user name highlighted in yellow in the top right of the screen. To exit the Online System at any time, click the **Sign Out button**.

---

![Sign On to the Online Accreditation System](https://theproboard.org/web-based-application-system/)

![Edit the Online Application for your Agency](https://theproboard.org/web-based-application-system/)
Navigate to Self Assessment Test Administration
See the first screen of the application in progress: the Agency Profile contact information.

Scroll down to see the lefthand menu list section for Self Assessment and see that there are eight sections of Test Administration (TA) to enter. Click on either the Section 3: Test Administration (TA) Criteria link or the Criterion TA1 link (they take you to the same place).
Enter the TA1 Criterion Information
See the screen for entering the first TA criterion information. Note that the criterion is stated at the beginning of the screen.

a. **For each question or sub-part of the criterion, enter your agency’s text description** of how your agency will meet the stated criterion. Utilize the MS Word buttons for boldface, italics and underlines as needed to highlight your text and present it in your desired fashion. Scroll down as needed to complete the information. **NOTE:** You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. **Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.**

c. When finished with entry for this section, click the **Save and Proceed button** to continue. (Or click the **Save and Return button** to leave the application entry at this time.)

---

**SECTION 3: TEST ADMINISTRATION (TA) CRITERIA**

**CRITERION TA1**

**Procedures shall be in place to ensure that adequate notification of examinations is provided to potential candidates.**

For each question, provide or describe the following:

1. The written policy, procedure, etc. that addresses this criterion, such as:

   i. The procedures for notification of the exam candidate base that identifies timelines, appropriate methods and means for notification and ensures universal user access to test announcements.

   ii. The procedures for notifying the candidate of the technical materials or testing upon which the examinations are based.

   iii. A copy of the identified policy, procedure, etc.

---

```
The website links potential candidates with our learning management system (LMS). It contains examination information and downloadable files for each level of certification. All requirements for certification to include required documentation, types of tests used to fulfill the requirements. Tests, sample test questions, direct reference to the professional qualification standard being tested, and examination entrance criteria are included. The site is 24/7/365 allowing continuous access.

This is presented within the online system.

TA1 – Must be Available During Site Visit:

Save and Return
Save and Proceed
```
Review the TA2 Criterion
See the screen for criterion TA2. Review the criterion listed at the top of the screen and read through the Supplemental Information on justifiable methodology. Scroll down as needed to complete the review and go to the TA2 information entry.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the TA3 Criterion
See the screen for this criterion. Review the criterion listed at the top of the screen. Scroll down as needed to complete the review and go to information entry.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the TA4 Criterion
See the screen for this criterion. Review the criterion listed at the top of the screen. Scroll down as needed to complete the review and go to information entry.

a. **For each question or sub-part of the criterion, enter your agency’s text description** of how your agency will meet the stated criterion.

b. At the bottom of the screen, see a **note highlighted in blue** to remind you to assemble the **necessary documents and materials for the Pro Board to review during its site visit**. Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the **Save and Proceed button** to continue. (Or click the Save and Return button to leave the application entry at this time.)
Review the TA5 Criterion
See the screen for this criterion. Review the criterion listed at the top of the screen. Scroll down as needed to complete the review and go to information entry.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the TA5 Criterion – (continued)

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion.
Enter the TA5 Criterion – (continued)

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the **Save and Proceed button** to continue. (Or click the **Save and Return button** to leave the application entry at this time.)
Enter the TA6 Criterion
See the screen for this criterion. Review the criterion listed at the top of the screen. Scroll down as needed to complete the review and go to information entry.

a. For each question or sub-part of the criterion, enter your agency's text description of how your agency will meet the stated criterion.
Enter the TA6 Criterion — (continued)

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)
Enter the TA7 Criterion Information
See the screen for this criterion. Review the criterion listed at the top of the screen. Scroll down as needed to complete the review and go to information entry.

a. For each question or sub-part of the criterion, enter your agency’s text description of how your agency will meet the stated criterion.

b. At the bottom of the screen, see a note highlighted in blue to remind you to assemble the necessary documents and materials for the Pro Board to review during its site visit. Make a list of all of the required materials for the site visit and make a plan to obtain all of these materials prior to the site visit.

c. When finished with entry for this section, click the Save and Proceed button to continue. (Or click the Save and Return button to leave the application entry at this time.)

Enter the TA8 Criterion Information
Enter your agency’s text description of how your agency will meet the stated criterion. See a note highlighted in blue to assemble materials for the site visit. When finished, click the Save and Proceed button to complete TA entry.

This completes the entry of TA information. Proceed to entry of the next section of the online application.
Once the Self Assessment section of the online application has been entered, add in a matrix of assessment methodologies for each Standard, Edition and Level specified for certification by your agency. These matrices will store the information for how and where to prove that your agency will be testing for certification. To enter the AMMs, do the following:

1. **Navigate to the AMM Matrices**
   Scroll down on the application’s menu column. See the section for Assessment Methodology Matrices. See a list of Standards, Editions and Levels indicated earlier in your application. **Click on the first Level listed.**

2. **Review the Matrices Information**
   See a screen of information about the purpose of the matrices, the process and how to use the assessment methodology matrices. Review all information carefully.

---

**2020 Accreditation : Assessment Methodology Matrices**

**Purpose of Assessment Methodology Matrices:**

The Assessment Methodology Matrices (AMM) are completed by agencies to demonstrate to the Pro Board Committee on Accreditation (COA) the ability to test the entire standard or level and identify the assessment (testing) methodology used to assess candidates against each JPR of a specific level(s) within a standard.

**Alternative Forms:**

Agencies must utilize the Accreditation Online System that contains the AMM’s. Any other forms will require approval from the COA prior to acceptance.

**Process for Assessment Methodology Matrices (AMM’s):**

AMM’s must be completed and submitted as part of:

- an accreditation package,
- a re-accreditation package,
- an extension of accreditation application, or
- a change in assessment methodology (see note below)

**Note:** In accordance with COA Opinion, when a change is made in the assessment methodology identified in a previously submitted AMM for a standard and/or level, the agency must submit an extension of accreditation application and identify the change in assessment methodology.

**Use of Assessment Methodology Matrices (AMM’s):**

The COA will review submitted matrices for completeness. In addition, the matrices will be used by the site visit team to ensure coverage, test item correlation and appropriate methodology. At the agency’s site visit, all testing documents (e.g. test bank, skill sheets) will be reviewed based upon the information provided in the matrices. Also, at the site visit the agency must be able to isolate and provide the site team with the questions, skills, product/pedagogy, etc. identified for each JPR. If the matrix indicates questions 21, 23, 26, 28, and 31 are for a given JPR, the agency must be able to provide those questions including the distractors and correct answer to the team for review.
### Review the Instructions

Scroll down to see and review the instructions for how to complete the AMMs. Assemble the certification testing methods and references and prepare to complete the assessment methodologies to be utilized for each part of that specific Level’s certification testing.

<table>
<thead>
<tr>
<th>Assessment Methodology Matrices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Test Item Review:</strong> If the agency purchases or receives test items (question banks, skill sheets, projects, etc.) from an outside source, a local review/validation of all test items by the accredited agency must be conducted prior to the AMM completion. After the review of test items, changes, eliminations, and added items should be completed by the agency before the AMM is completed to reflect the final set of test items after that review process.</td>
</tr>
<tr>
<td><strong>Cognitive Assessment:</strong> This column is completed to identify the test item numbers from the test item bank that can be used to test the applicable JPR or requisite knowledge.</td>
</tr>
<tr>
<td>- This column must be completed after the agency has locally validated the test bank</td>
</tr>
<tr>
<td>- You must document 100% of test items from the test bank</td>
</tr>
<tr>
<td><strong>Psychomotor or Skills Assessment:</strong> This column is completed to indicate the skill sheet number(s) that can be used to test the applicable JPR or requisite skill.</td>
</tr>
<tr>
<td>- This column must be completed after the agency has locally validated the skill sheet assessment tool(s)</td>
</tr>
<tr>
<td>- Enter the name of the skill sheet (e.g., Skill 1 or Ladder 1) for the applicable JPR or requisite skill</td>
</tr>
<tr>
<td><strong>Product/Project-Based Assessment:</strong> This column is completed to indicate the Product/Project numbers that can be used to test the applicable JPR or requisite knowledge or requisite skill.</td>
</tr>
<tr>
<td>- This column must be completed after the agency has locally validated the product/project-based assessment tool(s)</td>
</tr>
<tr>
<td>- Enter the name of the assessment sheet (e.g., Project 1 or Investigation Report 1) for the applicable JPR or requisite knowledge or requisite skill</td>
</tr>
<tr>
<td><strong>Process Assessment:</strong> This column is completed to indicate the Process numbers that can be used to test the applicable JPR, requisite knowledge, or requisite skill.</td>
</tr>
<tr>
<td>- This column must be completed after the agency has locally validated the process assessment tool(s)</td>
</tr>
<tr>
<td>- Enter the name of the assessment sheet for the applicable JPR, requisite knowledge, or requisite skill</td>
</tr>
<tr>
<td><strong>Portfolio-Based Assessment:</strong> This column is completed to indicate the Portfolio items that can be used to test the applicable JPR, requisite knowledge, or requisite skill.</td>
</tr>
<tr>
<td>- Must be completed after the agency has locally validated their portfolio process</td>
</tr>
<tr>
<td>- Enter the name of the assessment tool (e.g., Report 1) for the applicable JPR, requisite knowledge, or requisite skill</td>
</tr>
<tr>
<td><strong>Other Assessment:</strong> This column is completed if the candidates are assessed utilizing a methodology other than those listed above. An agency utilizing the “other” assessment methodology will require explanation when completing the Extension of Accreditation or Self-Assessment document.</td>
</tr>
<tr>
<td>- The agency must complete the development process prior to completing the form</td>
</tr>
<tr>
<td>- Enter the name of the assessment tool (e.g., Report 1) for the applicable JPR, requisite knowledge, or requisite skill</td>
</tr>
<tr>
<td><strong>Document Review (DR):</strong> This is allowed to be entered into the “Other” column when an agency utilizes Document Review for certifying they are utilizing their Document Review process to fulfill the Requisite Knowledge and/or Requisite Skills in lieu of testing.</td>
</tr>
</tbody>
</table>
Enter the Assessment Methodologies into the Matrices

Scroll down and see the first part of the certification testing requirements for the specific Level.

a. **For each part and sub-part of a certification testing requirement**, enter the appropriate references to the type of testing being done and to the specific questions or workbooks or skills that will test for certification for that requirement. Note that the testing requirements include parts of general knowledge and general skills.

**NFPA 1001: 2019 Edition, Chapter 4 Fire Fighter I**

### 4.1 General:

*4.1.1 General Knowledge Requirements.* The organization of the fire department; the role of the Fire Fighter I in the organization; the mission of fire service; the fire department’s standard operating procedures (SOPs) and rules and regulations as they apply to the Fire Fighter I; the value of fire and life safety initiatives in support of the fire department mission and to reduce firefighter line-of-duty injuries and fatalities; the role of other agencies as they relate to the fire department; the signs and symptoms of behavioral and emotional distress; aspects of the fire department’s member assistance program; the importance of physical fitness and a healthy lifestyle to the performance of the duties of a fire fighter; the critical impacts of NFPA 1500.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**4.1.2 General Skill Requirements.** The ability to don personal protective clothing, doff personal protective clothing, perform field reduction of contaminants and prepare for rescue, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 101-890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter the Assessment Methodologies (continued)

b. Continue entering the AMMs for the next testing requirement parts.
Enter the Assessment Methodologies (continued)

c. Continue entering the AMMs for the next testing requirement parts.
Enter the Assessment Methodologies (continued)

d. Continue entering the AMMs for the next testing requirement parts.

(A) Requisite Knowledge, Parts of placement, different angles for various structural components for top placements.

(B) Requisite Skills, The ability to ladder, judge extension ladder height, or ladder.

4d. Set up, mount, ascend, dismount, and descend ground ladders, given single and extension ladders, an assignment, and team members if needed, so that hazards are assessed, the ladder is stable, the angle is correct for climbing, extension ladders are extended to the necessary height with the fire under control, the top is raised against a reliable structural component, and the assessment is accomplished.

4.3.7 Attack a passenger vehicle fire operating as a member of a team, given PPE, an attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are overhauled, etc.

4.3.8 Extinguish fires in exterior Class A materials, given flash is extinguished or piled and crawl, unmarked structures or storage containers that can be accessed from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the original area(s) and arson are preserved.

4.3.9 Extinguish fires in exterior Class A materials, given flash is extinguished or piled and crawl, unmarked structures or storage containers that can be accessed from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the original area(s) and arson are preserved.
Enter the Assessment Methodologies *(continued)*

4.3.9 Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when necessary, so that ladders are correctly placed when used and team members’ safety is ensured.

4.3.10 Attack an interior structure fire operating as a member of a team, given an attack line, ladders when needed, personal protective equipment, tools, and an assignment, so that team integrity is maintained, the attack line is deployed for advancement, ladders are correctly placed when used, access is gained into the fire area, effective water application practices are used, the fire is approached correctly, attack techniques facilitate suppression given the level of the fire, hidden fires are located and controlled, the correct body posture is maintained, hazards are recognized and managed, and the fire is brought under control.

(A) Requisite Knowledge: Principles of fire streams; types, design, operation, nozzle pressure effects, and flow capabilities of nozzles; preconceptions to be followed when advancing hose lines to a fire; observable results that a fire stream has been properly applied; dangerous building conditions created by fire; principles of exposure protection; potential long-term consequences of exposure to products of combustion; physical states of matter in which fuels are found; common types of accidents or injuries and their causes; and the application of each size and type of attack line, the role of the backup team in fire attack situations, attack and control techniques for grade level and above and below grade levels, and exposing hidden fires.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS804</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(B) Requisite Skills: The ability to prevent water hammerers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged 1 1/2 in (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of 1 1/2 in (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various hoseline connections; carry hose; attack fires at grade level and above and below grade levels; locate and suppress interior wall and subfloor fires.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS804</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Enter the Assessment Methodologies (continued)

#### (A) Requisite Knowledge

**(B) Requisite Skills** The ability to deploy and operate an attack line; remove flooring, ceiling, and wall components to expose void spaces without compromising structural integrity; apply water for maximum effectiveness; expose and extinguish hidden fires in walls, ceilings, and subfloor spaces; recognize and preserve obvious signs of area of origin and cause; and evaluate for complete extinguishment.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS805</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.3.12

Perform horizontal ventilation on a structure as part of a team, given an assignment, PPE, ventilation tools, equipment, and ladder, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, and the structure does not collapse.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS805</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.3.13

Perform vertical ventilation on a structure as part of a team, given an assignment, PPE, ground and roof ladders, and tools, so that ladders are positioned for ventilation; a specified opening is created; all ventilation barriers are removed; structural integrity is not compromised; products of combustion are released from the overhead fire scene, given PPE; an attack line, hand tools, a flashlight, and an assignment, so that structural integrity is not compromised; all hidden fires are discovered; fire cause evidence is preserved; and the fire is extinguished.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS805</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter the Assessment Methodologies (continued)

4.3.14 Prevent property as a member of a team, given salvage tools and equipment and an assignment, so that the building and its contents are protected from further damage.

4.3.15 Connect a fire department pump to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed.

4.3.16 Extinguish incipient Class A, Class B, and Class C fires, given a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, and correct extinguisher handling techniques are followed.
Enter the Assessment Methodologies (continued)

<table>
<thead>
<tr>
<th>#</th>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.1.8</td>
<td>SS903</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.1.9</td>
<td>SS904</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.1.16</td>
<td>SS907</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.1.19</td>
<td>SS906</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(A) Requisite Knowledge:
- SS903: Ability to operate emergency scene lighting, given fire service lighting equipment, power supply, and an assignment, so that emergency scene lighting equipment is operated within the manufacturer’s listed safety precautions.
- SS904: The ability to extinguish fire in buildings, given tools and an assignment, so that the assignment is safely completed.
- SS907: Combat a ground cover fire operating as a member of a team, given protective clothing, SCBA (if needed), hose lines, extinguishers or other tools, and an assignment, so that threats to property are reported, threats to personal safety are recognized, retreat is quickly accomplished when warranted, and the assignment is completed.

(B) Requisite Skills:
- SS903: The ability to extinguish fire in buildings, given tools and an assignment, so that the assignment is safely completed.
- SS904: The ability to extinguish fire in buildings, given tools and an assignment, so that the assignment is safely completed.
- SS906: The ability to extinguish fire in buildings, given tools and an assignment, so that the assignment is safely completed.
- SS907: The ability to extinguish fire in buildings, given tools and an assignment, so that the assignment is safely completed.

(B) Requisite Skills:
The ability to determine exposure threats based on fire spread potential, protect exposures, construct a fire line or extinguish with hand tools, maintain integrity of established fire lines, and suppress ground cover fires using water.

(A) Requisite Knowledge:
- Types of ground cover fires, parts of ground cover lines, methods to contain or suppress, and safety principles and practices.

(B) Requisite Skills:
The ability to determine exposure threats based on fire spread potential, protect exposures, construct a fire line or extinguish with hand tools, maintain integrity of established fire lines, and suppress ground cover fires using water.
Enter the Assessment Methodologies (continued)

### 4.3.20
When a knot appropriate for hoisting tools, given PPE, tools, ropes, and an assignment, so that the knots used are appropriate for hoisting tools securely and as directed.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS105</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**4.3.21 Air Monitoring.** Operate an air-monitoring instrument, given an air monitor and an assignment or task, so that the device is operated and the fire fighter recognizes the high- or low-level alarms of the air monitor and takes action to mitigate the hazard.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A Requisite Knowledge.** Knowledge of the various uses for an air monitor, the basic operation of an air monitor, and recognition and emergency actions to be taken upon the activation of the high- or low-level alarms of the air monitor.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>90, 91, 98, 99</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B Requisite Skills.** The ability to operate the air monitor, recognize the alarms, and react to the alarms of the air monitor.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter the Assessment Methodologies (continued)

Complete an AMM and Proceed to the Next AMM
When you have finished entering the AMM information for the first Level for a Standard and Edition, click the **Save and Proceed button** at the bottom of the screen. On the menu column, select the next Level and repeat the process of filling in the assessment methodology matrices until all Levels have been designated with AMM proof of certification testing.
As part of the self assessment for your agency, you may choose to upload additional documentation which may support your application. An example of this documentation may include the state law appointing your agency as the authority for firefighting testing. To upload any supporting documentation for the self assessment, follow these steps:

1. **Sign On to the Online Accreditation System**
   If you are not already in the Online System, use a browser and enter the URL link to the Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/).
   See the Pro Board’s Welcome screen, then scroll down and click on the **Web-Based Application System button**.
   On the Welcome screen, enter your **User Name** and **Password** and click the **Sign In button**.

2. **Edit the Online Application for your Agency**
   See a **Dashboard** or **My Applications** list of your agency’s applications to date. Click the **Edit button** to the right of the desired application line, to call up its details and enter more information.

   **NOTE:** See your user name highlighted in yellow in the top right of the screen. To exit the Online System at any time, click the **Sign Out button**.

![Sign On to the Online Accreditation System](image1)

![Edit the Online Application for your Agency](image2)
3 Navigate to Self Assessment Documentation
See the first screen of the application in progress: the Agency Profile contact information.

Scroll down to see the lefthand menu list section for Self Assessment; click on the Supplemental Documentation link.
Online Application:
7. Enter Application Self Assessment – Documentation

The Pro Board
Online Accreditation Application
Quick Reference Guide

4. Navigate to the Document File
See the screen for uploading supplemental documentation. Note the instructions at the top of the screen, indicating the acceptable formats to use for uploading. **Click the “Select files...” button** to navigate to the file directory location of the documentation. Locate the desired document in the file directory, select it and click the **Open button** to upload it.

**Note:** only select one document at a time to upload.

5. Upload the Document
See the file being uploaded to the online application. Watch as the “Uploading” status changes to “Done”.

6. View the Uploaded Document
See the file added to the list. Click the **View button** to call up the document and ensure it uploaded correctly.

**Option:** click the **Delete button** to remove the document. You will be prompted to verify that you wish to delete.

7. Continue
Repeat these steps to select additional documentation files, uploading one at a time. When finished, click the **Save and Proceed button** at the bottom of the screen; this will automatically take you to a review of your application.
To complete the entry of your application online, you must first check your work and ensure that all sections are complete. Then you may submit the application. To complete and submit your application, do the following:

**1. Sign On to the Online Accreditation System**
If you are not already in the Online System, use a browser and enter the URL link to the Accreditation System: https://theproboard.org/web-based-application-system/. See the Pro Board’s Welcome screen, then scroll down and click on the Web-Based Application System button.

On the Welcome screen, enter your User Name and Password and click the Sign In button.

**2. Edit the Online Application for your Agency**
See a Dashboard or My Applications list of your agency’s applications to date. Click the Edit button to the right of the desired application line, to call up its details and enter more information.

**NOTE:** See your user name highlighted in yellow in the top right of the screen. To exit the Online System at any time, click the Sign Out button.
Review a List of Entry Completion Status

See the first screen of the application in progress: the Agency Profile contact information.

On the lefthand menu list, click the link for “How Much of My Application is Complete?”. See an Accreditation Review screen. Review your completion status at the top of the screen. If incomplete, the message will be highlighted in pink. Scroll down through the list of sections to find the area(s) which are incomplete. Note that the Submit button at the bottom of the screen is grayed out and not available unless all sections have a complete status.

Using the lefthand menu list, select each section that is incomplete, and perform the required information entry. Then return to the Accreditation Review and doublecheck the status until all sections are complete.
Submit the Application
Perform a final check that your application entries are complete and ready for submission, then submit the application.

a. On the application’s left menu bar, click on the link for “How Much of My Application is Complete?”.
b. See the Review screen with an entry completion message at the top, highlighted in peach, with all entries noted as complete.
c. Scroll to the bottom of the Review screen and click on the Submit button.
Confirm Application Submission
See a submission confirmation message, indicating that you successfully submitted the online application for Pro Board review. Note that the next step states that you will be contacted by a Pro Board technical analyst after an initial screening of the submitted application.

Also note that the application Status (shown at the top of the left menu bar) has changed from Pending to Submitted. Wait for a response from the Pro Board technical analyst.
Once a Pro Board technical analyst has reviewed your application, you will be notified and asked for responses to the feedback provided. Responses should clarify and add detail to the information already given. Enter your responses to each area of feedback until the technical analyst is satisfied that the application content is complete and ready for review by the Pro Board Committee on Accreditation. **NOTE:** You may have to go through several rounds of feedback before your responses are fully accepted as complete. To provide the responses to the technical review, do the following:

1. **Navigate to the Online Accreditation System**
   Enter the URL link to the Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/).
   See the Pro Board’s Welcome screen, then scroll down and click on the **Web-Based Application System button**.

2. **Sign On**
   On the Welcome screen, enter your **User Name** and **Password** and click the **Sign In button**.

   **URL Link:**
   [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/)

   ![Web-Based Application System](image-url)
Online Application: 9. Technical Review Responses

3 Call Up the Application
See a Dashboard or My Applications list of your agency’s application. Note that the application being processed will have an Assignment of “Pending” once again. Click the Edit button to the right of the application line to call up its details.

4 Review Technical Review Feedback and Provide Responses
Look at the nature and quantity of feedback provided by the Pro Board technical analyst:

a. On the application’s left menu bar, click on the link for “Feedback”. See a list of all the feedback, by section and subsection within the application.

b. Scroll down as needed and review the feedback. Assemble your responses and any attachments requested. Then begin entering the feedback by clicking the “Jump to Feedback” button to the right of a feedback item.
Provide Responses (continued)

See a screen of the details behind the technical review feedback and provide a response:

c. Scroll down as needed through the section until you find the area where feedback was provided – the question will be highlighted in dark gold. Review the section and question and your initial answer. Review the feedback comment/question from the technical analyst. Update your initial answer by clarifying and/or adding to the response.

d. Click the Save and Return button to go back to the Feedback screen.

NOTE: You may wish to contact the Pro Board’s technical analyst directly for assistance with understanding the feedback and completing your responses.

NOTE: It may take some time to enter/provide all of the responses in a section. To ensure that you do not lose data entered, avoid a session timeout by frequently clicking the Save and Return button to save your interim work. Then return to the section and continue with response entry.
Provide Responses (continued)

e. Continue working through the feedback, jumping to the section and questions within the application and providing responses, until all feedback has been answered.
Provide Responses (continued)

Once you have provided all responses and updated your application, review the Feedback list again and ensure you are finished with the responses you needed to give.

4f. If you jump to the feedback in each section, you should see questions highlighted in dark gold, with the technical analyst’s feedback in red and the updated answers in the entry boxes.
Submit the Technical Review Responses
Return the responses to the Pro Board technical analyst by re-submitting the application, as follows:

- On the lefthand menu list, click the link for “How Much of My Application is Complete?”.
- See a review screen, showing that all sections are complete.
- Scroll down to the bottom of the review screen and click the Submit button. This will turn the application Status to “Submitted” and will make the application available to the Pro Board technical analysts for further review.

![Image of application review screen]

- Your application has been filled out. Please review the sections below and submit your application when you are ready.

<table>
<thead>
<tr>
<th>Application</th>
<th>Is Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Profile</td>
<td>Yes</td>
</tr>
<tr>
<td>Standards, Levels and Editions</td>
<td>Yes</td>
</tr>
<tr>
<td>Delegation of Authority</td>
<td>Yes</td>
</tr>
<tr>
<td>Candidate Certification Options and Annual Fees</td>
<td>Yes</td>
</tr>
<tr>
<td>Marketing / Promotion of the Pro Board</td>
<td>Yes</td>
</tr>
<tr>
<td>Self Assessment</td>
<td></td>
</tr>
<tr>
<td>Section 1: Program Administration (PA) Criteria</td>
<td>Yes</td>
</tr>
<tr>
<td>Criterion PA1</td>
<td>Yes</td>
</tr>
<tr>
<td>Criterion PA2</td>
<td>Yes</td>
</tr>
<tr>
<td>Criterion PA3</td>
<td>Yes</td>
</tr>
<tr>
<td>Criterion PA4</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Once a Committee on Accreditation (COA) Site Team Leader contacts the agency and begins the discussions about feedback and comments from the Committee on Accreditation (COA), look for an email notifying you that comments are ready for your review. Call up the online application and respond to the comments as follows:

1. **Navigate to the Online Accreditation System**
   Receive an email from the Pro Board, indicating that COA comments are ready for your review. Click the link in the email to go to the Online Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/).
   See the Pro Board’s Welcome screen, then scroll down and click on the **Web-Based Application System button**.

2. **Sign On**
   On the Welcome screen, enter your **User Name** and **Password** and click the **Sign In button**.

3. **Call up the Application**
   On the Dashboard or **My Applications** screen, see your application with a **Status = Comments Submitted to Agency**. Click the **Review button** to the right of the application line.
Online Application:
10. Responses to COA Comments

Review and Respond to COA Comments

See the application details and do the following:

a. On the menu list to the left of the application screen, click the **Review Comments link**.

b. See all of the comments submitted by the Committee on Accreditation for the Pro Board. Review each question or comment. To provide an answer, click the **Edit button** to the right of the space provided for an **Agency response** to each question.

c. See a **Comments/Questions pop up window**. Enter your response in the space provided; **format the response** using the given font and bullet list options, as needed. Click the **Save button** at the bottom right of the window to save your response. See a verification message that your response was uploaded into the online application. Click the **OK button** to return to the next comment.
Review and Respond to COA Comments (continued)

Continue to review comments and add responses until all comments are answered. Work with the Site Team Leader to discuss appropriate answers and materials to assemble for a site visit, as follows:

d. Click the **Edit button** to provide an Agency answer to each comment or question.

e. Note that some comments will require the Agency to **provide additional documentation during the site visit**. Assemble it now, in preparation for the site visit team review.
5 **Submit Agency Responses**
When the Agency is satisfied with the responses to COA application comments, do the following:

- Go to the top of the **Review Comments screen**.
- Click the **Submit Responses button**.
- See a confirmation message, asking if you are sure you wish to submit the responses; click the **OK button**.

6 **See the Application Status Change**
In the top left corner of the Review Comments screen, see the online application **Status change** automatically to "Schedule Site Visit". An email of this change will automatically be sent to the Pro Board staff for further action.
Agencies sometimes want to change the methodology used to assess and certify on a Standard/Edition/Level. In that case, the agency should go into the Online system and enter an application for a change in accredited processes as follows:

1. **Navigate to the Online Accreditation System**
   Using a browser, enter the URL link to the Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/).

   See the Pro Board’s Welcome screen. Scroll down and click on the **Web-Based Application System button**.

2. **Sign Onto your Agency Account**
   See the sign in screen. Enter your user ID and password and click the **“Sign in” button**.

   **URL Link:**
   [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/)
Start a New Application for Changes in Accredited Processes

See a dashboard. Click to go to the My Applications tab and enter information as follows:

a. On the My Applications screen, see the original approved application for accreditation.

b. Click the arrow to open the drop down list for Select Application Type. Click to select Change in Accredited Processes.

c. See a pop up message defining the change application process. Read it and then click the Close button.

d. Click the Start New Application button.

This application provides a process by which an agency requests approval from the Committee on Accreditation (COA) to make significant changes in its accredited processes and be assured that they continue to meet the Pro Board criteria for accreditation.

The COA is aware that minor changes in accredited agency’s processes occur regularly and many do not affect the accredited processes/status of an agency. There is no need to use this form for minor changes in an accredited system.

Significant changes are those changes that are directly related to the criteria for accreditation found in the self assessment and included in section 3 of this form. An agency can use that section to assess if the planned or executed changes affect their accredited processes associated with those criteria.
Review the Agency Profile Information

See the change in accreditation processes application **Status = Pending**. See the agency profile screen; see the menu list column of items you must fill out for the application to change accredited process(es). Adjust the information as needed, then click the **Save and Proceed button**.

![Agency Profile Screen]

- **Agency Name**: XYZ Fire District
- **Director First Name**: John
- **Director Last Name**: Doe
- **Director Title**: Director
- **Contact Information**: First Name - Dottie

[Save and Return] [Save and Proceed]
Describe the Proposed Change(s)
See the Proposed Changes screen. Enter a text, narrative description detailing what processes you desire to change for approval. Utilize the font and formatting options to highlight and emphasize text as needed. When finished, click the Save and Proceed button.

NOTE: Refer to the COA Opinions on the website or contact the Pro Board Staff to determine which criterion/criteria will be affected by the proposed change(s) in Program Administration, Test Development, and/or Test Administration.
Specify the Assessment of Changes
See the Assessment of Changes screen.

a. Click the **Program Administration checkboxes** to indicate whether each process is the same or has changed.
b. Click the **Test Development checkboxes** to indicate whether each process is the same or has changed.
Specify the Assessment of Changes *(continued)*

c. Click the **Test Administration** checkboxes to indicate whether each process is the same or has changed. When finished, click the **Save and Proceed button**.

<table>
<thead>
<tr>
<th>Same</th>
<th>Change</th>
<th>Test Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure that adequate notification of examinations is provided to potential candidates. (TA1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure that certification testing is conducted at a frequency, time of day, and geographical location that adequately meets the needs of the certification candidates, departments, and other users of the certification system. (TA2)</td>
</tr>
<tr>
<td></td>
<td>✔</td>
<td>The agency's facilities and equipment shall be adequate for the testing of all the objectives or Job Performance Requirements (JPR) of the applicable standard(s) for which the agency seeks accreditation. (TA3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure a safe environment and safe operations during certification testing. (TA4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure that skills tests are assessed by qualified persons who are not involved in the training of the candidate in the skill being tested; that qualified persons administer (proctor) cognitive tests; and that qualified persons evaluate projects, portfolio submissions, or other methodologies (if used). (TA5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure that skills tests, written exams, projects, portfolio submissions, or other evaluation methodologies are administered in a consistent and impartial manner. (TA6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure the confidentiality of a candidate's test performance. (TA7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure that the test results for each candidate and the associated test instruments are securely maintained for an appropriate period of time. (TA8)</td>
</tr>
</tbody>
</table>
Read the Self Assessment Instructions

See the Self Assessment Instructions screen. Note that the menu list column options have changed to include each criterion process change for which you are applying for certification approval.

Read through the instructions. Then click the **Save and Proceed button**.
a. See the Self Assessment screen for the first criterion that will be changing. Read through the supplemental information, then scroll down.

2020 Change in Accreditation Processes: Self Assessment

Validity and Reliability:

Validity: Test validity refers to the degree to which the test actually measures what it is intended to measure.

Reliability: Test reliability refers to 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.

The Relationship of Reliability and Validity: Test validity is a prerequisite to test reliability. If a test is not valid, then reliability is insignificant because consistency across iterations of a test that does not measure what it is intended to measure is meaningless. Similarly, a test that is asserted to be valid but not reliable (consistent over iterations) is not fair to the candidates or very useful for certification purposes.

The Pro Board’s goal is for accredited agencies to develop valid test items, generate valid and reliable tests, administer those tests in a consistent way to help ensure reliability, review the test item and test instrument statistics, make adjustments to the test items and test instruments to improve the validity and reliability of the candidate assessments. This criterion is meant to help you assess your performance in those areas for each test methodology that you use.

There are five categories of assessment methodology that an agency may use to assess/test candidates:

- TD3A - Cognitive
- TD3B - Psychomotor
- TD3C - Product/Project Based
- TD3D - Process
- TD3E - Portfolio
- TD3F - Other

This criterion requires the agency to complete all the sections under each methodology that the agency uses in any of its candidate assessments/tests. It is acceptable to use more than one assessment methodology within a single JPR.
b. Continue to read through the supplemental information.

### TD3 – A COGNITIVE WRITTEN (KNOWLEDGE) 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.

**Test Item Development:**

**Note:** As used here, a “test item” is a single test question, and a “test instrument” is the set of questions used to evaluate the candidate(s).

There are several ways to ensure validity of test items as they are developed and/or reviewed. An agency may use the expertise of affiliated educational institutions and employ multiple and/or quite sophisticated validity and reliability assessments. However, at a minimum, a process may be used which employs a team of subject matter experts (SMEs) to develop or review test items.

The team of SMEs shall ensure:

- questions are well formed and appropriately correlated to the standard.
- correct answers are sound and appropriately correlated.
- reasonable distractors are used (if multiple choice).
- skills sheets, products/projects, and portfolio processes are similarly assessed.

This process should be documented, secure, and repeatable, and in no way compromise the security of the test items developed or reviewed.

**Generating Test Instruments:**

The group of test items (test bank) for a given standard or level must have a sufficient number of test items from which tests can be developed. The bank must also include test items that are designed to assess, and correlated to, each of the areas of the standard that are going to be tested cognitively.

Random selection from that correlated bank of test items can then be used to generate a test instrument. Another methodology of selection is stratified or targeted random selection, where the random selection is done from the subsets of test items for each section of the standard for which cognitive evaluations are used.
Fill in the Self Assessment (continued)

c. Scroll down and fill in the answers to each question that apply to your specific change request. Otherwise please insert NA.
d. Continue to scroll down and **enter answers to questions for each section and methodology** for the changed criterion. If a question does NOT relate to your proposed change, simply insert NA.

e. When finished, click the **Save and Proceed button**.
Indicate Assessment of Additions to Previously Accredited Processes

See the Self Assessment screen for the next changed criterion. Scroll down and answer all questions. Then click the Save and Proceed button.
Indicate Assessment of Additions to Previously Accredited Processes (continued)

See the Supplemental Documentation screen.

Upload files as needed to augment the application:

- Click the Select files… button, locate and select the desired file in a directory. Wait for the upload to show as “Done”.
- See the document name in a list of uploaded documents.
- Choose to use the file’s buttons to View it – or Delete the upload if needed.

Continue to upload as many document files as needed. Then click the Save and Proceed button.

![Select files button and document list](image)
11. Change in Accredited Processes

Review your Entries Summary and Submit your Application

See the Review screen, showing a summary of sections and what you have completed. If not complete, click on the menu list links to go back and complete sections. Then check the Review screen again.

Once you see the message that all is complete, go to the bottom of the screen and click the Submit button. See the extension application Status change to “Submitted” and see a Complete message on the screen.

Wait for the Pro Board to get back to you with their review and questions.
11. Change in Accredited Processes

12 Upload Supplemental Documentation

See the Supplemental Documentation screen. Option: Upload files as needed to augment the extension application. Click the Select files... button, locate and select the desired file in a directory. Wait for the upload to show as “Done”. See the document name in a list of uploaded documents. Choose to use the file’s buttons to View it – or Delete the upload if needed.

Continue to upload as many document files as needed. Then click the Save and Proceed button.
12 View the Change in Accredited Processes Application on the My Applications tab

Return to the My Applications tab in the Online system, and see the application listed.

13 Receive a Pro Board Acknowledgement of your Submission

Receive an email from the Pro Board, acknowledging your application submission.
Complete the Changes in Accredited Processes Application Process

The process of getting a Changes in Accredited Processes application approved by the Pro Board is essentially the same as the process of getting the initial accreditation application approved. Follow these steps, and refer to other quick reference guides for assistance as needed in performing the following steps:

- Wait for a Pro Board technical review
- Provide Technical Review responses, as requested
- Be contacted by a Committee on Accreditation (COA) if questions arise
- Respond to COA review comments and questions
- Wait for full COA review of the extension of accreditation application
- Receive Pro Board notification of approval of the extension (or measures needed to receive approval)
Agencies sometimes want to be accredited for an additional level of a standard and edition. And sometimes the Pro Board issues a notice that a new Edition has changed substantially and indicates that all agencies must apply for an accreditation extension for Committee on Accreditation (COA) approval. In either case, the agency should go into the Online system and enter an application for an extension of accreditation, as follows:

**Navigate to the Online Accreditation System**
Using a browser, enter the URL link to the Accreditation System:  [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/). See the Pro Board’s Welcome screen. Scroll down and click on the Web-Based Application System button.

**Sign Onto your Agency Account**
See the sign in screen. Enter your user ID and password and click the “Sign in” button.

1. **URL Link:**
   [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/)

2. **Welcome to the Accreditation System!**
   Please sign in. If you do not have an account, you may create one.
   - **User Name**
   - **Password**
   - **Sign in**
Online Application: 12. Extensions of Accreditation

Start a New Application for Extension
See a dashboard. Click to go to the My Applications tab and enter information as follows:

a. On the My Applications screen.
b. Click the arrow to open the drop down list for Select Application Type. Click to select Extension of Application.
c. See a pop up message defining an extension. Read it and then click the Close button.
d. Click the Start New Application button.
Review the Agency Profile Information

See the extension application Status = Pending. See the agency profile screen; adjust the information as needed, then click the Save and Proceed button.

See the menu list column of items you must fill out for an extension application. Click the Standards, Levels and Editions link.
### Specify the Standards, Editions and Levels to add as an Extension

See the Standards, Levels and Editions screen.

a. Click the **Add Standard button**. See dropdown lists in columns below.

b. Use the **dropdown lists** to select the NFPA **Standard** and **Edition and Level** you wish or need to add. Then click the **Update button**. See the addition saved in the column below.

c. Continue/repeat the adding of Standards until you are finished. See the list of **extensions** you are applying for...Click the **Save and Proceed button**.

---

<table>
<thead>
<tr>
<th>NFPA Standard</th>
<th>Edition</th>
<th>Level</th>
<th>Status</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>'001</td>
<td>2019</td>
<td>'2019</td>
<td>Pending</td>
<td>'Chapter 5 Fire Fighter II'</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>NFPA Standard</th>
<th>Edition</th>
<th>Level</th>
<th>Status</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>'001</td>
<td>2019</td>
<td>'2019</td>
<td>Pending</td>
<td>'Emergency Medical Services'</td>
</tr>
</tbody>
</table>
Select the Certification Level

See the Certification screen. Click the checkbox to indicate certification by either the agency or a delegate. Then click the Save and Proceed button.
Fill in the Assessment Methodology Matrices (AMMs)

a. On the menu list column, see an AMM link for each standard/edition/level you wish to add in this extension application.

b. See the AMM matrix screen of instructions. Scroll down to read through them all.

The Pro Board
Online Accreditation Application
Quick Reference Guide

7b

Assessment Methodology Matrices Information and Instructions

Purpose of Assessment Methodology Matrices: The Assessment Methodology Matrices (AMM) are completed by agencies to demonstrate to the Pro Board Committee on Accreditation (CDA) the ability to test the entire standard or level and identify the assessment (testing) methodology used to assess candidates against each JPR of a specific level(s) within a standard.

Alternative Forms: Agencies must utilize the Accreditation Online System that contains the AMM’s. Any other forms will require approval from the CDA prior to acceptance.

Process for Assessment Methodology Matrices (AMM’s): AMM’s must be compiled and submitted as part of:

- Psychomotor or Skills Assessment: This column is completed to indicate the skill sheet number(s) that can be used to test the applicable JPRs, requisite knowledge, or requisite skill.
  - This column must be completed after the agency has locally validated the skill sheet assessment tool(s).
  - Enter the name of the skill sheet (e.g., Skill 1 or Lack 1) for the applicable JPR or requisite skill.

- Product/Project-Based Assessment: This column is completed to indicate the Product/Project numbers that can be used to test the applicable JPRs, requisite knowledge, or requisite skill.
  - This column must be completed after the agency has locally validated the product/project-based assessment tool(s).
  - Enter the name of the assessment sheet (e.g., Project 1 or Investigation Report 1) for the applicable JPR, requisite knowledge, or requisite skill.

- Process Assessment: This column is completed to indicate the Process numbers that can be used to test the applicable JPRs, requisite knowledge, or requisite skill.
  - This column must be completed after the agency has locally validated the process assessment tool(s).
  - Enter the name of the assessment sheet for the applicable JPR, requisite knowledge, or requisite skill.

- Portfolio-Based Assessment: This column is completed to indicate the Portfolio items that can be used to test the applicable JPRs, requisite knowledge, or requisite skill.
  - Must be completed after the agency has locally validated their portfolio process.
  - Enter the name of the assessment tool (e.g., Report 1) for the applicable JPR, requisite knowledge, or requisite skill.

- Other Assessment: This column is completed if the candidates are assessed utilizing a methodology other than those listed above. An agency utilizing the “other” assessment methodology will require explanation when completing the Extension of Accreditation or Self-Assessment documents.
  - The agency must complete the development process prior to completing the form.
  - Enter the name of the assessment tool (e.g., Report 1) for the applicable JPR, requisite knowledge, or requisite skill.

- Document Review (DR): “OR” is allowed to be entered into the “Other” column when an agency utilizes Document Review for indicating they are utilizing their Document Review process to fulfill the Requisite Knowledge and/or Requisite Skills in lieu of testing.
Fill in the Assessment Methodology Matrices (AMMs) (continued)

c. Continue scrolling to see the **AMM matrix for a selected Standard/Edition/Level**. See blank sections of descriptions of accreditation methodologies. Click on the **Edit button** for the first one.
d. Enter the answers for how you will be certifying the accreditation for each section, in the box for the corresponding methodology to be used. Then click the **Save button**.
e. Continue to edit and enter the next questions and sections. Scroll down and edit and enter each answer – until you are finished completing the matrix for this Standard/Edition/Level. Then click the **Save and Proceed button**.

**NFPA 1001: 2019 Edition, Chapter 5 Fire Fighter II**

5.1 General. For qualification at Level II, the Fire Fighter II shall meet the general knowledge requirements in 5.1.1, the general skill requirements in 5.1.2, the JPRs defined in Sections 5.2 through 5.5 of this standard, the requirements defined in Chapter 4, and knowledge of the Incident Management System sections of IC3 200 as described.

<table>
<thead>
<tr>
<th>Cognitve</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5.1.1 General Knowledge Requirements.** Responsibilities of the Fire Fighter II in assuming and transferring command within an incident management system, performing assigned duties in conformance with applicable NFPA and other safety regulations and AHJ procedures, and the role of a Fire Fighter II within the organization.

<table>
<thead>
<tr>
<th>Cognitve</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**(A) *Requisite Knowledge.** Procedures for safely conducting hose service testing, indicators that dictate any hose be removed from service, and recording procedures for hose test results.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**(B) Requisite Skills.** The ability to operate hose testing equipment and nozzles and to record results.

<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Psychomotor</th>
<th>Product/Project</th>
<th>Process</th>
<th>Portfolio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 50-200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save and Return | Save and Proceed
Fill in the next Assessment Methodology Matrices (AMMs)

See the AMM matrix screen of instructions for the next selected extension you are applying for and continue to **Edit and enter** how you will utilize different methodologies for each section. When you are finished, scroll to the bottom of the screen and click the **Save and Proceed button**.
Indicate Assessment of Additions to Previously Accredited Processes

a. See the Assessment of Additions screen. Click the radio buttons for each area of Program Administration, to indicate if the methodology used for the extension(s) are the same or have changed.
b. Scroll down on the Assessment of Additions screen. Click the radio buttons for each area of **Test Development**, to indicate if the methodology used for the extension(s) are the same or have changed.

<table>
<thead>
<tr>
<th>Same</th>
<th>Change</th>
<th>Test Development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to evaluate and respond fairly to appeals of the certification system including individual test items and/or assessment outcomes. (PA5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure that a fair retest policy is consistently applied for candidates who fail an exam. (PA6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the agency delegates its certification authority, procedures shall be in place to ensure compliance with the Pro Board Operational Procedures for Delegation of Authority, Section IX. (PA7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure that the National Fire Protection Association’s (NFPA) Fire Service Professional Qualifications Standards, or other standards approved by the National Board on Fire Service Professional Qualifications (Pro Board), are the basis upon which accredited certification testing is being conducted. (TD1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The agency shall have the ability to completely test the level(s) of each applicable standard with justifiable test methodologies. (TD2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place in the test development, administration, review, and improvement processes to ensure the production of valid and reliable test instruments and test results. (TD3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures shall be in place to ensure security of certification test-item banks, current and previous versions of test instruments, and other associated materials. (TD4)</td>
</tr>
</tbody>
</table>
c. Scroll down on the Assessment of Additions screen. Click the radio buttons for each area of Test Administration, to indicate if the methodology used for the extension(s) are the same or have changed. When finished, click the Save and Proceed button at the bottom of the screen.

NOTE: If any of the above criteria in Program Administration, Test Development, or Test Administration have been checked “Changed”, then an application for a Change in Accredited Processes is required describing the changes made by the agency.
Upload Supplemental Documentation

See the Supplemental Documentation screen. Option: Upload files as needed to augment the extension application. Click the Select files... button, locate and select the desired file in a directory. Wait for the upload to show as “Done”. See the document name in a list of uploaded documents. Choose to use the file’s buttons to View it – or Delete the upload if needed.

Continue to upload as many document files as needed. Then click the Save and Proceed button.
Review the Extension of Accreditation Application for Completeness

See the **Review screen**, showing a summary of sections and what you have completed. If not complete, click on the menu list links to go back and complete sections. Then check the Review screen again.

Once you see the message that all is complete, go to the bottom of the screen and click the **Submit button**. See the **extension application Status change to “Submitted”** and see a **Complete message** on the screen. Wait for the Pro Board to get back to you with their review and questions.
12 View the Extension Application on the My Applications tab

Return to the My Applications tab in the Online system, and see the extension application listed.

13 Receive a Pro Board Acknowledgement of your Extension Submission

Receive an email from the Pro Board, acknowledging your extension application submission.
13. Complete the Extension Application Process

The process of getting an extension of accreditation application approved by the Pro Board is essentially the same as the process of getting the initial accreditation application approved. Follow these steps, and refer to other quick reference guides for assistance as needed in performing the following steps:

- Wait for a Pro Board technical review
- Provide Technical Review responses, as requested
- Be contacted by a Committee on Accreditation (COA) if questions arise
- Respond to COA review comments and questions
- Wait for full COA review of the extension of accreditation application
- Receive Pro Board notification of approval of the extension (or measures needed to receive approval)
A Primary Accredited Agency (PAA) may decide to utilize one or more Delegates to certify one or more Standards, Editions and Levels. For the delegate, this process is not facilitated by any online application systems. The steps associated with PAA approval and COA approval of a Delegate are as follows:

1 **Initial Approval of a Delegate**
   a. A potential Delegate obtains electronic MS Office files for an application, self-assessment and AMMs.
   b. The potential Delegate fills out the packet of files and submits them to the PAA.
   c. The PAA reviews the packet and information, must conduct a site visit at the Delegate location, and prepare a site visit report to be reviewed by the COA.
   d. A letter from the PAA supporting the application for delegation of authority must be prepared.
   e. The completed application package 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 PAA for proper completion which could delay the delegation of authority.
   f. The Pro Board Accreditation Manager assigns COA members to review the Delegate application package.
   g. If the PAA is already approved for the delegated level(s), the assigned COA members review the Delegate application packet. If not approved, the PAA must apply for an Extension of Accreditation on the Online System.
   h. Once the COA approves the Delegate application, the Accreditation Manager notifies the PAA of the approval. Staff then manually enter the Delegate information into the Agency Database system for that PAA.
   i. The COA may at the time of application for delegation of authority or during any subsequent site visits to the PAA also conduct a site visit with the delegated agency.

2 **Delegate Reaccreditation**
   The PAA manages its Delegate(s). Whenever the PAA applies for reaccreditation, they must also submit documentation for reaccreditation for any delegates as well.
Agencies that are accredited by the Pro Board’s Committee on Accreditation must apply for reaccreditation every five (5) years. The steps are the same as for initial accreditation, but agencies do not have to completely start over to enter an accreditation application; parts of the previous accreditation application may be copied. The process of entering the information can be less lengthy and can still be done in sections – and saved and returned to later. Follow these steps:

1. **Sign On to the Online Accreditation System**
   Using a browser, enter the URL link to the Accreditation System: [https://theproboard.org/web-based-application-system/](https://theproboard.org/web-based-application-system/).
   See the Pro Board’s Welcome screen, then scroll down and click on the **Web-Based Application System button**.
   On the Welcome screen, enter your **User Name** and **Password** and click the **Sign In button**.

2. **Navigate to My Applications Tab**
   See a **Dashboard**. Click the **My Application tab** to call up your currently accredited applications – as well as any extensions or change applications.
Select Application Type
Click the **Select Application Type** to call up your currently types of applications available.

![Select Application Type Image]

Select Specific Application
Click **Reaccreditation** as the type of application to copy.

![Select Specific Application Image]
Select Your Specific Application
Click the Specific Application from your database. It will be mostly likely the latest approved accreditation or reaccreditation application. In this example below, it is the agency’s 2020 Accreditation application.

Select Start New Application
Click the Start New Application to make a copy of the application.
The System will present the new application. Click the Select Application Type to call up your currently types of applications available.

NOTE: Not all information will be copied over, as it is assumed that such things as Standards, Editions and Levels may have changed. And the sections TA2 and TA3 for Test Administration, as well as the AMM matrices, will be blank. Also note that the information contained in any extensions or changes approved will not be copied over and must be entered in manually to complete the reaccreditation application.
Enter Information to Complete all Application Sections
See a screen of the copied application, with an Application Type = Reaccreditation and a Status = Pending.

Continue through each section, reviewing the information copied and adjusting it as needed – and then adding whatever information is required to complete the application and reflect all facets of reaccreditation being requested.

Please refer to other quick reference sheets to guide you through the steps:
- Pro Board Quick Ref – Online Application – 2 Enter Initial Application Information
- Pro Board Quick Ref – Online Application – 3 Enter Application Self Assessment – PA
- Pro Board Quick Ref – Online Application – 4 Enter Application Self Assessment – TD
- Pro Board Quick Ref – Online Application – 5 Enter Application Self Assessment – TA
- Pro Board Quick Ref – Online Application – 6 Complete Assessment Methodology Matrices – AMM
- Pro Board Quick Ref – Online Application – 7 Enter Additional Documentation

Submit the Reaccreditation Application
Doublecheck your work and when finished, submit the application for reaccreditation. Refer to additional quick reference sheets to guide you through the steps:
- Pro Board Quick Ref – Online Application – 8 Complete and Submit Application

Work with the Committee on Accreditation to Process your Reaccreditation
Pro Board staff will process your application for accreditation and will follow the same process utilized for an initial accreditation. You will therefore need to provide responses to questions from the technical analyst as well as to comments from the Committee on Accreditation (COA) members assigned to your application.

Please refer to these quick reference sheets to guide you through the steps until you receive a reaccreditation:
- Pro Board Quick Ref – Online Application – 9 Provide Tech Review Responses
- Pro Board Quick Ref – Online Application – 10 Provide Responses to COA Comments