



**Quick Reference Guides
for the
Pro Board Online Accreditation Application System**

06/01/2021

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 an 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

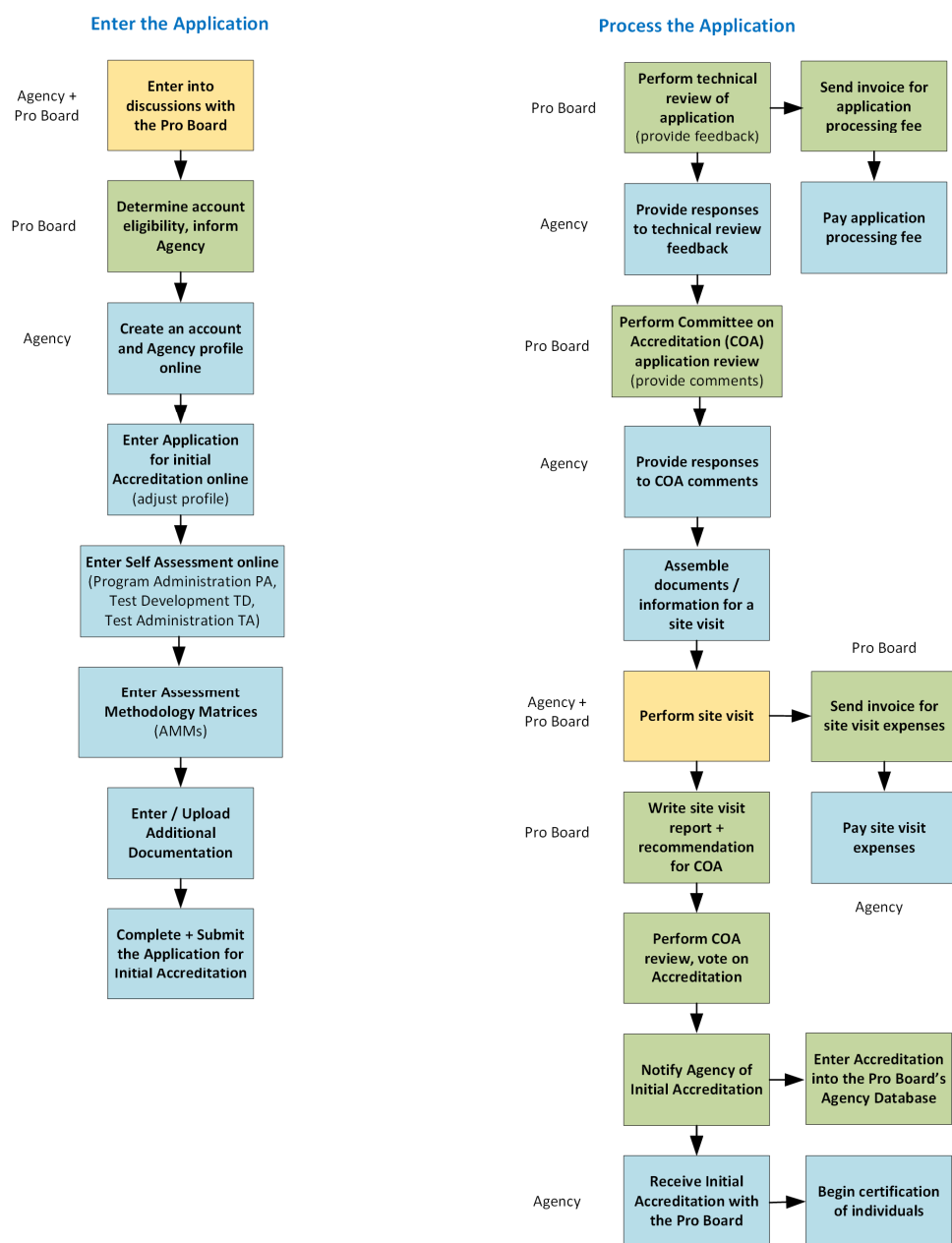
Online Application System Manual Sections

Introduction- <i>Overall System Workflow Diagrams</i>		Section 11- <i>Applications for a Change in Accredited Processes</i>
Section 1- <i>Create and Account and Profile</i>		Section 12- <i>Applications for Extensions of Accreditation</i>
Section 2- <i>Enter Initial Application Information</i>		Section 13- <i>Agency Delegates Process</i>
Section 3- <i>Enter Application Self-Assessment-Program Administration (PA)</i>		Section 14- <i>Reaccreditation</i>
Section 4- <i>Enter Application Self-Assessment- Test Development (TD)</i>		
Section 5- <i>Enter Application Self-Assessment- Test Administration (TA)</i>		
Section 6- <i>Complete Assessment Methodology Matrices</i>		
Section 7- <i>Enter Additional Information</i>		
Section 8- <i>Complete and Submit Application</i>		
Section 9- <i>Provide Technical Review Responses</i>		
Section 10- <i>Provide Responses to Committee on Accreditation Comments</i>		

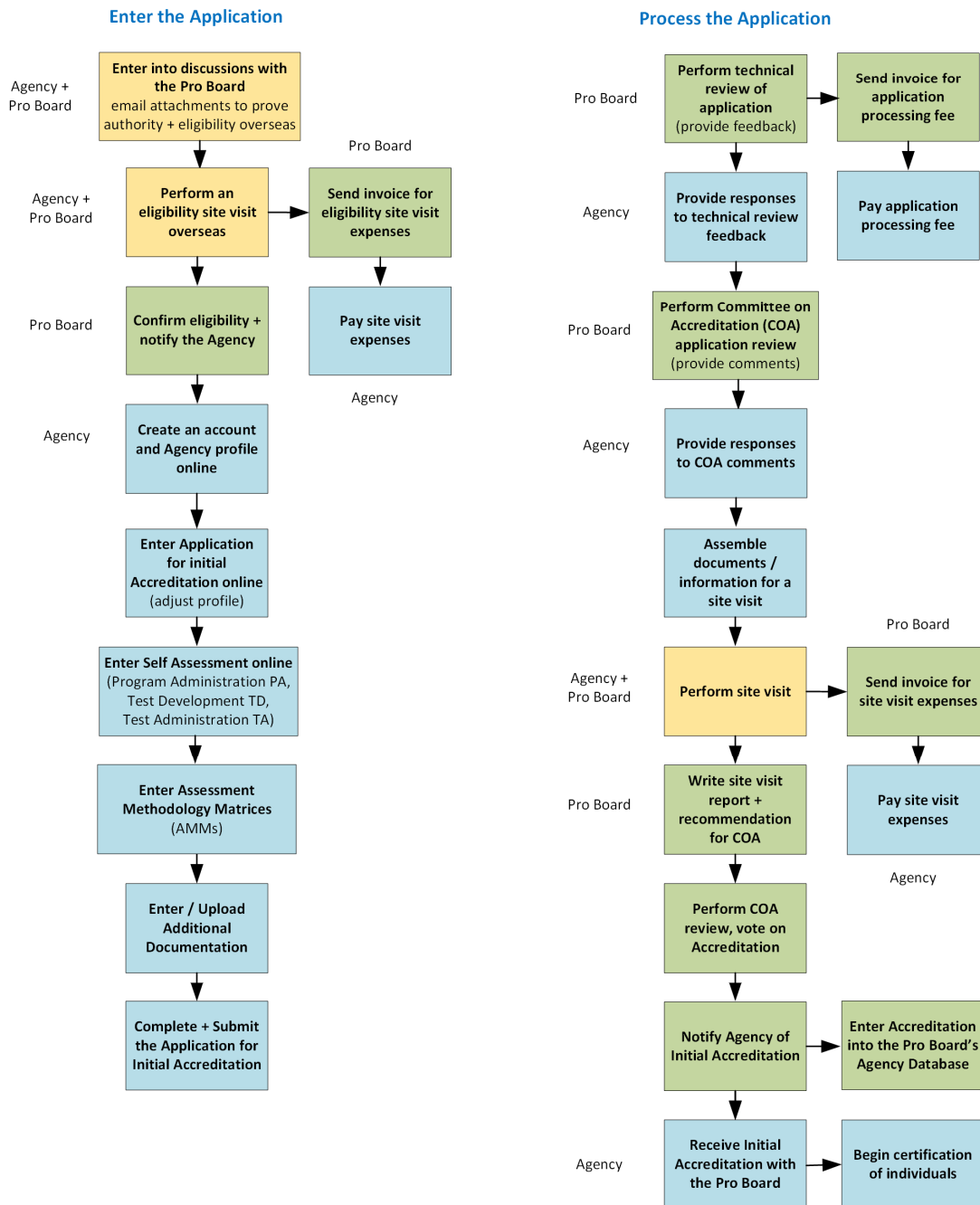
Agencies throughout the world have followed some key processes when becoming accredited by the Pro Board. This guide depicts these processes as a series of diagrams of the workflows to obtain initial accreditation, extensions of accreditations, changes to accredited processes, and reaccreditation over time.

Note that steps highlighted in green = Pro Board actions, blue = Agency actions, and yellow = joint actions by the Agency and the Pro Board.

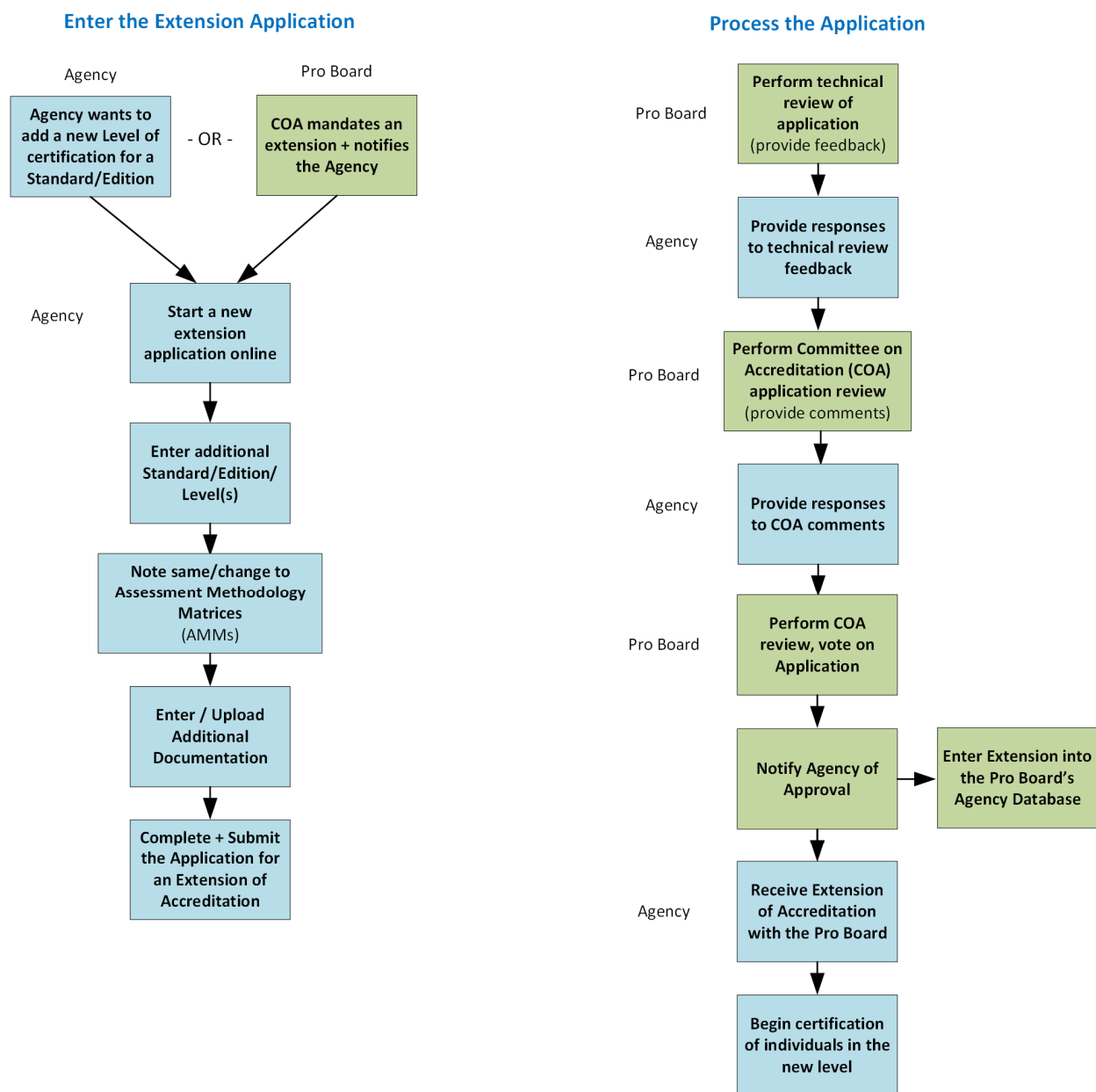
The Pro Board Workflow Diagram Apply for Initial Accreditation (North American Agency)



The Pro Board Workflow Diagram Apply for Initial Accreditation (Overseas Agency)

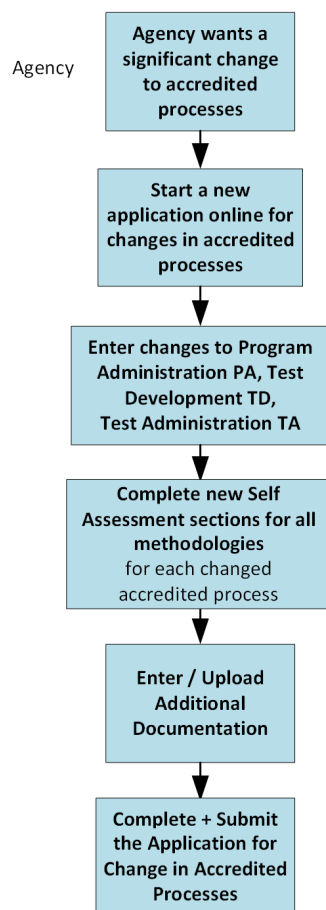


The Pro Board Workflow Diagram Apply for an Extension of Accreditation

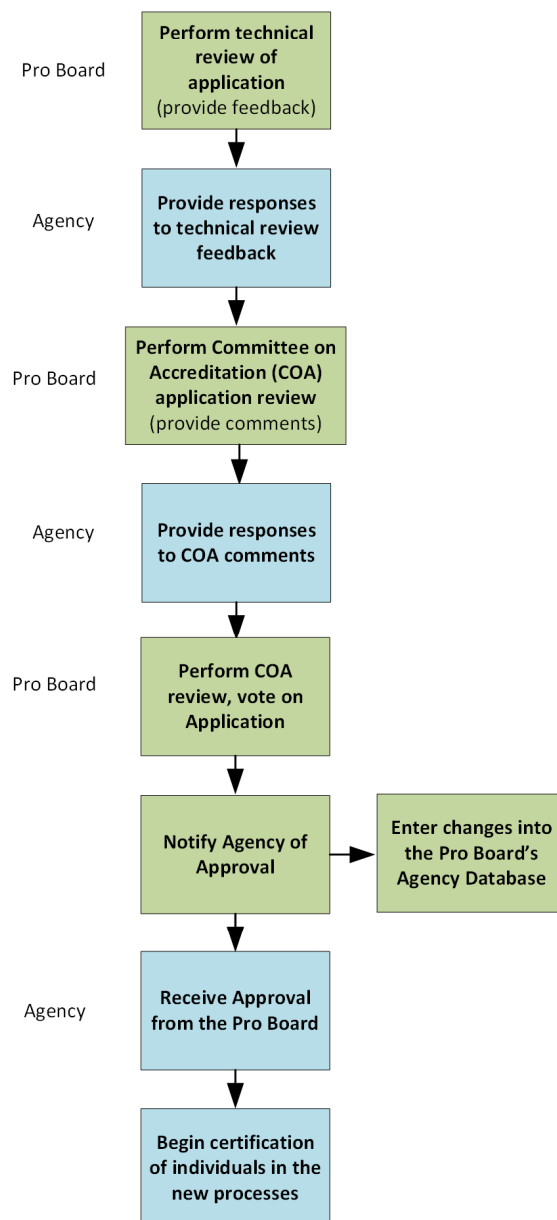


The Pro Board Workflow Diagram Apply for Change in Accredited Processes

Apply for Change in Accredited Processes



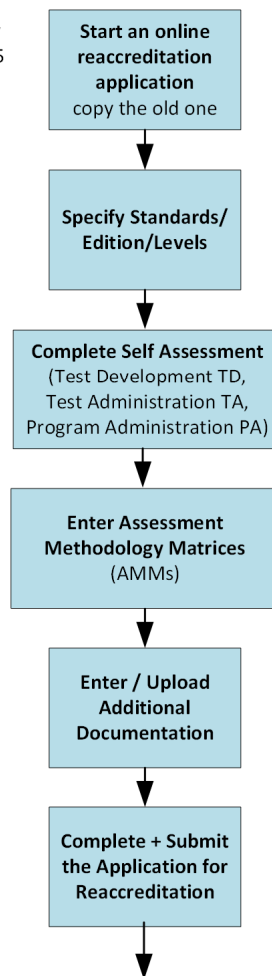
Process the Application



**The Pro Board
Workflow Diagram
Reaccreditation**

Apply for Reaccreditation

Agency
(every 5
years)



Process the Application

1. Create an Online Account and Enter an Agency Profile

The Pro Board Online Accreditation Application Quick Reference Guide

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/>. See the Pro Board's Welcome screen. Read the introductory information, then scroll down and click on the **Web-Based Application System** button.

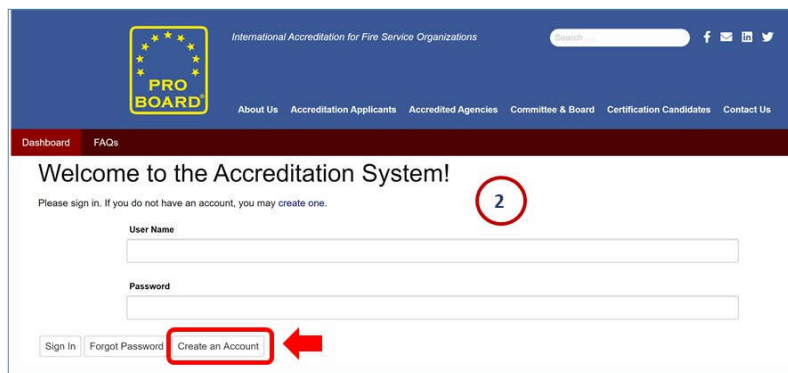
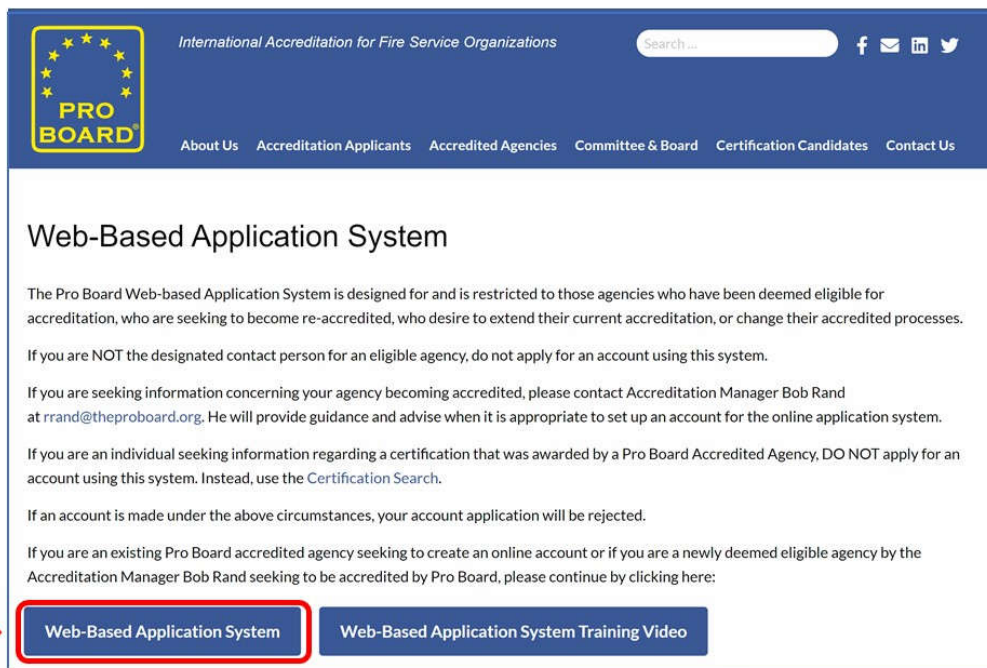
2 Select to Create an Account

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

1

URL Link:

<https://theproboard.org/web-based-application-system/>



1. Create an Online Account and Enter an Agency Profile

The Pro Board Online Accreditation Application Quick Reference Guide

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.

- Enter **Contact Information** for the agency. Scroll down as needed to see all of the fields to enter.
- Enter the **Agency Profile** information – the agency name and the director's information.

The screenshot displays the Pro Board Online Accreditation Application interface. The top navigation bar includes the Pro Board logo, the text "International Accreditation for Fire Service Organizations", a search bar, and social media icons. Below this is a secondary navigation bar with links: "About Us", "Accreditation Applicants", "Accredited Agencies", "Committee & Board", "Certification Candidates", and "Contact Us". The main content area is titled "2020 Accreditation: Agency Profile" and "Contact Information". A sidebar menu on the left lists various sections, with "Application" and "Agency Profile" highlighted. The "Contact Information" section includes fields for "First Name" (Dottie), "Last Name" (Keene- End User), "Title" (End User), "Address Line 1" (123 Main Street), "Address Line 2" (Suite 1), "City" (Anytown), "State" (Alabama), "Country" (United States), "Postal Code" (01234), and "Phone 1" (123-456-7890). A separate section for "Agency Profile" includes fields for "Phone 2" (123-456-7890), "Email" (xyz@gmail.com), "Agency Name" (XYZ Fire District), "Director First Name" (John), "Director Last Name" (Doe), and "Director Title" (Director). Red arrows and circles labeled "3a" and "3b" point to the "Contact Information" and "Agency Profile" sections, respectively.

1. Create an Online Account and Enter an Agency Profile

The Pro Board Online Accreditation Application Quick Reference Guide

3 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.

The screenshot displays the 'Enter the Agency Profile Information' form with several sections and annotations:

- Classification of Agency** (3c): A red arrow points to the title. The 'State or Provincial Agencies' radio button is selected and highlighted with a red box.
- Number of Persons Served by Agency** (3d): A blue arrow points to the title. The 'Estimated number of persons served by the entity' is set to 10000, and 'Estimated number of persons certified annually by the entity' is set to 1000.
- Does the agency require Pro Board recertification?**: A blue arrow points to the 'Yes' radio button, which is selected.
- Does the agency fully recognize Pro Board certifications between accredited agencies?**: A blue arrow points to the 'Yes' radio button, which is selected.
- Certification Mission and Authority** (3e): A green arrow points to the title. Section (a) 'Briefly describe the agency's scope of authority and responsibility to conduct certification' has a text box containing 'Under the authority of Law 123, we...'. Section (b) 'Briefly describe the agency's mission as it relates to certification of fire and emergency services personnel' has a text box containing 'It is the mission of XYZ to fairly and...'. Section (c) 'Briefly describe the agency's adequacy of resources and organization to meets its certification mission.' has a text box containing 'XYZ has a 20 acre facility and...'. A red box highlights the 'Choose File' button and the text 'If applicable, attach supporting legislation or other approval documentation.' (3f).
- Save and Proceed** (3g): A red arrow points to the button at the bottom of the form.

1. Create an Online Account and Enter an Agency Profile

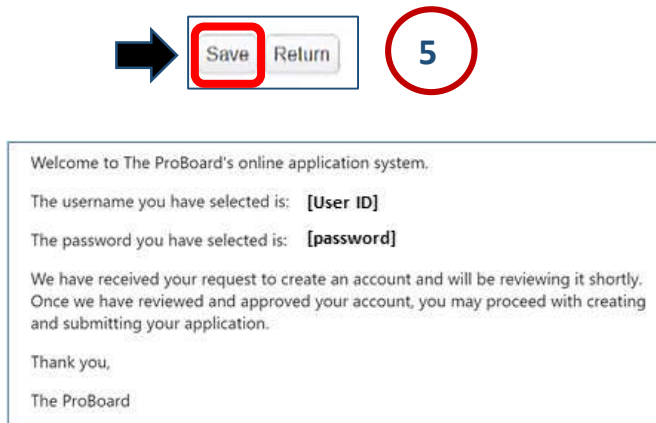
The Pro Board Online Accreditation Application Quick Reference Guide

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.



International Accreditation for Fire Service Organizations

PRO BOARD

About Us Accreditation Applicants Accredited Agencies

Dashboard FAQs

Account Information

The following errors occurred:

- Last name is required
- City is required

Account Information

User Name:
Dottie Test

Password:

Contact Information

First Name:
Dottie

Last Name:
[Redacted]

Title:
President

Address Line 1:
31 Deerfield Run

Address Line 2:
[Redacted]

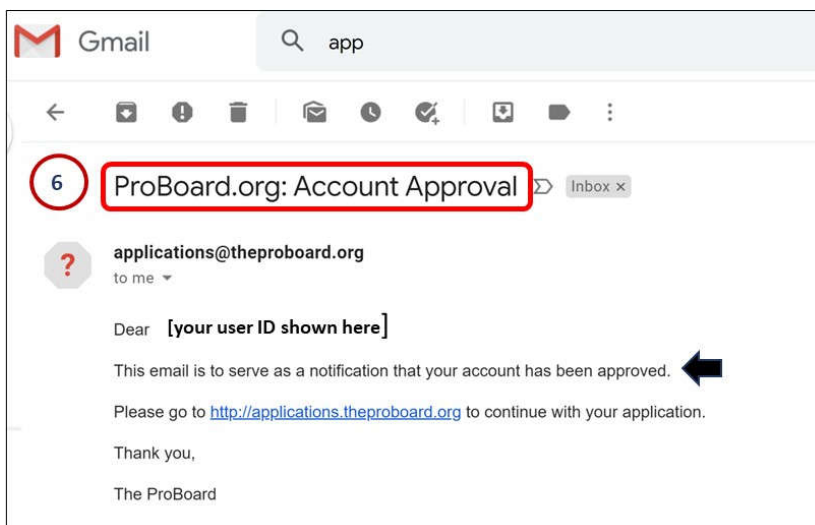
City:
[Redacted]

State:
Massachusetts

➡ Save Return

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.



Online Application:

2. Enter Initial Application Information

The Pro Board Online Accreditation Application Quick Reference Guide

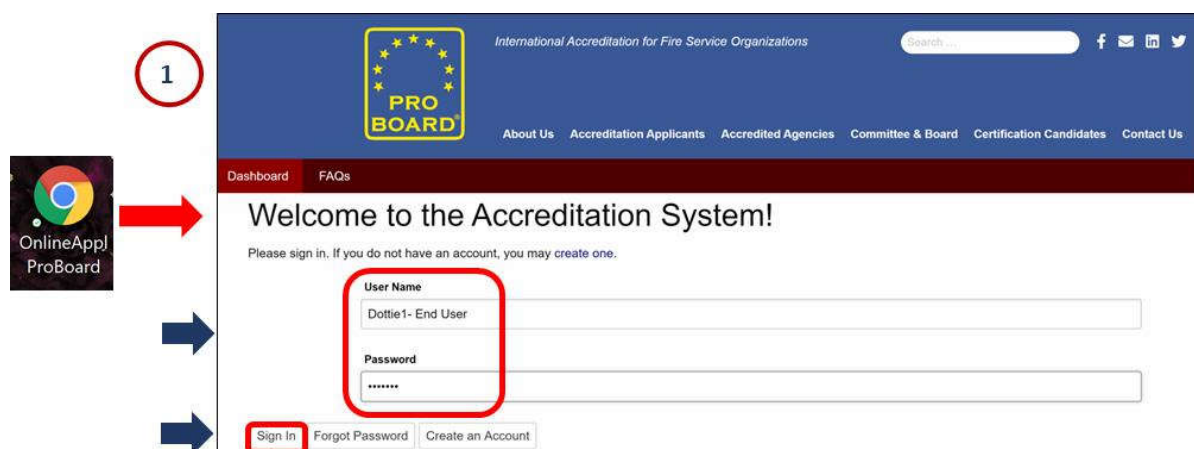
Once you have established a Pro Board account for your agency, you will need to apply for accreditation. The steps are the same for initial accreditation as for reaccreditation or for expanding or changing your accreditation. The process of entering your information may be lengthy but can be done in 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/>. 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.



Online Application: 2. Enter Initial Application Information

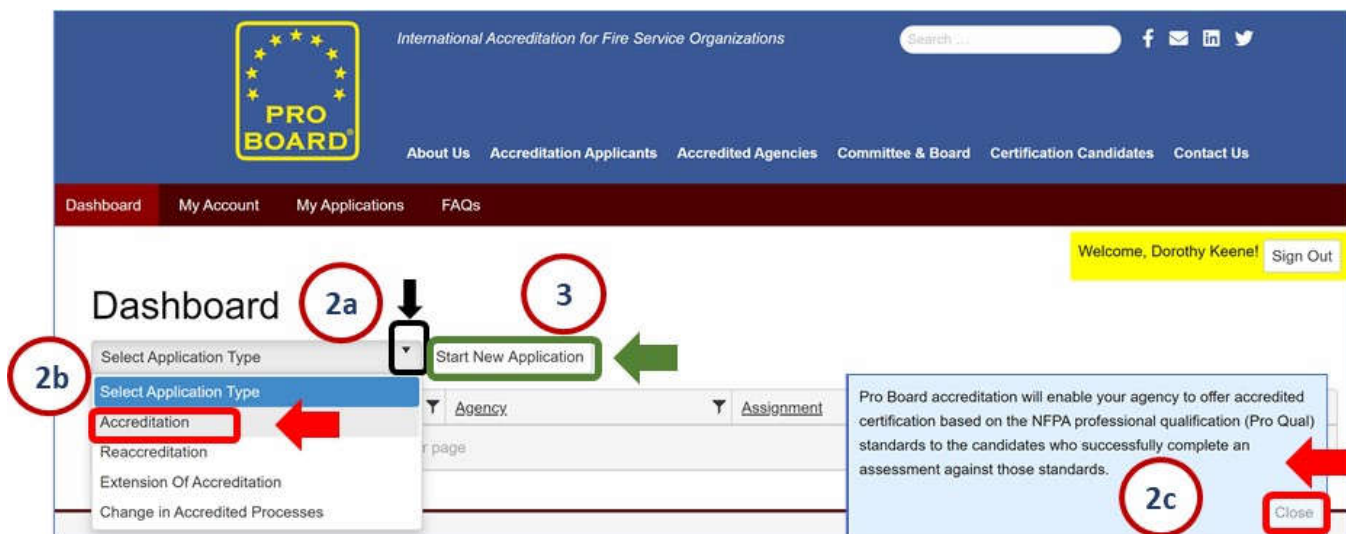
The Pro Board Online Accreditation Application Quick Reference Guide

2 Select an Application Type

- Click the down arrow to the right of “**Select Application Type**” and see a dropdown list of possible actions.
- For an **Initial Accreditation**, click to select **Accreditation**.
- 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

The Pro Board

Online Accreditation Application

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**, the **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**.

4 Status: Pending

5 2020 Accreditation: Agency Profile

6 Save and Proceed

Menu Links

Contact Information

First Name: Dottie
Last Name: Keene
Title: End User
Address Line 1: 123 Main Street
Address Line 2: Suite 1
City: Anytown
State: Alabama
Country: United States
Postal Code: 01234
Phone 1: 123-456-7890
Phone 2: 123-456-7890
Email: dottiekeene@gmail.com

Agency Profile

Agency Name: XYZ Fire District
Director First Name: John
Director Last Name: Doe
Director Title: Director

Classification of Agency

* State, Provincial, or Governmental Agency
National Agency
Local Agency
Intrastate Non Profit Agency
Other

Number of Persons Served by Agency

Estimated number of persons served by the entity
Estimated number of persons certified annually by the entity

Certification Mission and Authority

a) Briefly describe the agency's scope of authority and responsibility to conduct certification.

Under the authority of Law 123, we certify members of our jurisdiction.

If applicable, attach supporting legislation or other approval documentation. No file chosen

b) Briefly describe the agency's mission as it relates to certification of fire and emergency services personnel.

It is the mission of XYZ to fairly and consistently assess the competencies of its members.

c) Briefly describe the agency's adequacy of resources and organization to meets its certification mission.

XYZ has a 20 acre facility and governmental funding to provide these services.

Online Application:

2. Enter Initial Application Information

The Pro Board

Online Accreditation Application

Quick Reference Guide

7

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.

The screenshots illustrate the process of adding standards to the application. The first screenshot shows the 'Standards, Levels and Editions' page with the 'Add Standard' button highlighted. The second screenshot shows the dropdown menu for 'NFPA Standard' with '1001' selected. The third screenshot shows the dropdown menu for 'Edition' with '2019' selected, and the 'Level' dropdown menu with 'Chapter 4 Fire Fighter I' selected.

2020 Accreditation : Standards, Levels and Editions

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

NFPA Standard	Edition	Level	Status	Comment
1001	2019	Chapter 4 Fire Fighter I	Pending	
1001	2019	Chapter 5 Fire Fighter II	Pending	
1002	2019	Chapter 6 Emergency Medical Services	Pending	

Requested Levels

Enter Levels... **Save**

Online Application:

2. Enter Initial Application Information

The Pro Board Online Accreditation Application Quick Reference Guide

7 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.

International Accreditation for Fire Service Organizations

Search

PRO BOARD

About Us Accreditation Applicants Accredited Agencies Committee & Board Certification Candidates Contact Us

Dashboard My Account My Applications FAQs

2020 Accreditation : Standards, Levels and Editions

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

Add Standard	NFPA Standard	Edition	Level	Status	Comment
	1001	2019	Chapter 6 Emergency Medical Services	Pending	

7d Update

International Accreditation for Fire Service Organizations

Search

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About Us Accreditation Applicants Accredited Agencies Committee & Board Certification Candidates Contact Us

Dashboard My Account My Applications FAQs

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Delegation of Authority

Candidate Certification Options and Annual Fees

Marketing / Promotion of the Pro Board

Self Assessment

2020 Accreditation : Standards, Levels and Editions

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

Add Standard	NFPA Standard	Edition	Level	Status	Comment
	1001	2019	Chapter 4 Fire Fighter I	Pending	Edit Delete
	1001	2019	Chapter 5 Fire Fighter II	Pending	Edit Delete
	1001	2019	Chapter 6 Emergency Medical Services	Pending	Edit Delete
	1002	2017	Chapter 4 General Requirements	Pending	Edit Delete

Requested Levels

Enter Levels...

Save

Save and Return Save and Proceed

7e

Online Application:

2. Enter Initial Application Information

The Pro Board Online Accreditation Application Quick Reference Guide

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.

2020 Accreditation : Delegation of Authority

An agency has the ability to delegate its authority to another agency.

Will your agency delegate authority to another agency?

☒ Yes ☐ No

An application for each delegated agency, along with other required documentation must be submitted with the accredited agency's application for accreditation.

Save and Return Save and Proceed

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.

2020 Accreditation : Candidate Certification Options and Annual Fees

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

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

Select One Plan

☒ Full Participation Plan - \$5.50 per certification

The agency will enroll all eligible certification candidates in the Pro Board's Certification Registry by placing the Pro Board Logo and a unique identification number on the agency's certification.

☐ Group Participation Plan - \$12.00 per certification

The agency will submit bulk applications (10 or more) to the Pro Board. The Pro Board will print and distribute individual certifications and enter candidates' names in the Pro Board's Certification Registry.

☐ Individual Participation Plan - \$17.50 per certification

The agency will market Pro Board certifications to candidates by ensuring that each candidate certified by the agency is issued an Application for Registration and Certification, COA-7 form.

Upon receipt of an Application for Accreditation or Re-Accreditation, the Agency will be invoiced for the applicable Application Fee as follows:

New Accreditation - \$1750.00 USD
Re-Accreditation - \$1250.00 USD

Save and Return Save and Proceed

Online Application:

2. Enter Initial Application Information

The Pro Board

Online Accreditation Application

Quick Reference Guide

10 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.

11 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.

The screenshot displays the Pro Board website's application interface. At the top, the Pro Board logo and navigation menu are visible. The main content area is titled "2020 Accreditation : Marketing / Promotion of the Pro Board" with a circled "10" next to it. Below the title, there is a paragraph explaining the obligation of accredited agencies to market and promote the system, followed by a list of suggested options. A green arrow points to the "Marketing / Promotion of the Pro Board" link in the left sidebar. Below the list, there is a text box for describing the agency's actions to promote the Pro Board system. A green arrow points to this text box. At the bottom, there are two buttons: "Save and Return" and "Save and Proceed". The "Save and Proceed" button is highlighted with a red box and a circled "11". A blue arrow points to the "Marketing / Promotion of the Pro Board" link in the sidebar, and a red arrow points to the "Save and Proceed" button.

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Delegation of Authority

Candidate Certification

Options and Annual Fees

► Marketing / Promotion of the Pro Board

Self Assessment

Instructions

Section 1: Program Administration (PA)

Criteria

Criterion PA1

Criterion PA2

Criterion PA3

Criterion PA4

Criterion PA5

Criterion PA6

Criterion PA7

2020 Accreditation : Marketing / Promotion of the Pro Board

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

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

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

B I U

- A presentation is given at the beginning of every Career and Call/Volunteer Recruit Training Program by the Certification Coordinator or his designee. In addition to explaining why Pro Board accredited certification is valuable, candidates have the opportunity to ask questions. All candidates are provided with a written instruction sheet and any additional information they need to register for the certification process.
- Our web page contains the link to the Pro Boards YouTube video.
- Our application documentation displays the Pro Board accredited seal.
- Our Frequently Asked Questions section of our Learning Management System contains additional information.

Save and Return Save and Proceed

11

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**.

1

OnlineApp ProBoard

Welcome to the Accreditation System!

Please sign in. If you do not have an account, you may create one.

User Name
Dottie1- End User

Password

Sign In Forgot Password Create an Account

2

Dashboard

Application Agency Assignment Last Action

2020 Accreditation	XYZ Fire District	Pending	04/26/2020	Edit
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1 - 1 of 1 items

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.

Dashboard My Account My Applications FAQs

Welcome, Dottie Keene- End User! Sign Out

Status: Pending View Print

2020 Accreditation: Agency Profile

Contact Information

Jump to:

- Progress Report
 - How Much of My Application is Complete?
 - View Full Application
- Application
 - Agency Profile
 - Standards, Levels and Editions
 - Delegation of Authority
 - Candidate Certification
 - Op Annual Fees
 - Ma Promotion of the Pro Board
 - Self Assessment**
 - Instructions** ←
 - Section 1: Program Administration (PA) Criteria

5

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.

- 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.
- 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.
- 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.)

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

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Standards, Levels and Editions

Delegation of Authority

Candidate Certification

Options and Annual Fees

Marketing / Promotion of the Pro Board

Self Assessment

Instructions

Section 1: Program Administration (PA) Criteria

2020 Accreditation : Self Assessment

View Instructions

SECTION 1: PROGRAM ADMINISTRATION (PA) CRITERIA

CRITERION PA1 ← 5a

The agency shall ensure that the certification process is nondiscriminatory and available equitably to all persons served by the agency.

For each question, provide or describe the following:

1. The written policy, procedure, statute, etc. that addresses nondiscrimination

2. The written policy, procedure, etc. that identifies equitable access, including:

2.a. Accommodation of candidates with disabilities

2. b. Open access for certification candidates to access application and administrative processes of the certification program

2. c. An equitable fee structure

5b

PA1 - Must be Available During Site Visit:

1. a copy of the identified policy, procedure, statute, etc.

Save and Return Save and Proceed ← 5c

Nondiscriminatory Certification Process

6

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.

- 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.
- 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. (Or click the Save and Return button to leave the application entry at this time.)

Status: Pending View Print

Jump to:
Progress Report
How Much of My Application is Complete?
View Full Application
Application
Agency Profile
Standards, Levels and Editions
Delegation of Authority
Candidate Certification Options and Annual Fees
Marketing / Promotion of the Pro Board
Self Assessment
Instructions
Section 1: Program Administration (PA)
Criteria
Criterion PA1
Criterion PA2
Criterion PA3
Criterion PA4
Criterion PA5
Criterion PA6
Criterion PA7
Section 2: Test Development (TD)
Criteria
Criterion TD1
Criterion TD2
Criterion TD3
Criterion TD4
Section 3: Test

2020 Accreditation : Self Assessment

View Instructions

6 Procedures for Incumbent Certification Eligibility

Within one year of accreditation or extension to a new standard or level of a standard, procedures shall be in place to address the issue of how incumbents will be deemed eligible to enter the certification system in accordance with the Pro Board Operational Procedures for Certification Implementation Procedures, Section IV

Supplemental Information

Incumbent Eligibility Policy:

The Pro Board requires a policy to address incumbents when an agency seeks accreditation or extends accreditation to new levels. Incumbents are not eligible for accredited certification based on experience, training, or time in service unless the agency is approved for the portfolio process for that level of certification. However, the agency may allow incumbents to begin their accredited certification at a level based on assessments of experience, training, or time in service.

Example: A long-time chief officer may start his or her certifications at Officer III rather than Firefighter I based on a consistently applied assessment of prior training and experience. The process must be uniformly available and the assessments performed equitably for all potential candidates.

Alternately, an agency may elect not to allow incumbents to begin their accredited certification at a level based on those assessments and require incumbents to be **certified** by an accredited agency to all of the required lower levels before progressing.

For each question, provide or describe the following:

1. The written policy, procedure, etc. that addresses how incumbents will be deemed eligible to enter the certification system within one year of accreditation or extension to a new standard or level of standard.

B I U [List Bulleted] [List Numbered] [List None]

During the development of any level of certification, incumbents are addressed by the subject matter expert team gathered to make policy recommendations. Job incumbency credit is only given to candidates in fulfilling chosen prerequisites for the level being sought.

PA2 - Must be Available During Site Visit:

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

Save and Return **Save and Proceed**

7 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.

- 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.
- 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. (Or click the Save and Return button to leave the application entry at this time.)

2020 Accreditation : Self Assessment

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Delegation of Authority

Candidate Certification Options and Annual Fees

Marketing / Promotion of the Pro Board

Self Assessment

Instructions

Section 1: Program Administration (PA)

Criteria

Criterion PA1

Criterion PA2

Criterion PA3

Criterion PA4

View Instructions

7 Procedures for Prerequisite Requirements

CRITERION PA3

Procedures shall be in place to address the issue of prerequisites, if required by a standard or level of a standard, so that all candidates are evaluated in the same manner in accordance with the Pro Board Operational Procedures for Prerequisite Requirements, Section V.

Supplemental Information

Prerequisite Policy:

This criterion refers to prerequisites identified in a level of a standard usually found. Prerequisite knowledge, and requisite skills are identified. Example from Fire Officer II: "Fire Officer I shall meet the requirements of Fire Instructor I ...".

Non-accredited certifications and other assessments based on experience, documented in a position may satisfy the prerequisite requirement for a standard or level as outlined in the Pro Board Operational Procedures for Prerequisite Requirements, Section V.

The assessment of those items must reasonably satisfy the prerequisite identified in the standard. The assessment of those items must be done fairly and consistently. However, the assessment of those items may not be used to retroactively grant accredited certification. "Pro Board" certified to the prerequisite level, the candidate must successfully pass the prerequisite assessment.

For each question, provide or describe the following:

1. The written policy, procedure, etc. that addresses prerequisites for each level, if required.

2. The written policy, procedure, etc. that addresses how the current prerequisites for each NFPA standard are addressed.

3. The written policy, procedure, etc. for the process that ensures that requisite knowledge for each JPR is verified/validated through documentation review or testing.

4. The written policy, procedure, etc. for the process that ensures that the requisite skills for each JPR are verified/validated through documentation review or testing.

Upon application, candidates must provide documentation to prove these are met.

This agency will be testing the requisite knowledge.

This agency will be testing the requisite skills.

PA3 - Must be Available During Site Visit:

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

Save and Return Save and Proceed

8

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.

- 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.
- 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. (Or click the Save and Return button to leave the application entry at this time.)

2020 Accreditation : Self Assessment

[View Instructions](#)

CRITERION PA4 **8** **Procedures for Responsiveness to Groups affected by the Certification Program**

Procedures shall be in place to ensure that the agency is responsive to the views and opinions of organizations representing groups affected by the certification program, such as volunteer firefighter associations, labor organizations, fire chiefs' associations, etc.

For each question, provide or describe the following:

- The policy, procedure, guidelines, etc. under which the agency solicits, assesses, and responds to views and opinions of individuals or organizations that represent groups affected by the certification program.
- The names of the organizations and their respective representatives on the agency's advisory board or committee, if an advisory board model is used.
- A list of any groups from whom you solicit input that are not represented on the advisory board

1. The policy, procedure, guidelines, etc. under which the agency solicits, assesses, and responds to views and opinions of individuals or organizations that represent groups affected by the certification program.

The Department has is a governor appointed board comprised of representatives of major fire service organizations. It also has representatives from state government and citizens.

2. The names of the organizations and their respective representatives on the agency's advisory board or committee, if an advisory board model is used.

John and Jane Doe.

3. A list of any groups from whom you solicit input that are not represented on the advisory board

IAFC
IAFF
PFFM
IAAI

Please clearly indicate how your agency meets that criterion or the associated identified issue. Please ensure:

- All the information requested is included.
- Only the part of the policy that addresses the identified issue is in the form field.
- Each form field is completed.
- N/A is reported in any form field if the criterion or identified issue is not applicable.

Please do NOT include peripheral or extraneous policy information in the response boxes – only include information needed to address the criterion.

Please provide information in the following format:

- Copy and paste into the form field the exact language from your agency's policies that outline how your agency complies with the criterion or identified issue. More than one policy, or only a part of a policy, may be necessary.
- Or –
- Provide both a short description of how your agency complies with the criterion or identified issue and paste the parts of the policies that apply if it can be more clearly defined with both a description and the policies.

Important note: It is not acceptable to simply reference a policy number or name and include a policy manual with your application.

[View Instructions](#)

PA4 - Must be Available During Site Visit:

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

[Save and Return](#) [Save and Proceed](#)

9

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.

- 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.
- 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. (Or click the Save and Return button to leave the application entry at this time.)

10

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.

2020 Accreditation : Self Assessment

View Instructions

CRITERION PA5 **9** **Procedures for Fair Evaluations**

Procedures shall be in place to evaluate and respond fairly to appeals of the certification system including individual test items and/or assessment outcomes.

For each question, provide or describe the following:

- The policy, procedure, etc. that identifies how a candidate may **challenge individual test items**.
- The policy, procedure, etc. that identifies how a candidate may **appeal assessment outcomes or test results**.
- The written policy, procedure, etc. that identifies how a candidate may **appeal a policy, process, or methodology system**.
- The written policy, procedure, etc. that identifies how the agency **assesses and addresses the challenges and appeals listed above**.

PA5 - Must be Available During Site Visit:

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

CRITERION PA6 **10** **Fair Retest Policy**

Procedures shall be in place to ensure that a fair retest policy is consistently applied for candidates who fail an exam.

For each question, provide or describe the following:

- The written policy, procedure, etc. that addresses the retest policy **for each testing methodology**.

P6 - Must be Available During Site Visit:

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

Save and Return **Save and Proceed**

11

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.

2020 Accreditation : Self Assessment

[View Instructions](#)

CRITERION PA7 **11** **Procedures for Agency Delegates**

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.

Delegation of Authority: Delegation is the process by which an accredited agency authorizes another agency to conduct certification on its behalf. The accredited agency is responsible for ensuring that the delegated agency conforms to all Pro Board criteria, policies, and procedures.

Note: This is an optional criterion and only needs to be addressed if the agency seeking accreditation has completed the process for delegation of authority. Please put N/A in the response fields if the criterion is not applicable.

For each question, provide or describe the following:

- A list of all entities to whom authority to certify has been delegated.
- The standards and levels to which each delegated agency may certify.
- The written policy, procedure, etc. of the accredited agency that covers delegation of its certification authority and how it addresses the criterion.

PA7 - Required to be Submitted with the Application:

- The most recent delegate site-visit report(s).

PA7 - Must be Available During Site Visit:

- The most recent delegate(s) site visit report(s).
- The most recently submitted Self-Assessment Document (COA 3) by each delegated agency to the primary (parent) accredited agency.
- Communication with delegated agencies as determined by the site-team leader.

Save and Return **Save and Proceed**

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/)

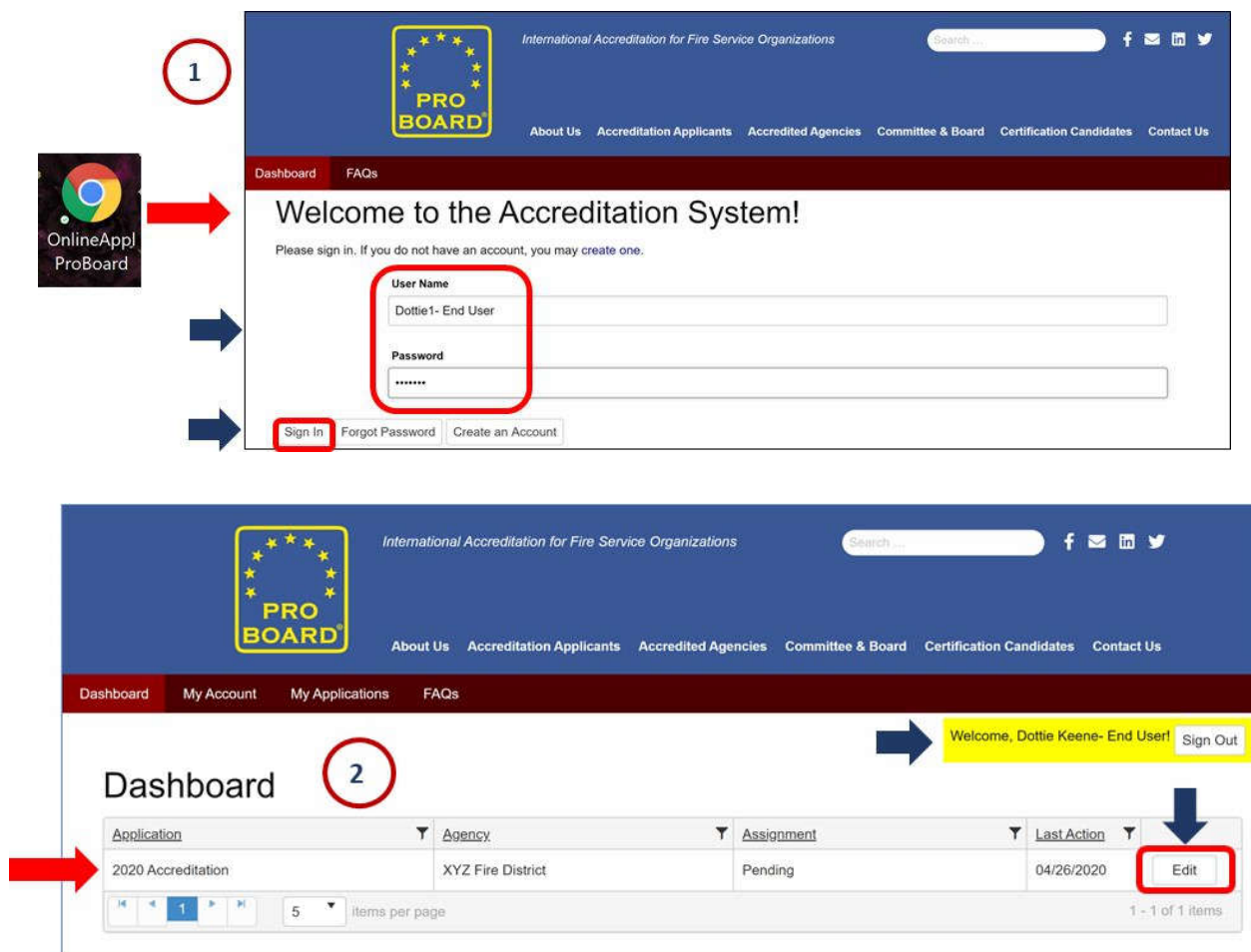
See the Pro Board's Welcome screen, then scroll down and click on the **Web-Based Application System** button.

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**.



3 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).

4 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.

- 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.
- 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.
- 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.)

The screenshot displays the Pro Board online application interface. On the left, a menu lists 'Self Assessment' with a red arrow pointing to it. Under 'Self Assessment', 'Section 2: Test Development (TD) Criteria' is highlighted with a red box and a blue arrow, with a red circle '3' next to it. Below this, 'Criterion TD1' is listed. The main content area shows the '2020 Accreditation : Self Assessment' page. A red arrow points to 'CRITERION TD1'. A blue arrow points to a red note: 'NFPA PRO QUAL Standards form the basis for accredited certification testing'. A green arrow points to a question: '1. The written policy, procedure, etc. that stipulates that the certification test is based upon NFPA or other approved standards.' Below this is a text entry field. Another green arrow points to a second question: '2. Identification of any standards or levels for which the Pro Board has not previously granted accreditation and for which approval to certify is being sought.' Below this is another text entry field. At the bottom, a blue box contains the text 'TD1 - Must be Available During Site Visit:' followed by a question: '1. A copy of the identified policy, procedure, etc.' A red arrow points to the 'Save and Proceed' button. A blue arrow points to the 'Save and Return' button.

5

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.

2020 Accreditation : Self Assessment

[View Instructions](#)

CRITERION TD2

5

The agency shall have the ability to completely test the level(s) of each applicable standard with justifiable test methodologies.

Supplemental Information

Justifiable Methodology:

The agency shall determine and be able to justify the candidate test method and requisite skill identified in the standard. Typical methodologies include **cognitive written (knowledge) assessment methodology, product/project assessments, process assessments, and portfolio assessment methodology**. Higher level Job Performance Requirements (JPRs) may require the determination of assessment methodology. Higher level Job Performance Requirements (JPRs) may require the determination of assessment methodology.

1. Cognitive Written (Knowledge) Assessment Methodology:

Cognitive written (knowledge) assessment methodology is used to evaluate a candidate's ability to perform a cognitive skill which cannot be directly observed but is evaluated on how an individual completes the task outcome. An agency gives the student an assignment that requires the application of knowledge to yield a product. A trained evaluator scores this product after the student submits it. The product is graded using identified scoring criteria such as a rubric.

Examples include creating a/a budget, report, proposal, memorandum, letter, lesson plan, incident action plan, or outline.

These products may be completed outside of the classroom or out of direct observation of an evaluator and submitted to the evaluator. Products are not assessed in real time and may have more than one acceptable outcome. After a product is submitted, a rubric or other scoring criteria, approved by the COA, is used to facilitate inter-rater reliability by allowing the evaluators to differentiate consistently between different degrees of candidate performance.

2. Psychomotor (Skills) Assessment Methodology:

Psychomotor (skills) assessment methodology is used to evaluate a candidate's ability to perform a cognitive skill which cannot be directly observed but is evaluated on how an individual completes the task outcome. An agency gives the student an assignment that requires the application of knowledge to yield a product. A trained evaluator scores this product after the student submits it. The product is graded using identified scoring criteria such as a rubric.

For cognitive assessments, complete coverage of the standard requires enough questions correlated to either each JPR or each requisite knowledge area. The generation of a test instrument from that database can be done by a stratified random selection of questions. In other words, a number of questions randomly selected from that database. A preferred method is a stratified random selection of questions correlated to each JPR or requisite knowledge.

The random selection can also be prioritized to not only ensure complete coverage of the standard but also to ensure that the questions are relevant to the standard. Those priorities should be determined by a documented process. In all cases, the process used to generate test instruments should be documented and repeatable.

3. Product Assessment Methodology

Product assessment methodology is used to evaluate a candidate's ability to perform a cognitive skill which cannot be directly observed but is evaluated on how an individual completes the task outcome. An agency gives the student an assignment that requires the application of knowledge to yield a product. A trained evaluator scores this product after the student submits it. The product is graded using identified scoring criteria such as a rubric.

Examples include creating a/a budget, report, proposal, memorandum, letter, lesson plan, incident action plan, or outline.

These products may be completed outside of the classroom or out of direct observation of an evaluator and submitted to the evaluator. Products are not assessed in real time and may have more than one acceptable outcome. After a product is submitted, a rubric or other scoring criteria, approved by the COA, is used to facilitate inter-rater reliability by allowing the evaluators to differentiate consistently between different degrees of candidate performance.

4. Process Assessment Methodology

Process Assessment Methodology is used to evaluate a candidate's ability to use mental activity to perform a cognitive skill. An evaluator cannot directly observe this mental process. The trained evaluator grades the student in real time, using identified scoring criteria such as a rubric which may facilitate inter-rater reliability by allowing the evaluator to differentiate consistently between different degrees of candidate performance.

An assessment is likely a process if:

- The evaluator is witnessing the application of knowledge in real time, and the physical activity is not the focus of the assessment
- The evaluator is assessing the candidate's knowledge to complete a task by having the candidate verbalize what they are thinking or the mental steps they are making to arrive at an answer

Process assessments typically require the candidate to apply knowledge through verbalizing ideas or steps to the evaluator. Examples include the evaluation of a candidate:

- Conducting size-up of an emergency
- Conducting an inspection
- Delivering a discipline or counseling session
- Interacting with the subject of an investigation, a member of the public, or while conducting an inspection
- Delivering a presentation
- Administering an examination

5. Portfolio Assessment Methodology

Portfolio assessment methodology is used to evaluate compliance with the JPRs or objectives of the appropriate standard by evaluating documentation of the candidate's experience, training, and education. Typically, portfolio assessment may be accomplished without directly testing the JPRs, but they must have been evaluated in a manner consistent with the verbs used in the Critical Component. Portfolio assessment may be accomplished in combination with other testing or assessment methodologies.

Certification based solely on portfolio assessment must meet all JPRs of a given standard. Certification based on a combination of portfolio and other methodologies may use a selection as allowed by other methodologies.

This portfolio is evaluated using criteria which have been identified by the agency and approved by the COA. These criteria facilitate inter-rater reliability by allowing the evaluator to consistently give credit for experience, training, and education from outside sources. Agencies wishing to employ this method must create a list of acceptable documents or items for each JPR.

The documentation provided by the candidate must indicate the candidate performed each JPR according to the verbs in each JPR. It is likely not appropriate to evaluate those standards which are primarily psychomotor, such as NFPA 1001, 1002, 1003, 1005, or 1006, and lower levels of NFPA 1051, 1072, 1081, and other standards that are predominantly physical. Agencies shall use the current standard when evaluating portfolios.

6. Other Assessment Methodology:

The other assessment methodology column in the Assessment Methodology Matrix is used to identify a valid and reliable assessment tool for all or part of a certification assessment that is not described above.

6

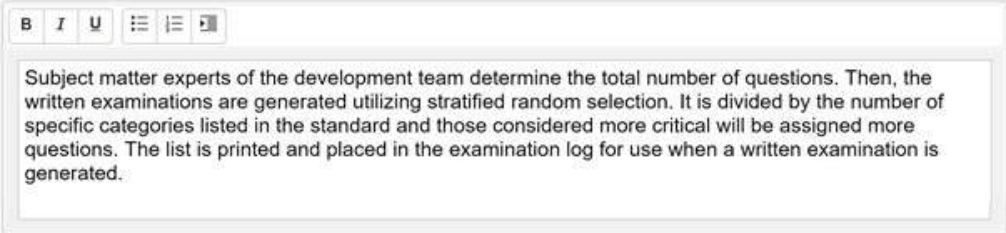
Enter the TD2 Criterion Information

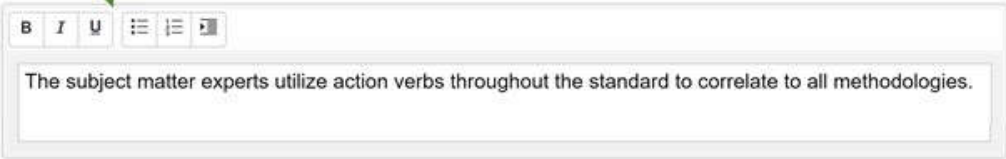
See the screen for entering the next TD criterion information. Note that the criterion is stated at the beginning of the screen.


- 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.

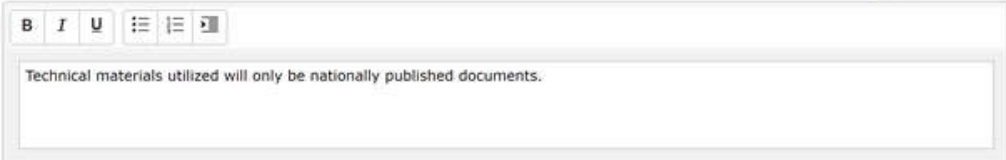
Important Note: The submission of the required Assessment Methodology Matrices or other acceptable documentation of compliance with this criterion shall be taken as affirmation that the submitter has reviewed and is in compliance with the information contained in the following document:


For each question, provide or describe the following: **6a Justifiable Test Methodology**

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.

6 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.)

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

B I U [List Bulleted] [List Numbered] [Image]

Each candidate will pass a skills test to verify the criteria.

6b

TD2 - Required to be Submitted with the Application:

1. A completed online Assessment Methodology Matrix that includes all items available for testing that demonstrates complete coverage and identifies the assessment methodology for each standard/level for which the agency is seeking accreditation.

Notes on Matrices:

1. Assessment Methodology Matrices Worksheets (AMMW) can be requested by contacting the Accreditation Manager. Formal Applications must utilize the AMM found in the Online Application System.
2. The online Assessment Methodology Matrices should be completed based on the **test bank, skills sheets, product/projects, processes, portfolio or other testing processes** available after they have been locally reviewed and validated as some test items may be deleted or added during that process
3. It is acceptable to use more than one (1) assessment methodology within a single JPR.
4. **Assessment Methodology Matrices submitted after the Self Assessment document may be reviewed on the site visit at the discretion of the site visit team leader and COA Chair.**

TD2 - Must be Available During Site Visit:

1. A copy of the identified policy, procedure, etc.
2. A copy of the process used by the agency to complete local validation for each methodology used.
3. A completed **online** Assessment Methodology Matrix for each standard/level for which the agency is seeking accreditation.
4. All evaluation tools listed on **the AMMs** and the ability to sort them by JPR and demonstrate that each item assesses the identified in that JPR.
5. All cognitive test items (questions) identified on **the AMMs** and the ability to sort them by JPR and demonstrate that the questions assess the knowledge identified in that JPR.
6. **All product/project, process, portfolio and other process materials identified on the AMM.**
7. Identification of, and access to, any delegated entities that certify to a standard or level to which the parent agency does not certify.

Save and Return Save and Proceed **6c**

7 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 chokes to “time-out”, one may lose the data entered or prevent further data from being entered.

CRITERION TD3

7

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.

Supplemental Information

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.

8

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.

TD3 – A COGNITIVE WRITTEN (KNOWLEDGE) ASSESSMENT METHODOLOGY

8a

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.

Supplemental Information

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, product/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.

Procedures for developing or reviewing cognitive test items for validity.

For each question, provide or describe the following:

A. Cognitive Test Item Development

A.1. Does the agency use cognitive test items for any levels of certification that are developed by an **outside agency** or company, sometimes referred to as a **third-party**? Please answer "yes" or "no".

If "Yes", complete both "A" and "B" below:

8

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.

A.1.a. Name and contact information of the developer (cognitive test items) ←

B *I* U [List] [List] [List]

Test makers International
Washington, DC

A.1.b. Procedures for developing cognitive test items for validity. This should be provided by the developer of these test items. ←

B *I* U [List] [List] [List]

The development team consists of ten (10) job incumbents that have advanced experience in the occupation for which the bank is being developed. They utilize one person from a certification agency, one officer who directly supervises the job incumbents, and two instructors who teach in the area.

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

B *I* U [List] [List] [List]

No

If "yes", please identify:

A.2.a. Procedures for developing "in-house" cognitive test items for validity ←

B *I* U [List] [List] [List]

N/A

A.2.b. The qualifications of person(s) responsible for developing the cognitive test items. ←

B *I* U [List] [List] [List]

N/A

8

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.

B. Cognitive Test Item Local Review

8b

B.1. Procedures for reviewing cognitive test items

A local SME team is called to review all questions.

B.2. Procedures for generating cognitive test instruments.

Cognitive tests instruments are created by using software. Categories within the level to be examined contain a number of questions from which to choose. The stratified random method is utilized whereby the test writer selects at random the predetermined number of questions for that category. Once selected, the test is scrambled, saved, and printed. Each written examination is different utilizing the same test items. After the exam is administered and validated, one copy remains in the file and the copies used in the field are shredded.

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

Cut scores have been set at 70% for written exams.

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

Test item analysis occurs locally after the use of a test instrument. The test statistics generated by the software are reviewed for errors or irregularities. If the item is a problem, it is corrected or replaced. The specific test statistics are group scores, test statistics, and item statistics. These statistics are also uploaded back to the test-item bank for future review against many item administrations.

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

After each exam, the statistics are uploaded into the test item bank. Each question is reviewed statistically to determine if any are not appropriate. If a question has deemed a problem, credit for the question is given to the candidate and the question is rewritten or deleted. Questions that are appealed are also reviewed to determine the validity of the appeal. Each time an examination is given and the test items are reviewed, the problem areas diminish.

8 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.

TD3 – B PSYCHOMOTOR (SKILLS) ASSESSMENT METHODOLOGY 8c

Psychomotor (skills) assessment methodology is used to evaluate a candidate's ability to perform tasks using a real-time skills performance evaluation. Candidates are required to correctly perform the physical task/skill identified by the critical components of the JPR and are evaluated on their directly observed performance. Correct performance outcome of the skill is normally indicated as part of the yes/no or pass/fail scoring checklist.

Note: As used here, a "test item" is a single skills evaluation and/or skills evaluation checklist, and a "test" is the entire set of skills used in a candidate evaluation regarding this methodology (skills) for a given standard or level.

For each question, provide or describe the following:

A. Psychomotor or Skills Assessment Development

A.1 Does the agency use skills test items (skill sheets) for any levels of certification that are developed by an **outside agency** or company, sometimes referred to as a **third-party**? Please answer "yes" or "no".

No

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

A.1.a. Name and contact information of developer (skills test items)

N/A

A.1.b. Procedures for developing skills test items for validity. This should be provided.

N/A

Note: Please check with the Accreditation Manager to see if this information has already been entered to indicate that in the boxes below.

A.2 Does the agency use skills test items for any level of certification that are developed **in-house** through an agency process? Please enter "yes" or "no".

Yes

If "yes", please identify:

A.2.a Procedures for developing **"in-house"** skills test items for validity

Subject matter experts write skill sheets based on nationally recognized reference materials and contemporary best practices. The team creates/validates manipulative skills sheets for the objectives requiring this assessment. They utilize the nationally published reference documentation as a best practices foundation. Some items within the documentation may be altered to address fire service needs and/or the needs of the examination environment. i.e. - time constraints.

A.2.b. The qualifications of person(s) responsible for developing the psychomotor test items.

Subject matter experts are employed to review these items.

8 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.

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 skills 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.

Online Application: 4. Enter Application Self Assessment – Test Development (TD)

The Pro Board Online Accreditation Application Quick Reference Guide

8 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.

TD3 - C PRODUCT/PROJECT BASED ASSESSMENT METHODOLOGY

Product assessment methodology is used to evaluate a candidate's ability to perform a cognitive skill that cannot be directly observed but is evaluated on how an individual completes the task outcome. An agency gives the student an assignment that requires the application of knowledge to yield a product. A trained evaluator scores this product after the student submits it. The product is graded using identified scoring criteria such as a rubric.

8e

Supplemental Information

These products may be completed outside of the classroom or out of direct observation of an evaluator. Products are not assessed in real time and may have more than one acceptable outcome. Products are not assessed in real time and may have more than one acceptable outcome. A rubric or other scoring criteria approved by the COA is used to facilitate inter-rater reliability by allowing for consistency between different degrees of candidate performance.

Examples include creating a/an:

- 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/projects.

A.1.b. Procedures for developing project/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.c. The qualifications of person(s) responsible for developing projects

This information is on file with the Accreditation Manager.

A.1.d. The processes used to develop projects to validly and reliably meet applicable job performance requirements or objectives of the appropriate standard

This information is on file with the Accreditation Manager.

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




This information is on file with the Accreditation Manager.

8 Enter the TD3 Criterion Information – *(continued)*


TD3 – C. PRODUCT/PROJECT BASED ASSESSMENT METHODOLOGY




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

A.1.g. Procedures to use the analysis to make decisions for improvement with regard to validity and reliability 

B *I* U   


This information is on file with the Accreditation Manager.




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 "yes" or "no". 

B *I* U   


No




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

A.2.a. The qualifications of person(s) responsible for developing product/projects 


B *I* U   




N/A

A.2.b. The processes used to develop product/projects to validly and reliably meet applicable job performance requirements or objectives of the appropriate standard 


B *I* U   




N/A

A.2.c. A description of the final product that is produced upon completion of the product/project 


B *I* U   




N/A

A.2.d. The procedures for post-administration analysis of the product/project review process for validity and reliability 

B *I* U   

N/A

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

B *I* U   

N/A

8 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

8f

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

Product methodology is used for Fire Instructor II only.

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

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).

Classroom only.

8 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.

C. Product/project-based Assessment Evaluation




8g

C.1. The qualifications of the person(s) responsible for evaluating product/projects.

B I U   




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

C.2. The evaluation process that ensures each candidate has achieved the applicable job performance requirements or objectives of the appropriate standard whether the product/project is individual-based or group-based.

B I U   




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

C.3. The process for setting a passing grade (cut score) for the product/projects

B I U   




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

C.4. The process to assess the accuracy and consistency (inter-rater reliability) of evaluators of the product/projects

B I U   

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

C.5. The safeguards in place to minimize the potential for fraud during the preparation and submission of the product/projects

B I U   

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

8 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.

TD3 - D PROCESS ASSESSMENT METHODOLOGY

Process Assessment Methodology is used to evaluate a candidate's ability to use mental activity as a cognitive skill. An evaluator cannot directly observe this mental process. The trained evaluator grades the student using identified scoring criteria such as a rubric which may facilitate inter-rater reliability by allowing the evaluator to differentiate consistently between different degrees of candidate performance. There may be more than one acceptable outcome.

8h

Supplemental Information

An assessment is likely a process if:

- The evaluator is witnessing the application of knowledge in real time, and the physical activity is not the focus of the assessment
- The evaluator is assessing the candidate's knowledge to complete a task by having the candidate verbalize what they are thinking or the mental steps they are making to arrive at an answer

Process assessments typically require the candidate to apply knowledge through verbalizing ideas to the evaluator. Examples include the evaluation of a candidate:

- Conducting size-up of an emergency
- Conducting an inspection
- Delivering a discipline or counseling session
- Interacting with the subject of an investigation, a member of the public, or while conducting an interview
- Delivering a presentation
- Administering an examination

For each question, provide or describe the following:

A. Process-based Assessments Development

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

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

If "yes", please complete both "a" and "b" below

A.1.a Name and contact information of developer of the process (third-party)

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

A.1.b. Procedures for developing process-based assessment test items for validity. This should be provided by the developer of the process.

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

A.1.c. The qualifications of the third-party person(s) responsible for developing the process assessments

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

A.1.d. The procedures used by the third party to develop process-based assessments to validly and reliably meet applicable job performance requirements or objectives of the appropriate standard

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

A.1.e A description of the acceptable cognitive skills or mental processes to be assessed

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

A.1.f. The procedures for analyzing or evaluating the mental processes to be assessed for validity and reliability

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

A.1.g. Procedures to use the analysis to make decisions for improvement regarding validity and reliability

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

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

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.

8 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

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

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

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

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

8 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.

B. Process-based Assessments Administration 8i

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

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

B.2. If the process-based assessment is individual-based or group-based

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

B.3. The environment in which the work is to be completed (in classroom or outside), the completion and the cognitive skills to be assessed by the process-based assessment

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

C. Process-based Assessments Evaluation 8j

C.1. The qualifications of the person(s) responsible for evaluating the process-based assessments

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

C.2. The evaluation procedure that ensures each candidate has achieved the applicable job performance requirements or objectives of the appropriate standard whether the process is individual-based or group-based

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

C.3. The procedure for setting a passing score (cut score) for the process-based assessments

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

C.4. The procedure to assess the accuracy and consistency (inter-rater reliability) of evaluators of process-based assessments

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

C.5. The safeguards in place to minimize the potential for fraud in process-based assessments

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

8 Enter the TD3 Criterion Information – (continued)

TD3 – E. PORTFOLIO ASSESSMENT METHODOLOGY

A. Portfolio Methodology Development

k. Enter the next TD criterion information.

TD3 - E PORTFOLIO ASSESSMENT METHODOLOGY

Portfolio assessment methodology is used to evaluate compliance with the JPRs or objectives of the appropriate standard by evaluating documentation of the candidate's experience, training, and education. Typically, portfolio assessment may be accomplished without directly testing the JPRs, but they must have been evaluated in a manner consistent with the verbs used in the Critical Component. Portfolio assessment may be accomplished in combination with other testing or assessment methodologies.

Certification based solely on portfolio assessment must meet all JPRs of a given standard. Certification based on a combination of portfolio and other methodologies may use a selection as allowed by other methodologies.

This portfolio is evaluated using criteria which have been identified by the agency and approved by the COA. These criteria facilitate inter-rater reliability by allowing the evaluator to consistently give credit for experience, training, and education from outside sources. Agencies wishing to employ this method must create a list of acceptable documents or items for each JPR.

The documentation provided by the candidate must indicate the candidate performed each JPR according to the verbs in each JPR. It is likely not appropriate to evaluate those standards which are primarily psychomotor, such as NFPA 1001, 1002, 1003, 1005, or 1006, and lower levels of NFPA 1051, 1072, 1081, and other standards that are predominantly physical. Agencies shall use the current standard when evaluating portfolios.

For each question, provide or describe the following:

A. Portfolio Methodology Development

8k

A.1. Procedures for developing and disseminating clear instructions for the process to potential candidates in the portfolio process

B I U ☰ ☷ ☰

Our agency does not utilize portfolio methodology.

A.2. Procedures for the assignment of a member of the certification organization to act as an advocate for the candidate in the portfolio process

B I U ☰ ☷ ☰

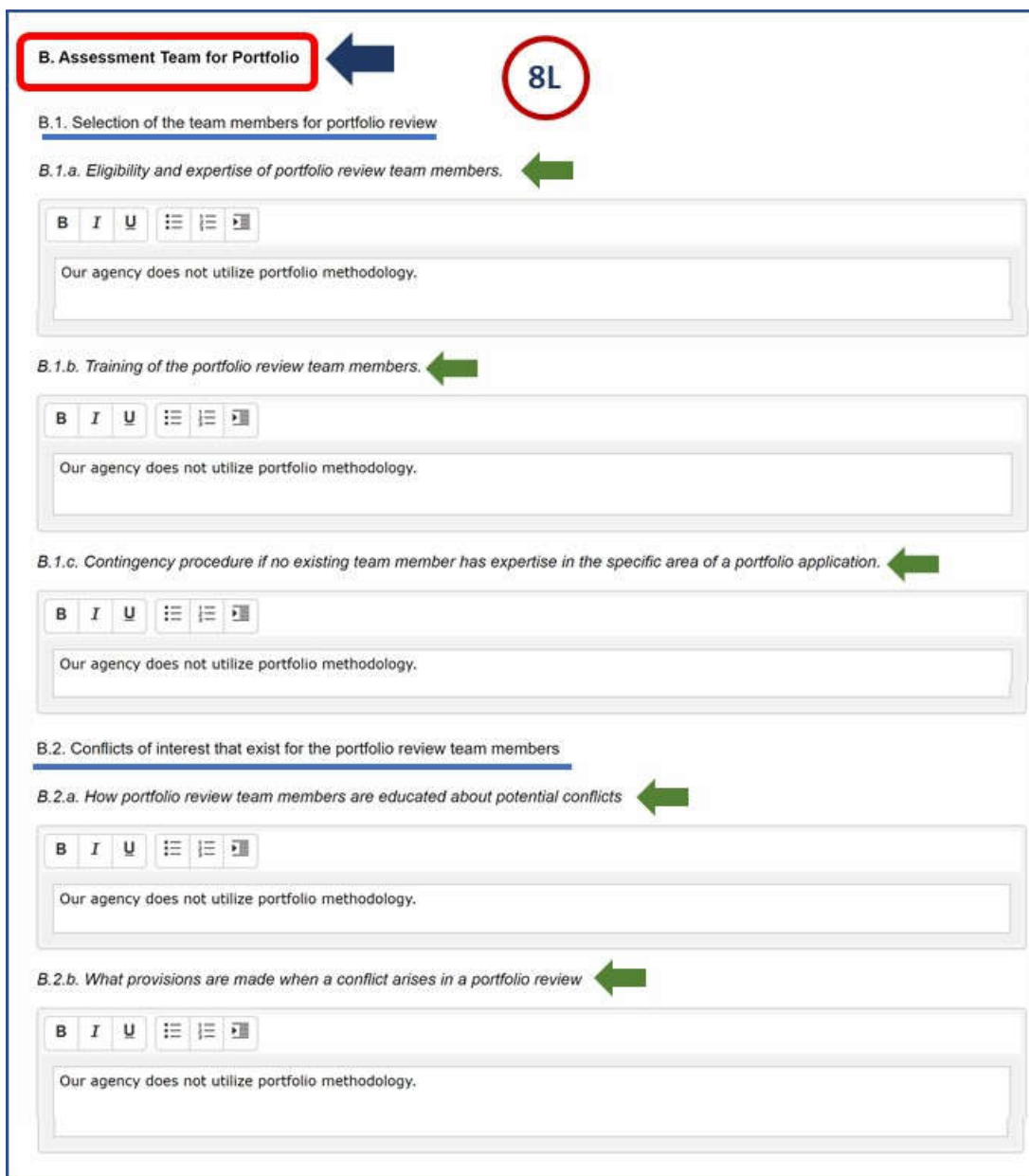
Our agency does not utilize portfolio methodology.

8 Enter the TD3 Criterion Information – (continued)

TD3 – E. PORTFOLIO ASSESSMENT METHODOLOGY

B. Assessment Team for Portfolio

L. Enter the next TD criterion information.



B. Assessment Team for Portfolio

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.

8 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

8m

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. Authenticating 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 of the "passing grade" (cut score) for portfolio evaluations and how is it established.

Our agency does not utilize portfolio methodology.

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

Our agency does not utilize portfolio methodology.

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

Our agency does not utilize portfolio methodology.

8 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.)

D. Evaluation

Procedures for evaluating the portfolio process (analysis and improvement):

D.1 Procedures for post-administration analysis of the portfolio review process for validity and reliability.

Our agency does not utilize portfolio methodology.

D.2. Procedures for the use of the analysis to make decisions for improvement with regard to validity and reliability of the portfolio review process.

Our agency does not utilize portfolio methodology.

D.3. A list of items which have been accepted to satisfy JPRs by the agency.

Our agency does not utilize portfolio methodology.

TD3 - F OTHER ASSESSMENT METHODOLOGY

The "Other" assessment methodology column in the Assessment Methodology Matrix is used to identify a valid and reliable assessment tool for all or part of a certification assessment that is not described above.

It is possible for an agency to become accredited using test methodologies other than those previously specified. Agencies using other methodologies must comprehensively demonstrate through policy and during the site visit how all Pro Board criteria are met within the alternative evaluation system.

TD3 - Must be Available During Site Visit:

1. A copy of the identified policy, procedure, etc. for each of the methodologies used.
2. A list of items which the agency has accepted to satisfy JPRs.
3. Individual portfolios (if the portfolio methodology is used).
4. Access to Evaluation Team members (if the portfolio methodology is used).

Save and Return Save and Proceed

9

Enter the TD4 Criterion Information

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

- 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.
- 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**.
- 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.)

2020 Accreditation : Self Assessment

CRITERION TD4

Procedures shall be in place to ensure security of certification test-item banks, current and previous versions of test instruments, and other associated materials.

For each question, provide or describe the following:

1. The written policy, procedure, etc. that addresses how test banks, test instruments and other related materials will be secured, including:

1. a. Procedures for security of materials and information during test item development, local validation, and local review.

All written test banks are secured at Headquarters under a lock and key file cabinet and within a locked office. No exam banks are kept on any computer server. This data is mechanically separated from the PC (removable hard drive) when not in use and secured under lock and key in the office.

1. b. Procedures for security of test banks and test instruments

All written test instruments and practical skills are stored in a locked file cabinet in the office. Once a written test instrument is created, the original and the corresponding copy for the administration of that specific offering are stored in the locked file cabinet. Once done, the original and the corresponding copy are stored in the locked file cabinet. This written exam instrument will only be used for the administration of that specific offering and will be shredded.

1. c. Procedures for security during test instrument transport and administration.

Examinations are logged and an "Examination Tracking Form" is created so each person(s) who comes in contact with the exam is listed on the form. The form covers the exam from creation, reproduction, sealing, administration, correction, and filing.

TD4 - Must be Available During Site Visit:

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

Save and Return Save and Proceed

1 Sign On to the Online Accreditation System

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

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

2 Edit the Online Application for your Agency

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**.



Online Application: 5. Enter Application Self Assessment – Test Administration (TA)

The Pro Board Online Accreditation Application Quick Reference Guide

3 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).

The screenshot displays the '2020 Accreditation: Agency Profile' page. The top navigation bar includes the Pro Board logo, the text 'International Accreditation for Fire Service Organizations', a search bar, and social media icons. Below this is a secondary navigation bar with links: 'About Us', 'Accreditation Applicants', 'Accredited Agencies', 'Committee & Board', 'Certification Candidates', and 'Contact Us'. The main header area shows 'Dashboard', 'My Account', 'My Applications', and 'FAQs'. On the right, the user is logged in as 'Dottie - Test Account' with a 'Sign Out' button.

The main content area is titled '2020 Accreditation: Agency Profile' and 'Contact Information'. It contains several input fields: 'First Name' (Dottie), 'Last Name' (Keene- End User), 'Title' (End User), 'Address Line 1' (123 Main Street), and 'Address Line 2' (Suite 1). Below these are dropdown menus for 'Criterion TD2', 'Criterion TD3', 'Criterion TD4', 'Criterion TA1', 'Criterion TA2', 'Criterion TA3', 'Criterion TA4', 'Criterion TA5', 'Criterion TA6', 'Criterion TA7', and 'Criterion TA8'.

The left-hand menu is divided into sections: 'Status: Pending' (with 'View' and 'Print' buttons), 'Report' (with 'How Much of My Application is Complete?' and 'Full Application' links), 'Application' (highlighted with a red box and a red arrow pointing to it), 'Agency Profile' (with 'Standards, Levels and Editions' link), 'Delegation of Authority' (with 'Candidate Certification Options and Annual Fees' and 'Marketing / Promotion of the Pro Board' links), 'Self Assessment' (with 'Instructions' link), 'Section 1: Program Administration (PA) Criteria' (with links for Criterion PA1 through PA7), 'Section 2: Test Development (TD) Criteria' (with 'Criterion TD1' link), and 'Section 3: Test Administration (TA) Criteria' (highlighted with a red box and a blue arrow pointing to it, containing links for Criterion TA1 through TA8).

Online Application: 5. Enter Application Self Assessment – Test Administration (TA)

The Pro Board Online Accreditation Application Quick Reference Guide

4 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.

- 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.
- 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.
- 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.)

The screenshot displays the '2020 Accreditation : Self Assessment' interface. The top navigation bar includes the Pro Board logo and links for 'About Us', 'Accreditation Applicants', 'Accredited Agencies', 'Committee & Board', 'Certification Candidates', and 'Contact Us'. The left sidebar shows a 'Jump to:' section with links for 'Progress Report', 'Application', and 'Self Assessment'. Under 'Self Assessment', 'Section 3: Test Administration (TA) Criteria' is selected. The main content area is titled 'SECTION 3: TEST ADMINISTRATION (TA) CRITERIA' and 'CRITERION TA1'. It contains a text entry area with a rich text editor and a blue box at the bottom stating 'TA1 - Must be Available During Site Visit:'. Arrows point to the section title, criterion title, text entry area, and the 'Save and Proceed' button.

5

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.

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

2020 Accreditation : Self Assessment

[View Instructions](#)

CRITERION TA2

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.

Supplemental Information

Frequency of Testing:

There are no strict frequency, location (distance), or time requirements for test administration. The criterion simply states that the agency must strive to adequately meet the needs of the constituents. The frequency of an exam for one standard or level may be significantly less frequent than for another standard or level based on user demand. A good way to ensure that this criterion is being met is by soliciting feedback on this topic at your advisory group meetings or other user input forums. That information would be a valuable tool for both ensuring you are meeting your users' needs and to have available for a site team to view to support your procedures related to this criterion.

For each question, provide or describe the following:

1. The written policy, procedure, etc. that addresses how testing is to be conducted to meet the needs of certification candidates and users of the certification system.

Examinations are scheduled so that most levels are offered at 10 times a year. Depending on the demand, a level will be offered more often. No minimum number of candidates is stipulated for written exams. For the most part, a practical exam is scheduled after we have at least 15 candidates.

TA2 - Must be Available During Site Visit:

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

2. Information should be available to the site visit team for all locations and variations of testing delivered by the agency, etc.

[Save and Return](#) [Save and Proceed](#)

6

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.

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

2020 Accreditation : Self Assessment

View Instructions

CRITERION TA3

The agency's facilities and equipment shall be adequate for the testing of all the objectives or JPRs of the applicable standard(s) for which the agency seeks accreditation.

For each question, provide or describe the following:

- The policy, procedure, etc that ensures all facilities and equipment used in cognitive (written) testing provide a valid and safe testing environment for the assessment of all of the applicable objectives.
- The policy, procedure, etc that ensures all facilities and equipment used in psychomotor (skills) testing provide a valid and safe testing environment for the assessment of all of the applicable objectives.
- If some skills test facilities are only used to test part of the skills of standards or levels (e.g. a fire skills), identify those facilities, their limitations, and provide or describe the policy, procedure, the skills for each standard or level are capable of being tested for each candidate.
- If your agency conducts remote certification tests in various ad hoc locations that are determined at the time of scheduling, provide or describe the policy, procedure, etc. that allows you to ensure that the facilities and equipment are adequate to provide valid and safe testing of all of the objectives.

Prior to scheduling a specific examination at a new location, it is assessed to assure written examinations can be held in an educationally sound and safe environment. Once approved, it is the proctor(s) responsibility to assure this fair and environment is maintained.

Practical skills examinations are administered by a team of evaluators with a lead. The lead provides a briefing to all evaluators and candidates at the beginning of the examination. These briefings are in writing to assure consistency.

Field visits are conducted prior to the scheduling and administration of a written and/or practical examination. Each site is evaluated to assure a fair and safe testing environment can be maintained throughout the date(s) scheduled. If the site is not deemed adequate, alternate sites are reviewed. Equipment used at examinations is delivered from us as we know it has been service tested.

TA3 - Must be Available During Site Visit:

- A tour of a skills test facility .
- A copy of the identified policy, procedure, etc.
- Information should be provided to the site visit team for each location or variant (format) of testing conducted by the agency

Save and Return **Save and Proceed**

Online Application: 5. Enter Application Self Assessment – Test Administration (TA)

The Pro Board Online Accreditation Application Quick Reference Guide

7

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.

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

2020 Accreditation : Self Assessment

[View Instructions](#)

CRITERION TA4

Procedures shall be in place to ensure a safe environment and safe operations during certification testing.

1. The written policy, procedure, etc. for safety during certification testing especially skills assessments.

Each written test is administered by a trained examination proctor. It is this person's responsibility to assure that a fair and safe testing environment is created and maintained.

Practical skills examinations are administered by a team of evaluators with a lead. The lead provides a briefing to all evaluators and candidates at the beginning of the examination and to assure a safe environment is maintained. These briefings are in writing to assure consistency from exam to exam.

Supplemental Information

While the COA does not endeavor to direct entities on how to conduct testing and evaluations, given the number of serious injuries and fatalities each year associated with live fire training, it is the opinion of the Committee on Accreditation that entities have procedures and policies in place to meet or exceed the requirements of the current edition of NFPA 1403 Standard on Live Fire Training Evolutions, during testing and evaluation of live fire skills.

For each question, provide or describe the following:

2. Does the agency have a written policy, procedure, etc. that ensures compliance with NFPA 1403 during live fire skills assessments? Please answer with "Yes" or "No".

Yes.

TA4 - Must be Available During Site Visit:

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

[Save and Return](#) [Save and Proceed](#)

Online Application: 5. Enter Application Self Assessment – Test Administration (TA)

The Pro Board Online Accreditation Application Quick Reference Guide

8 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.

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

2020 Accreditation : Self Assessment

[View Instructions](#)

CRITERION TA5

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).

For each question, provide or describe the following:

1. Cognitive Test Proctor

1.a. Procedures for identifying prerequisite knowledge of cognitive test proctors.

The prerequisite knowledge of a skills evaluator is that information of a certified Fire Instructor I and that of an SME and/or a certified person of the level they are evaluating.

1.b. Procedures for the selection process of cognitive test proctors.

Proctors must apply for the position within the Agency and are selected based on subject matter expertise, experience, and recommendations by other program areas.

1.c. Procedures for the training of cognitive test proctors.

Once selected, they are trained in fair and equitable testing techniques. The self-study training program for practical skills examiners has been very successful in this process. Each examiner undergoes three audits of actual skills examinations under the supervision of a senior examiner before examining on their own. In order for an examiner to maintain their examiner status, they attend update sessions as necessary. All examiners are kept updated as necessary through policy changes, administrative notices, and training sessions.

1.d. Procedures for the evaluation of cognitive test proctors.

We obtain candidate feedback from an anonymous survey.

2. Psychomotor (Skills) Test Evaluator

2.a. Procedures for identifying prerequisite knowledge of skills test evaluators.

The prerequisite knowledge of a skills evaluator is that information of a certified Fire Instructor I and that of an SME and/or a certified person of the level they are evaluating.

2.b. Procedures for the selection process of skills test evaluator.

Proctors must apply for the position within the Agency and are selected based on subject matter expertise, experience, and recommendations by other program areas.

2.c. Procedures for the training of skills test evaluators.

Once selected, they are trained in fair and equitable testing techniques. The self-study training program for practical skills examiners has been very successful in this process. Each examiner undergoes three audits of actual skills examinations under the supervision of a senior examiner before examining on their own. In order for an examiner to maintain their examiner status, they attend update sessions as necessary. All examiners are kept updated as necessary through policy changes, administrative notices, and training sessions.

2.d. Procedures for the evaluation of skills test evaluators.

Before an examination, the chief examiner holds a briefing for all examiners. The skills of the day and the station assignments are reviewed prior to the preparation of the station. As the examination day progresses, if the Chief Examiner visualizes station to station to assure scripts are read and documentation is completed. Also, if a high failure rate trend is noticed, the skill station may be halted until reviewed for validity and reliability.

Note: 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.

8

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.

3. Product (Project) Evaluators (if product/project methodology is used):

3.a. Procedures for identifying prerequisite knowledge of product (project) evaluators.

The prerequisite knowledge of a skills evaluator is that information of a certified Fire Instructor I and that of an SME and/or a certified person of the level they are evaluating.

3.b. Procedures for the selection process of product (project) evaluators.

Evaluators must apply for the position within the Agency and are selected based on subject matter expertise, experience, and recommendations by other program areas.

3.c. Procedures for the training of product (project) evaluators.

Once selected, they are trained in fair and equitable testing techniques. The self-study training program for practical skills examiners has been very successful in this process. Each examiner undergoes three audits of actual skills examinations under the supervision of a senior examiner before examining on their own. In order for an examiner to maintain their examiner status, they attend update sessions as necessary. All examiners are kept updated as necessary through policy changes, administrative notices, and training sessions.

3.d. Procedures for the evaluation of product (project) evaluators.

The project assignments are reviewed prior to the preparation of the examination. As the examination day progresses, the Lead evaluator visualizes station to station to assure scripts are read and documentation is completed. Also, if a high failure rate trend is noticed, the examination assignments may be halted until reviewed for validity and reliability.

4. Process Evaluators (if process methodology is used):

4.a. Procedures for identifying prerequisite knowledge of process evaluators.

The prerequisite knowledge of a skills evaluator is that information of a certified Fire Instructor I and that of an SME and/or a certified person of the level they are evaluating.

4.b. Procedures for the selection process of process evaluators.

Evaluators must apply for the position within the Agency and are selected based on subject matter expertise, experience, and recommendations by other program areas.

4.c. Procedures for the training of process evaluators.

Once selected, they are trained in fair and equitable testing techniques. The self-study training program for practical skills examiners has been very successful in this process. Each examiner undergoes three audits of actual skills examinations under the supervision of a senior examiner before examining on their own. In order for an examiner to maintain their examiner status, they attend update sessions as necessary. All examiners are kept updated as necessary through policy changes, administrative notices, and training sessions.

4.d. Procedures for the evaluation of process evaluators.

The project assignments are reviewed prior to the preparation of the examination. As the examination day progresses, the Lead evaluator visualizes station to station to assure scripts are read and documentation is completed. Also, if a high failure rate trend is noticed, the examination assignments may be halted until reviewed for validity and reliability.

8

Enter the TA5 Criterion – (continued)

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

The screenshot displays the online application form for the TA5 Criterion. It is divided into two main sections: 5. Portfolio Evaluators (if portfolio methodology is used) and 6. Evaluators of "other" evaluation methodologies (if other evaluation methodology is used). Section 5 includes sub-questions 5.a, 5.b, 5.c, and 5.d, each with a text input field and a red arrow pointing to the input area. Section 6 includes sub-questions 6.a, 6.b, 6.c, and 6.d, each with a text input field and a red arrow pointing to the input area. At the bottom of the form, there is a blue box containing the text "TA5 - Must be Available During Site Visit:" and a list of required materials. Below this box are two buttons: "Save and Return" and "Save and Proceed", with a red arrow pointing to the "Save and Proceed" button.

5. Portfolio Evaluators (if portfolio methodology is used):

5.a. Procedures for identifying prerequisite knowledge of portfolio evaluators.

The prerequisite knowledge of a skills evaluator is that information of a certified Fire Instructor I and that of an SME and/or a certified person of the level they are evaluating.

5.b. Procedures for the selection process of portfolio evaluators.

Evaluators must apply for the position within the Agency of expertise, experience, and recommendations by other programs.

5.c. Procedures for the training of portfolio evaluators.

Once selected, they are trained in fair and equitable testing program for practical skills examiners has been very successful. Undergoes three audits of actual skills examinations under before examining on their own. In order for an examiner to attend update sessions as necessary. All examiners are changes, administrative notices, and training sessions

5.d. Procedures for the evaluation of portfolio evaluators.

The evaluator's findings for each portfolio is reviewed by a second team to

6. Evaluators of "other" evaluation methodologies (if other evaluation methodology is used):

6.a. Procedures for identifying prerequisite knowledge of evaluators.

N/A

6.b. Procedures for the selection process of evaluators.

N/A

6.c. Procedures for the training of evaluators.

N/A

6.d. Procedures for the evaluation of evaluators.

N/A

TA5 - Must be Available During Site Visit:

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

Save and Return Save and Proceed

Online Application: 5. Enter Application Self Assessment – Test Administration (TA)

The Pro Board Online Accreditation Application Quick Reference Guide

9 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.

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

2020 Accreditation : Self Assessment

[View Instructions](#)

CRITERION TA6

Procedures shall be in place to ensure that skills tests, written exams, projects, portfolio submissions and methodologies are administered in a consistent and impartial manner.

Test Administration:

Written instructions for the proctor could include:

- Checking candidate's identification (ID)
- Spacing of candidates in the testing area
- Ensuring adequate lighting and ventilation if within the proctor's control
- Advising the proctor not to leave the test area
- Information on how to process the test instruments

Script for the candidates for a written test could include:

- Warning of consequences if caught cheating
- Advising candidate that once the test begins, he/she may not leave the room
- Advising the candidate how to fill out the answer sheet or test booklet
- Advising of time constraints
- Advising what to do when complete
- Advising that no items should be on the desk, no phones are to be used, no supplemental materials are allowed
- Procedure for student bathroom breaks, if allowed.

Written instructions for skills evaluator could include:

- No coaching by the evaluator
- How to fill out the assessment sheet
- Stop test if there is a safety concern
- Ensure proper tools and equipment available

Standard script for the candidates for a skills test could include:

- A description of the skill(s)
- Time constraints, if any
- Allowance for questions before start
- Explanation of pass-fail criteria
- How the candidate should indicate completion of the skill to the evaluator
- Procedure for student bathroom breaks, if allowed.

COA Opinion – Computer based testing
It will be necessary for an entity that desires to conduct computer-based testing for any standard or level of Accreditation prior to conducting such testing.

Supplemental Information

For each question, provide or describe the following:

The written policy, procedure, etc. that addresses how evaluation methodologies are administered in a consistent and impartial manner to include, at a minimum, the following:

1. Cognitive Assessment

1. a. Written instructions for the cognitive test proctor.

A standardized script is provided to each written proctor.

1. b. A standardized script to be read verbatim by the cognitive test proctor to the students.

WRITTEN EXAMINATION
The Proctor is responsible for the conduct of the written examination according to the guidelines listed below.
The Proctor must obtain the following materials from the Certification Group:
a. Examination booklets
b. Answer sheets
c. #2 pencils- sharpened and one per candidate
d. Examination rosters
e. Reference materials
f. Examination materials
g. Examiner/Proctor Roster

2. Psychomotor Assessment

2. a. Written instructions for the skills evaluator.

A standardized script is provided to each skill evaluator.

2. b. A standardized script to be read verbatim by the skills evaluator to the candidate for each skills assessment. (Cut and paste one example of the script)

SCBA EMERGENCY PROCEDURES
THE EXAMINER INTRODUCES HIMSELF AND PROVIDES THE FOLLOWING INSTRUCTIONS.
GIVEN AN AREA, DEMONSTRATE PROPER EMERGENCY PROCEDURES INCLUDING:
SEARCHING THE AREA FOR THE HOSELINE USING THE COUPLINGS TO DETERMINE THE EXIT PATH AND DESCEND THE STAIRCASE.

2. c. A process to assess the accuracy and consistency (inter-rater reliability) of the skills evaluators.

Each skill is evaluated and score sheets are sent to the respective exam manager for review. If there are irregularities, he or she shall take appropriate action.

Online Application: 5. Enter Application Self Assessment – Test Administration (TA)

The Pro Board Online Accreditation Application Quick Reference Guide

9

Enter the TA6 Criterion – (continued)

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

The screenshot displays a web-based application interface for entering self-assessment data. It is divided into four main sections, each with a red header box and a green arrow pointing to the input area:

- 3. Product (Project) Assessment**: Contains three sub-questions (3.a, 3.b, 3.c) regarding standardized instructions and evaluation processes for product methodology. Each has a text input field with a rich text editor toolbar (B, I, U, etc.).
- 4. Process-based Assessment**: Contains three sub-questions (4.a, 4.b, 4.c) regarding standardized instructions and evaluation processes for process methodology. Each has a text input field with a rich text editor toolbar.
- 5. Portfolio Assessment**: Contains three sub-questions (5.a, 5.b, 5.c) regarding standardized instructions and evaluation processes for portfolio methodology. Each has a text input field with a rich text editor toolbar.
- 6. "Other" Assessment Methodology**: Contains three sub-questions (6.a, 6.b, 6.c) regarding standardized instructions and evaluation processes for other methodologies. Each has a text input field with a rich text editor toolbar.

At the bottom of the interface, a blue box highlights a critical note: "TA6 - Must be Available During Site Visit: 1. A copy of the identified policy, procedure, etc." Below this note are two buttons: "Save and Return" and "Save and Proceed", with a green arrow pointing to the "Save and Proceed" button.

10 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.

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

11 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.

2020 Accreditation : Self Assessment

View Instructions

CRITERION TA7

Procedures shall be in place to ensure the confidentiality of a candidate's test performance.

For each question, provide or describe the following:

1. The written policy, procedure, etc. that addresses how the confidentiality of a candidate's test performance is maintained.

No candidate will receive their records unless proof is provided of the candidate's identity.

TA7 - Must be Available During Site Visit:

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

Save and Return **Save and Proceed**

2020 Accreditation : Self Assessment

View Instructions

CRITERION TA8

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.

Supplemental Information

Record Retention:

The following is a Committee on Accreditation Opinion regarding the retention of records by accredited agencies:

The Committee on Accreditation recommends that all accredited agencies keep copies of tests created for examinations for a period of five years, and that records of certification candidate scores be kept in perpetuity.

For each question, provide or describe the following:

1. The written policy, procedure, etc. that addresses how test results and the associated test instruments are securely maintained.

All documentation is secured in the certification office and on encrypted servers off-campus.

2. The written policy, procedure, etc. that identifies the retention periods for the candidate results and the associated test instruments and how those retention periods were determined.

All records are stored for a minimum of 10 years in hardcopy while electronic files are kept in perpetuity.

TA8 - Must be Available During Site Visit:

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

Save and Return **Save and Proceed**

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.

1

Assessment Methodology Matrices (as identified in your application)

NFPA 1001: 2019
Edition, Chapter 4 Fire
Fighter I

Documentation

Supplemental
Documentation
(Optional)

Review

Review Application for
Submission

2

2020 Accreditation : Assessment Methodology Matrices

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 (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/projects, 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.

3 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.

Instructions for Completion of Assessment Methodology Matrices

When completing the AMMs, the agency must follow these guidelines:

Local Test Item Review: 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.

Cognitive Assessment: 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.

- ☐ This column must be completed after the agency has locally validated the test bank
- ☐ You must document 100% of test items from the test bank

Psychomotor or Skills Assessment: This column is completed to indicate the skill sheet number(s) that can be used to test the applicable JPR 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 Ladder 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 JPR, 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 JPR, 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 JPR, 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): "DR" 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.

4 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.

4a

NFPA 1001: 2019 Edition, Chapter 4 Fire Fighter I

4.1 General. For qualification at Level I, the fire fighter candidate shall meet the general knowledge requirements in 4.1.1, the general skill requirements in 4.1.2, the JPRs defined in Sections 4.2 through 4.5 of this standard, knowledge of the incident management system, and the requirements defined in Chapter 5 as well as mission-specific competencies in Section 6.2, Personal Protective Equipment, and Section 6.6, Product Control, of NFPA 1072.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
1,2,5					
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				

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 fire fighter 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 aspects of NFPA 1500.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
1,2,5					
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				

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 reuse, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS 101- 890				
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				

4

Enter the Assessment Methodologies (continued)

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

4.2 Fire Department Communications. This duty shall involve initiating responses, receiving telephone calls, and using fire department communications equipment to correctly relay verbal or written information, according to the JPR in 4.2.1 through 4.2.4.

4.2.1 * Initiate the response to a reported emergency, given the report of an emergency, fire department SOPs, and communications equipment, so that all necessary information is obtained, communications equipment is operated correctly, and the information is relayed promptly and accurately to the dispatch center.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
4,5					
Edit	Delete				

(A) Requisite Knowledge. Procedures for reporting an emergency; departmental SOPs for taking and receiving alarms, radio codes, or procedures; and information needs of dispatch center.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
4,5					
Edit	Delete				

(B) Requisite Skills. The ability to operate fire department communications equipment, relay information, and record information.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS101				
Edit	Delete				

4.2.2 * Receive a telephone call, given a fire department phone, so that procedures for answering the phone are used and the caller's information is relayed.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
6,8					
Edit	Delete				

(A) Requisite Knowledge. Fire department procedures for answering nonemergency telephone calls.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
6,8					
Edit	Delete				

(B) Requisite Skills. The ability to operate fire station telephone and intercom equipment.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS102				
Edit	Delete				

4.2.3 * Transmit and receive messages via the fire department radio, given a fire department radio and operating procedures, so that the information is accurate, complete, clear, and relayed within the time established by the AHJ.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS103				
Edit	Delete				

(A) Requisite Knowledge. Departmental radio procedures and etiquette for routine traffic, emergency traffic, and emergency evacuation signals.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
6,9					
Edit	Delete				

(B) Requisite Skills. The ability to operate radio equipment and discriminate between routine and emergency traffic.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS103				
Edit	Delete				

4.2.4 * Activate an emergency call for assistance, given vision-obscured conditions, PPE, and department SOPs, so that the fire fighter can be located and rescued.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS104				
Edit	Delete				

(A) Requisite Knowledge. Personnel accountability systems, emergency communication procedures, and emergency evacuation methods.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
10,12					
Edit	Delete				

(B) Requisite Skills. The ability to initiate an emergency call for assistance in accordance with the AHJ's procedures, the ability to use other methods of emergency calls for assistance.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS104				
Edit	Delete				

4 Enter the Assessment Methodologies (continued)

- c. Continue entering the AMMs for the next testing requirement parts.

4.3 Fireground Operations This duty shall involve performing the following tasks necessary to ensure life safety, fire control, and property conservation, according to the JPRs in 4.3.1 through 4.3.21.

4.3.1 Use self-contained breathing apparatus (SCBA) during emergency operations, given SCBA and other PPE, so that the SCBA is correctly donned, the SCBA is used in accordance with the manufacturer's instructions, and the SCBA is maintained in a safe condition.

4.3.2 Respond on apparatus to an emergency scene, given personal protective clothing and other necessary PPE, so that the apparatus is correctly positioned and the SCBA is used in accordance with the manufacturer's instructions.

4.3.3 Establish and operate in work areas at emergency scenes, given protective equipment, traffic and scene control devices, structure fire and roadway emergency scenes, traffic hazards and downed electrical wires, photovoltaic power systems, battery storage systems, an assignment, and SOPs, so that the work areas are established and maintained in a safe condition.

4.3.4 Force entry into a structure, given PPE, tools, and an assignment, so that the tools are used as designed, the barrier is removed, and the control device opening is in a safe condition and ready for entry.

4.3.5 Exit a hazardous area as a team, given vision-obscured conditions, so that a safe haven is found before exhausting the air supply, others are not endangered, and the team integrity is maintained.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS202				
Edit	Delete				

(A) Requisite Knowledge. Personnel accountability systems, communication procedures, emergency evacuation methods, what constitutes a safe haven, elements that create or indicate a hazard, and emergency procedures for loss of air supply.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
23, 56, 45, 67					
Edit	Delete				

(B) Requisite Skills. The ability to operate as a team member in vision-obscured conditions, locate and follow a guideline, conserve air supply, and evaluate areas for hazards and identify a safe haven.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS202				
Edit	Delete				

4 Enter the Assessment Methodologies (continued)

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

4d

4.3.6 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 fly locked, the top is placed against a reliable structural component, and the assignment is accomplished.

Cognitive	Psychomotor
	SS301
Edit	Delete

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

Cognitive	Psychomotor
23, 70	
Edit	Delete

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

Cognitive	Psychomotor
	SS301
Edit	Delete

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, and the vehicle is ready for transport.

Cognitive	Psychomotor
	SS401
Edit	Delete

(A) Requisite Knowledge. Parts of hose lines toward an automobile; ob associated with them; dangerous co fires and how to avoid them; how to

Cognitive	Psychomotor
89, 90, 91, 92	
Edit	Delete

(B) Requisite Skills. The ability to nozzles; apply water for maximum and expose hidden fires by opening

Cognitive	Psychomotor
	SS401
Edit	Delete

4.3.8 Extinguish fires in exterior Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought 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 origin area(s) and arson are preserved.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS801				
Edit	Delete				

(A) Requisite Knowledge. Types of attack lines and water streams appropriate for attacking stacked, piled materials and outdoor fires; dangers — such as collapse — associated with stacked and piled materials; various extinguishing agents and their effect on different material configurations; tools and methods to use in breaking up various types of materials; the difficulties related to complete extinguishment of stacked and piled materials; water application methods for exposure protection and fire extinguishment; dangers such as exposure to toxic or hazardous materials associated with storage building and container fires; obvious signs of origin and cause; and techniques for the preservation of fire cause evidence.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
23, 45, 67					
Edit	Delete				

(B) Requisite Skills. The ability to recognize inherent hazards related to the material's configuration, operate handlines or master streams, break up material using hand tools and water streams, evaluate for complete extinguishment, operate hose lines and other water application devices, evaluate and modify water application for maximum penetration, search for and expose hidden fires, assess patterns for origin determination, and evaluate for complete extinguishment.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS801				
Edit	Delete				

4

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 maintained.

Cognitive	Psychomotor
	SS802

Edit Delete

(A) Requisite Knowledge. Understand 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.

Cognitive	Psychomotor
54, 55, 56	

Edit Delete

(B) * Requisite Skills. The ability to prevent water hammers 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 handline connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and subfloor fires.

Cognitive	Psychomotor
	SS802

Edit Delete

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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS804				

Edit Delete

(A) Requisite Knowledge. Principles of fire streams; types, design, operation, nozzle pressure effects, and flow capabilities of nozzles; precautions 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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
24, 25, 29, 45, 56					

Edit Delete

(B) Requisite Skills. The ability to prevent water hammers 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 handline connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and subfloor fires.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS804				

Edit Delete

4

Enter the Assessment Methodologies (continued)

4.3.11

perform horizontal ventilation on a structure operating as part of a team, given an assignment, PPE, ventilation tools, equipment, and ladders, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, ventilation devices are correctly placed, and the structure is not compromised.

Cognitive	Psychomotor
	SS805
Edit	Delete

(A) **Requisite Knowledge.** Types of fire attack lines and water application devices most effective for overhaul, water application methods for extinguishment that limit water damage, types of tools and methods used to expose hidden fire, dangers associated with overhaul, obvious signs of area of origin or signs of arson, and reasons for protection of fire scene.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS805				
Edit	Delete				

(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 arson; and evaluate for complete extinguishment.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS805				
Edit	Delete				

4.3.12

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 structure, and the structure is not compromised.

Cognitive	Psychomotor
	SS70
Edit	Delete

(A) **Requisite Knowledge.** Types of fire attack lines and water application devices most effective for overhaul, water application methods for extinguishment that limit water damage, types of tools and methods used to expose hidden fire, dangers associated with overhaul, obvious signs of area of origin or signs of arson, and reasons for protection of fire scene.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS805				
Edit	Delete				

(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 arson; and evaluate for complete extinguishment.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS805				
Edit	Delete				

4.3.13

overhaul a 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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS805				
Edit	Delete				

(A) **Requisite Knowledge.** Types of fire attack lines and water application devices most effective for overhaul, water application methods for extinguishment that limit water damage, types of tools and methods used to expose hidden fire, dangers associated with overhaul, obvious signs of area of origin or signs of arson, and reasons for protection of fire scene.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS805				
Edit	Delete				

(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 arson; and evaluate for complete extinguishment.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS805				
Edit	Delete				

4

Enter the Assessment Methodologies (continued)

4.3.14

Conserve 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.

Cognitive

Psychomotor

SS806

Edit

Delete

4.3.15

Connect a fire department pumper 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.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

SS901

Edit

Delete

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.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

SS805

Edit

Delete

(A) Requisite Knowledge.

The uses for salvage covers, operations head, identification of the main components, and protecting possible areas of origin.

Cognitive

Psychomotor

101, 103, 105

Edit

Delete

(A) Requisite Knowledge.

Loading and unloading water supply sources, procedures, and protocols.

Cognitive

Psychomotor

35, 79, 126

Edit

Delete

(A) Requisite Knowledge.

The classifications of fire; the types of, rating systems for, and risks associated with each class of fire; and the operating methods of and limitations of portable extinguishers.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

235, 125, 167

Edit

Delete

(B) Requisite Skills.

The ability to use salvage covers, remove water, cover, and relocate charred material to a safe area; use sprinkler wedges or stoppers; and use fire extinguishers.

Cognitive

Psychomotor

SS806

Edit

Delete

(B) Requisite Skills.

The ability to handle tanks as well as the equipment necessary to transport and reverse lays, connect supply hose to a hydrant, and use fire extinguishers.

Cognitive

Psychomotor

SS901

Edit

Delete

(B) Requisite Skills.

The ability to operate portable fire extinguishers, approach fire with portable fire extinguishers, select an appropriate extinguisher based on the size and type of fire, and safely carry portable fire extinguishers.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

SS805

Edit

Delete

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.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

SS805

Edit

Delete

4

Enter the Assessment Methodologies (continued)

4.3.17

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.

Cognitive

Psychomotor

SS903

Edit

Delete

4.3.18

Turn off building utilities, given tools and an assignment, so that the assignment is safely completed.

Cognitive

Psychomotor

SS904

Edit

Delete

4.3.19

Combat a ground cover fire operating as a member of a team, given protective clothing, SCBA (if needed), hose lines, extinguishers or hand 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.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

SS807

Edit

Delete

(A) Requisite Knowledge.

Methods and associated dangers of fire.

Cognitive

Psychomotor

45, 47, 52, 65

Edit

Delete

(A) Requisite Knowledge.

Types of ground cover fires, parts of ground cover fires, methods to contain or suppress, and safety principles and practices.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

120, 123, 125, 126

Edit

Delete

(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.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

SS807

Edit

Delete

(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.

Cognitive

Psychomotor

Product/Project

Process

Portfolio

Other

SS807

Edit

Delete

4

Enter the Assessment Methodologies (continued)

4.3.20

Tie 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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS105				

Edit Delete

(A) Requisite Knowledge.

Knowledge of the types of knots to use for given tasks and activities.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
12, 15, 19, 23					

Edit Delete

(B) Requisite Skills.

The ability to tie 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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS105				

Edit Delete

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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS906				

Edit Delete

(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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
90, 91, 98, 99					

Edit Delete

(B) Requisite Skills.

The ability to operate the air monitor, recognize the alarms, and react to the alarms of the air monitor.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS906				

Edit Delete

4 Enter the Assessment Methodologies (*continued*)

5 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.

4.5 Preparedness and Maintenance. This duty shall involve **4e** activities that reduce the loss of life and property due to fire through response readiness, according to the JPRs in 4.5.1 and 4.5.2.

4.5.1 Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
SS990					
Edit	Delete				

(A) Requisite Knowledge. Departmental procedures for noting a defective hose and removing it from service, cleaning methods, and hose rolls and loads.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
SS991					
Edit	Delete				

(B) Requisite Skills. The ability to clean different types of hose; operate hose washing and drying equipment; mark defective hose; and replace coupling gaskets, roll hose, and reload hose.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
SS990					
Edit	Delete				

Save and Return **Save and Proceed** 5

Online Application:

7. Enter Application Self Assessment – Documentation

The Pro Board

Online Accreditation Application Quick Reference Guide

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/>.

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**.

The image shows two screenshots of the Pro Board Online Accreditation System. The top screenshot is the 'Welcome to the Accreditation System!' page. It features a search bar, navigation links (About Us, Accreditation Applicants, Accredited Agencies, Committee & Board, Certification Candidates, Contact Us), and a login form with fields for 'User Name' (containing 'Dottie1- End User') and 'Password' (masked with asterisks). Below the form are buttons for 'Sign In', 'Forgot Password', and 'Create an Account'. A red circle with the number '1' is placed over the 'Sign In' button. A red arrow points from a Chrome browser icon labeled 'OnlineApp ProBoard' to the login form. The bottom screenshot is the 'Dashboard' page. It shows a welcome message 'Welcome, Dottie Keene- End User!' with a 'Sign Out' button. Below this is a table of applications. A red circle with the number '2' is placed over the 'Edit' button in the table. A red arrow points from the 'Edit' button to the table. The table has columns for 'Application', 'Agency', 'Assignment', and 'Last Action'. The first row shows '2020 Accreditation' for 'XYZ Fire District' with an assignment of 'Pending' and a last action of '04/26/2020'. The table also includes pagination controls showing '1' of 1 items.

Application	Agency	Assignment	Last Action
2020 Accreditation	XYZ Fire District	Pending	04/26/2020

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.

The screenshot displays the '2020 Accreditation: Agency Profile Contact Information' form. On the left, a sidebar menu is visible with a red circle around the number '3' and a red arrow pointing to the 'Application' link. The main form area contains fields for contact information, including First Name, Last Name, Title, Address Line 1, Address Line 2, City, State, Country, Postal Code, and Phone 1. A list of criteria is shown on the right, including Criterion TD2, Criterion TD3, Criterion TD4, Section 3: Test Administration (TA) Criteria, Criterion TA1, Criterion TA2, Criterion TA3, Criterion TA4, Criterion TA5, Criterion TA6, Criterion TA7, and Criterion TA8. A red box highlights the 'Documentation' section, which includes a link to 'Supplemental Documentation (Optional)'.

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.

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Delegation of Authority

2020 Accreditation : Supplemental Documentation (Optional) 4

Please provide any supplemental documentation for clarification purposes (e.g., letters, skill sheets). We allow Word, Excel, and PDF files no larger than 4MB.

Name	Size	
Organizational Chart.doc	29 kb	View Delete

Select files...

Save and Return Save and Proceed

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

View Full Application

Application

Standards, Levels and Editions

Delegation of Authority

Candidate Certification Options and Annual Fees

Marketing / Promotion of the Pro Board

2020 Accreditation : Supplemental Documentation (Optional)

Please provide any supplemental documentation for clarification purposes (e.g., letters, skill sheets). We allow Word, Excel, and PDF files no larger than 4MB.

Name	Size	
Organizational Chart.doc	29 kb	View Delete
Accred notes.docx	4,130 kb	View Delete

Select files...

Uploading 5

Done

Accred notes.docx 4.03 MB

Save and Return Save and Proceed 7

Online Application: 8. Complete and Submit Application

The Pro Board Online Accreditation Application Quick Reference Guide

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**.

The image shows two screenshots of the Pro Board Online Accreditation System. The top screenshot is the 'Welcome to the Accreditation System!' page. It features a search bar, navigation links (About Us, Accreditation Applicants, Accredited Agencies, Committee & Board, Certification Candidates, Contact Us), and a login form with fields for 'User Name' (containing 'Dottie1- End User') and 'Password' (masked with asterisks). A red circle labeled '1' highlights the login form. A red box labeled 'Sign In' is at the bottom left of the form. A red arrow points from a Chrome icon labeled 'OnlineApp ProBoard' to the login form. The bottom screenshot is the 'Dashboard' page. It shows a navigation bar with 'Dashboard', 'My Account', 'My Applications', and 'FAQs'. A yellow banner at the top right says 'Welcome, Dottie Keene- End User!' with a 'Sign Out' button. A table lists applications with columns: Application, Agency, Assignment, and Last Action. The first row shows '2020 Accreditation' for 'XYZ Fire District' with a 'Pending' assignment and a last action of '04/26/2020'. A red circle labeled '2' highlights the 'Edit' button in the 'Last Action' column. A red arrow points from the 'Edit' button to the table row.

1

OnlineApp ProBoard

Welcome to the Accreditation System!

Please sign in. If you do not have an account, you may create one.

User Name
Dottie1- End User

Password

Sign In Forgot Password Create an Account

2

Dashboard

Application Agency Assignment Last Action

2020 Accreditation XYZ Fire District Pending 04/26/2020

1 - 1 of 1 items

Edit

3 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.

The screenshot shows the '2020 Accreditation : Review' page. The left sidebar has a menu with 'How Much of My Application is Complete?' highlighted. The main content area shows a table of completion status for various sections. A pink message at the top states: 'Your application is not complete. Please review the sections below and fill out any that are listed as "incomplete". You may then return to this screen and submit your application.' The table lists sections like 'Application', 'Agency Profile', 'Standards, Levels and Editions', etc., with 'Is Complete?' status. 'Section 2: Test Development (TD) Criteria' and 'Criterion TD3' are marked 'No'. A right-hand panel shows a detailed view of 'Criterion TA1' through 'TA8', all marked 'Yes'. At the bottom, a 'Submit' button is grayed out with the text '(application must be complete to submit)'. Red and blue arrows indicate navigation and status checks.

Section	Is Complete?
Application	Yes
Agency Profile	Yes
Standards, Levels and Editions	Yes
Delegation of Authority	Yes
Candidate Certification Options and Annual Fees	Yes
Marketing / Promotion of the Pro Board	Yes
Self Assessment	Is Complete?
Section 1: Program Administration (PA) Criteria	Yes
Criterion PA1	Yes
Criterion PA2	Yes
Criterion PA3	Yes
Criterion PA4	Yes
Criterion PA5	Yes
Criterion PA6	Yes
Criterion PA7	Yes
Section 2: Test Development (TD) Criteria	No
Criterion TD1	Yes
Criterion TD2	Yes
Criterion TD3	No
Criterion TD4	Yes
Section 3: Test Administration (TA) Criteria	Yes

Criterion	Status
Criterion TA1	Yes
Criterion TA2	Yes
Criterion TA3	Yes
Criterion TA4	Yes
Criterion TA5	Yes
Criterion TA6	Yes
Criterion TA7	Yes
Criterion TA8	Yes
Assessment Methodology Matrices	Is Complete?
NFPA 1001: 2019 Edition, Chapter 4 Fire Fighter I	Yes
Documentation	Is Complete?
Supplemental Documentation (Optional)	Yes

Submit (application must be complete to submit)

Online Application: 8. Complete and Submit Application

The Pro Board Online Accreditation Application Quick Reference Guide

4 Submit the Application

Perform a final check that your application entries are complete and ready for submission, then submit the application.

- On the application's left menu bar, click on the link for **"How Much of My Application is Complete?"**.
- See the **Review screen** with an **entry completion message** at the top, highlighted in peach, with all entries noted as complete.
- Scroll to the bottom of the Review screen and click on the **Submit button**.

The screenshot shows the '2020 Accreditation : Review' screen. At the top left, the status is 'Pending' with 'View' and 'Print' buttons. A peach-colored banner at the top states: 'Your application has been filled out. Please review the sections below and submit your application when you are ready.' The left sidebar contains a 'Jump to:' section with 'Progress Report' and 'Application' categories. Under 'Application', 'How Much of My Application is Complete?' is highlighted with a red box and labeled '4a'. The main content area shows a table of application sections, all marked 'Yes' in the 'Is Complete?' column. This table is labeled '4b'. A red arrow points down to a detailed table of criteria, also labeled '4b'. At the bottom, a 'Submit' button is highlighted with a red box and labeled '4c'.

Application	Is Complete?
Agency Profile	Yes
Standards, Levels and Editions	Yes
Delegation of Authority	Yes
Candidate Certification Options and Annual Fees	Yes
Marketing / Promotion of the Pro Board	Yes

Self Assessment	Is Complete?
Section 1: Program Administration (PA) Criteria	Yes
Criterion PA1	Yes
Criterion PA2	Yes
Criterion PA3	Yes
Criterion PA4	Yes
Criterion PA5	Yes
Assessment Methodology Matrices	Yes
Criterion PA6	Yes
Criterion PA7	Yes
Section 2: Test Development (TD) Criteria	Yes
Criterion TD1	Yes
Criterion TD2	Yes
Criterion TD3	Yes
Criterion TD4	Yes
Section 3: Test Administration (TA) Criteria	Yes
Criterion TA1	Yes
Criterion TA2	Yes
Criterion TA3	Yes
Criterion TA4	Yes
Criterion TA5	Yes
Criterion TA6	Yes
Criterion TA7	Yes
Criterion TA8	Yes

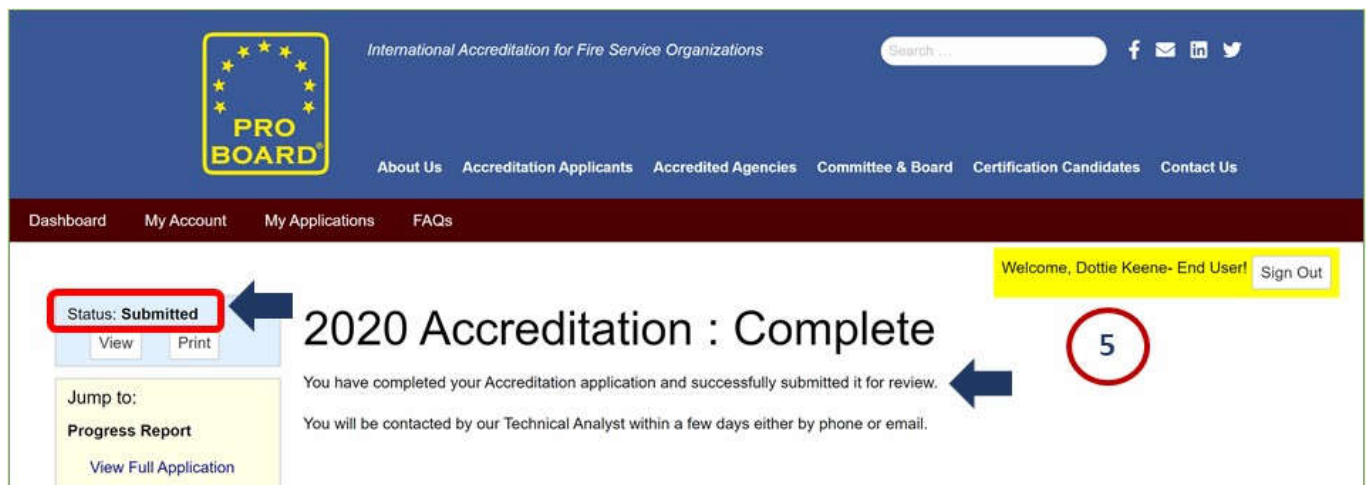
Assessment Methodology Matrices	Is Complete?
NFPA 1001: 2019 Edition, Chapter 4 Fire Fighter I	Yes
Documentation	Is Complete?
Supplemental Documentation (Optional)	Yes

4c Submit

5 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:

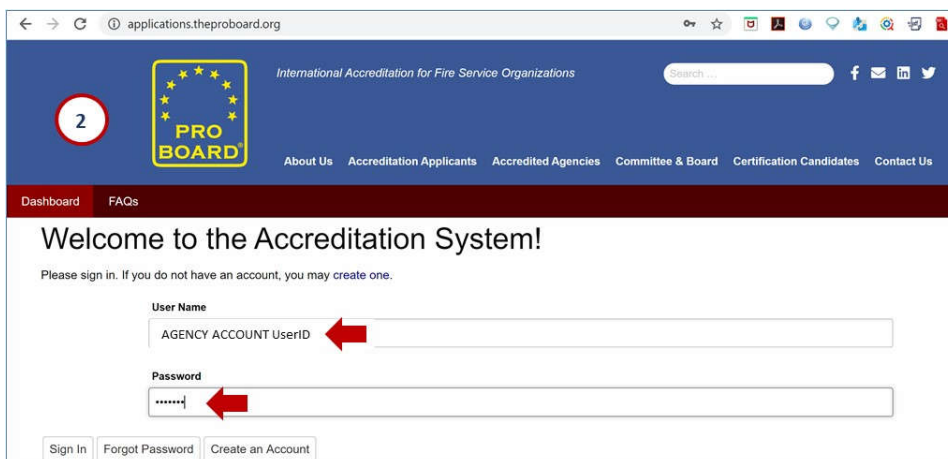
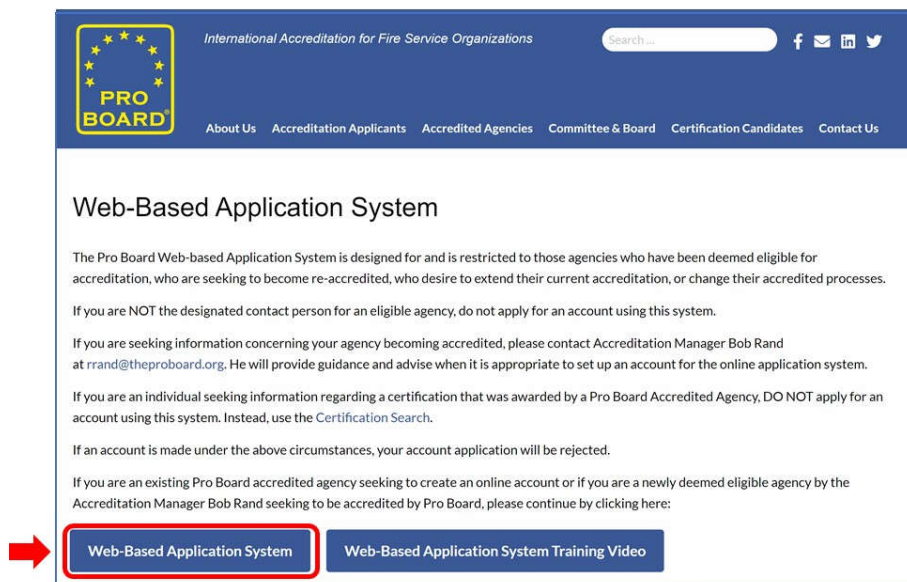
1 Navigate to the Online Accreditation System

Enter the URL link to the Accreditation System: <https://theproboard.org/web-based-application-system/>. 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.

1 URL Link:
<https://theproboard.org/web-based-application-system/>



Online Application: 9. Technical Review Responses

The Pro Board Online Accreditation Application Quick Reference Guide

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.

Dashboard

Application	Agency	Assignment	Last Action
2020 Accreditation	XYZ Fire District	Pending	06/20/2020

1 - 1 of 1 items

4 Review Technical Review Feedback and Provide Responses

Look at the nature and quantity of feedback provided by the Pro Board technical analyst:

- 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.
- 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.

Status: Pending View

Print

Jump to:

Progress Report 4a

How Much of My Application is Complete?

Feedback

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Delegation of Authority

Candidate Certification

Options and Annual Fees

Marketing / Promotion of the Pro Board

Self Assessment

Instructions

Section 1: Program Administration (PA)

2020 Accreditation : Feedback 4b

Feedback From	Type	Last Update	
Dottie3TECHANALYST Keene	Self Assessment	07/22/2020	Jump to Feedback
Criterion PA1 Is there a state, federal, or provincial law that may be cited here?			
Dottie2ACCREDMGR Keene	Self Assessment	07/22/2020	Jump to Feedback
Criterion PA1 This looks good! BUT we need to see the report you are referencing on Undue Hardship. Please attach.			
Dottie2ACCREDMGR Keene	Self Assessment	07/22/2020	Jump to Feedback
Criterion PA4 Please provide their names and addresses/email contact info.			
Dottie2ACCREDMGR Keene	Self Assessment	07/22/2020	Jump to Feedback
Criterion PA4 what do these acronyms mean?			
Dottie3TECHANALYST Keene	Self Assessment	06/22/2020	Jump to Feedback
Criterion PA5			

4 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.

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

Feedback

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Delegation of Authority

Candidate Certification Options and Annual Fees

Marketing / Promotion of the Pro Board

Self Assessment

2020 Accreditation : Self Assessment

View Instructions

CRITERION PA1

The agency shall ensure that the certification process is nondiscriminatory and available equitably to all persons served by the agency.

For each question, provide or describe the following:

4c

1. The written policy, procedure, statute, etc. that addresses nondiscrimination

Is there a state, federal, or provincial law that may be cited here?

B I U

All certification examinations conducted are open and available to anyone without regard to race, sex, handicap, country or nationality. The Department has an Affirmative Action Plan and regularly files reports with the appropriate state agencies responsible for this issue.

The state law is found at the following URL: [URL inserted here]

4d

Save and Return Save and Proceed

4 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.

Status: Pending View Print

Jump to:

Progress Report

How Much of My Application is Complete?

► Feedback

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Delegation of Authority

Candidate Certification Options and Annual Fees

Marketing / Promotion of the Pro Board

Self Assessment

Instructions

Section 1: Program Administration (PA)

2020 Accreditation : Feedback 4e

Feedback From	Type	Last Update	
Criterion PA4 Please provide their names and addresses/email contact info.			
Dottie2ACCREDMGR Keene	Self Assessment	07/22/2020	Jump to Feedback
Criterion PA4 what do these acronyms mean?			
Dottie3TECHANALYST Keene	Self Assessment	06/22/2020	Jump to Feedback
Criterion PA5 This needs more detail of what you actually do in an appeal.			
Dottie2ACCREDMGR Keene	Self Assessment	07/22/2020	Jump to Feedback
Criterion TA3 Do you have a checklist you utilize to inspect off-site locations? If so, please provide a copy.			
Dottie2ACCREDMGR Keene	Self Assessment	07/22/2020	Jump to Feedback
Criterion TD3 Describe the levels of performance breakout that you utilize...			

1 25 items per page 1 - 7 of 7 items

4 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.

- f. 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.

The screenshot displays a web-based application interface for technical review responses. It is organized into sections for different criteria, with red boxes highlighting specific areas of interest and red arrows pointing to them.

- CRITERION PA1:** The first section. A red box highlights the question: "1. The written policy, procedure, statute, etc. that addresses nondiscrimination is there a state, federal, or provincial law that may be cited here?". A red arrow points to the response box containing the text: "All certification examinations conducted are open and available to anyone without regard to race, sex, handicap, country or nationality. The files reports with the appropriate state agency. The state law is found at the following URL: [redacted]".
- CRITERION PA4:** The second section. A red box highlights the question: "2. The names of the organizations and their respective representatives on the agency's advisory board or committee, if an advisory board model is used. Please provide their names and addresses/email contact info.". A red arrow points to the response box containing the text: "John and Jane Doe. John Doe, 34 School St., Montgomery AL 04138 jdoe1@Alffa.org Jane Doe, 19 Hosmer Lane, Montgomery AL 04138 jdoe2@Alffa.org".
- CRITERION TA3:** The third section. A red box highlights the question: "4. If your agency conducts remote certification tests in various ad hoc locations that are determined at the time of scheduling, provide or describe the policy, procedure, etc. that allows you to ensure that the facilities and equipment are adequate to provide valid and safe testing of all of the objectives. Do you have a checklist you utilize to inspect off-site locations? If so, please provide a copy.". A red arrow points to the response box containing the text: "Field visits are conducted prior to examination. Each site is evaluated throughout the date(s) scheduled. Equipment used at examination is reviewed. Equipment used at examination is tested. We do NOT have a checklist for off-site locations".
- CRITERION TD3:** The fourth section. A red box highlights the question: "B.4. Procedures for skills test item and skills test analysis. Describe the levels of performance breakout that you utilize...". A red arrow points to the response box containing the text: "Skills examinations are validated and improved/revised as necessary based on the candidate's performance. Exceeds expected Meets expected Needs Improvement".

Red arrows also point to feedback text in red boxes: "4f" near CRITERION PA1, "This looks good! BUT we need to see the report" near CRITERION PA4, and "what do these acronyms mean?" near CRITERION TD3.

5 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.

Status: Pending View Print

Jump to:

Progress Report

► How Much of My Application is Complete?

Feedback

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Delegation of Authority

Candidate Certification Options and Annual Fees

Marketing / Promotion of the Pro Board

Self Assessment

2020 Accreditation : Review 5

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

Application	Is Complete?
Agency Profile	Yes
Standards, Levels and Editions	Yes
Delegation of Authority	Yes
Candidate Certification Options and Annual Fees	Yes
Marketing / Promotion of the Pro Board	Yes

Self Assessment	Is Complete?
Section 1: Program Administration (PA) Criteria	Yes
Criterion PA1	Yes
Criterion PA2	Yes
Criterion PA3	Yes
Criterion PA4	Yes

Submit

Online Application: 10. Responses to COA Comments

The Pro Board Online Accreditation Application Quick Reference Guide

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

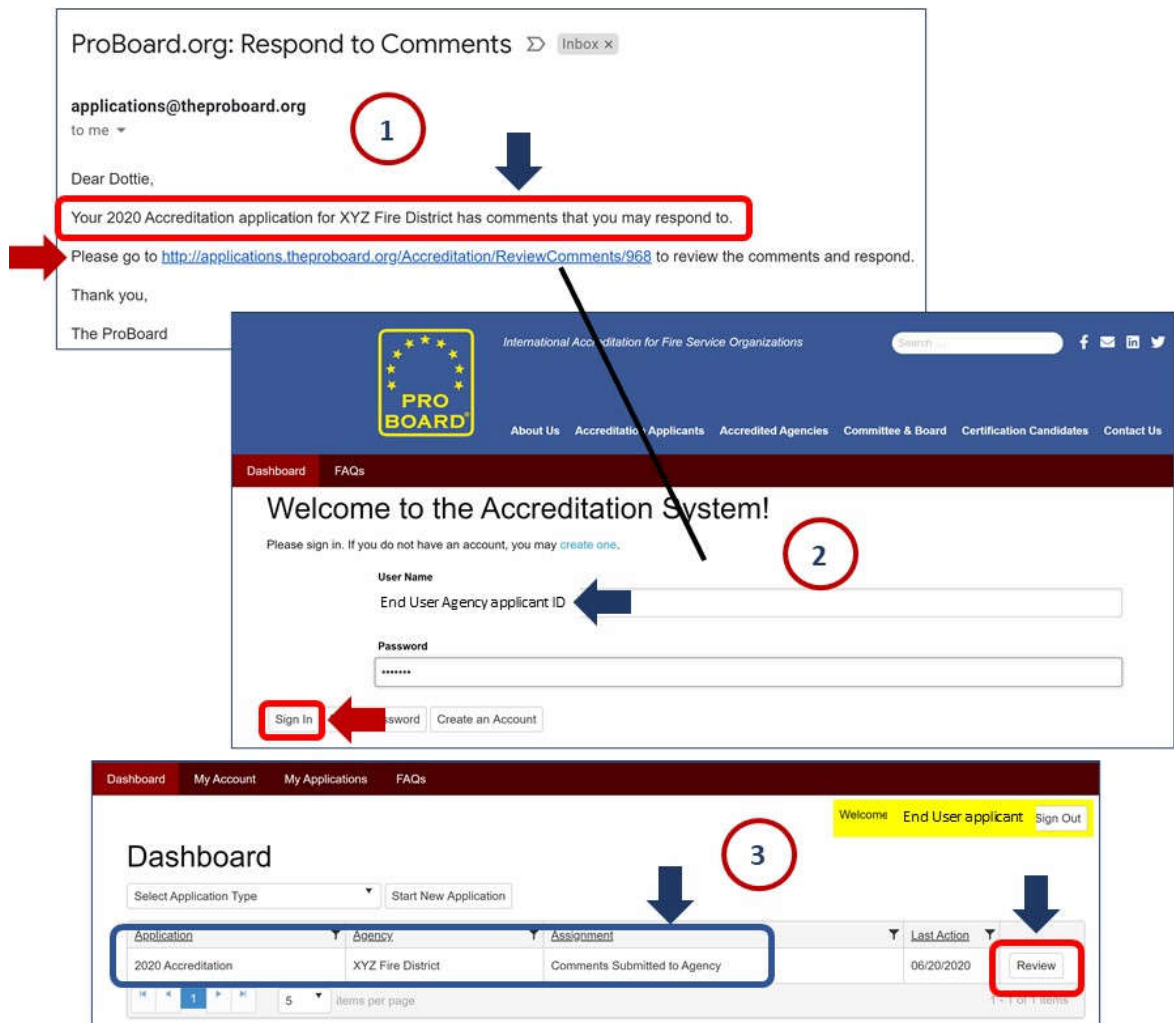
Receive an email from the Pro Board, indicating that COA comments are ready for your review. Click the link in the email to go to the Online Accreditation System: <https://theproboard.org/web-based-application-system/>. See the Pro Board's Welcome screen, then scroll down and click on the **Web-Based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

The Pro Board Online Accreditation Application Quick Reference Guide

4 Review and Respond to COA Comments

See the application details and do the following:

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

The screenshot displays the '2020 Accreditation : Review Comments' interface. On the left, a sidebar menu under 'Status: Comments Submitted to Agency' includes links for 'View', 'Print', 'Jump to:', 'Feedback', 'Progress Report', 'Application', and 'Self Assessment'. The 'Review Comments' link is highlighted with a red arrow and labeled '4a'. The main content area shows a list of comments/questions. The first comment, 'Have you considered other forms of social media?', is selected and labeled '4b'. An 'Edit' button is visible to the right of this comment. A pop-up window, labeled '4c', is open for editing the response. It contains a text area with the text 'Yes, we are looking into Instagram and Facebook.' and a rich text editor toolbar. A 'Save' button is at the bottom right of the pop-up. A confirmation message from 'applications.theproboard.org' states 'You have successfully saved your response.' with an 'OK' button.

4 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.

Status: Comments
Submitted to Agency
View Print

Jump to:
Feedback
Review Comments
Feedback
Progress Report
Feedback
View Full Application
Application
Agency Profile
Standards, Levels and Editions
Delegation of Authority
Candidate Certification
Options and Annual Fees
Marketing / Promotion of the Pro Board
Self Assessment

2020 Accreditation : Review Comments

If you choose to respond, you have until **8/12/2020** to do so. To respond, please click the "Edit" button next to the particular comment/question you want to respond to. When you are finished and satisfied with your responses, press the "Submit Responses" button below.

Submit Responses

Comments/Questions	
COA Have you considered other forms of social media?	
Agency Yes, we are looking into Instagram and Facebook.	4d Edit
Criterion PA1 1. The written policy, procedure, statute, etc. that addresses nondiscrimination COA Need to see the state's Affirmative Action Plan during the site visit.	4e Edit
Agency [No response]	

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.

The top screenshot shows the '2020 Accreditation : Review Comments' screen. On the left sidebar, under 'Jump to:', the 'Review Comments' link is highlighted. The main content area has a status bar at the top that says 'Status: Comments Submitted to Agency'. Below this, there is a 'Submit Responses' button highlighted with a red box and a blue arrow. A circled '5' is next to the arrow. A confirmation dialog box is also shown with the text 'applications.theproboard.org says: Are you sure you want to submit your responses? Once responses are submitted, you may no longer respond to the comments and/or questions.' and an 'OK' button highlighted with a red box and a red arrow.

The bottom screenshot shows the same screen, but the status bar now says 'Status: Schedule Site Visit', which is highlighted with a red box and a blue arrow. A circled '6' is next to the arrow. The 'Submit Responses' button is no longer visible. The main content area now shows a message: 'Your responses have either been submitted or the time period in which we were accepting responses has passed.'

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:

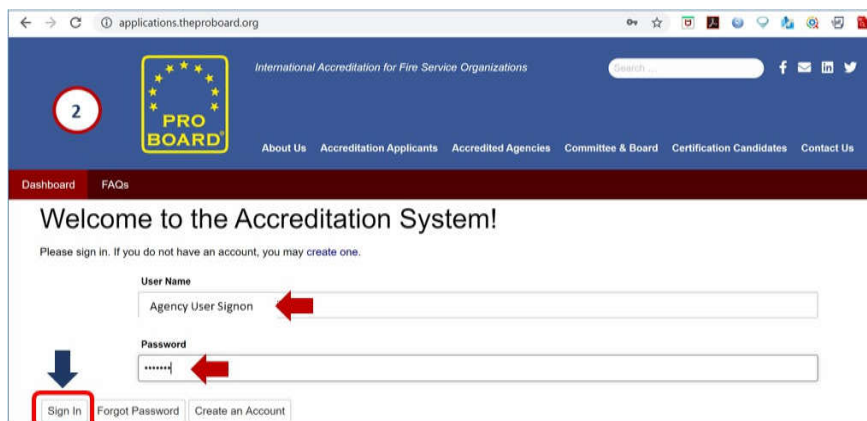
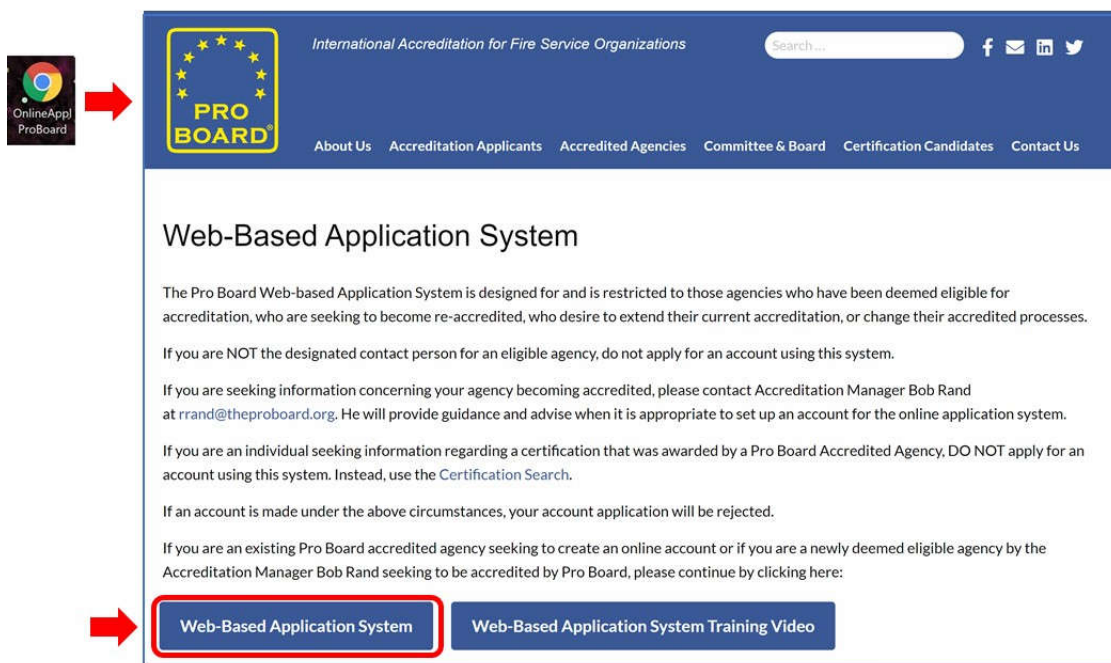
1 Navigate to the Online Accreditation System

Using a browser, enter the URL link to the Accreditation System: <https://theproboard.org/web-based-application-system/>. 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.

1 URL Link:
<https://theproboard.org/web-based-application-system/>



Online Application: 11. Change in Accredited Processes

The Pro Board Online Accreditation Application Quick Reference Guide

3 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:

- On the **My Applications** screen, see the **original approved application for accreditation**.
- Click the **arrow** to open the drop down list for **Select Application Type**. Click to select **Change in Accredited Processes**.
- See a pop up message defining the change application process. Read it and then click the **Close** button.
- Click the **Start New Application** button.

The screenshot shows the Pro Board website dashboard. At the top, there is a navigation bar with the Pro Board logo and links: About Us, Accreditation Applicants, Accredited Agencies, Committee & Board, Certification Candidates, and Contact Us. Below this is a secondary navigation bar with links: Dashboard, My Account, My Applications (highlighted with a red box and labeled 3a), and a Sign Out button (highlighted with a yellow box). The main content area is titled "My Applications" and features a "Select Application Type" dropdown menu (highlighted with a red box and labeled 3b) and a "Start New Application" button (highlighted with a blue box and labeled 3d). Below the dropdown is a table with columns: Application, Agency, Status, Review Team, and Last Update. The table contains one row: "2020 Accreditation" for "XYZ Fire District" with a status of "Approved" and a last update of "08/09/2020". There are "View" and "Copy" buttons next to the last update. At the bottom of the table, there is a pagination control showing "1" of "1" items per page. A red arrow points from the "Select Application Type" dropdown to a magnified view of the dropdown menu. This magnified view shows the following options: "Select Application Type", "Accreditation", "Reaccreditation", "Extension Of Accreditation", and "Change in Accredited Processes" (highlighted with a red box and labeled 3c). A red arrow points from the "Change in Accredited Processes" option to a pop-up message box. The pop-up message box contains the following text: "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." At the bottom right of the pop-up message box is a "Close" button (highlighted with a red box and labeled 3c).

4 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.

The screenshot shows the '2020 Change in Accreditation Processes : Agency Profile' form. The status is 'Pending'. The sidebar menu includes sections: Progress Report, Application (highlighted with a red box and a red arrow pointing to 'Agency Profile'), Assessment, Self Assessment, Documentation, and Review. The main form area contains fields for Agency Name (XYZ Fire District), Director First Name (John), Director Last Name (Doe), Director Title (Director), and Contact Information (First Name: Dottie). A red arrow points to the 'Save and Proceed' button at the bottom.

5

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.

The screenshot displays the '2020 Change in Accreditation Processes : Proposed Change(s)' screen. On the left sidebar, the 'Proposed Change(s)' link is highlighted with a blue box. The main content area features a title '2020 Change in Accreditation Processes : Proposed Change(s)' and a text box for describing the change. The text box contains the text: 'Change the Cognitive test questions for test development (TD) and test administration (TA) to Psychomotor skill set sheets for sections 3.1 and 3.2'. The text 'Psychomotor' is underlined. The bottom action bar contains two buttons: 'Save and Return' and 'Save and Proceed'. The 'Save and Proceed' button is highlighted with a red box. Red and blue arrows point to the 'Proposed Change(s)' link, the title, the text box, and the 'Save and Proceed' button respectively. A red circle with the number '5' is also present near the title.

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.

6 Specify the Assessment of Changes

See the Assessment of Changes screen.

- Click the **Program Administration checkboxes** to indicate whether each process is the same or has changed.
- Click the **Test Development checkboxes** to indicate whether each process is the same or has changed.

Status: Pending View
Print

Jump to:
Progress Report
How Much of My Application is Complete?
View Full Application
Application
Agency Profile
Proposed Change(s)
Assessment
▶ Assessment of Changes
Self Assessment
Documentation
Supplemental Documentation (Optional)
Review
Review Application for Submission

2020 Change in Accreditation Processes : Assessment of Changes to Previously Accredited Processes

6a

Same	Change	Program Administration
<input checked="" type="radio"/>	<input type="radio"/>	The agency shall ensure that the certification process is nondiscriminatory and available equitably to all persons served by the agency. (PA1)
<input checked="" type="radio"/>	<input type="radio"/>	Within one year of accreditation or extension to a new standard or level of a standard, procedures shall be in place to address the issue of how incumbents will be deemed eligible to enter the certification system in accordance with the Pro Board Operational Procedures for Certification Implementation Procedures, Section IV. (PA2)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to address the issue of prerequisites, if required by a standard or level of a standard, so that all candidates are evaluated in the same manner in accordance with the Pro Board Operational Procedures for Prerequisite Requirements, Section V. (PA3)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that the agency is responsive to the views and opinions of organizations representing groups affected by the certification program, such as volunteer firefighter associations, labor organizations, fire chiefs' associations, etc. (PA4)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that a fair retest policy is consistently applied for candidates who fail an exam. (PA6)
<input checked="" type="radio"/>	<input type="radio"/>	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)

Same	Change	Test Development
<input checked="" type="radio"/>	<input type="radio"/>	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 on which accredited certification testing is being conducted. (TD1)
<input checked="" type="radio"/>	<input type="radio"/>	The agency shall have the ability to completely test the level(s) of each applicable standard with justifiable test methodologies. (TD2)
<input type="radio"/>	<input checked="" type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	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)

6 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.

Same	Change	Test Administration
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that adequate notification of examinations is provided to potential candidates. (TA1)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input type="radio"/>	<input checked="" type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure a safe environment and safe operations during certification testing. (TA4)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure the confidentiality of a candidate's test performance. (TA7)
<input checked="" type="radio"/>	<input type="radio"/>	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)

7 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.

Status: **Pending** View

Print

Jump to:

Progress Report

[How Much of My Application is Complete?](#)

[View Full Application](#)

Application

[Agency Profile](#)

[Proposed Change\(s\)](#)

Assessment

[Assessment of Changes](#)

Self Assessment

[Criterion TD3](#)

[Criterion TA3](#)

Documentation

[Supplemental Documentation \(Optional\)](#)

Review

[Review Application for Submission](#)

2020 Change in Accreditation Processes : Self Assessment Instructions

This Self Assessment document contains detailed descriptions of the information required to adequately demonstrate compliance with each criterion. It also identifies the format in which the information should be entered. Finally, the documents required are available during the site visit are listed in addition to your complete policy and procedure manual. For some criteria, there is supplemental information. This is provided to assist the applicant in the self assessment process and the completion of this document.

Unless specifically noted as being a section of the Operational Procedures or a Committee on Accreditation Opinion, the supplemental information should be considered explanatory in nature and should not be considered a formal Pro Board policy or procedure.

The criteria are subdivided into three sections:

Section 1: Program Administration (PA) Criteria

Section 2: Test Development (TD) Criteria

Section 3: Test Administration (TA) Criteria

This document contains fillable fields for you to enter your documentation in compliance with the criteria as described in the instructions on the next page. The fillable fields will expand to accommodate the length of your response.

Instructions

Please clearly indicate how your agency meets that criterion or the associated identified issue. Please ensure:

- All the information requested is included.
- **Only the part of the policy that addresses the identified issue** is in the form field.
- Each form field is completed.
- N/A is reported in any form field if the criterion or identified issue is not applicable.

Please do NOT include peripheral or extraneous policy information in the response boxes – only include information needed to address the criterion.

Please provide information in the following format:

1. **Copy and paste** into the form field the exact language from your agency's policies that outline how your agency complies with the criterion or identified issue. More than one policy, **or only a part of a policy**, may be necessary.

- Or -

2. Provide both a short description of how your agency complies with the criterion or identified issue **and** paste the parts of the policies that apply if it can be more clearly defined with both a description and the policies.

Important note: It is not acceptable to simply reference a policy number or name and include a policy manual with your application.

Save and Return **Save and Proceed**

8 Fill in the Self Assessment

- a. See the Self Assessment screen for the first criterion that will be changing. Read through the **supplemental information**, then scroll down.

Status: PendingViewPrint

Jump to:

Progress Report

How Much of My Application is Complete?View Full Application

Application

Agency ProfileProposed Change(s)

Assessment

Assessment of Changes

Self Assessment

► Criterion TD3Criterion TA3

Documentation

Supplemental Documentation (Optional)

2020 Change in Accreditation Processes : Self Assessment

View Instructions

8a

CRITERION TD3

Procedures shall be in place within test development, administration, review, and improvement processes to ensure the production of valid and reliable test instruments and test results.

Validity and Reliability:

Supplemental Information

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.

8 Fill in the Self Assessment *(continued)*

- 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.



Supplemental Information

8b

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, product/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.

8 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.

For each question, provide or describe the following:

A. Cognitive Test Item Development

A.1. Does the agency use cognitive test items for any levels of certification that are developed by an **outside agency** or company, sometimes referred to as a **third-party**? Please answer "yes" or "no".

no

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

no

B. Cognitive Test Item Local Review

B.1. Procedures for reviewing cognitive test items

put something good here

B.2. Procedures for generating cognitive test instruments.

put something good here

8 Fill in the Self Assessment (continued)

- 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.

TD3 – B PSYCHOMOTOR (SKILLS) ASSESSMENT METHODOLOGY

Psychomotor (skills) assessment methodology is used to evaluate a candidate's ability to perform physical tasks using a real-time skills performance evaluation. Candidates are required to correctly perform the physical task/skill identified by the critical components of the JPR and are evaluated on their directly observed performance. Correct performance outcome of the skill is normally indicated as part of the yes/no or pass/fail scoring checklist.

Note: As used here, a "test item" is a single skills evaluation and/or skills evaluation checklist, and a "test" is the entire set of skills used in a candidate evaluation regarding this methodology (skills) for a given standard or level.

For each question, provide or describe the following:

A. Psychomotor or Skills Assessment Development

A.1 Does the agency use skills test items (skill sheets) for any levels of certification that are developed by an **outside agency** or company, sometimes referred to as a **third-party**? Please answer "yes" or "no".

B I U [bulleted list icon] [numbered list icon] [table icon]

no

A.2. Does the agency use skills test items for any level of certification that are developed **in-house** through an agency process? Please enter "yes" or "no".

B I U [bulleted list icon] [numbered list icon] [table icon]

yes

If "yes", please identify:

A.2.a Procedures for developing **"in-house"** skills test items for validity

B I U [bulleted list icon] [numbered list icon] [table icon]

describe the change to skill set worksheets here...

8e

Save and Return Save and Proceed

9 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.

Status: Pending View Print

Jump to:

- Progress Report
 - How Much of My Application is Complete?
 - View Full Application
- Application
 - Agency Profile
 - Proposed Change(s)
- Assessment
 - Assessment of Changes
- Self Assessment
 - Criterion TD3
 - Criterion TA3**
- Documentation
 - Supplemental Documentation (Optional)
- Review
 - Review Application for Submission

2020 Change in Accreditation Processes : Self Assessment

View Instructions

9

CRITERION TA3

The agency's facilities and equipment shall be adequate for the testing of all the objectives or JPRs of the applicable standard(s) for which the agency seeks accreditation.

For each question, provide or describe the following:

1. The policy, procedure, etc that ensures all facilities and equipment used in cognitive (written) testing provide a valid and safe testing environment for the assessment of all of the applicable objectives.

B I U [List Bulleted] [List Numbered] [List Nested]

put your description here...

Save and Return **Save and Proceed**

10 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**.

2020 Change in Accreditation Processes : Supplemental Documentation (Optional)

Please provide any supplemental documentation for clarification purposes (e.g., letters, skill sheets). We allow Word, Excel, and PDF files no larger than 4MB.

Name	Size	
SS 100-840.docx	36 kb	View Delete

Select files... [Done](#)

SS 100-840.docx
36.92 KB

[Save and Return](#) [Save and Proceed](#)

11 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.

Application	Is Complete?
Agency Profile	Yes <input checked="" type="checkbox"/>
Proposed Change(s)	Yes <input checked="" type="checkbox"/>
Assessment	Is Complete?
Assessment of Changes	Yes <input checked="" type="checkbox"/>
Self Assessment	Is Complete?
Criterion TD3	Yes <input checked="" type="checkbox"/>
Criterion TA3	Yes <input checked="" type="checkbox"/>
Documentation	Is Complete?
Supplemental Documentation (Optional)	Yes <input checked="" type="checkbox"/>

Submit

2020 Change in Accreditation Processes : Complete

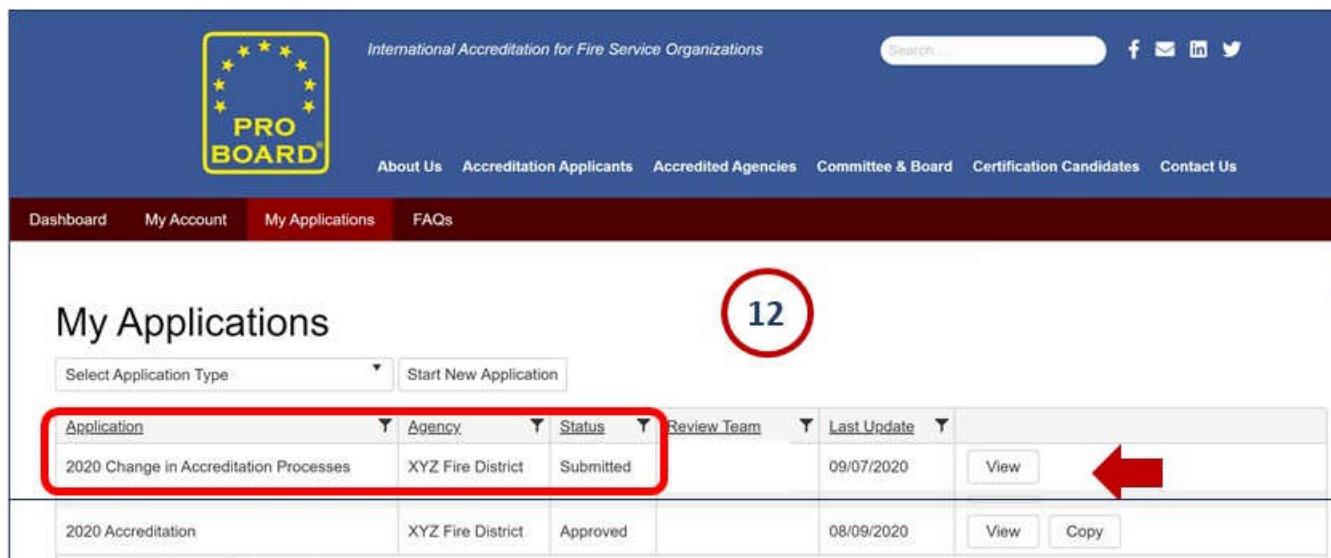
Status: Submitted

You have completed your Change in Accredited Processes application and successfully submitted it for review. You will be contacted by our Technical Analyst with a few days by either phone or email.

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.



The screenshot displays the 'My Applications' page of the Pro Board website. The page header includes the Pro Board logo and navigation links. The main content area shows a table of applications. The first application, '2020 Change in Accreditation Processes', is highlighted with a red box. A red circle with the number '12' is placed over the 'View' button for this application. A red arrow points to the 'View' button.

Application	Agency	Status	Review Team	Last Update	
2020 Change in Accreditation Processes	XYZ Fire District	Submitted		09/07/2020	View
2020 Accreditation	XYZ Fire District	Approved		08/09/2020	View Copy

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.

International Accreditation for Fire Service Organizations

Search ...

About Us Accreditation Applicants Accredited Agencies Committee & Board Certification Candidates Contact Us

Dashboard My Account **My Applications** FAQs

My Applications

Select Application Type Start New Application

Application	Agency	Status	Review Team	Last Update	
2020 Change in Accreditation Processes	XYZ Fire District	Submitted		09/07/2020	View
2020 Accreditation	XYZ Fire District	Approved		08/09/2020	View Copy

13 Receive a Pro Board Acknowledgement of your Submission

Receive an email from the Pro Board, acknowledging your application submission.

Gmail Search mail

ProBoard.org: Application Submission

applications@theproboard.org to me

Dear Dottie,

Thank you for submitting your 2020 Change in Accreditation Processes for XYZ Fire District.

You will be contacted by our Technical Analyst in a few days by phone or email.

Please go to <http://applications.theproboard.org/Application/View/1059> to view with your application and its status.

Thank you,

The ProBoard

Thank you for your response. Thank you for the update. Thank you!

Reply Forward

14 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:

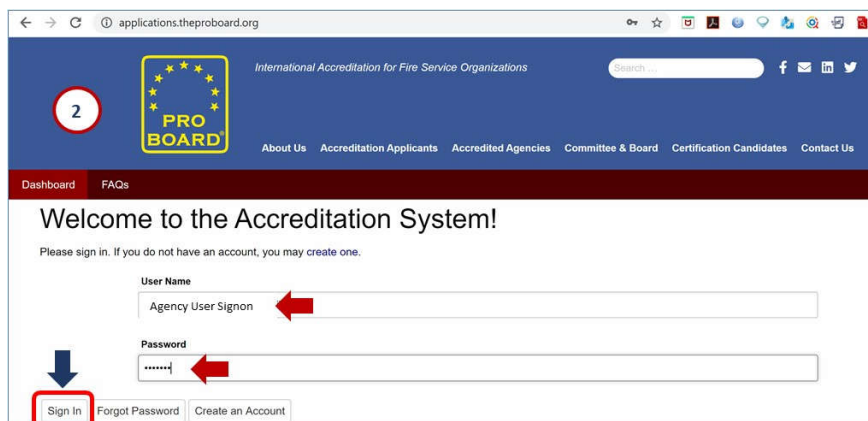
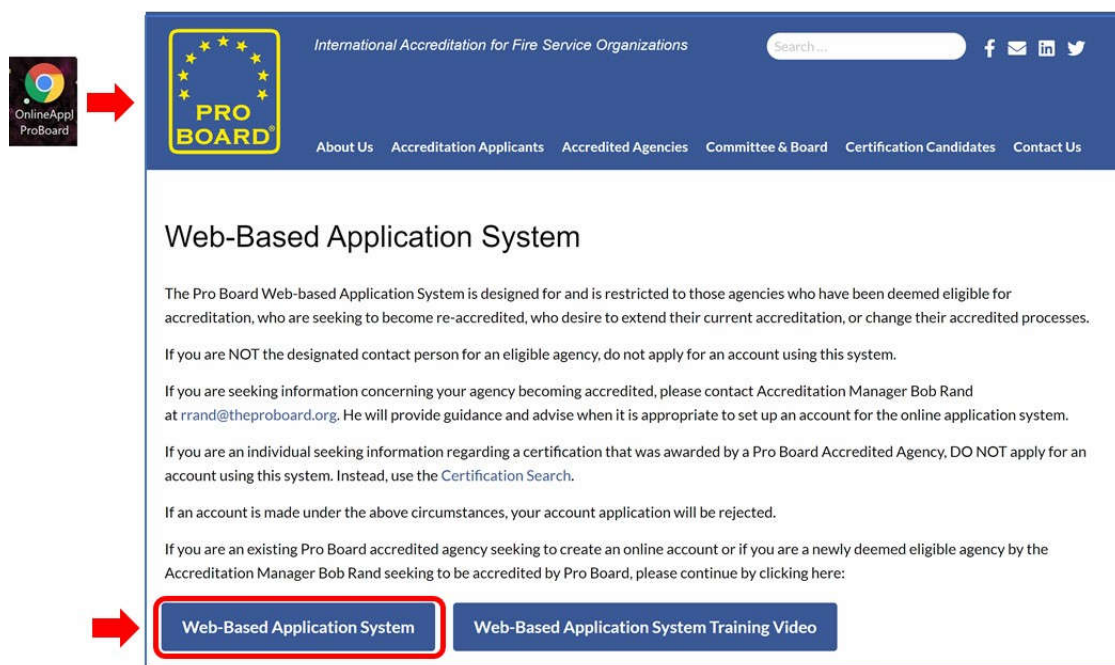
1 Navigate to the Online Accreditation System

Using a browser, enter the URL link to the Accreditation System: <https://theproboard.org/web-based-application-system/>. 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.

1 URL Link:
<https://theproboard.org/web-based-application-system/>



3

Start a New Application for Extension

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

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

The screenshot shows the Pro Board website interface. The header includes the Pro Board logo, the text "International Accreditation for Fire Service Organizations", a search bar, and social media icons. The navigation bar contains links: "About Us", "Accreditation Applicants", "Accredited Agencies", "Committee & Board", "Certification Candidates", and "Contact Us". Below this is a secondary navigation bar with "Dashboard", "My Account", and "My Applications" (highlighted with a red box and labeled 3a). A "Sign Out" button is in the top right corner.

The main content area is titled "My Applications". It features a "Select Application Type" dropdown menu (labeled 3b) and a "Start New Application" button (labeled 3d). Below these is a table with columns: "Application", "Agency", "Status", "Review Team", and "Last Update". The table contains one row: "2020 Accreditation", "XYZ Fire District", "Approved", and "08/09/2020". There are "View" and "Copy" buttons next to the last update date. At the bottom of the table, it says "1 - 1 of 1 items".

A red arrow points from the "Select Application Type" dropdown to a magnified view of the dropdown menu. This menu shows options: "Select Application Type", "Accreditation", "Reaccreditation", "Extension Of Accreditation" (highlighted with a red box and labeled 3b), and "Change in Accredited Processes".

Another red arrow points from the "Extension Of Accreditation" option to a pop-up message box (labeled 3c). The message box contains the text: "Extension of Accreditation provides a process by which an agency, or delegated agency, seeks approval from the Committee on Accreditation (COA) to offer accredited certification to a new standard, or level of a standard, for which the agency was not previously accredited to certify." A "Close" button is at the bottom right of the message box.

4 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.

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Certification

Assessment Methodology Matrices (as identified in your application)

Assessment

Assessment of Additions

Documentation

Supplemental Documentation (Optional)

Review

Review Application for Submission

2020 Extension of Accreditation : Agency Profile

Agency Profile

Agency Name

XYZ Fire District

Director First Name

John

Save and Return Save and Proceed

5 Specify the Standards, Editions and Levels to add as an Extension

See the Standards, Levels and Editions screen.

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

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Certification

2020 Extension of Accreditation : Standards, Levels and Editions

List standard(s), level(s), and edition(s) to which the agency requests to extend its accreditation

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

Add Standard

NFPA Standard	Edition	Level	Status	Comment
Select Standard...	Select Edition...	Select Level...	Pending	

Update Cancel

Requested Levels

Enter Levels...

Save

2020 Extension of Accreditation : Standards, Levels and Editions

List standard(s), level(s), and edition(s) to which the agency requests to extend its accreditation

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

Add Standard

NFPA Standard	Edition	Level	Status	Comment
1001	2019	Chapter 5 Fire Fighter II	Pending	

Update

5b

2020 Extension of Accreditation : Standards, Levels and Editions

List standard(s), level(s), and edition(s) to which the agency requests to extend its accreditation

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

Add Standard

NFPA Standard	Edition	Level	Status	Comment
1001	2019	Chapter 5 Fire Fighter II	Pending	
1001	2019	Chapter 6 Emergency Medical Services	Pending	

Edit Delete

Edit Delete

Requested Levels

Enter Levels...

Save

Save and Return

Save and Proceed

5c

6 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.

The screenshot shows a web browser window with the URL `applications.theproboard.org/Extension/Certification/1058`. The page title is "2020 Extension of Accreditation : Certification". The status is "Pending". The sidebar on the left has a "Certification" link highlighted. The main content area has a heading "2020 Extension of Accreditation : Certification" and a subheading "Certification using the requested level(s) will be conducted by (choose all that apply):". There are two checkboxes: "Accredited Agency" (checked) and "Delegated Agency" (unchecked). A red arrow points to the checked checkbox. Below the checkboxes are two buttons: "Save and Return" and "Save and Proceed". A red box highlights the "Save and Proceed" button, with a red arrow pointing to it. A red circle with the number "6" is also present next to the "Delegated Agency" checkbox.

7 Fill in the Assessment Methodology Matrices (AMMs)

- On the menu list column, see an **AMM link for each standard/edition/level you wish to add in this extension application.**
- See the **AMM matrix screen of instructions.** Scroll down to read through them all.

↓

Assessment Methodology Matrices (as identified in your application)

NFPA 1001: 2019 Edition, Chapter 5 Fire Fighter II

NFPA 1001: 2019 Edition, Chapter 6 Emergency Medical Services

Assessment

Assessment of Additions

Documentation

Supplemental Documentation (Optional)

Review

Review Application for Submission

2020 Extension of Accreditation : Assessment Methodology Matrices

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 (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
- a change in assessment

NOTE: In accordance with the Accreditation Online System, agencies must previously submit and identify the applicable JPR or requisite skill.

Instructions

When completing the AMMs, agencies must:

- Local Test Item Review:** If the source, a local review/validation review of test items, changes, or the final set of test items after the review.
- Cognitive Assessment:** This column is completed to indicate the applicable JPR or requisite knowledge, or requisite skill.
 - This column must be completed after the agency has locally validated the cognitive assessment tool(s)
 - You must document 100% of the applicable JPR or requisite knowledge, or requisite skill.
- Psychomotor or Skills Assessment:** This column is completed to indicate the skill sheet number(s) that can be used to test the applicable JPR 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 Ladder 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 JPR, 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 JPR, 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 JPR, 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): "DR" 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.

7 Fill in the Assessment Methodology Matrices (AMMs) *(continued)*

- 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.
- 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**.
- 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 ICS 200 as described.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
<div style="display: flex; justify-content: space-between; align-items: center;"> Edit 7c </div>					

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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
<div style="border: 1px solid red; padding: 5px;">3,6,7</div>	<div style="border: 1px solid red; border-radius: 50%; padding: 5px;">7d</div>				

Save
Cancel

(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.

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
1,3					
<div style="display: flex; justify-content: space-between; align-items: center;"> Edit Delete </div>					

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

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other
	SS 50-200				
<div style="display: flex; justify-content: space-between; align-items: center;"> Edit Delete 7e </div>					

Save and Return
Save and Proceed

8 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.

Assessment Methodology Matrices (as identified in your application)

NFPA 1001: 2019 Edition, Chapter 5 Fire Fighter II

NFPA 1001: 2019 Edition, Chapter 6 Emergency Medical Services

Assessment

Assessment of Additions

NFPA 1001: 2019 Edition, Chapter 6 Emergency Medical Services

6.1.1 The AHJ shall determine the level of emergency medical services to be provided.

6.2 * Levels of Training and Service. Emergency medical services shall include at least one of the following:

(1) First aid provider
(2) Emergency medical responder (also known as a medical first responder)
(3) Emergency medical technician
(4) Advanced emergency medical technician
(5) Paramedic

6.2.1 First Aid Provider. Performs minimum developed and validated by the AHJ to include:

6.2.2 Emergency Medical Responder equipment, answers emergency calls to provide interventions.

6.2.3 Emergency Medical Technician. Performs scene size up, evaluates scene safety, and recognizes the need for higher levels of medical care as it relates to patient assessment, airway management, breathing and circulation, bleeding, shock management, and immobilizing potential spinal or other bone fractures as approved by AHJ.

6.2.5 Paramedic. Emergency medical treatment beyond basic life support that provides advanced life saving techniques to the critically ill or injured.

6.2.5.1 Requisite knowledge and skills are determined by the designated governing body under which the AHJ operates.

6.2.5.2 The possession of a certificate or license from the governing body indicates compliance with the appropriate requisite knowledge and skills.

Save and Return Save and Proceed

9 Indicate Assessment of Additions to Previously Accredited Processes

- 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.

Status: Pending View

Print

Jump to:

Progress Report

How Much of My Application is Complete?

View Full Application

Application

Agency Profile

Standards, Levels and Editions

Certification

Assessment Methodology Matrices (as identified in your application)

NFPA 1001: 2019 Edition, Chapter 5 Fire Fighter II

NFPA 1001: 2019 Edition, Chapter 6 Emergency Medical Services

Assessment

Assessment of Additions

Documentation

Supplemental Documentation (Optional)

Review

Review Application for Submission

2020 Extension of Accreditation : Assessment of Additions to Previously Accredited Processes

9a

Same	Change	Program Administration
<input checked="" type="radio"/>	<input type="radio"/>	The agency shall ensure that the certification process is nondiscriminatory and available equitably to all persons served by the agency. (PA1)
<input checked="" type="radio"/>	<input type="radio"/>	Within one year of accreditation or extension to a new standard or level of a standard, procedures shall be in place to address the issue of how incumbents will be deemed eligible to enter the certification system in accordance with the Pro Board Operational Procedures for Certification Implementation Procedures, Section IV. (PA2)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to address the issue of prerequisites, if required by a standard or level of a standard, so that all candidates are evaluated in the same manner in accordance with the Pro Board Operational Procedures for Prerequisite Requirements, Section V. (PA3)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that the agency is responsive to the views and opinions of organizations representing groups affected by the certification program, such as volunteer firefighter associations, labor organizations, fire chiefs' associations, etc. (PA4)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to evaluate and respond fairly to appeals of the certification system

9 Indicate Assessment of Additions to Previously Accredited Processes (continued)

- 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.

A red arrow points down to the top of the form. The form is a table with two columns: 'Same' and 'Change'. The 'Test Development' section is highlighted with a red box. The '9b' label is circled in red. The 'Change' radio button for the last item (TD4) is selected and highlighted with a red box.

Same	Change	Test Development
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that a fair retest policy is consistently applied for candidates who fail an exam. (PA6)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	The agency shall have the ability to completely test the level(s) of each applicable standard with justifiable test methodologies. (TD2)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input type="radio"/>	<input checked="" type="radio"/>	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)

9 Indicate Assessment of Additions to Previously Accredited Processes (continued)

- 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.

Same	Change	Test Administration
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure that adequate notification of examinations is provided to potential candidates. (TA1)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	Procedures shall be in place to ensure a safe environment and safe operations during certification testing. (TA4)
<input checked="" type="radio"/>	<input type="radio"/>	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)
<input checked="" type="radio"/>	<input type="radio"/>	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)

9d Save and Proceed

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.

10 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.

2020 Extension of Accreditation : Supplemental Documentation (Optional)

Please provide any supplemental documentation for clarification purposes (e.g., letters, skill sheets). We allow Word, Excel, and PDF files no larger than 4MB.

Name	Size	
SS 100-840.docx	36 kb	View Delete

10 [Select files...](#) [Done](#)

SS 100-840.docx
36.92 KB

[Save and Return](#) [Save and Proceed](#)

11 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.

Status: Pending View Print

Jump to:
Progress Report
► How Much of My Application is Complete?
[View Full Application](#)
Application
Agency Profile
Standards, Levels and Editions
Certification
Assessment Methodology Matrices (as identified in your application)
NFPA 1001: 2019 Edition, Chapter 5 Fire Fighter II
NFPA 1001: 2019 Edition, Chapter 6 Emergency Medical
Assessment
Assessment of Additions
Documentation
► Supplemental Documentation (Optional)
Review
[Review Application for Submission](#)

2020 Extension of Accreditation : Review

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

Application	Is Complete?
Agency Profile	Yes
Standards, Levels and Editions	Yes <input checked="" type="checkbox"/>
Certification	Yes <input checked="" type="checkbox"/>
Assessment Methodology Matrices	Is Complete?
NFPA 1001: 2019 Edition, Chapter 5 Fire Fighter II	Yes <input checked="" type="checkbox"/>
NFPA 1001: 2019 Edition, Chapter 6 Emergency Medical Services	Yes <input checked="" type="checkbox"/>
Assessment	Is Complete?
Assessment of Additions	Yes <input checked="" type="checkbox"/>
Documentation	Is Complete?
Supplemental Documentation (Optional)	Yes <input checked="" type="checkbox"/>

Submit

11

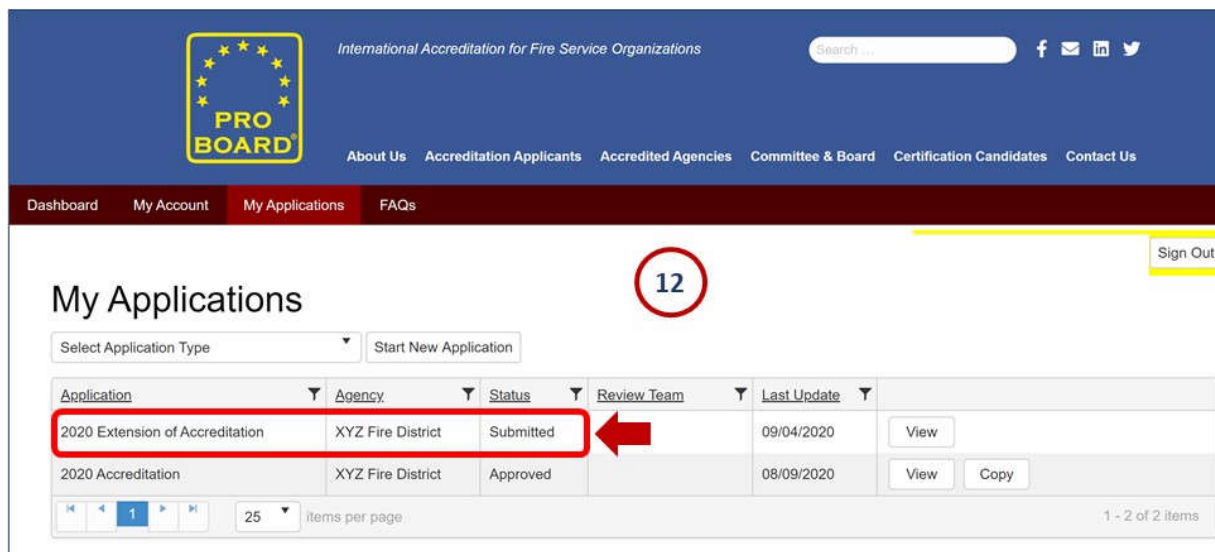
2020 Extension of Accreditation : Complete

Status: Submitted

You have completed your Extension of Accreditation application and successfully submitted it for review. You will be contacted by our Technical Analyst within a few days either by phone or email.

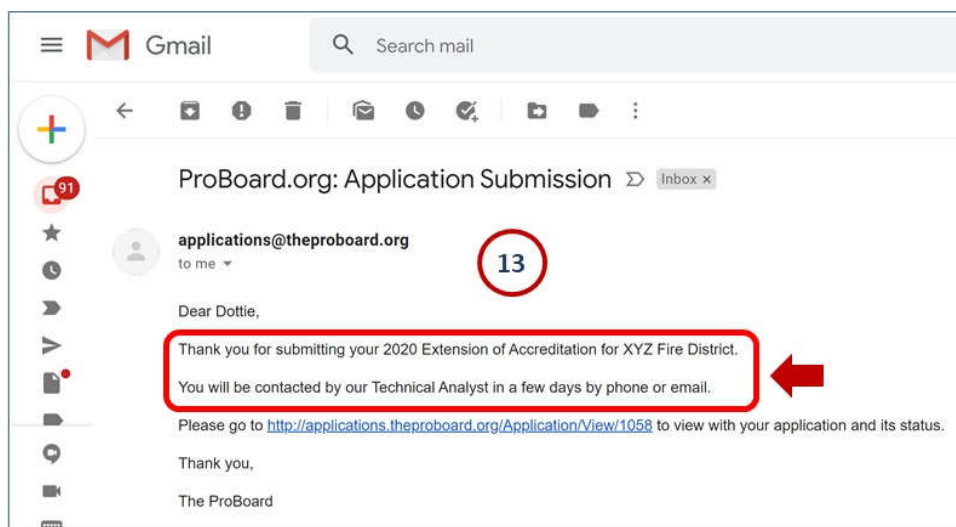
12 View the Extension Application on the My Applications tab

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/>. 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.

1

OnlineApp ProBoard

International Accreditation for Fire Service Organizations

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Dashboard FAQs

Welcome to the Accreditation System!

Please sign in. If you do not have an account, you may create one.

User Name
Dottie1- End User

Password

Sign In Forgot Password Create an Account

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.

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Dashboard My Account My Applications FAQs

Welcome, Dottie Keene- End User! Sign Out

My Applications

Select Application Type Start New Application

Application	Agency	Status	Review Team	Last Update	
2020 Change in Accreditation Processes	XYZ Fire District	Approved	C Team	12/20/2020	View
2020 Extension of Accreditation	XYZ Fire District	Approved	C Team	12/20/2020	View
2020 Accreditation	XYZ Fire District	Approved		08/09/2020	View

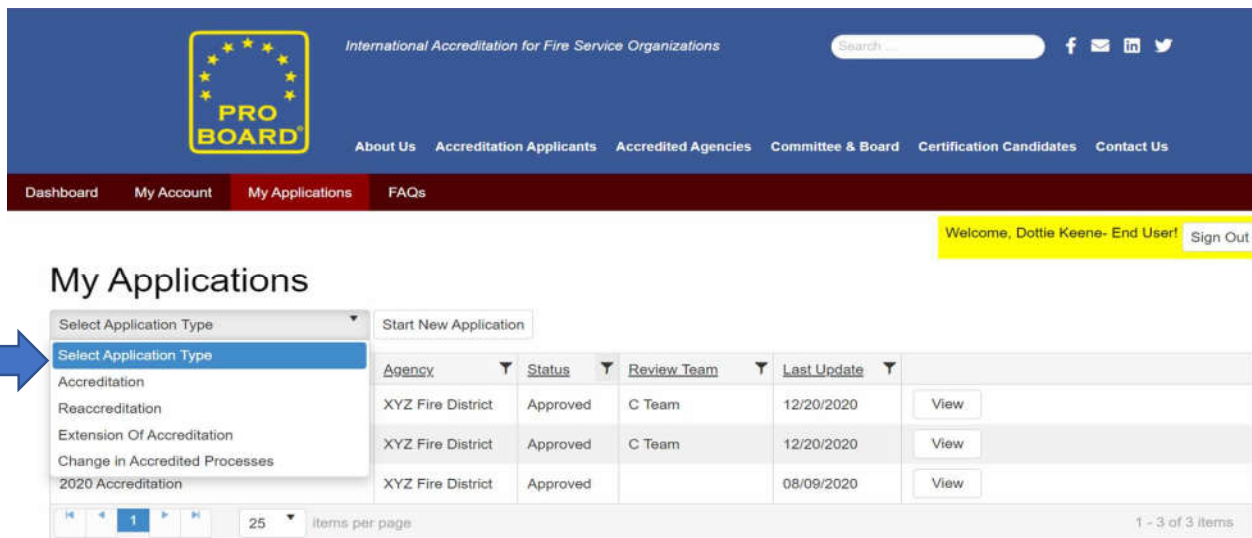
1 25 items per page 1 - 3 of 3 items

Online Application: 14. Reaccreditation

The Pro Board Online Accreditation Application Quick Reference Guide

Select Application Type

Click the **Select Application Type** to call up your currently types of applications available.



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Welcome, Dottie Keene- End User! Sign Out

My Applications

Select Application Type

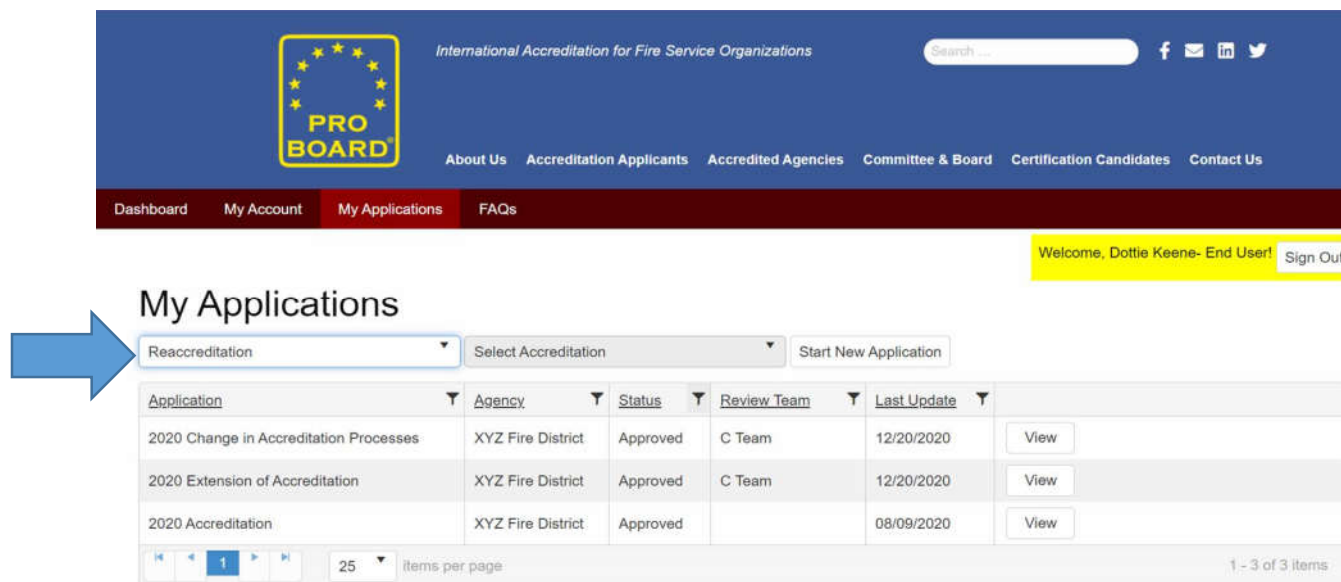
Start New Application

Agency	Status	Review Team	Last Update	
XYZ Fire District	Approved	C Team	12/20/2020	View
XYZ Fire District	Approved	C Team	12/20/2020	View
XYZ Fire District	Approved		08/09/2020	View

1 - 3 of 3 items

Select Specific Application

Click **Reaccreditation** as the type of application to copy.



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Welcome, Dottie Keene- End User! Sign Out

My Applications

Reaccreditation

Select Accreditation

Start New Application

Application	Agency	Status	Review Team	Last Update	
2020 Change in Accreditation Processes	XYZ Fire District	Approved	C Team	12/20/2020	View
2020 Extension of Accreditation	XYZ Fire District	Approved	C Team	12/20/2020	View
2020 Accreditation	XYZ Fire District	Approved		08/09/2020	View

1 - 3 of 3 items

Online Application: 14. Reaccreditation

The Pro Board Online Accreditation Application Quick Reference Guide

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.

The screenshot shows the Pro Board website interface. The header includes the Pro Board logo, the text "International Accreditation for Fire Service Organizations", a search bar, and social media icons. The navigation menu includes "About Us", "Accreditation Applicants", "Accredited Agencies", "Committee & Board", "Certification Candidates", and "Contact Us". The user is logged in as "Dottie Keene- End User!".

The "My Applications" section shows a dropdown menu for "Reaccreditation" and a "Start New Application" button. A table lists applications:

Application	Agency	Status	Review Team	Last Update	View
2020 Change in Accreditation Processes	XYZ Fire District	Approved	C Team	12/20/2020	View
2020 Extension of Accreditation	XYZ Fire District	Approved	C Team	12/20/2020	View
2020 Accreditation	XYZ Fire District	Approved		08/09/2020	View

A blue arrow points to the "2020 Accreditation" row in the table.

Select Start New Application

Click the **Start New Application** to make a copy of the application.

The screenshot shows the Pro Board website interface, similar to the previous one. The "My Applications" section shows the same table of applications. A blue arrow points to the "Start New Application" button.

Application	Agency	Status	Review Team	Last Update	View
2020 Change in Accreditation Processes	XYZ Fire District	Approved	C Team	12/20/2020	View
2020 Extension of Accreditation	XYZ Fire District	Approved	C Team	12/20/2020	View
2020 Accreditation	XYZ Fire District	Approved		08/09/2020	View

The System will present the new application.

Click the **Select Application Type** to call up your currently types of applications available.



The screenshot shows the Pro Board website interface. At the top, there's a blue header with the Pro Board logo (a yellow circle with stars) and the text 'International Accreditation for Fire Service Organizations'. Below the header is a dark blue navigation bar with links: About Us, Accreditation Applicants, Accredited Agencies, Committee & Board, Certification Candidates, and Contact Us. A search bar is also present. Below the navigation bar is a dark red bar with links: Dashboard, My Account, My Applications, and FAQs. On the right side of the header, there are social media icons for Facebook, Email, LinkedIn, and Twitter. A yellow banner at the top right says 'Welcome, Dottie Keene- End User! Sign Out'. The main content area is titled '2020 Reaccreditation: Agency Profile' and 'Contact Information'. It features three input fields: 'First Name' (containing 'Dottie'), 'Last Name' (containing 'Keene- End User'), and 'Title' (containing '...'). On the left side, there's a sidebar with a 'Status: Pending' box containing 'View' and 'Print' buttons. Below this is a 'Jump to:' section with links: 'Progress Report', 'How Much of My Application is Complete?', 'View Full Application', 'Application', 'Agency Profile' (highlighted with a blue arrow), and 'Standards, Levels and ...'.

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.

4 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

5 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

6 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