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

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

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

Please contact the Pro Board Accreditation Manager for further assistance.
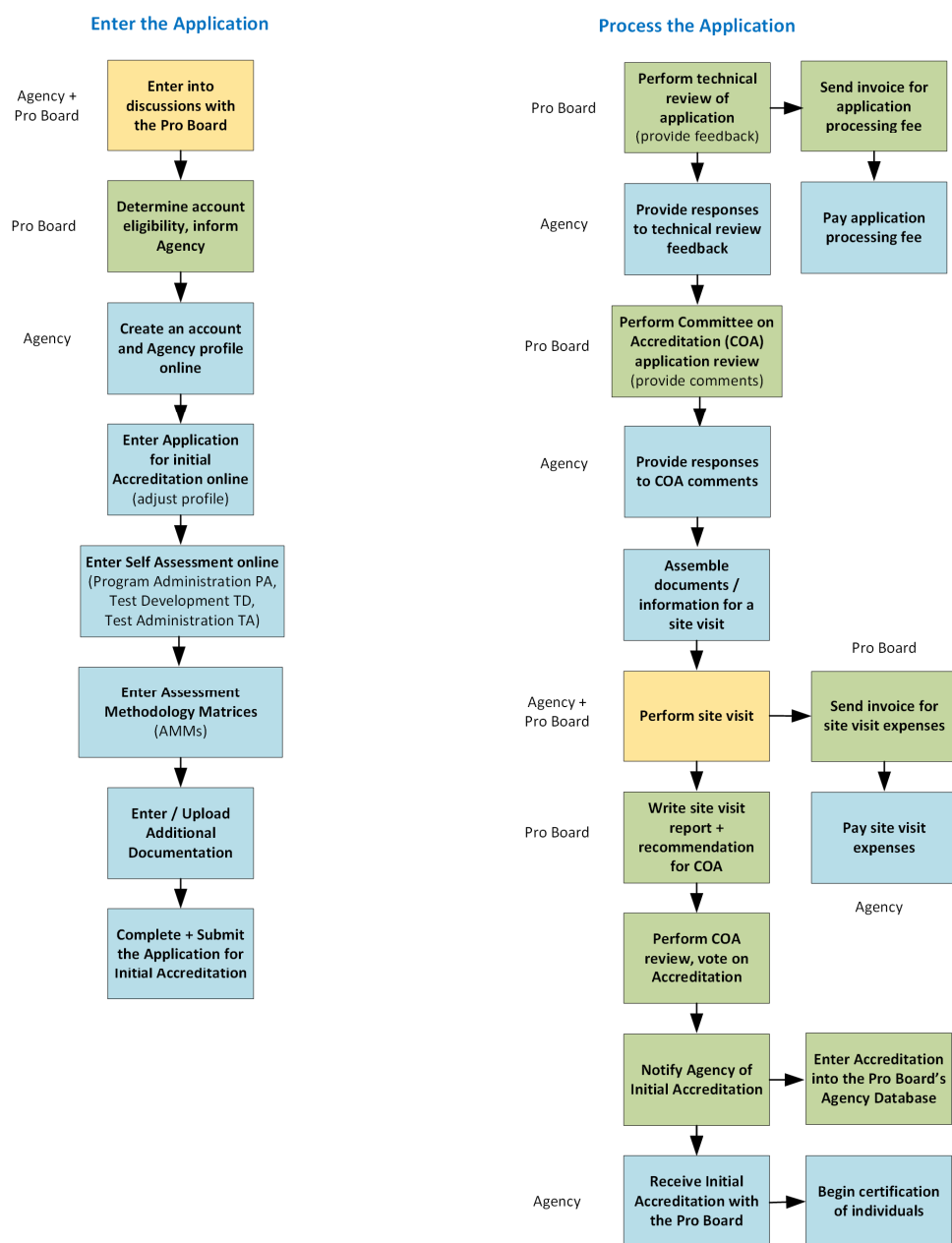

06/01/2021

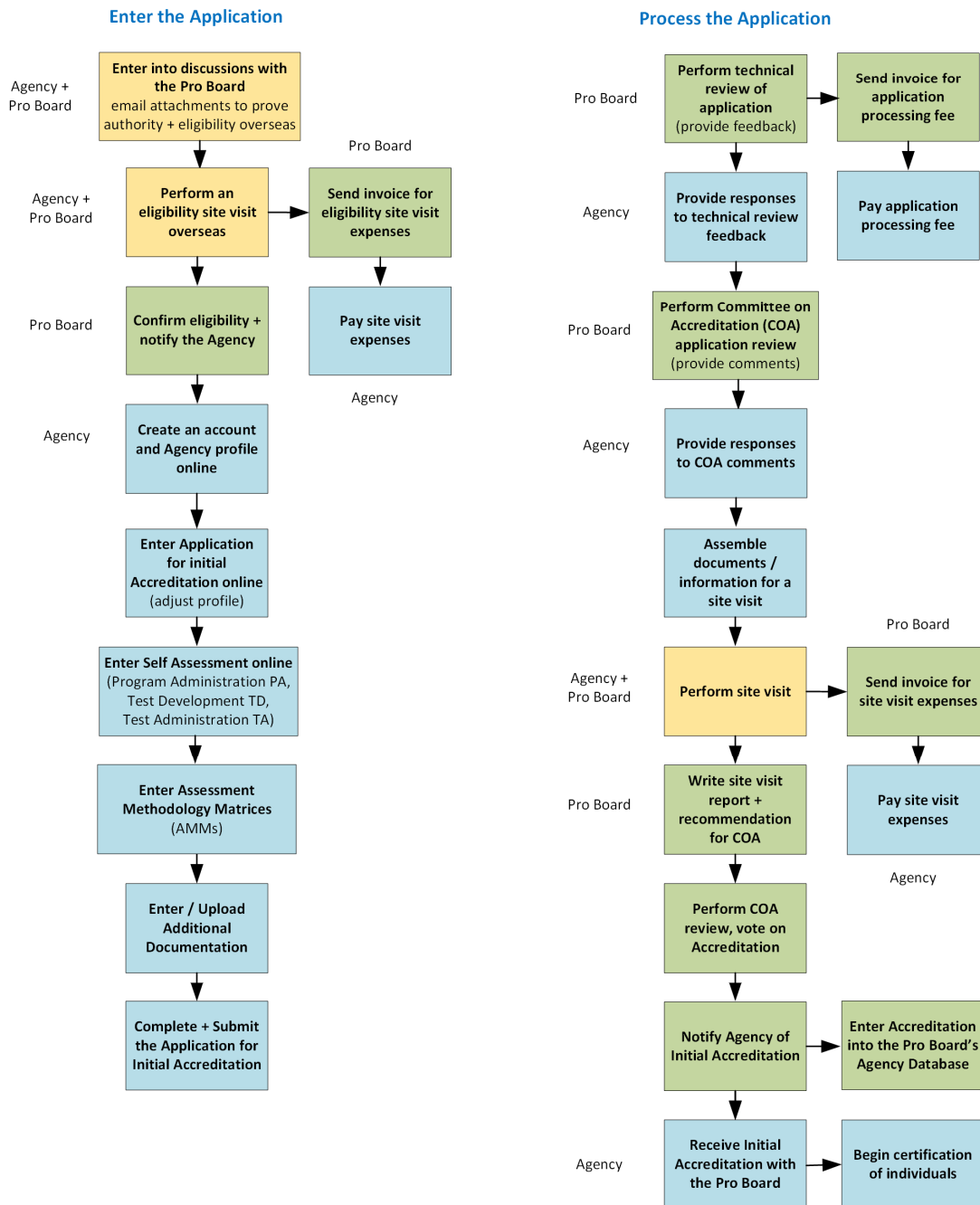# Online Application System Manual Sections

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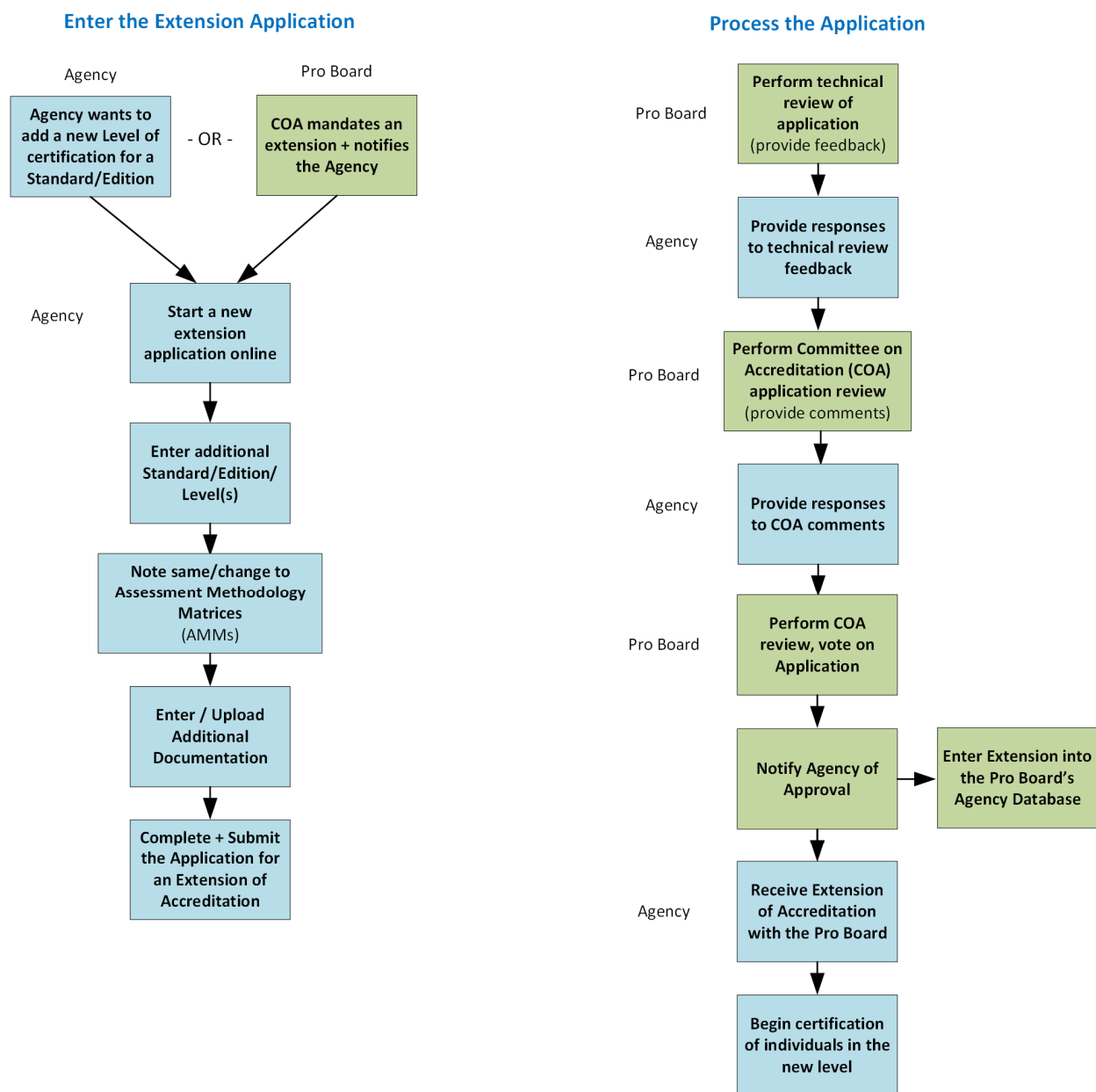
The Pro Board
Workflow Diagram
Apply for Initial Accreditation (North American Agency)

Enter the Application

Agency + Pro Board	Enter into discussions with the Pro Board
Pro Board	Determine account eligibility, inform Agency
Agency	Create an account and Agency profile online
	Enter Application for initial Accreditation online (adjust profile)
	Enter Self Assessment online (Program Administration PA, Test Development TD, Test Administration TA)
	Enter Assessment Methodology Matrices (AMMs)
	Enter / Upload Additional Documentation
	Complete + Submit the Application for Initial Accreditation

Process the Application

Pro Board	Perform technical review of application (provide feedback)	Send invoice for application processing fee
Agency	Provide responses to technical review feedback	Pay application processing fee
Pro Board	Perform Committee on Accreditation (COA) application review (provide comments)	
Agency	Provide responses to COA comments	
	Assemble documents / information for a site visit	
Agency + Pro Board	Perform site visit	Pro Board — Send invoice for site visit expenses
Pro Board	Write site visit report + recommendation for COA	Pay site visit expenses
	Perform COA review, vote on Accreditation	Agency
	Notify Agency of Initial Accreditation	Enter Accreditation into the Pro Board's Agency Database
Agency	Receive Initial Accreditation with the Pro Board	Begin certification of individuals

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

Enter the Application

Agency +
Pro Board → **Enter into discussions with the Pro Board**
email attachments to prove authority + eligibility overseas

Agency +
Pro Board → **Perform an eligibility site visit overseas**

Pro Board → **Send invoice for eligibility site visit expenses**

Pro Board → **Confirm eligibility + notify the Agency**

Pay site visit expenses

Agency

Agency → **Create an account and Agency profile online**

Enter Application for initial Accreditation online (adjust profile)

Enter Self Assessment online (Program Administration PA, Test Development TD, Test Administration TA)

Enter Assessment Methodology Matrices (AMMs)

Enter / Upload Additional Documentation

Complete + Submit the Application for Initial Accreditation

Process the Application

Pro Board → **Perform technical review of application** (provide feedback)

Send invoice for application processing fee

Agency → **Provide responses to technical review feedback**

Pay application processing fee

Pro Board → **Perform Committee on Accreditation (COA) application review** (provide comments)

Agency → **Provide responses to COA comments**

Assemble documents / information for a site visit

Pro Board

Agency +
Pro Board → **Perform site visit**

Send invoice for site visit expenses

Pro Board → **Write site visit report + recommendation for COA**

Pay site visit expenses

Agency

Perform COA review, vote on Accreditation

Notify Agency of Initial Accreditation

Enter Accreditation into the Pro Board's Agency Database

Agency → **Receive Initial Accreditation with the Pro Board**

Begin certification of individuals

The Pro Board
Workflow Diagram
Apply for an Extension of Accreditation

Enter the Extension Application

Agency

Pro Board

| Agency wants to add a new Level of certification for a Standard/Edition | - OR - | COA mandates an extension + notifies the Agency |

Agency

Start a new extension application online

↓

Enter additional Standard/Edition/ Level(s)

↓

Note same/change to Assessment Methodology Matrices (AMMs)

↓

Enter / Upload Additional Documentation

↓

Complete + Submit the Application for an Extension of Accreditation

Process the Application

Pro Board — Perform technical review of application (provide feedback)

↓

Agency — Provide responses to technical review feedback

↓

Pro Board — Perform Committee on Accreditation (COA) application review (provide comments)

↓

Agency — Provide responses to COA comments

↓

Pro Board — Perform COA review, vote on Application

↓

Notify Agency of Approval → Enter Extension into the Pro Board's Agency Database

↓

Agency — Receive Extension of Accreditation with the Pro Board

↓

Begin certification of individuals in the new level

**The Pro Board
Workflow Diagram
Apply for Change in Accredited Processes**

Apply for Change in Accredited Processes

Agency

Agency wants a significant change to accredited processes

↓

Start a new application online for changes in accredited processes

↓

Enter changes to Program Administration PA, Test Development TD, Test Administration TA

↓

Complete new Self Assessment sections for all methodologies
for each changed accredited process

↓

Enter / Upload Additional Documentation

↓

Complete + Submit the Application for Change in Accredited Processes

Process the Application

Pro Board

Perform technical review of application
(provide feedback)

↓

Agency

Provide responses to technical review feedback

↓

Pro Board

Perform Committee on Accreditation (COA) application review
(provide comments)

↓

Agency

Provide responses to COA comments

↓

Pro Board

Perform COA review, vote on Application

↓

Notify Agency of Approval → Enter changes into the Pro Board's Agency Database

↓

Agency

Receive Approval from the Pro Board

↓

Begin certification of individuals in the new processes

**The Pro Board
Workflow Diagram
Reaccreditation**

Apply for Reaccreditation

Agency
(every 5
years)

**Start an online
reaccreditation
application**
copy the old one

↓

**Specify Standards/
Edition/Levels**

↓

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

↓

**Enter Assessment
Methodology Matrices**
(AMMs)

↓

**Enter / Upload
Additional
Documentation**

↓

**Complete + Submit
the Application for
Reaccreditation**

↓

Process the Application

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

1 **Navigate to the Online Accreditation System**
Using a browser, enter the URL link to the Accreditation System: https://theproboard.org/web-based-application-system/.
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/
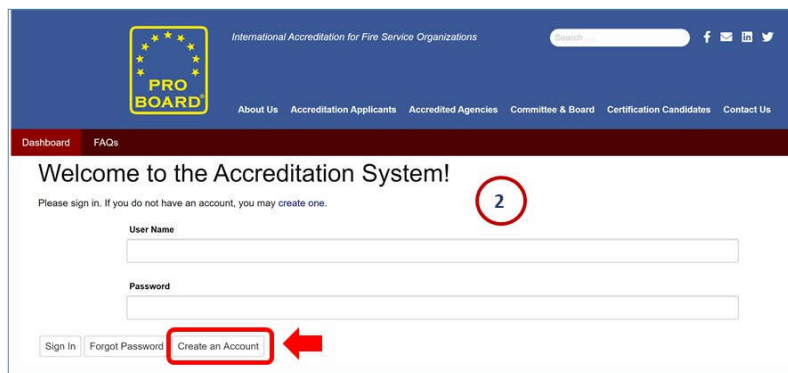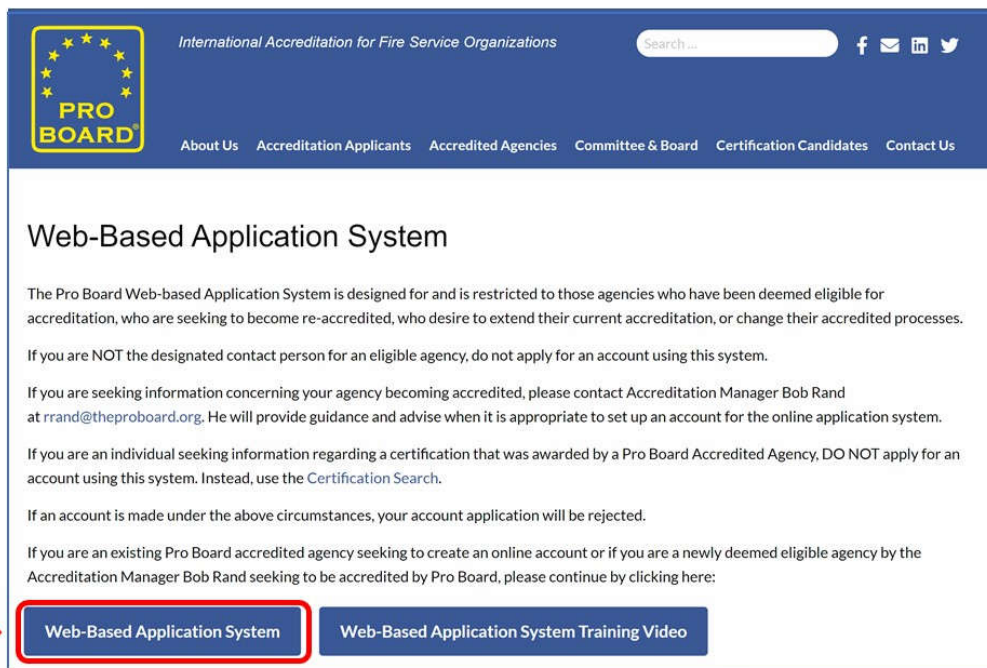
3 **Enter the New Account Information**

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

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

   b.   Enter the **Agency Profile** information – the agency name and the director's information.

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.

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.
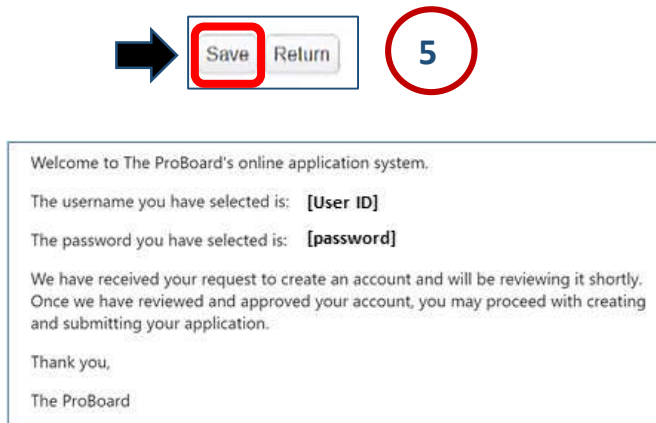
Welcome to The ProBoard's online application system.

The username you have selected is: [User ID]

The password you have selected is: [password]

We have received your request to create an account and will be reviewing it shortly. Once we have reviewed and approved your account, you may proceed with creating and submitting your application.

Thank you,

The ProBoard

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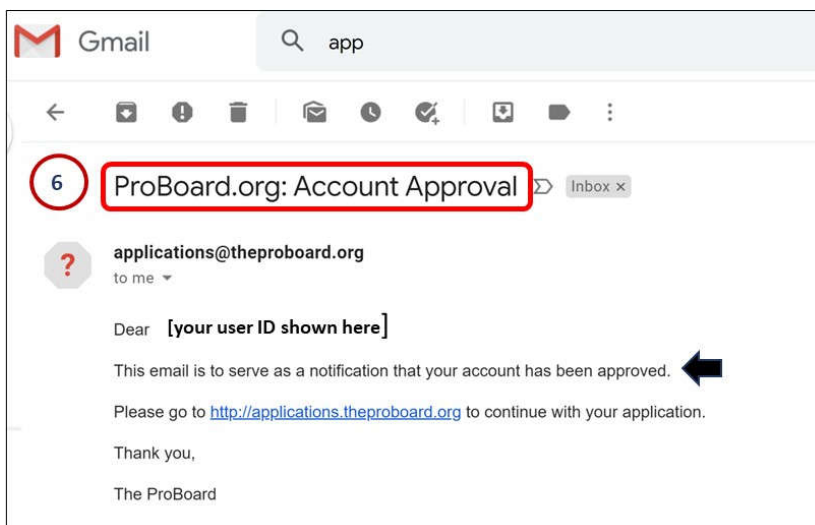
Once you have established a Pro Board account for your agency, you will need to apply for accreditation. The steps are the same for initial accreditation as for reaccreditation or for expanding or changing your accreditation. The process of entering your information may be lengthy but can be done in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

1

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

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

See a **blank Dashboard and Applications**, in preparation for your application entry.
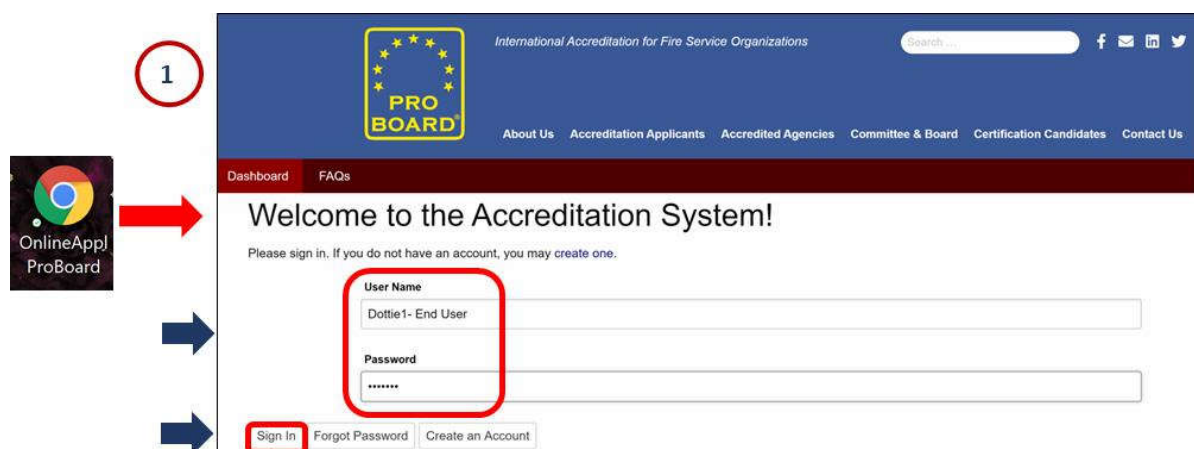
2 **Select an Application Type**

    a.   Click the down arrow to the right of "**Select Application Type**" and see a dropdown list of possible actions.

    b.   For an **Initial Accreditation**, click to select **Accreditation**.

    c.   See a pop up message. Review it and then click the **Close button**.

3 **Start a New Application**

Click the **Start New Application button. NOTE:** You must have selected an application type before you may press this button.
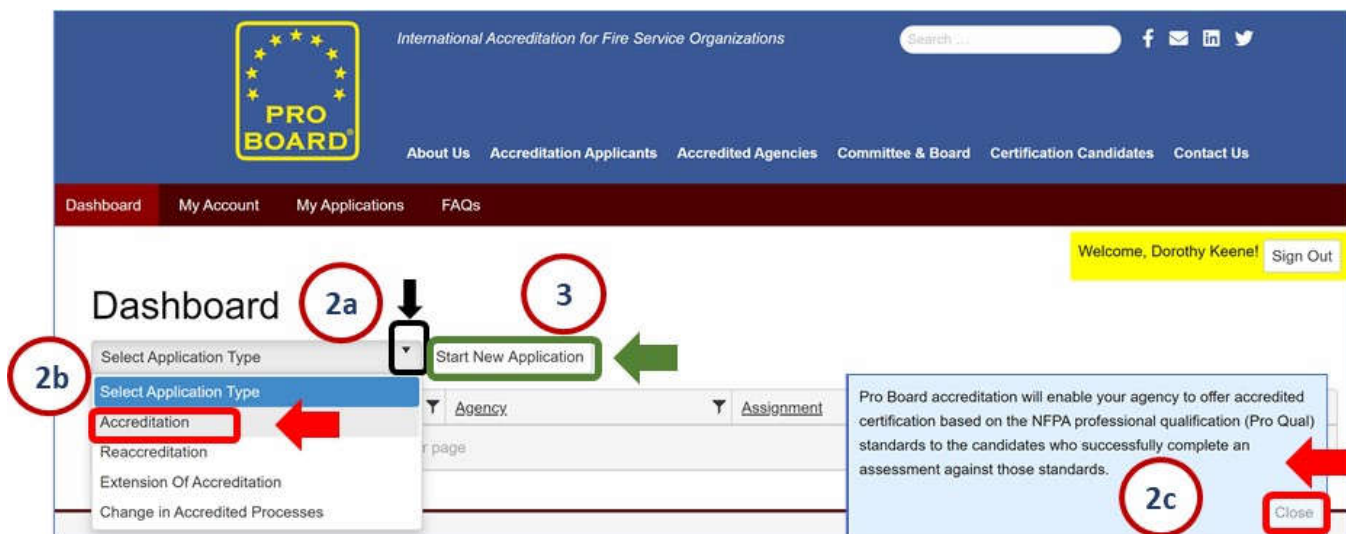
4 **Review the Menu List**
See the first screen of Application details, with fields auto-populated based on your earlier account setup.
- Note that the lefthand column on the screen displays a menu list of **links to all of the sections** which need to be filled out to complete and submit the application. 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.**

7 **Select the desired Standards for your Accreditation**
Click the **Add Standard button** to display a row of possible selections.

    a.   Click the small arrow to the right of the **NFPA Standard** to open a dropdown list. Select the **desired Standard**.

    b.   Open the dropdown list for **Edition** and select the appropriate **Edition year**.

    c.   Open the dropdown list for **Level** and select the **desired Level for that Standard and Edition combination**.

    d.   If the **Level** selected is new to the agency, click the **New Level?** box and continue.

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.

8 **Indicate Delegation of Authority**
Click **Yes or No** to tell the Pro Board if you will delegate to another agency. Then click the **Save and Proceed button** to automatically go to the next section.

9 **Select the Candidate Certification Options and Annual Fees**
See a list of options for possible Certification Plans and Fees. Click to highlight a **radio button for the desired plan** and associated fee, then click the **Save and Proceed button** to go to the next section.

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.

Online Application:
3. Enter Application Self Assessment –
**   Program Administration (PA)**

The Pro Board
Online Accreditation Application
Quick Reference Guide

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**.

Online Application:
3. Enter Application Self Assessment –
Program Administration (PA)

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

Online Application:
3. Enter Application Self Assessment –
Program Administration (PA)

**The Pro Board
Online Accreditation Application
Quick Reference Guide**

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.

a. **For each question or sub-part of the criterion**, **enter your agency's text description** of how your agency will meet the stated criterion. Scroll down as needed to complete the information.
NOTE: You may skip a description and leave it blank temporarily, but you must return later to complete it.
NOTE: For each description entry, a set of Microsoft Word text options is available. Use these to change the font boldface or italics or underlines as needed – to highlight your wording.

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

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

Online Application:
3. Enter Application Self Assessment –
Program Administration (PA)

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

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

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

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

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

CRITERION PA2   **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 | ☰ | ☰ | ▸☰ |

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

Online Application:
3. Enter Application Self Assessment –
Program Administration (PA)

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

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

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

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

Online Application:
3. Enter Application Self Assessment –
   Program Administration (PA)

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

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

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

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

Online Application:
3. Enter Application Self Assessment –
Program Administration (PA)

The Pro Board
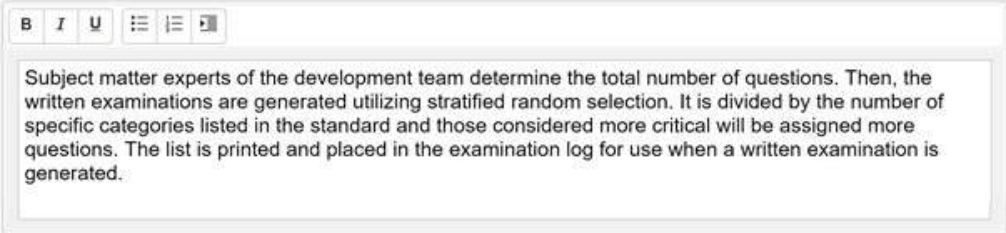**Online Accreditation Application**
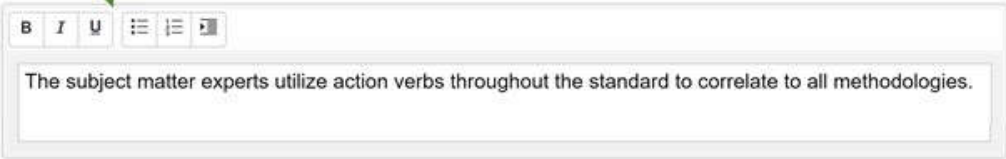**Quick Reference Guide**

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.

a. **For each question or sub-part of the criterion**, **enter your agency's text description** of how your agency will meet the stated criterion. Scroll down as needed to complete the information. **NOTE:** You may skip a description and leave it blank temporarily, but you will have to return later to complete all text entry.
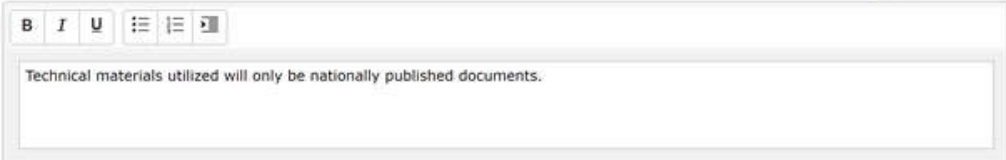
b. At the bottom of the screen, see a **note highlighted in blue** to remind you to assemble the **necessary documents and materials for the Pro Board to review during its site visit**. Add this to the list of all the required materials to obtain for the site visit.

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

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**.

Online Application:
3. Enter Application Self Assessment –
Program Administration (PA)

**The Pro Board
Online Accreditation Application
Quick Reference Guide**

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.

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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/.
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**.

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

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

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

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

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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

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 methodol... requisite skill identified in the standard. Typical methodologies include **cogniti... product/project assessments, process assessments, and portfolio asses...** determination of assessment methodology. Higher level Job Performance Re... methodologies in addition to traditional cognitive and psychomotor methodolo...

1. Cognitive Written (Knowledge) Assessment Methodology:

Cognitive written (knowledge) assessment methodology is used to evaluate a... written test in which the candidate is required to provide specific answers to... standard/level to which the candidate is seeking certification. These respons... that has been determined to be correct through the local validation process.

Complete Coverage:

For cognitive assessments, complete coverage of the standard requi... enough questions correlated to either each JPR or each requisite kno...

The generation of a test instrument from that database can be done... that database. A preferred method is a stratified random selection or... correlated questions. In other words, a number of questions random... each JPR or requisite knowledge.

The random selection can also be prioritized to not only ensure comp... knowledge areas. In other words, more questions can be selected fro... priority areas. Those priorities should be determined by a documente... criteria. In all cases, the process used to generate test instruments s...

2. Psychomotor (Skills) Assessment Methodology:

Psychomotor (skills) assessment methodology is used to evaluate a candida... skills performance evaluation. Candidates are required to correctly perform t... of the JPR and are evaluated on their directly observed performance. Corre... as part of the yes/no or pass/fail scoring checklist.

For psychomotor assessments, complete coverage of the standard r... at least one skills assessment item correlated to either each JPR or...

Random selection, stratified random selection, and/or prioritized ran... of skills assessment items are acceptable methods of ensuring comp... psychomotor testing. In all cases the process used to determine the... each standard 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. There may be more than one acceptable outcome.

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.

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.)

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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 choses 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.

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 –**

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.

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 – 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)

> 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.

> 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".

> No

If "yes", please identify:

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

> N/A

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

> N/A

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 – 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.

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 – B. PSYCHOMOTOR (SKILLS) ASSESSMENT METHODOLOGY

A. Psychomotor or Skills Assessment Development

c.   Enter the next TD criterion information.

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 – B. PSYCHOMOTOR (SKILLS) ASSESSMENT METHODOLOGY

       B. Psychomotor Test Item Local Review

    d.   Enter the next TD criterion information.

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.

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 – *(continued)*

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

> 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".

> 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

> 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

> N/A

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

> N/A

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

> N/A

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

> N/A

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

         B. Product/Project-based Assessment Administration

         f.   Enter the next TD criterion information.

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

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.

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 – 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.

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 – 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

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 – 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.

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 – E. PORTFOLIO ASSESSMENT METHODOLOGY

         A. Portfolio Methodology Development

         k.   Enter the next TD criterion information.

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 – E. PORTFOLIO ASSESSMENT METHODOLOGY

B. Assessment Team for Portfolio

L. Enter the next TD criterion information.

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 – E. PORTFOLIO ASSESSMENT METHODOLOGY

C. Administration

m. Enter the next TD criterion information.

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 – 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.)

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

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

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

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

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

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

To enter the self assessment information for Test Administration at your agency, follow these steps:

1 **Sign On to the Online Accreditation System**
If you are not already in the Online System, use a browser and enter the URL link to the Accreditation System:
https://theproboard.org/web-based-application-system/.
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**.

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).

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.

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

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

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

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

**The Pro Board
Online Accreditation Application
Quick Reference Guide**

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.

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

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

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

2020 Accreditation : Self Assessment

View Instructions

CRITERION TA2   **5**

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.

B I U ☰ ☰ ▣

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

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

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

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

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

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.

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

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

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

2020 Accreditation : Self Assessment

View Instructions

⑦

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.

B I U ☰ ☷ ▣

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".

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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.

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

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

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

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

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Quick Reference Guide**

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.

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

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

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

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.

    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.

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)*

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

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

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

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

The Pro Board
Online Accreditation Application
Quick Reference Guide

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.

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

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

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

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.

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

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

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

2020 Accreditation : Assessment Methodology Matrices

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.

3

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.

4 **Enter the Assessment Methodologies** *(continued)*

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

4 **Enter the Assessment Methodologies** *(continued)*

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

4 **Enter the Assessment Methodologies** *(continued)*

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

4 **Enter the Assessment Methodologies** *(continued)*

4 **Enter the Assessment Methodologies** *(continued)*

4 **Enter the Assessment Methodologies** *(continued)*

4 **Enter the Assessment Methodologies** *(continued)*

4 **Enter the Assessment Methodologies** *(continued)*

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.

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**.

Online Application:
7. Enter Application Self Assessment –
Documentation

The Pro Board
Online Accreditation Application
Quick Reference Guide

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**.

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

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

6 **View the Uploaded Document**
See the file added to the list. Click the **View button** to call up the document and ensure it uploaded correctly.
Option: click the **Delete button** to remove the document. You will be prompted to **verify** that you wish to delete.

7 **Continue**
Repeat these steps to select additional documentation files, uploading one at a time. When finished, click the **Save and Proceed button** at the bottom of the screen; this will automatically take you to a review of your application.

To complete the entry of your application online, you must first check your work and ensure that all sections are complete. Then you may submit the application. To complete and submit your application, do the following:

1

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

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

2

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

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

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.

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

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

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.
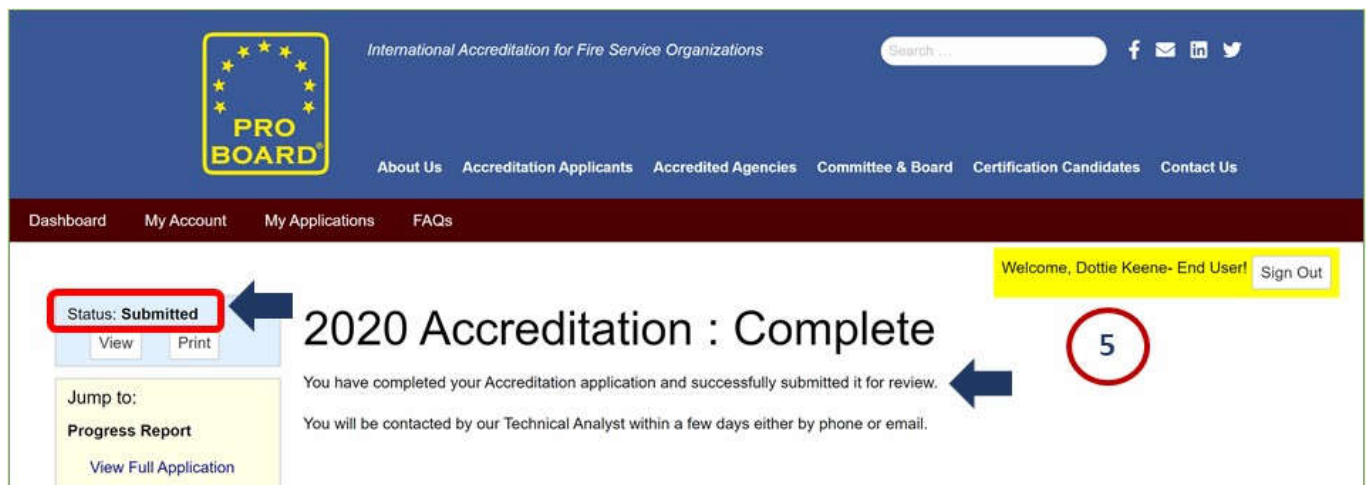
Once a Pro Board technical analyst has reviewed your application, you will be notified and asked for responses to the feedback provided. Responses should clarify and add detail to the information already given. Enter your responses to each area of feedback until the technical analyst is satisfied that 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/
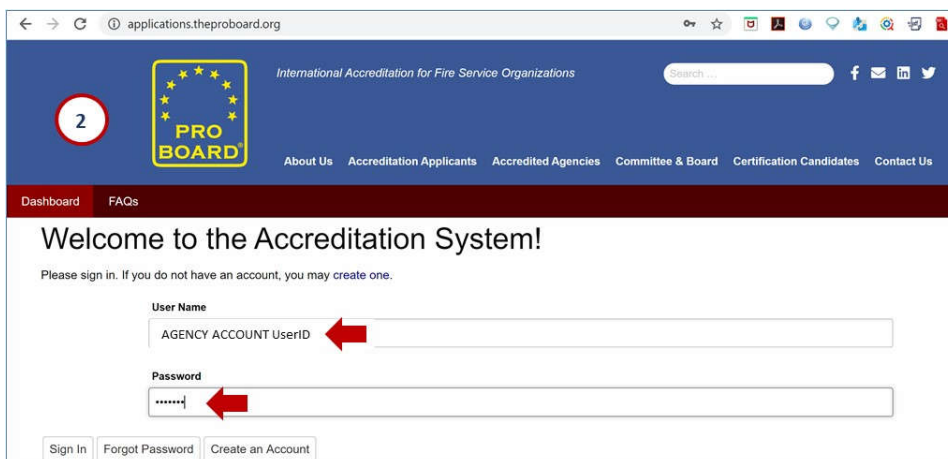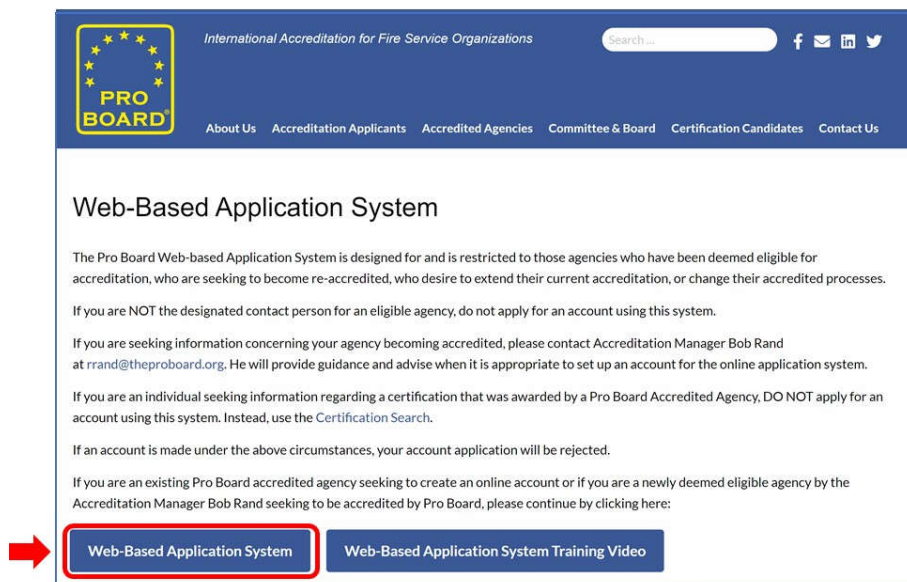
3 **Call Up the Application**
See a **Dashboard or My Applications** list of your agency's application. Note that the application being processed will have an Assignment of "Pending" once again. Click the **Edit button** to the right of the application line to call up its details.

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

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

    b. Scroll down as needed and review the feedback. Assemble your responses and any attachments requested. Then begin entering the feedback by clicking the **"Jump to Feedback" button** to the right of a feedback item.

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.

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.

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.

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.

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.
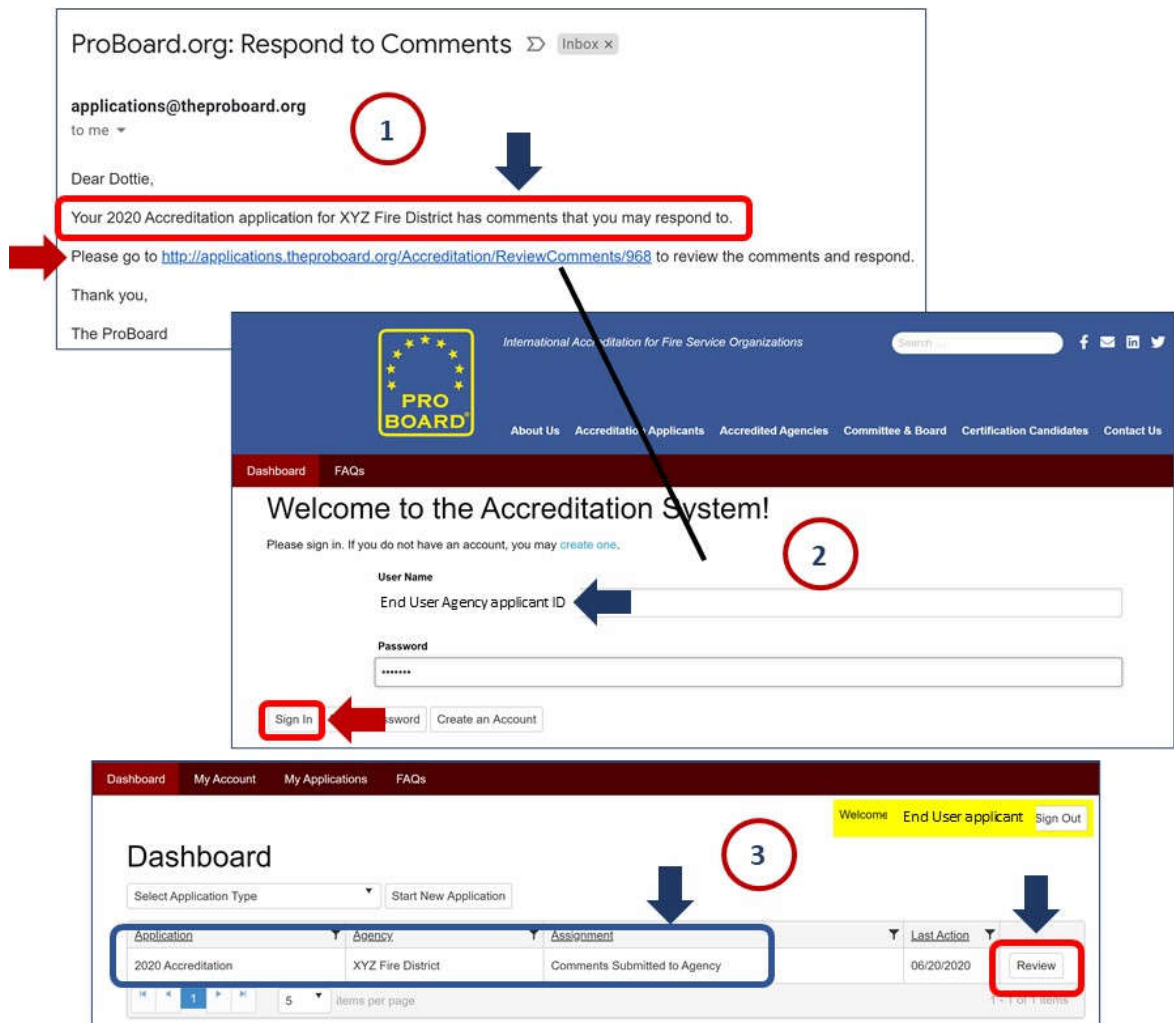
4 **Review and Respond to COA Comments**
See the application details and do the following:

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

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

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

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.

5 **Submit Agency Responses**
When the Agency is satisfied with the responses to COA application comments, do the following:

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

6 **See the Application Status Change**
In the top left corner of the Review Comments screen, see the online application **Status change** automatically to **"Schedule Site Visit"**. An email of this change will automatically be sent to the Pro Board staff for further action.

Agencies sometimes want to change the methodology used to assess and certify on a Standard/Edition/Level. In that case, the agency should go into the Online system and enter an application for a change in accredited processes as follows:

1 **Navigate to the Online Accreditation System**
Using a browser, enter the URL link to the Accreditation System: https://theproboard.org/web-based-application-system/.
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**.
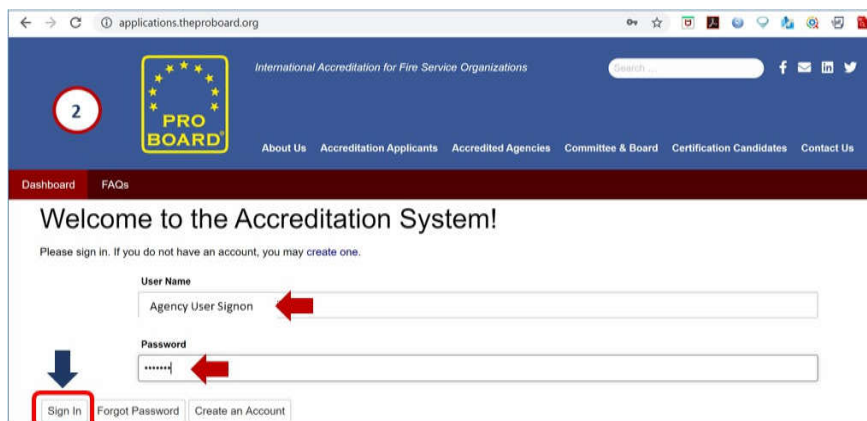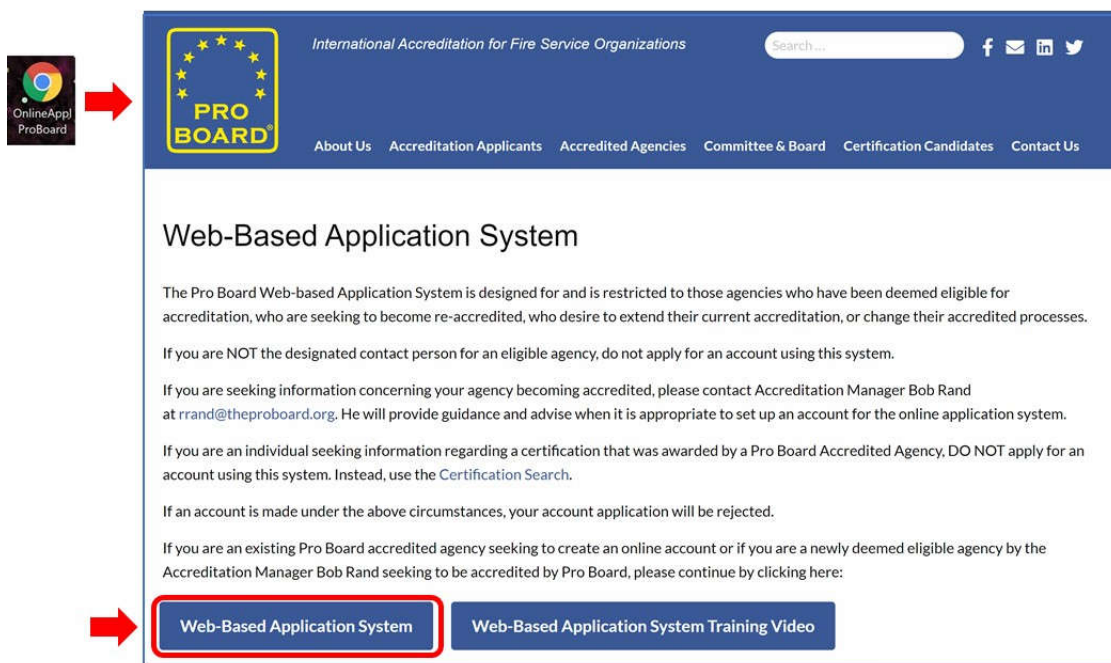
3 **Start a New Application for Changes in Accredited Processes**
See a dashboard. Click to go to the **My Applications tab** and enter information as follows:

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

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

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

d.   Click the **Start New Application button**.

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**.

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**.

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.

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

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**.

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**.

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.

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

8c

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".

| B | I | U | ☰ | ☷ | ▣ |

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".

| B | I | U | ☰ | ☷ | ▣ |

no

B. Cognitive Test Item Local Review

B.1. Procedures for reviewing cognitive test items

| B | I | U | ☰ | ☷ | ▣ |

put something good here

B.2. Procedures for generating cognitive test instruments.

| B | I | U | ☰ | ☷ | ▣ |

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.

8d

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 | ☰ | ☰ | ☰ |

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 | ☰ | ☰ | ☰ |

yes

If "yes", please identify:

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

| B | I | U | ☰ | ☰ | ☰ |

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**.

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**.

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 messa**ge on the screen.

Wait for the Pro Board to get back to you with their review and questions.

12   **Upload Supplemental Documentation**

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

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

12 · **View the Change in Accredited Processes Application on the My Applications tab**

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

13 · **Receive a Pro Board Acknowledgement of your Submission**

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

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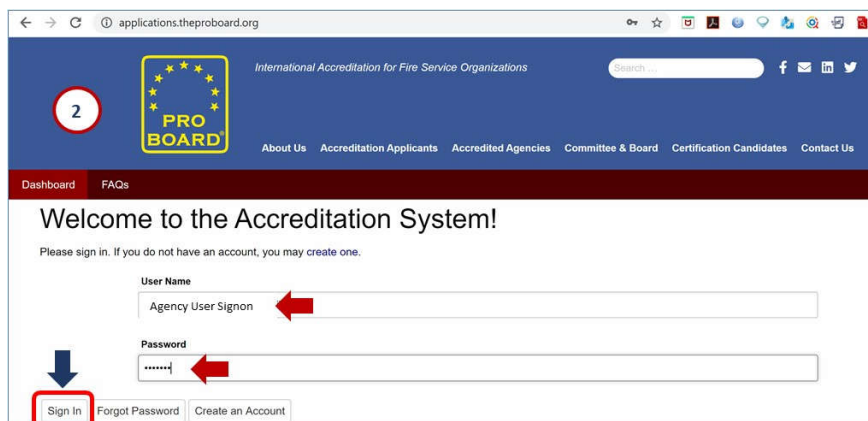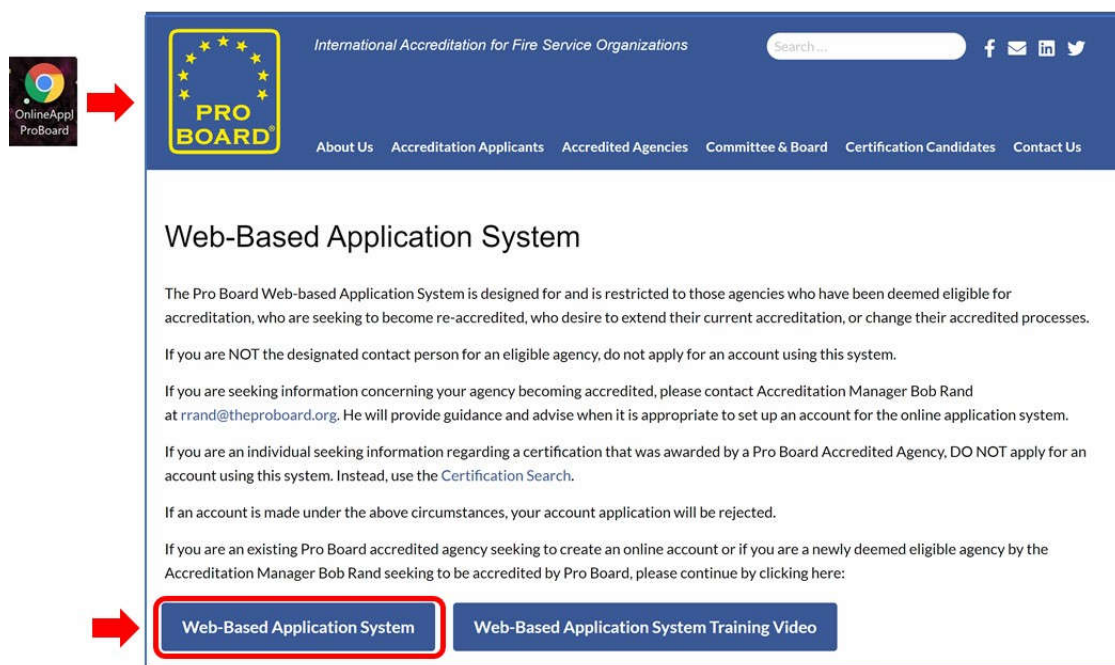
3 **Start a New Application for Extension**
See a dashboard. Click to go to the **My Applications tab** and enter information as follows:

    a.   On the **My Applications screen**.

    b.   Click the **arrow** to open the drop down list for **Select Application Type**. Click to select **Extension of Application**.

    c.   See a pop up message defining an extension. Read it and then click the **Close button**.

    d.   Click the **Start New Application button**.

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**.

5

Specify the Standards, Editions and Levels to add as an Extension
See the Standards, Levels and Editions screen.

a. Click the **Add Standard button**. See dropdown lists in columns below.
b. Use the **dropdown lists** to select the NFPA **Standard and Edition and Level** you wish or need to add. Then click the **Update button**. See the addition saved in the column below.
c. Continue/repeat the adding of Standards until you are finished. See the **list of extensions** you are applying for…Click the **Save and Proceed button**.

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**.

7 Fill in the Assessment Methodology Matrices (AMMs)

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

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

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

    c. Continue scrolling to see the **AMM matrix for a selected Standard/Edition/Level**. See blank sections of descriptions of accreditation methodologies. Click on the **Edit button** for the first one.

    d. Enter the answers for how you will be certifying the accreditation for each section, in the box for the corresponding methodology to be used. Then click the **Save button**.

    e. Continue to edit and enter the next questions and sections. Scroll down and edit and enter each answer – until you are finished completing the matrix for this Standard/Edition/Level. Then click the **Save and Proceed button**.

NFPA 1001: 2019 Edition, Chapter 5 Fire Fighter II

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

Cognitive	Psychomotor	Product/Project	Process	Portfolio	Other

Edit **7c**

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
3,6,7					

7d

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					

Edit Delete

(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				

Edit Delete **7e**

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**.

9   **Indicate Assessment of Additions to Previously Accredited Processes**

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

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
●	○	The agency shall ensure that the certification process is nondiscriminatory and available equitably to all persons served by the agency. (PA1)
●	○	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)
●	○	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)
●	○	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)
		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.

Same	Change	
●	○	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)
●	○	Procedures shall be in place to ensure that a fair retest policy is consistently applied for candidates who fail an exam. (PA6)
●	○	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** **9b**
●	○	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)
●	○	The agency shall have the ability to completely test the level(s) of each applicable standard with justifiable test methodologies. (TD2)
●	○	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)
○	●	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.

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**.

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.

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.
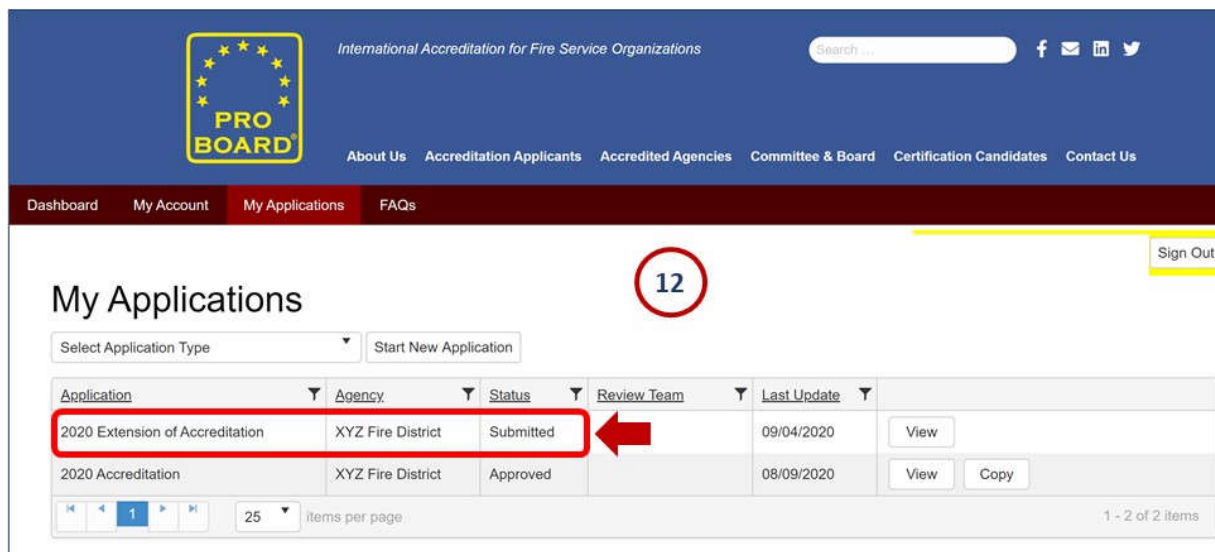
13   **Receive a Pro Board Acknowledgement of your Extension Submission**

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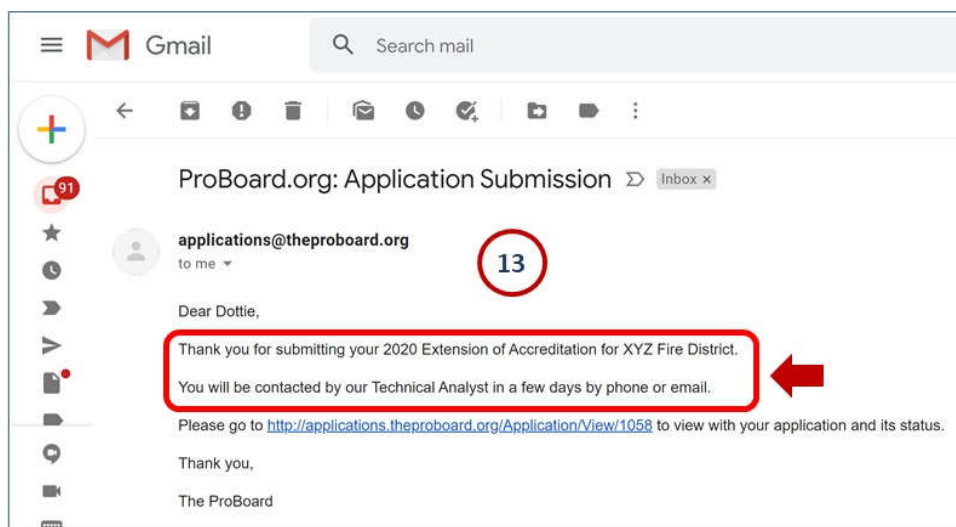
13   **Complete the Extension Application Process**

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**.

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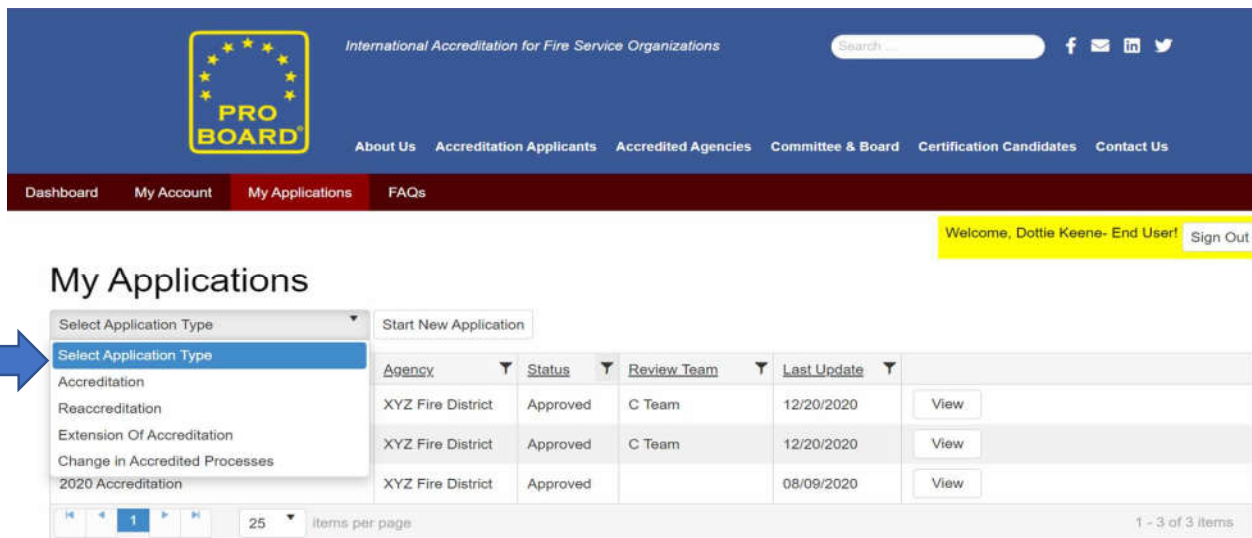
Select Application Type
Click the **Select Application Type** to call up your currently types of applications available.
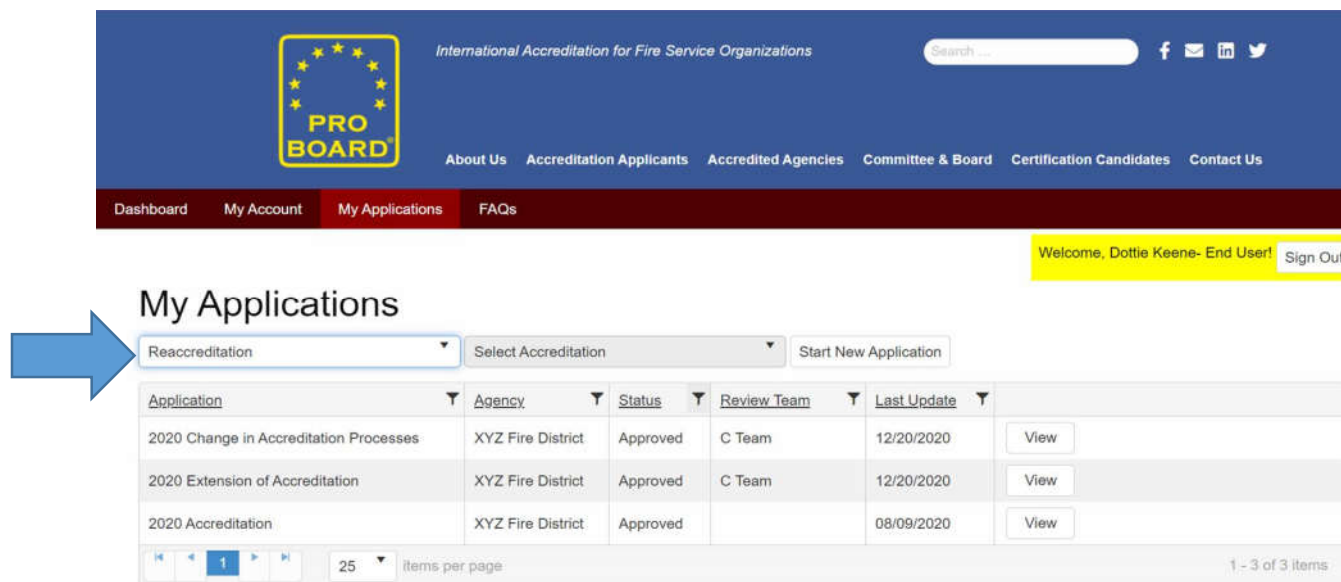
Select Specific Application
Click **Reaccreditation** as the type of application to copy.

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

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

The System will present the new application.
Click the **Select Application Type** to call up your currently types of applications available.

NOTE: Not all information will be copied over, as it is assumed that such things as Standards, Editions and Levels may have changed. And the sections TA2 and TA3 for Test Administration, as well as the AMM matrices, will be blank. Also note that the information contained in any extensions or changes approved will not be copied over and must be entered in manually to complete the reaccreditation application.

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