**International Fire Service Accreditation Congress**

**Certificate Assembly**

**Criteria for Certificate Accreditation**

**with**

**Basis for Judgment Statements**

**Prepared by the**

**IFSAC Certificate Assembly Committee on Site Teams**

**Approved April 8, 2017**

**Amended**

**October 2023**

**Table of Contents**

I. [SCOPE AND PURPOSE](#Scope_Purpose)

II. [CERTIFICATION PROGRAM ADMINISTRATION](#Cert_Prog_Admin)

1. [General Administration](#Gen_Admin)
2. [Delegation of Certification Authority](#Delegation_of_Cert)
3. [Certificate Requirements](#Cert_Req)
4. [Data Collection](#Data_Collection)

III. [GENERAL ADMINISTRATION OF TESTING](#Gen_Admin_of_Testing)

IV. [KNOWLEDGE TEST BANKS](#Knowledge_Test_Banks)

V. [KNOWLEDGE/SKILLS TEST GRADING](#Know_Skills_Test_Grade)

VI. [TEST SECURITY](#Test_Security)

VII. [KNOWLEDGE TESTS](#Knowledge_Tests)

VIII. [SKILLS TESTS](#Skills_Tests)

IX. [OTHER EVALUATIVE METHODS](#Other_Eval_Methods)

X. [PROCTORS/EVALUATORS](#Proctors_Evaluators)

XI. [DEFINITIONS](#Definitions)

XII. [BASIS FOR JUDGMENT STATEMENTS](#Basis_for_Judgment_Statements)

These criteria are the minimum requirements to obtain accreditation. Any exceptions to these criteria must be demonstrated by the entity to the satisfaction of the site team and the Certificate Assembly Board of Governors.

This document is expected to be completed by the entity seeking accreditation or reaccreditation and submitted along with other required documents prior to the site visit. This copy will be placed in the entity’s file. It is designed to be used by the site team during the accreditation site visit. This worksheet should not be redeveloped or formalized after the site visit.

**Basis for Judgment**

****Explanatory statement(s) which amplify the criteria for accreditation or provide examples of how the requirements may be interpreted to allow for flexibility yet remain within the framework of the criteria. Items marked with a contain links to Basis for Judgment Statements.

**Standard**

These criteria were developed using *NFPA 1000, Standard for Fire Service Professional Qualifications Accreditation and Certification Systems,* 2017 Edition. This is not the complete standard. The user [must](#Should) refer to the full standard for further reference.

|  |  |
| --- | --- |
| **NFPA 1000 JPRs not covered in these Criteria and Reason** | |
| 5.1.1 | Authority information is provided within the application process. |
| 5.1.5 | Funding information is provided within the application process. |
| 5.1.7(A) | Staffing information is provided within the application process. |
| 5.1.10(B) | IFSAC members are not “national” standards-making bodies. |

**I.** **SCOPE & PURPOSE**

**Scope:** These criteria shall apply to the accreditation of entities engaged in providing public and private fire service professional certification.

**Purpose:** The following criteria are designed for application by the Certificate Assembly in accrediting entities that make application for said certificate accreditation. The Certificate Assembly Board of Governors will utilize information provided by the applicants and gathered by site visit teams in determining compliance with these criteria.

**II.** **CERTIFICATION PROGRAM ADMINISTRATION**

**A.** **GENERAL ADMINISTRATION**

1. The certifying entity shall have in place published and publicly available mission statement. Evidence relating to this criterion would typically be contained in the entity’s documentation (e.g., Policy/Procedure Manual, Brochure, Catalog, Pamphlets, Website, etc.). **[5.1.2]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall have available, upon request of the applicant, a listing of the certification levels including prerequisites for each level. **[5.1.3]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall use the JPRs found in the applicable NFPA professional qualification standards, other NFPA standards or IFSAC recognized alternative standards, related to the competence of emergency responders. **[5.1.4(A)\*(B)].**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall have, upon request of the applicant, published and publicly available job performance requirements and the prerequisites required before taking examinations for the various accredited certification levels. **[5.1.4(C)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall have policies and procedures ensuring compliance with applicable laws to their jurisdiction (local state/provincial and federal) regulations regarding the release of information and certification records. The record-keeping system must ensure that the records are retrievable and preserved. **[5.1.6(A)(B)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall provide facilities and equipment that ensure the health and safety of participants **[5.1.8(B)]**. The certifying entity shall provide documentation indicating that:

A. Testing sites shall provide adequate space for knowledge and manipulative skills testing. **[5.1.8(A)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

B. The entity meets or exceeds applicable NFPA safety and health standards or their equivalents. **[5.2.3(A)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

C. Personal protective ensemble, apparatus, and other equipment that meet or exceed applicable NFPA standards or equivalent standards adopted by the AHJ. **[5.2.3(B)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall provide documentation where compliance/noncompliance with applicable statutes and regulations has occurred (state, provincial, territorial, federal, and local). **[5.2.1\*]** [**BFJ#1**](#Basis_for_Judgment_1)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Certifying entities shall establish policies and procedures to prevent undue or inappropriate influence over the certification system by any individual, entity, or interest group. **5.1.10(A)]** **[BFJ#2](#Basis_for_Judgment_2)** [`](#Basis_for_Judgment_2)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Accredited entities shall have a written policy that specifies how persons previously certified or holding a position within their jurisdictions will be allowed to participate in the certification system. The policy shall address this matter in one of the following ways: (Explain your process) **[5.2.5(A)\*]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Personnel shall be granted an equivalent certification upon request;

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Personnel shall be examined to determine if they meet the certification requirements;

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Personnel shall be allowed to enter into a particular entity's next level of IFSAC accredited certification if they have a recognized state, provincial, or agency prerequisite certification level is met; or

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

D. Accredited entities shall have a written policy that shall affirm that accreditation shall not affect the current certification status of any individual or render previous certifications invalid. **[5.2.5(B)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Any entity seeking initial accreditation or reaccreditation shall certify personnel to the current edition of the NFPA standard or other IFSAC recognized standards adopted by the Certificate Assembly Board of Governors. Accredited entities may continue to certify to previous editions of the recognized standard for a period of three (3) to three and one half years until June 30 or December 31, whichever comes first,after the official date of approval of the newest edition. If the site visit occurs during the time that an organization is using a previously recognized standard, a recommendation for accreditation shall be contingent upon compliance with the three-year rule.An entity not in compliance with the three-year requirement will cease to issue IFSAC seals for any levels that do not meet the three-year requirement until the program is updated and Administration is sent a letter to this fact. **[BFJ#3](#Basis_for_Judgment_3)**[](#Basis_for_Judgment_3)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. An accredited entity shall make all testing and certifying services available to all fire and emergency services personnel meeting published prerequisites within its legal, legislated, and statutory jurisdiction.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall make all testing and certifying services available to all of its constituents without regard to race, sex, or ethnic origin. **[5.2.2].** **[BFJ#4](#Basis_for_Judgment_4)** [](#Basis_for_Judgment_4)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certification system shall include a written methodology for scheduling and administering testing to the preponderance of the constituency. The accredited entity’s policy shall:

A. Establish the prerequisites required to take examinations at the various certification levels.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

B. Specify (if required) a prescribed course of study prior to candidate taking certification exams. Explain the prerequisites for taking certification exams.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

C. Make written material regarding knowledge and skills test descriptions, preparation, types of items used in the knowledge test, study references, and skills test criteria accessible to the candidate.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

D. Explain your procedures for scheduling of testing. Include your methods of approving site selection, safety, timing, proctors, evaluators, and adequacy of facilities.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Accredited entities shall have published and publicly available policy permitting a representative designated by the Certificate Assembly Board of Governors to observe any testing process upon receiving notice of intent to observe the test at least forty-eight (48) hours prior to the test. The certifying entity shall provide the dates, time, and location of any testing process upon request for such information from IFSAC Administration.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

15. Accredited entities shall make test items available to site teams and administrative reviewers. Test items shall be reviewed in a secure setting, and shall not be copied by site team members or administrative reviewers in any way.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

16. During the site visit the site team shall be provided a private work area (e.g., conference room) where the setting is inaccessible to unauthorized personnel.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

17. The accredited entity shall have a written policy addressing revocation, suspension, or limitations of certification. **[5.2.8]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

18. Accredited entities shall have a writtenpolicy and procedure to allow participants in their certification system to appeal certification decisions. Explain from beginning to end your appeal process addressing as a minimum:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Method of notifications/time period

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Personnel or agencies notified (e.g., appellant, fire chiefs/departments)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Response period

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Review process, such as hearing, communications, and so forth

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Final ruling

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Final notification of ruling **[5.2.9\*]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

19. The accredited entity shall have written policy describing the conditions under which certification would be granted to individuals certified by other IFSAC accredited entities (e.g., prior learning evaluation, grandfathering, higher education). **[5.2.6(A)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

20. The accredited entity shall have a written policy addressing reciprocity. Reciprocity is the review of certification credentials of individuals certified by other IFSAC accredited entities to determine which level of certification, if any, is applicable. **[5.2.6(B)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

21. If the entity requires recertification, the certifying entity shall have a policy and procedures addressing current knowledge and skills or recertification or renewal. The policy shall address, at a minimum: **[5.2.7\*]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. A period of time for which certification is valid;

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. Procedures that address lapse of certification;

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. Continuing education process - i.e., maintaining currency and/or progression to next level of completion; and

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. If time-limited certification, establishing recertification requirements and criteria, procedures, and administrative responsibilities.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. If not time-limited, establish the currency of knowledge and skills of personnel.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

22. The entity that does not require recertification must have a written policy describing how it will address those certificates received that include recertification dates?

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

**B.** **[DELEGATION](#Delegation) OF CERTIFICATION AUTHORITY** **[BFJ#5](#Basis_for_Judgment_5)**[](#Basis_for_Judgment_5)

**Introduction**

For the following Criteria concerning delegation, three points need to be considered:

1. What entity is actually accredited for the delegated levels? Is it the empowered entity or the delegated entity?

**Answer:** Although certificates and seals are issued under the delegated authority’s name, the delegating authority remains the accredited entity. If the delegated entity wants to be accredited they must become a member and have a separate site visit.

2. Does the delegated entity lose its ability to certify and issue seals if the empowered entity loses its accreditation?

**Answer:** Yes, because they are operating under the same policies and procedures as the delegating authority.

3. Should the ability/authority to delegate certification authority be listed in the empowerment documentation?

**Answer:** Yes, because the delegated authority should be included as part of the site visit.

4. Does the entity delegate all, some, or none of its certifying authority

**Answer:** Yes or No? If so, under what type of delegation?

**Types of Delegation**

**Type 1 Delegation** - An accredited entity may (but is not obligated to) delegate some or all of its certifying authority for accredited levels only after informing IFSAC Administration and under the following circumstances: **[5.1.9(A)\*]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Published and Publicly available policy

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Full details shall be submitted during the application and self-study process. Include recipients of delegation and manner in which compliance with accreditation criteria will be controlled by your entity.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity delegating its authority must have a written policy regarding the delegation. **[5.1.9(A)\*]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The delegated certification authority shall conduct businessunder the same procedures, criteria, and standards as those used by the accredited entity. ***(For variations see (H).* [5.1.9(B)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The delegated authority as outlined above shall not be transferable to any other entity, **[5.1.9(C)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The accredited entity delegating its authority shall be responsible for compliance with accreditation criteria. **[5.1.9(D)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. An accredited entity shall not delegate its certifying authority to another entity that has a broader geographical service area in terms of constituency. **[5.1.9(E)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. All materials for delegated levels shall be made available for site team review to ensure compliance with the accreditation criteria, or if the delegated entity uses a different set of criteria from the accredited entity, the accredited entity shall ensure a separate application is submitted to IFSAC. A separate site visit, along with appropriate fees, may be necessary as determined by Administration in concurrence with the Board Chair and the chair of the Committee on Site Teams***.***

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

**Type II Delegation** – This level is a result of Item H above. An accredited entity may delegate it’s authority to an entity that is not accredited. The non-accredited entity acts as a representative of the accredited entity.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The delegated entity is responsible for preparing for and undergoing a site visit in the same manner as the accredited entity.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The accredited entity is responsible to make sure the delegated entity complies with the IFSAC *Criteria for Certificate Accreditation.*

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The delegated entity site visit may or may not take place at the same time as the accredited entity site visit.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

**Type III Delegation** - An accredited entity may delegate any or all of its certification authority for non-accredited levels to another accredited entity with the approval of Administration.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Published and Publicly available policy

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The empowered entity has approved the delegation, and that the accredited entity receiving the delegation has sufficient resources and can continue to follow their accredited Certificate Assembly procedures in the new geographical area(s).

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

C. **The empowered entity must provide a signed and dated copy of a letter concerning “B” that has been submitted to IFSAC Administration.**

D. Certificates and seals will be issued under the delegated authority’s name.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

**Example:** Entity A requests that Entity B enter Entity A’s jurisdiction to certify individuals for a level that Entity A is not accredited. Certificates will be issued under the delegated authority’s name. If Entity A later gains accreditation for that level, reciprocity may be granted. Delegation occurs whether the testing is a one-time or a multiple event.

**Type IV Delegation** **–** In states, provinces, territories, and federal jurisdictions where no interest is shown to participate in the Certificate Assembly by those entities, local jurisdictions may apply. It is clearly understood that at such time as the state, province, territory, or federal government agency does make application and is accredited and providing certification services, the local jurisdiction will no longer be recognized as a voting member of the Certificate Assembly and shall no longer have accredited authority to issue certificates unless such authority is delegated to it by the superseding entity.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The Type IV accredited/delegated entity may continue using their own policies and for those levels for which they have been accredited.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall maintain responsibility for accredited levels the same as for any accredited entity.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall maintain responsibility for delegated levels the same as for Type I or II delegated entity.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

**C.** **CERTIFICATE REQUIREMENTS**

1. As a minimum, the entity shall place the following on the certificate issued to candidates:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Entity’s name

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Candidates name

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Level of certification

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Applicable standard and edition

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Date issued

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

F. IFSAC seal (virtual or actual)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Signature of issuing authority

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

2. The entity shall only issue the seals provided by IFSAC administration.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

**D.** **DATA COLLECTION**

Data collection procedures shall be reviewed during the application process by Administration in the same way that financial records and staffing records are reviewed. This will maintain consistency in the process. The site team will evaluate the following.

1. Initial Site Visit – The accredited entity shall have a written policy addressing data collection and submittal to IFSAC Administration.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Reaccreditation Site Visit - The accredited entity shall have a written policy addressing data collection and submittal to IFSAC Administration as well as demonstrate that they are in fact reporting seals to IFSAC annually.

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Link:** |
| **Comments:** | | | |

# Date of last seal report submission to IFSAC Administration:

|  |
| --- |
| Date: |
| Comments: |

# III. GENERAL ADMINISTRATION OF TESTING

The certifying entity shall establish and maintain examination procedures that are valid for administering knowledge and skills tests. **[5.2.4(A)\*]** Examinations shall measure the performance of personnel consistent with the standards adopted by IFSAC to include the following:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Accredited entities shall offer examinations for any level for which certification is offered. **[5.2.4(B)]** Examinations shall be subject to the following conditions:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. JPRs, requisite knowledge and skills shall be examined through a process of objectively assessed examinations/tests. **[5.2.4(J)]**.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. JPRs and requisite knowledge may be examined/tested through knowledge or skills examinations/tests or other evaluative methods.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. JPRs involving skills and requisite skills shall be examined/tested through manipulative skills examinations/tests or other evaluative methods.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. General prerequisites (knowledge and/or skills) - It is the entity’s responsibility to prove that the candidate has met the JPR prerequisites.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. If knowledge or skills examinations/tests are not used, the certifying entity will document the process used to meet the intent of the standard**. [5.2.4(B)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Examinations shall be drawn from a test bank(s) and/or job performance skills list maintained by the certifying entity. **[5.2.4(C)]** **[BFJ#6](#Basis_for_Judgment_6)** [](#Basis_for_Judgment_6)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. All examinations shall be proctored/evaluated.**[BFJ#7](#Basis_for_Judgment_7)** [](#Basis_for_Judgment_7)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall ensure that test items and skills tests used in certification examinations are reliable discriminators. **5.2.4(E)** **[BFJ#8](#Basis_for_Judgment_8)**[](#Basis_for_Judgment_8)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall ensure that cognitive and manipulative skills examinations are comprehensive with respect to the requirements of the standard being tested. **5.2.4(G)\*** **[BFJ#9](#Basis_for_Judgment_9)**[](#Basis_for_Judgment_9)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall have the means to evaluate each [objective](#Objective) or JPR in the level for which accreditation is being sought. **5.2.4(H)\***

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. When performance in actual conditions cannot be duplicated, manipulative skills shall be permitted to be performed in a simulated environment, provided that simulation is demonstrated to lead to the successful evaluation of the skills required by the actual conditions. **5.2.4(K)\***

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Correlation sheets in the IFSAC format must be prepared.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. A correlation sheet in the IFSAC format (provided by Administration) shall be prepared by the entity for every NFPA (or other IFSAC recognized standard) level of accreditation being sought.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

i. As a minimum, each applicable component listed in the JPRs, requisite knowledge and skill shall have at least one associated test item. A test item (knowledge or skill) may support more than one component, when relevant.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

ii. Each component listed under JPRs and requisite knowledge shall be covered by either a knowledge item or skill sheet.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

iii. Each component listed under JPRrequisite skills shall be included in the skills sheet associated with that element. The skill sheet shall be listed in the block titled “Skill Sheet #”.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

iv. For other IFSAC recognized standards, it is incumbent upon the entity to demonstrate that they are meeting the intent of the standard with developed correlation sheets.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

v. Every test item in the test bank and practical skill sheet shall be represented on the correlation sheet.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

vi. A test item shall be correlated based upon the item’s stem and the correct answer rather than its distractors. Test item distractors shall not be used to receive credit for meeting the JPRs on the correlation sheet.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. In the testing of requisite knowledge and skills, an entity may choose one of the following:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test requisite knowledge and skills as a pre-test prior to testing the job performance requirements for the level being tested.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test the requisite knowledge and skills within the job performance requirement.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test the job performance requirements provided there is reasonable assurance that a lack of requisite knowledge and skills would cause a failure by the candidate.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. If an entity is using a knowledge test bank to test requisite knowledge, the entity shall have no less than one test item to support each component within the requisite knowledge. A test item may support more than one component, when relevant.

**[BFJ#10](#Basis_for_Judgment_10)**[](#Basis_for_Judgment_10)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. If written tests are not used to test knowledge JPRs, the entity shall demonstrate how the skill testing incorporates the requirements of requisite knowledge.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. One hundred (100) percent of the test bank used to evaluate the NFPA (or other IFSAC recognized standard) level of accreditation shall be correlated and identified on the correlation sheet provided by IFSAC.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. If an entity wishes to add entity-specific test items, which are not addressed in the standard, these items shall not be entered into the correlations sheets, nor shall they be included in the test bank. These will not be reviewed by the site visit team.Entity-specific test itemsshall be scored separately.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

14. The entity may use a portfolio/project to show proficiency in the requisite knowledge and skills. When a portfolio/project is solely used to examine skills, all components of the objectives or JPRs shall be examined. **[BFJ#11](#Basis_for_Judgment_11)**[](#Basis_for_Judgment_11)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

15. Entities shall ensure that the pre-requisite and/or co-requisite levels are successfully completed in conjunction with the level of certification itself to demonstrate participant competency.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. If an entity wishes to test multiple levels in one exam, they must score each level separately. [**BFJ#16**](#BFJ_16)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall be prepared to test all the JPRs and components of requisite knowledge and skills in the given standard. The actual testing process shall demonstrate that:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. All JPRs and components of requisite knowledge and skills are tested, or

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. A random selection of JPRs and components of requisite knowledge and skills are examined (this random selection shall be made from the items covering the entire standard).

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

# IV. KNOWLEDGE TEST BANKS

1. Entities shall maintain a test item bank or other recognized means of evaluation for all accredited levels of certification testing.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test banks shall include items to correlate to 100% of the applicable requisite knowledge elements set for the certification level.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test banks shall be at least twice as large as the number of items used per test generated. **[5.2.4(F)]** **[BFJ#12](#Basis_for_Judgment_12)**[](#Basis_for_Judgment_12)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Separate test banks may be maintained for each level within the standard. Each level must be correlated separately.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The standard and edition being tested are identified.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The test bank shall test the same standard and edition as the accredited level(s).

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Each test item shall include a reference to the standard and edition being measured and to a reference source.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall locally verify test banks to ensurecontent validity**.**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test banks may be developed by the entity or purchased from an outside source. In either case, the following applies:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test items shall be reviewed by subject matter experts from the entity's jurisdiction***.***

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Each item shall be reviewed to ensure its applicability for use within the jurisdiction.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test scores and test items shall be reviewed on a regular basis. In addition, procedures for analysis and corrective action shall be outlined for special circumstances, including but not limited to situations when items are challenged, or when a validation issue arises.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall demonstrate their process for analyzing test items for validity and reliability.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall analyze and maintain test statistics including the following:

i. Number of persons taking the test

ii. Distribution of test scores

iii. Average test score

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

# V. KNOWLEDGE/SKILLS TEST GRADING

1. An entity shall have identified criteria for the grading of all exams (knowledge, skills, etc.).

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The scoring of exams shall be impartial. **[BFJ#13](#Basis_for_Judgment_13)**[](#Basis_for_Judgment_13)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Any parts of an exam that are weighted shall be identified and explained.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Knowledge examinations shall be graded with a predetermined grade level denoting the pass level (pass level shall be determined by the entity).

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Skills examinations, projects, portfolios, task books, etc., shall be graded with a predetermined methodology and meet the requirement of the JPR being evaluated.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall have a means by which candidates are notified of test scores. The entity shall provide a written policy relating to the release of test scores that adequately addresses confidentiality and privacy.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Records shall be kept on all test results (e.g., hardcopy or electronic at the entity’s discretion) for a period of time which the entity deems necessary. The entity shall provide a written policy that complies with jurisdictional record-keeping requirements.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Entities shall establish a written policy regarding re-testing candidates.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

# VI. TEST SECURITY

1. The certifying entity shall provide documentation of an evaluation security system that prevents compromising the evaluation instrument(s) and the evaluation process. **[5.2.4(D)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The security system shall identify the following:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Restrictions limiting personnel access to the item sets, system, etc.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Secure storage of test development materials and computer media.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Disposal/security of old exam development materials, media, etc.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Computer-based and web-based testing shall meet the same criteria listed above.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

**VII.** **KNOWLEDGE TESTS**

1. If the entity uses a knowledge test, (paper or computer-based) information shall be documented for each level being accredited, ***and as a minimum:***

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The standard and edition being tested

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The number of items on the exam

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Types of items (Multiple Choice, True/False, Matching, etc.)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Knowledge tests may be generated manually or by using random item selection processes. [**5.2.4 (I)]**
2. Manually generated tests shall represent a fair evaluation of all components of cognitive knowledge in both the JPR and requisite knowledge areas. Different test instruments shall be constructed with no more than 75% redundancy.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Randomly generated tests shall represent a fair evaluation of all components of cognitive knowledge in both the JPR and requisite knowledge areas. Tests constructed using random item selection processes will be exempt from the redundancy requirement.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Knowledge examinations shall be graded with a passing score that has been predetermined by the entity.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. A different test instrument shall be used for retesting.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

# VIII. SKILLS TESTS

1. If the entity uses a practical skills test, information shall be documented on each skills sheet for each level accredited, and as a minimum include:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. One hundred (100) percent of the practical skills used to evaluate that level of accreditation shall be correlated and identified on the correlation sheet provided by IFSAC.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Individual skill sheets shall provide enough information to provide candidates with test performance expectations.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The standard and edition being tested shall be identified on each skill sheet.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The skill sheet shall test the same standard and edition as the accredited level(s).

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Each skills sheet shall include a reference to the JPR (ProQual Standards) and objectives (non-ProQual standards) being measured.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. A brief objective/task and instructions to candidate.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Evaluated Items

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Criteria for measurement

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall be prepared to test all the skills in the given standard. The actual testing process shall demonstrate that: **[5.2.4(I)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. All JPRs and requisite skills within the JPR are tested, or

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. A random selection of skills associated with the JPRs and requisite skills are examined.
2. Any random selection process shall take into consideration the need for a diverse degree of difficulty and a diverse range of job areas.
3. Any random selection process shall also produce the possibility for a unique set of skills in each testing session. **[BFJ#14](#Basis_for_Judgment_14)**[](#Basis_for_Judgment_14)
4. For those standards that are not in the JPR format (e.g., NFPA 472, 473, 1521, Alternative Standards), it is incumbent upon the entity to demonstrate that they are meeting the intent of the standard.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall demonstrate that skill evaluation scenarios ensure consistent skill evaluation by different evaluators. This process shall include:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. The use of individual grading sheets for each candidate

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. A written procedure for grading skill tests

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

* 1. A pretest briefing for all evaluators involved in testing to include:

1. Review of acceptable test performance criteria
2. Proper completion of any forms used in the evaluation
3. Procedures for handling questions or problems that arise during testing.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall demonstrate that credit is not given for skills accomplished during training, class work, or other means outside the testing mode. Testing can be accomplished during the same time period as training as long as there is a distinct line between the training mode and the testing mode of that time period.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall provide secure staging for students to ensure unevaluated students cannot observe candidates being testing. A mechanism shall be in place to ensure evaluated and unevaluated students cannot communicate with each other.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

# IX. [OTHER EVALUATIVE METHODS](#Evaluative_Methods)

* + 1. If the entity uses other evaluative methods they shall have written policies and procedures for development, administration, and evaluation. **[BFJ#15](#Basis_for_Judgment_15)**[](#Basis_for_Judgment_15)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Projects, portfolios, task books, and other similar evaluative methodologies do not require proctoring, however, the entity shall have a written evaluation matrix/rubric and methodology for evaluation.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

# X. PROCTORS/[EVALUATORS](#Evaluator)

1. Accredited entities shall have written procedures that govern proctors/evaluators.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall adopt and publish the minimum criteria for proctors/evaluators used in its programs. **[5.1.7(B)\*]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity must have a policy that requires evaluators of skill examinations to demonstrate subject matter expertise. **[5.1.7(C)(1)\*]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. For portfolios, the entity shall have written policies and procedures for determining portfolio assessment members’ eligibility, expertise, certification, and training, requirements.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Evaluators of projects shall have subject matter expertise in the subject area.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Evaluators of skill examinations shall demonstrate familiarity with the evaluation/examination and record-keeping processes. **[5.1.7(C)(2)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall maintain a process of periodic evaluation of proctors/evaluators to assess currency of skills and knowledge levels. **[5.1.7(D)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Accredited entities shall have written criteria for the selection of proctors/evaluators.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The guidelines issued to proctors/evaluators for administering the test shall be clear, concise, and compatible with other procedures within the entity’s policies and procedures document.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall have written procedures for conducting proctor/evaluator training to include evaluation, policies and the record-keeping process.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Proctors/evaluators shall not be the same person who instructed a given prerequisite course of instruction, unless all of the following conditions are met:
2. The accredited entity shall have approved the examination process in advance.
3. The accredited entity shall have an audit procedure in place to ensure testing session credibility.
4. The proctor(s)/evaluator(s) shall have signed an agreement acknowledging their intention to comply with the testing procedures of the accredited entity or shall have been certified by the accrediting entity as proctor(s)/evaluator(s).
5. The accredited entity shall have a policy establishing corrective actions for any proctor/evaluator who fails to abide by the entity’s testing procedures.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The entity shall have a policy and/or procedure in place requiring the updating of proctors/evaluators on all policy and/or procedural changes.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. The certifying entity shall provide policies and procedures that ensure evaluators of manipulative skills testing perform their evaluations in an objective manner. **[5.2.4 (J)]**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Entity shall establish procedures for proctors to ensure that the candidates understand all instructions before proceeding with the exam. Instructions shall include:

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Test time limits

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Proper completion of all forms and answer sheets

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Materials or equipment needed for the test

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Proper handling of test interruptions (i.e. broken pencils, restroom needs)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. Limitations of proctor assistance (i.e. definitions, rewording items)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

1. General and life safety instructions

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Link:** |
| **Comments:** | | |

**XI.** **DEFINITIONS**

All definitions are found in the IFSAC Bylaws section *Terms and Definitions*.

**XII. BASIS FOR JUDGMENT STATEMENTS**

**Basis for Judgment #1**

**A. In the United States** - The certifying entity should address, at a minimum, the following:

(1) Bylaws and operational policies

(2) Compliance with state/provincial/territorial statutes, regulations, and federal mandated standards, such as those issued by the Occupational Safety and Health

Administration (OSHA), the Environmental Protection Agency (EPA), and the Family Educational Right to Privacy Act (FERPA)

(3) Equal Employment Opportunities Act

(4) Affirmative action policies

(5) Americans with Disabilities Act

(6) Age Discrimination Employment Act

**B. Non-US Entities** - The certifying entity should address, at a minimum, equivalent or other regulations as applicable to their authority having jurisdiction:

**(**[Back](#BFJ_1)**)**

**Basis for Judgment #2:** The certifying entity should have the ability to operate independently of undue or inappropriate political or economic influences either within or outside the organization that sponsors the certifying activity. The certifying entity should not be obligated to, nor should its decisions on particular certification levels be reviewed by any other body having political or economic goals that could conflict with the certification goals of accreditation. **(**[Back](#BFJ_2)**)**

**Basis for Judgment #3:** The entity may not certify to any standard and edition other than those specifically recognized and authorized through the Assembly approval process. Also, see the *Three Year Compliance Procedures* and the *Three Year Compliance Chart* located on the IFSAC website. **(**[Back](#BFJ_3)**)**

**Basis for Judgment #4:** For any limitations to this criterion, the entity shall show evidence of a legal act, legislation, resolution, or statute from a state, provincial, territorial, or federal government agency or body authorizing the limitation. **(**[Back](#BFJ_4)**)**

**Basis for Judgment #5:** If any delegation is to occur, full details shall be submitted during the application and self-study process. Include recipients of delegation and manner in which compliance with accreditation criteria will be controlled by your entity. Refer to the IFSAC *Delegation of Certification Authority* document found on the IFSAC website. **(**[Back](#BFJ_5)**)**

**Basis for Judgment #6:** There shall be a published and publicly available policy addressing this criterion. The intent of this section is that an entity may test the JPRs and requisite knowledge areas of a specific level through written and skills testing or skills testing alone. The entity is responsible for demonstrating to the site team that they meet the intent of the standard. **(**[Back](#BFJ_6)**)**

**Basis for Judgement #7:** All cognitive testing utilizing paper exams and/or a web-based/computer-based platform, shall be monitored by a proctor who is physically present within the room in which candidates are testing. All manipulative skills shall be evaluated using either an onsite evaluator or remote evaluator, where approved by the Board. The following standards have been approved to utilize a remote evaluator for skills testing: NFPA 1021, NFPA 1035, NFPA 1041. The approved list of standards may change subject to the approval of the Board. The entity shall develop the policies and procedures to ensure that any testing utilizing a remote evaluator meets all the other requirements. Projects, portfolios, task books, and other similar evaluative methodologies do not require proctoring. If so, the entity must define and defend their evaluative methods used for said project, portfolio, or task book. **(**[Back](#BFJ_7)**)**

**Basis for Judgment #8:** To ensure that cognitive test items are reliable discriminators, three types of data should be gathered and analyzed; Difficulty Index, Point Biserial, and Distractor Patterns. Entities providing certification testing should review the documentation provided by the software vendor for information on how to interpret their item analysis reports. **(**[Back](#BFJ_8)**)**

**Basis for Judgment #9:** The term *comprehensive* refers to the examination’s ability to test a randomized sample of objectives or JPRs chosen from an item pool (weighted or non-weighted) that covers the entire standard being tested. When using a portfolio or other evaluative method, all objectives or JPRs must be evaluated. **(**[Back](#BFJ_9)**)**

**Basis for Judgment #10:** It is recommended that more than one item per component be used to increase the size of the test bank, however, more than one item is not required. Therefore, if for example an entity has correlated 5 items for a specific JPR element and the site team determines that 4 do not apply to that element, the entity has met the intent of the requirement. However, the site team is within its rights to make a “recommendation” that the entity try to incorporate more than one test item. **(**[Back](#BFJ_10)**)**

**Basis for Judgment #11:** It is the entity’s responsibility to demonstrate that their portfolio process meets 100% of the standard. Each component of the requisite skills and the intent of the JPR shall be addressed. **(**[Back](#BFJ_11)**)**

**Basis for Judgment #12:** If an entity correlates more than one test item to a JPR component and the site team finds an item that is not correlated correctly, the entity must demonstrate to the site team that the deletion or relocation of that item does not affect the size requirements of the bank or any other criteria pertaining to test banks. **(**[Back](#BFJ_12)**)**

**Basis for Judgment #13:** In this case, the term impartial means the extent to which exam scoring is conducted in a fair, just, and equitable manner. Implies that the scorer has a lack of preference toward test-takers or the final score. The scorer is not influenced by the test-taker’s appearance, personality, or any other factor that would create a lack of confidence in a test-taker that their score was not based solely on their test performance. An automated scoring system is much more impartial than a human scoring a test. **(**[Back](#BFJ_13)**)**

**Basis for Judgment #14:** It is the responsibility of the entity to present rationale that their testing process is comprehensive enough to measure a student’s skills inventory with respect to the standard in question. **(**[Back](#BFJ_14)**)**

**Basis for Judgement #15:** It is the entity’s responsibility to demonstrate how they are accomplishing the task and how they are scoring the evaluation. The matrix/rubric is the ‘how’ and the methodology is the ‘who’ that grades the project/portfolio. **(**[Back](#BFJ_15)**)**

**Basis for Judgment #16:** Hazardous Materials Operations Core, Mission-Specific Personal Protective Equipment, and Mission-Specific Product Control are not required to be scored separately when tested on one exam except when each is individually issued an IFSAC seal as separate certifications. ([Back](#Testing_Multiple_Levels))