

Meeting Minutes
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
CERTIFICATE ASSEMBLY
Saturday, April 15, 2023
Sheraton Oklahoma City Downtown Hotel, Oklahoma City, OK USA

Call to Order

Chairman John Cunningham calls to order the regular scheduled spring meeting of the Certificate Assembly at 9:30 AM local time, Saturday, April 15, 2023. A quorum was established.

Minutes of the Certificate Assembly 2022 Fall Meeting (Agenda Memo A)

Motion: Motion by Gary Howard to approve the minutes of the 2022 Fall Meeting. Second. Motion carried.

Review of Agenda

John Cunningham reviewed the agenda. No changes were made to the agenda.

Appointment of Election Officials for CABOG and COG Elections

John Cunningham appointed Eldonna Sadler, Bernie MacKinnon, and Serge Gallant as election officials.

Elections

John Cunningham explained the positions that are open for the COG and CABOG.

Nominations for CABOG

The following were nominated for the CABOG:

Christy Rodgers, Kentucky
Angie White, Wisconsin
Andrew Henning, California

Matthew Palmerton, District of Columbia
Greg Palmer, North Carolina

Lori Howes was nominated, however, her term limit on the Board does not expire until 2024.

Nominations were closed and ballots were made available to voting representatives. Election officials tabulated the ballots while the Assembly meeting continued.

The following were nominated for the COG:

Greg Palmer, North Carolina
Lori Howes, Alabama
Tara Youngblood, Oklahoma

Gary Howard, Iowa
Jay Clevenger, Ohio

Nominations were closed and ballots were made available to voting representatives. Election officials tabulated the ballots while the Assembly meeting continued.

Election Results – CABOG

The following individuals were elected to the CABOG:

- Three-year terms: Andrew Henning, Angie White, and Greg Palmer
- Two-year term: Christy Rodgers
- One-year term: Matthew Palmerton

A runoff was needed to determine the two-year position and the one-year position on the CABOG. Matthew Palmerton accepted the one-year position.

Motion: Motion by Alan Joos to destroy the ballots for the CABOG election. Second. Motion carried.

Proposed Bylaw Amendments, Policies/Procedures, and Criteria

John Cunningham facilitated the voting on proposed bylaw amendments, proposed policy amendments and proposed criteria amendments.

Congress, COG, and/or Administrative Proposed Bylaw Amendments for ratification (Agenda Memo E)

Proposed bylaw amendments in Agenda Memo E includes recommendations for corrections to E-2, E-4, and E-9. Proposed bylaw amendments were voted on and approved by the Congress as a whole. To take effect, the proposed bylaw amendments must also be approved by each assembly.

Motion: Motion by Gary Howard to ratify the proposed amendments for Agenda Memo E. Second. Motion carried.

Amendments to CABOG and Certificate Assembly Bylaw Articles (Agenda Memo F)

Agenda Memo F includes revisions to Bylaws 10.5.3, 11.7.3, 12.1.4, 12.1.5, 12.1.6, 12.1.7, 12.3.2, and 12.3.5. The Committee on Rules is recommending to strike the word *certificate* in 12.3.2.

Motion: Motion by Angie White to approve amendments in Agenda Memo F with corrections as recommended. Second. Motion carried.

Proposed Criteria or Policies/Procedures Amendments or New Policies/Procedures

Agenda Memo I, Administrative Review Procedure proposed amendments.

Motion: Motion by Gary Howard to accept the changes proposed in Agenda Memo I. Second. Motion carried.

Agenda Memo J, Accreditation Application. The Committee on Site Teams is recommending an additional change to the original proposal to add language under #4 to read as follows: *Other documents or media as referenced or used in support of your submittal.*

Motion: Motion by Lori Howes to accept the changes in Agenda Memo J with the recommendations. Second. Motion carried.

Agenda Memo L, Site Visit Report Template. The Committee on Site Teams is recommending an additional change to the original proposal to add a section for interviews on page 4 between narrative and

observation of testing. The language would read as follows: *to provide a brief narrative of interviews conducted with entity representatives: which could include directors, commissioners, stakeholders, entity staff, proctors, students.*

Motion: Motion by Angie White to accept the changes in Agenda Memo L with the recommendations. Second. Motion carried.

Agenda Memo K, Accreditation Procedures. A recommendation has been made by the Committee on Rules to make a correction for consistency by striking “Certificate Assembly” and “of Governors (CABOG) on lines 18 and 19.

Motion: Motion by Tara Youngblood to accept the changes and approve the amendments in Agenda Memo K. Second. Motion carried.

Agenda Memo M, Three-Year Compliance Proposed Procedure and Criteria proposed amendments.

Motion: Motion by Andrew Henning to approve the amendments in Agenda Memo M. Second. Discussion held. Motion carried.

Agenda Memo O, CA Public Member Policy proposed amendments.

Motion: Motion by Tara Youngblood to approved the amendments in Agenda Memo O. Second. Motion carried.

Election Results – COG

The following individuals were elected to the COG:

- Three-year term: Lori Howes
- Two-year term: Greg Palmer
- One-year term: Tara Youngblood

Motion: Motion by Tara Youngblood to destroy the ballots for the COG election. Second.

Vote on other items approved during the Congress Meeting

A motion was made for the COG to meet prior to the deadline for submitting bylaw amendments for consideration at the Fall 2023 scheduled regular meeting to develop bylaw amendments that create a governance model that enables IFSAC to move forward effectively. The motion was voted on and approved by the Congress as a whole. To take effect, the motion must also be approved by each assembly.

Motion: Motion by Gary Howard to ratify the motion. Second. Motion carried.

A motion was made for the COG to meet prior to the Spring 2024 scheduled regular meeting to create a strategic plan that will enable IFSAC to move forward effectively. The motion was voted on and approved by the Congress as a whole. To take effect, the motion must also be approved by each assembly.

Motion: Motion by Angie White to ratify the motion. Second. Motion carried.

Membership Applications

An application for voting membership has been received from International Safety Training College, Malta. The CABOG recommends acceptance of the application for voting membership.

Motion: Motion by Angie White to accept the International Safety Training College, Malta as a voting member of IFSAC. Second. Motion carried.

An application for voting membership has been received from the City of Johannesburg Emergency Management Services, South Africa. IFSAC already has a voting member for that province and the City of Johannesburg Emergency Management Services agreed they would accept non-voting status. The CABOG recommends acceptance of the application for non-voting membership.

Motion: Motion by Jay Clevenger to accept the City of Johannesburg Emergency Management Services, South Africa as a non-voting member of IFSAC. Second. Discussion held. Motion carried with Southern African Emergency Services Institute representative Deenadayalan Padayachee opposed.

Vote on New Nominations Made by CABOG for Emeritus Status

The CABOG nominated Derek Simmons for Emeritus Status. If approved by the Assembly, the nomination will be forwarded to the next Congress meeting for approval.

Motion: Motion by Bernie MacKinnon to approve the nomination. Second. Motion Carried.

Emerging Trends in the Fire Service

None.

Old Business

None.

New Business

Reaccreditation Appeal – Florida Bureau of Fire Standards and Training

The information regarding the appeal was distributed to voting member representatives as Agenda Memo Q.

Motion: Motion by Gary Howard to hear the reaccreditation appeal for Florida Bureau of Fire Standards and Training. Second. Discussion held.

Motion: Motion by Lori Howes for Florida to receive conditional accreditation until a follow-up site visit can be conducted by a new site visit team; the site visit team will make a new recommendation to the CABOG at the Fall Meeting; Florida will be able to issue IFSAC seals until that time. Second. Discussion held. Motion carried.

A vote was held on the main motion. Motion carried.

Announcements

Alan Joos announced the National Cancer Firefighter Registry is live and encouraged everyone to promote use of the registry.

John Cunningham spoke about how quorums for committees are continually not being met. After discussions with the Committee on Rules and Degree Assembly members, options are going to be looked at, including which committees are needed or for what purposes and where task groups can be used instead of committees.

Adjourn

The Certificate Assembly adjourned their regular scheduled spring meeting at 10:48 AM local time, Saturday, April 15, 2023.

Attendees – IFSAC Certificate Assembly 2023 Spring Meeting**Saturday, April 15, 2023****Sheraton Oklahoma City Downtown Hotel, Oklahoma City, OK USA***Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

Attendee	Entity/Institution
Aaron, Joan	Utah Fire and Rescue Academy
Beall, Jack	Maryland Fire and Rescue Institute
Billman, Steve	Louisiana Fire & Emergency Training Academy
Burton, Katherine	North Carolina Office of State Fire Marshal
Clark, Dave	Connecticut Commission on Fire Prevention and Control
Dean, John	Phoenix Fire Department - Special Operations
Fowler, Ken	Louisiana Fire & Emergency Training Academy
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gallant, Serge	New Brunswick Community College Miramichi
Gamble, Susan	New Brunswick Office of the Fire Marshal
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College
Jennings, Carrenda	Maryland Fire and Rescue Institute
Johnson, Jenn	Kansas Fire & Rescue Institute
Jolly, David	Virginia Department of Fire Programs
Joos, Alan	Nebraska State Fire Marshal Training Division
Karl, Marie-Cristin	DRK Germany
Kutz, Marcy	Oklahoma State University Fire Service Training
Landwehr, Greg	Missouri Division of Fire Safety
Lowinger, Damon	Phoenix Fire Department - Special Operations
Mergenthaler, Dagmar	DRK Germany
Merritt, Justin	Missouri Division of Fire Safety
Midkiff, Charles	Maryland Fire and Rescue Institute
Moller, Dirk	Emergency Training Solutions, South Africa
Otting, Greg	Ohio Fire Marshal Office
Padayachee, Deenadayalan	Southern African Emergency Services Institute
Palmer, Greg	North Carolina Office of State Fire Marshal
Palmerton, Matthew	District of Columbia Fire and Emergency Services Department
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Spero, Dan	Fire Science Academy - Kingdom of Saudi Arabia
Sutton, Edward	US DoD Department of Air Force
Thornburg, David	Alabama Fire College
Thornton, Amy	Washington State Patrol - Fire Protection Bureau
Tucker, Eugenia	Florida State Fire Marshal, Bureau of Fire Standards and Training
Voss, Julie	Missouri Division of Fire Safety
Wade, Brian	North Carolina Office of State Fire Marshal
Ward, Paul	North Carolina Office of State Fire Marshal
White, Angela	Wisconsin Fire Education and Training
Youngling, Dave	District of Columbia Fire and Emergency Services Department

Agenda Memo	Item	Meeting Agenda	Meeting Date
E	Proposed Amendments for New Section Bylaws, COG Bylaws, and Congress Bylaws	Congress, CA, DA	April 2023

The proposed bylaw amendments in this agenda memo must be voted on in the Congress general assembly meeting by all members - amendments approved by the Congress as a whole must also be voted on and ratified in each assembly meeting in order for amendments to take effect.

Proposed additions are in blue and underlined. Proposed deletions are in red and are struck through.

Agenda Memo #: E-1	Section/Article(s): (New Section)
Submitted by: Council of Governors	New or Revision: New/Revision
Comments/Reason for proposal:	
<p>The following are proposed for a new section (article) of the IFSAC Bylaws. These are bylaws from sections of the COG, boards, Congress, and assemblies that have been merged together, and Revised as necessary, because they were identified to be the alike and/or applicable to more than one group in the organization. The new section will be numbered and titled as <i>Article 1 Bylaws of the Organization as a Whole</i>, and the article number for Bylaws of the Council of Governors (COG) will be changed from 1 to 3. Shaded text in bold italics are explanations for what has been done to make changes.</p>	

ARTICLE 1 BYLAWS OF THE ORGANIZATION AS A WHOLE

1.1 COUNCIL AND BOARDS

Revised existing 1.5.7, move to new section, and number accordingly. Remove 1.5.7 from existing location in Bylaws.

1.1.1 If the member's entity is not in good standing, the ~~individual-member~~ shall be removed from the Council and/or their respective board.

~~***1.5.7*** If the entity is not in good standing the individual shall be removed from the Council.~~

Revised existing 1.5.10 to merge 1.5.10, 10.5.1(B)(1), 10.5.9, and 20.5.13, move to new section, and number accordingly; remove existing 1.5.10, 1.5.10, 10.5.1(B)(1), 10.5.9, and 20.5.13.

1.1.2 Members of the Council or boards, as such, shall not receive any remuneration for their services.

~~(A) ; however, t~~The Administrative Office may reimburse the reasonable expenses of council or board members for their attendance at meetings of the Council or boards in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among a meeting of the Council the Council of Governors and Administration.

~~(B)~~ Administration ~~may~~ shall reimburse ~~the~~ public members s for reasonable expenses for their attendance at meetings ~~of the Board~~.

~~***1.5.10*** Members of the Council, as such, shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of council members for their attendance at meetings of the Council in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by a meeting of the Council and Administration.~~

~~10.5.1(B)(1) The public board member will not receive remuneration for their services. However, Administration may reimburse the public member for reasonable expenses for their attendance at meetings of the Board.~~

~~10.5.9 Members of the Board shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the assemblies, and Administration.~~

~~20.5.13 Members of the Board shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the Degree and Certificate Assembly, and Administration.~~

1.3 ELECTIONS

1.3.1 The election process will follow first-past-the-post voting process.

1.4 MEETINGS

Revised existing 1.6.1 to merge 1.6.1, 5.6.1, and 5.6.2, move to new section, number accordingly; remove 1.6.1, 5.6.1, and 5.6.2 from existing locations in Bylaws.

1.4.1 ~~A meeting~~Scheduled regular meetings of the Council, Congress, assemblies, and boards, and committees shall be held ~~during the~~ semi-annually meeting of IFSAC. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and ~~printing~~distribution of the agenda. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment.

~~1.6.1 A meeting of the Council shall be held during the semi annual meeting of IFSAC. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and printing of the agenda. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment.~~

~~5.6.1 Meetings shall be held semi annually; one in the spring and one in the fall. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and distribution of the agenda (60 days). Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment. See A.5.6.1.~~

~~5.6.2 Semi-annual meetings shall include meetings of the Congress, assemblies, Council, boards and committees.~~

Revised existing 5.6.3, move to new section, and number accordingly. Remove 5.6.3 from existing location in Bylaws.

1.4.2 Training and education for the membership shall be provided at least annually during a scheduled regular meeting of IFSAC. Site visit team training shall be provided annually through in-class, distance, or hybrid learning educational methods.

~~5.6.3 Training and education for the membership shall be provided at least annually during a regular meeting of IFSAC. Site visit team training shall be provided annually through in-class, distance, or hybrid learning educational methods.~~

Revised existing 1.6.2 to merge 1.6.2, 5.6.6, 10.5.14, and 20.5.17, move to new section, and number accordingly; remove 1.6.2, 5.6.6, and 10.5.14 from existing locations in Bylaws.

1.4.3 At meetings of the Council, Congress, assemblies, and boards every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these Bylaws.

~~1.6.2 At meetings of the Council, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws.~~

~~5.6.6 At meetings of the Congress and assemblies, every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these Bylaws. See A.5.6.6.~~

~~10.5.14 At meetings of the Board, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws. See A.10.5.14.~~

~~20.5.17 At meetings of the Board, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws. See A.20.5.17.~~

Revised existing 5.6.7, move to new section, and number accordingly. Remove 5.6.7 from existing location in Bylaws.

1.4.4 Administration shall keep minutes of ~~T~~he Congress, Council, assemblies, and boards ~~shall keep minutes of the proceedings of its~~ meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at their next meeting.

~~5.6.7 The Congress, Council, assemblies, and boards shall keep minutes of the proceedings of its meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at the next meeting.~~

Revised existing 1.6.4 to merge 1.6.4, 5.6.8, 11.6.4, and 21.6.4, move to new section, and number accordingly; remove 1.6.4, 5.6.8, 11.6.4 and 21.6.4 from existing locations in Bylaws.

1.4.5 Council, Congress, assembly, and board members are responsible for ensuring that the business and activities of IFSAC ~~of the Council~~ are conducted in accordance with the provisions of these Bylaws and that the business and activities ~~of the Council~~ are appropriate for furthering the objectives stated therein.

~~1.6.4 Council members are responsible for ensuring that the business and activities of the Council are conducted in accordance with the provisions of these Bylaws and that the business and activities of the Council are appropriate for furthering the objectives stated therein.~~

~~5.6.8 Congress members are responsible for ensuring that the business and activities of the Congress are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein.~~

~~11.6.4 Assembly voting entity members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein. Assembly voting entity members shall have full membership rights including the right to be elected to the Board.~~

~~21.6.4 Assembly members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein. Assembly members shall have full membership rights including the right to be elected to the Board.~~

Revised existing 1.6.5 to merge 1.6.5, 10.5.12, and 20.5.15, move to new section, and number accordingly; remove 1.6.5, 10.5.12, and 20.5.15 from existing locations in Bylaws.

1.4.6 The Council, ~~or boards or committees~~ shall be allowed to have meetings between scheduled regular meetings. The Council or boards may take action consistent with the ~~Bylaws of the Council~~ bylaws relating to the management and operation of the activities within their purview ~~of the Congress~~ as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next scheduled regular Congress or assembly meeting.

~~1.6.5 The Council shall be allowed to have meetings between scheduled regular meetings. The Council may take action consistent with the Bylaws of the Council relating to the management and operation of the activities within the purview of the Congress as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular Congress meeting. See A.1.6.5~~

~~10.5.12 The Board shall be allowed to have meetings between scheduled regular meetings. The Board may take action consistent with the Bylaws of the Board relating to the management and operation of the activities within the purview of the Assembly as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular meeting of the Assembly. See A.10.5.12.~~

~~20.5.15 The Board shall be allowed to have meetings between scheduled regular meetings. The Board may take action consistent with the Bylaws of the Board relating to the management and operation of the activities within the purview of the Assembly as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular meeting of the Assembly. See A.20.5.15.~~

Revised existing 1.6.6 to merge 1.6.6, 10.5.13, and 20.5.16, move to new section, and number accordingly; remove 1.6.6, 10.5.13, and 20.5.16 from existing locations in Bylaws.

1.4.7 The Council or boards, may, in any regular meeting or special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Council or respective board, the parliamentarian, or a member of the Committee on Rules who is not a member of the Council or respective board, or individuals requested by the chairperson of the Council or board by name, shall excuse themselves from the room. And provided further, that:

(A) No binding action shall be taken while in any such executive session except for matters related to 1.~~6.2.6~~7(E)(2).

(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.

(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.

(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.

(E) Matters discussed in executive session shall be limited to:

(1) Consideration of nominations for awards to be made.

(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.

(3) Discussion of IFSAC Administration personnel matters.

(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the Council or bBoard to regular session. The only exception would be matters related to 1.~~6.2.6~~7(E)(2).

~~1.6.6 The Council, may, in any regular meeting or special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Council, the parliamentarian, or a member of the Committee on Rules who is not a member of the Council, or individuals requested by the chairperson of the Council by name, shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 1.6.6(E)(2).~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.~~

~~(E) Matters discussed in executive session shall be limited to:~~

~~(1) Consideration of nominations for awards to be made.~~

~~(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~

~~(3) Discussion of IFSAC Administration personnel matters.~~

~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the Council to regular session. The only exception would be matters related to 1.6.6(E)(2).~~

~~**10.5.13** The Board may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Board, the parliamentarian or a member of the Committee on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the CABOG by name shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 10.5.13(E)(2).~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.~~

~~(E) Matters discussed in executive session shall be limited to:~~

~~(1) Consideration of nominations for awards to be made, and~~

~~(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~

~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the CABOG to regular session. The only exception would be matters related to 10.5.13(E)(2).~~

~~**20.5.16** The Board may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Board, the parliamentarian or a member of the Committee on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the DABOG by name shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 20.5.16(E)(2);~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed;~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded;~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session; and~~
~~(E) Matters discussed in executive session shall be limited to:~~
~~(F) Consideration of nominations for awards to be made.~~
~~(G) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~
~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the DABOG to regular session. The only exception would be matters related to 20.5.16(E)(2).~~

ARTICLE 1.5 AMENDMENTS

Revised existing 1.7.1 to merge 1.7.1, 5.9.1, 10.6.1, 11.8.1, and 21.8.1, move to new section, and number accordingly; remove 1.7.1, 5.9.1, 10.6.1, 11.8.1, and 21.8.1 from existing locations in Bylaws.

1.5.1 Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special meeting of the Congress or assemblies.

~~**1.7.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special meeting of the Congress.~~

~~**5.9.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Congress meeting.~~

~~**10.6.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

~~**11.8.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

~~**21.8.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

Revised existing 1.7.2 to merge 1.7.2, 5.9.2, 10.6.2, 11.8.2, and 21.8.2, move to new section, and number accordingly; remove 1.7.2, 5.9.2, 10.6.2, 11.8.2, and 21.8.2 from existing locations in Bylaws.

1.5.2 Properly proposed amendments to these Bylaws shall be ~~balloted~~ voted on at Congress or assembly meetings. They shall require a two-thirds majority vote of the members present and voting for adoption.

~~**1.7.2** Properly proposed amendments to these Bylaws shall be balloted at Congress meetings. They shall require a two-thirds majority vote of the members present and voting for adoption. (First and second sentence of existing 1.7.2)~~

~~**5.9.2** Properly proposed amendments to these Bylaws shall be voted on at Congress meetings. They shall require a majority vote of the Congress to be referred to each assembly for concurrence.~~

~~**10.6.2** Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings. They shall require a two-thirds majority vote of the voting entity members present and voting.~~

~~11.8.2 Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings. They shall require a vote of two-thirds of the members present and voting for adoption.~~

~~21.8.2 Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings at which a quorum is present. They shall require a two-thirds majority vote of the members present and voting.~~

Revised existing 1.7.2 to merge 1.7.2 and 5.9.3, move to new section, and number accordingly; remove 1.7.2 and 5.9.3 from existing locations in Bylaws.

1.5.3 Once a bylaw amendment has passed the Congress, ~~Once the amendment has passed the Congress, it must be placed before~~ each assembly ~~and must~~ concurred (approve) by a two-thirds majority vote ~~of both assemblies~~ prior to taking effect.

~~1.7.2 Once the amendment has passed the Congress, it must be placed before each assembly and concurred by a majority vote of both assemblies. (Third sentence of existing 1.7.2)~~

~~5.9.3 Bylaw amendments must be concurred (approved) by all assemblies prior to taking effect.~~

Revised existing 1.7.3 to merge 1.7.3, 5.9.4, 10.6.3, 11.8.3, and 21.8.3, move to new section, and number accordingly; remove 1.7.3, 5.9.4, 10.6.3, 11.8.3, and 21.8.3 from existing locations in Bylaws.

1.5.4 Any amendments to these Bylaws ~~passed by the Congress and concurred by a majority vote of the assemblies~~ shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

~~1.7.3 Any amendments to these Bylaws passed by the Congress and concurred by a majority vote of the assemblies shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~5.9.4 Any amendments to these Bylaws passed by the Congress and concurred by a majority vote of the assemblies shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~10.6.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~11.8.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~21.8.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

Revised existing 21.5.6 to merge 21.5.6 and 11.5.6, move to new section, and number accordingly; remove 21.5.6 and 11.5.6 from existing locations in Bylaws.

Add new language to reference mentoring program Criteria, move goals (A through F) to mentoring program criteria, and remove from Bylaws.

~~ARTICLE X.X TITLE~~ ARTICLE 1.6 MENTORING PROGRAM

~~1.6.1~~ ~~Mentoring Program. All new members and/or new representatives to the IFSAC Assembly will be assigned a mentor.~~ IFSAC shall have a mentoring program administered per the Mentoring Program Criteria. ~~The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(F) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

~~21.5.6~~ ~~Mentoring Program. All new members and/or new representatives to the IFSAC Assembly will be assigned a mentor. The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(F) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

~~11.5.6~~ ~~Mentoring Program. All new members to the Assembly will be assigned a mentor. The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting (C) experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through (E) accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(G) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

Revised existing 12.7 (including 12.7.1, 12.7.2, 12.7.3) to merge with 22.10 (22.10.1, 22.10.2, 22.10.3), move to new section, and renumber accordingly; remove 12.7 and 12.10 from existing locations in Bylaws

ARTICLE 1.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS ~~BY AND FOR THE CERTIFICATE ASSEMBLY~~

1.7.1 All submissions to and documents prepared by and for the Congress or Assemblies shall be in the English language.

1.7.2 All meetings and records of the ~~Board and Assembly~~ COG, Congress, assemblies, and boards shall be conducted and recorded in the English language.

1.7.3 All costs for translation of documents or meetings shall be borne by the entity submitting or receiving the information or attending the meeting unless otherwise provided for by action of the ~~respective COG, Congress, assemblies, and boards~~ assembly.

~~ARTICLE 12.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS BY AND FOR THE CERTIFICATE ASSEMBLY~~

~~**12.7.1** All submissions to and documents prepared by and for the Assembly shall be in the English language.~~

~~**12.7.2** All meetings and records of the Board and Assembly shall be conducted and recorded in the English language.~~

~~**12.7.3** All costs for translation of documents or meetings shall be borne by the entity submitting or receiving the information or attending the meeting unless otherwise provided for by action of the Assembly.~~

~~ARTICLE 22.10 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS BY AND FOR THE DEGREE ASSEMBLY~~

~~**22.10.1** All submissions to and documents prepared by and for the Assembly shall be in the English language.~~

~~**22.10.2** All meetings and records of the Board and Assembly shall be conducted and recorded in the English language.~~

~~**22.10.3** All costs for translation of documents or meetings shall be borne by the institution submitting or receiving the information or attending the meeting, unless otherwise provided for by action of the Assembly.~~

Agenda Memo #: E-2	Section/Article(s): Definitions
Submitted by: Council of Governors	New or Revision: New
Comments/Reason for proposal: To define how elections are done. This is the procedure that has been used for elections, but has not been in the Bylaws as the official method.	

First-Past-the-Post-Voting: [IFSAC] First-past-the-post voting methods can be used for single- and multiple-member electoral divisions. In a single-member election, the candidate with the highest number (but not necessarily a majority) of votes is elected. In a multiple-member election (or multiple-selection ballot), each voter casts (up to) the same number of votes as there are positions to be filled, and those elected are the highest-placed candidates corresponding to that number of positions. Each candidate may only receive one vote per ballot. If a candidate's name is entered on ballot more than once, their name is counted only once. For example, if there are three vacancies, then the three separate candidates with the greatest numbers of votes are elected.

Agenda Memo #:	E-3	Section/Article(s):	Definitions
Submitted by:	Council of Governors	New or Revision:	New
Comments/Reason for proposal:			
Administration requested definition for <i>good standing</i> since this term is used in bylaws and other documents.			

Good Standing: [IFSAC] An entity that is in compliance with all bylaws, policies, and procedures.

Agenda Memo #:	E-4	Section/Article(s):	Definitions
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Remove time of year for when scheduled regular meetings are held. This is included in the Meeting Policy.			

Meeting, Scheduled Regular: [IFSAC] A scheduled regular meeting is a semi-annual meeting of the Congress, COG, CABOG, DABOG, Certificate Assembly, and ~~for~~ Degree Assembly, ~~held in the spring and fall.~~

Agenda Memo #:	E-5	Section/Article(s):	1.5.4
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Consistency. See definition for Scheduled Regular Meeting. Also, this allows for a position for an unexpired term to be held as soon as possible.			

1.5.4 In the event of a vacancy occurring on the Council, the replacement process shall be:
(A) The chairperson of the respective assembly will appoint a replacement from the members of its assembly to serve until its next ~~spring~~ scheduled regular meeting.

(B) Any assembly in which a vacancy occurs must elect a new member to the Council to fill the unexpired term at its next ~~spring~~ scheduled regular meeting.

Agenda Memo #:	E-6	Section/Article(s):	1.6.3
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Duplication. This is also with 1.5.1(C).			

~~**1.6.3**—The administrative member of the Council shall not vote on any question put before the Council except to break a tie vote.~~

Agenda Memo #:	E-7	Section/Article(s):	5.4.2
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
None.			

5.4.2 The Congress, in pursuit of its objectives, shall conduct appropriate operations. Such operations will be based on an assessment of ~~the needs and shall be carried out without remuneration to its members.~~

Agenda Memo #:	E-8	Section/Article(s):	5.10.2
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Addresses what is done if there is a vacancy of a committee member or the chair or vice-chair of a committee.			

5.10.2 Standing committees of the Congress shall be composed of three members from each assembly to be appointed by the chairperson of the board of governors of each assembly unless otherwise specified. The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the fall meeting and shall serve three-year terms.

(A) Appointments shall be for a term of three years.

(B) Appointments will be made within 30 days of a vacancy.

(C) In the event of a vacancy on the committee, the chairperson of the respective board shall appoint a person to complete the remainder of the three (3) year term.

(D) In the event of a permanent vacancy of the chair or vice-chair, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause by the respective chairperson of the board of governors.

Agenda Memo #:	E-9	Section/Article(s):	5.10.5
Submitted by:	Bill Slosson and IFSAC Administration	New or Revision:	New
Comments/Reason for proposal:			
The proposed bylaw creates a new section in 5.10.5, establishing the Meetings and Travel Committee as a Committee of the Congress.			

5.10.5 Standing Committees

(H) Meetings and Travel Committee – The Meetings and Travel Committee shall consist of three members each from the Certificate Assembly and the Degree Assembly. The Chair may appoint ex-officio members as necessary to conduct the business of the committee. The committee shall work with Administration to develop and maintain criteria for the locations of scheduled regular meetings. The committee shall assist Administration in soliciting and reviewing meeting host proposals. The committee shall work with Administration to review and update travel policies with respect to meetings and site visits, in accordance with Oklahoma State University travel policies (where applicable). The Meetings and Travel Committee shall report its findings and recommendations through the Council of Congress.

Agenda Memo #:	E-10	Section/Article(s):	9.7.2
Submitted by:	Council of Governors	New or Revision:	Revised
Comments/Reason for proposal:			
Consistency. See definition for Scheduled Regular Meeting.			

9.7.2 All IFSAC scheduled regular meetings shall be scheduled or canceled through Administration with consultation from the COG.

Agenda Memo	Item	Meeting Agenda	Meeting Date
F	CABOG & CA Bylaw Proposals	Certificate Assembly	April 2023

Proposed additions are in blue and underlined. Deletions are in red and are struck through.

Agenda Memo #: F-1	Section/Article(s): 10.5.3
Submitted by: Council of Governors	New or Revision: Revision
Comments/Reason for proposal: Consistency. See also definition for Scheduled Regular Meeting.	

10.5.3 In the event that a vacancy occurs on the Board, the replacement process shall be:
 (A) The chairperson of the Board will appoint a replacement from a member entity to serve until the next ~~spring~~ scheduled regular meeting of the Assembly. The Assembly must elect a new board member at its next ~~spring~~ scheduled regular meeting after a vacancy occurs to fill the unexpired term.

(B) If a vacancy occurs for the public board member position the chairperson of the board will appoint a person meeting the requirements to fill the unexpired term.

Agenda Memo #: F-2	Section/Article(s): 11.7.3
Submitted by: Council of Governors	New or Revision: Revision
Comments/Reason for proposal: Assembly member elect both board and council members.	

11.7.3 The Assembly shall elect council and board members at its spring meeting.

Agenda Memo #: F-3 (also see AM-K)	Section/Article(s): 12.1.4, 12.1.5, and 12.1.6
Submitted by: Council of Governors	New or Revision: Revision
Comments/Reason for proposal: Procedures should be removed from the Bylaws and placed into procedures document. The language/information of 12.1.4, 12.1.5, 12.1.6 proposed for removal from the Bylaws either already exists in the <i>Accreditation Procedures</i> or is proposed to be moved to the <i>Accreditation Procedures</i> (see <i>AM-K</i>). Consolidation of these procedures into one document reduces the possibility of conflicting or incomplete information when changes are made.	

12.1.3 Site visits shall be conducted following the policies and procedures established by the Assembly.

~~12.1.4 The site team shall examine all aspects of the applicant certification system in relation to the Criteria for Certificate Accreditation. Within thirty (30) days of the completion of the examination, the site team shall prepare and submit to the Administrative Office a consensus report that includes at least:~~

~~(A) Evaluation documentation as provided for in the Criteria for Certificate Accreditation.~~

~~(B) A narrative report of findings.~~

~~(C) A recommendation to:~~

~~(1) Accredit certification levels applied for.~~

~~(2) Accredit only certain levels.~~

~~(3) Accredit levels conditionally upon further action by the applicant.~~

~~(4) Deny accreditation.~~

~~(5) Any combination of these actions deemed appropriate by the site team.~~

~~(D) Any voluntary recommendations that are in order for the applicant, but not required for accreditation.~~

~~12.1.5 A recommendation by the site team for conditional accreditation shall include specific details as to what condition(s) must be met prior to granting of accreditation, and how completion of the conditions will be measured.~~

~~(A) Documentation of completion of conditional accreditation items submitted by the entity must be reviewed by all members of the site team within thirty (30) days of submission.~~

~~(B) Within thirty (30) days of review of the documentation of completion of conditional accreditation items, the site team leader shall submit through the Administrative Office a final report to the chairperson of the Board containing a recommendation to grant or deny accreditation.~~

~~12.1.6 Upon receipt of a site team report, the chairperson of the Board shall cause the report to be distributed to the members of the Board of Governors and shall place consideration of the report on the agenda of the next Board of Governors meeting.~~

Agenda Memo #: F-4 (also see AM-I)

Section/Article(s): 12.1.7

Submitted by: Council of Governors

New or Revision: Revision

Comments/Reason for proposal:

Procedures should be removed from the Bylaws and placed into procedures document. The language/information of 12.1.7 proposed for removal from the Bylaws either already exists in the *Administrative Review Procedure* or is proposed to be moved to the *Administrative Review Procedure* (see AM-I). Consolidation of these procedures into one document reduces the possibility of conflicting or incomplete information when changes are made.

12.1.7 Accredited entities may add certification levels to their certificate accreditation status by submitting, on a form provided by the Administrative Office, an application and such other materials as may be necessary to demonstrate compliance with the Criteria for Certificate Accreditation.

(A) Administrative reviews will be carried out according to the IFSAC Certificate Assembly Administrative Review Procedure.~~The Administrative Office shall be responsible for arranging the administrative review of the application and supporting documentation with a trained site team member. The site team member will provide the Administrative Office with a report stating that the entity has met the criteria for the additional levels sought, and/or detailing the deficiencies found in the application. The Administrative Office shall promptly notify the applicant entity, in writing, of (1) any additional levels that have been accredited and/or (2) any deficiencies needing further clarification.~~

~~(B) The entity requesting an administrative review for a certification level in which a purchased or testing service test bank is used must request specific permission from the copyright holder for the test bank to release the test bank for administrative review. A separate release must be obtained for each instance of submission of such test banks. The original test bank will be returned to the applicant entity by registered mail upon completion of the administrative review.~~

~~(C) Any test bank submitted for review shall be reviewed in a secure setting and in such a manner that the test bank shall not be duplicated nor the rights of the holder of the copyright violated in any way.~~

Agenda Memo #:	F-5	Section/Article(s):	12.3.2
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:		None.	

12.3.2 A copy of the written notice to deny or withdraw certificate accreditation shall be forwarded to the applicant entity and each member of the Assembly ~~via registered mail~~ using a verifiable delivery receipt method within fourteen (14) days of the ruling.

Agenda Memo #:	F-6	Section/Article(s):	12.3.5
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:		Word correction.	

12.3.5 The Administrative Office shall forward a copy of the final notice of denial or withdrawal of ~~certification~~ accreditation to each member of the Assembly.

Agenda Memo	Item	Meeting Agenda	Meeting Date
I	Administrative Review Policy/Procedure Proposed Amendments	CABOG, Certificate Assembly	April 2023

The following proposed amendments are submitted by the IFSAC Certificate Assembly Committee on Site Teams (COST).

IFSAC CERTIFICATE ASSEMBLY
ADMINISTRATIVE REVIEW ~~POLICY~~ PROCEDURE
(April ~~2019~~ 2023)

PURPOSE

The ~~purpose of this policy is to provide~~ following outlines the procedures for submitting materials and conducting an administrative review. See Bylaw 12.1.7.

APPLICATION

This document applies to those entities preparing materials to submit to IFSAC Administration for administrative review and to those individuals conducting administrative reviews for accreditation at additional levels. The Administration Office shall be responsible for arranging the administrative review.

PROCEDURE

1. Entity submits ~~materials as follows~~ the following to IFSAC Administration for each level requested:
 - a. An *Application for Administrative Review* form ~~shall be submitted for each level requested.~~
 (Found at https://ifsac.org/images/ca_pdfs_docs/Admin_Review_Application.docx)
 - b. ~~Remit a~~ A application fee of \$250 ~~per level.~~ (may be invoiced)
 - c. Correlation sheets in the IFSAC format.
 - d. Performance skill evaluation sheets or other methodologies used.
 - e. Written test bank (see item 3 below).
2. IFSAC Administration logs receipt of materials and then forwards to an administrative reviewer. The administrative reviewer will be selected based on availability in the following order:
 - a. ~~usually a~~ A member of the entity's ~~original~~ site visit team, ~~if possible.~~
 - b. ~~If not available, a~~ A member of the CABOG ~~may be selected as the reviewer.~~
 - c. Site visit team leaders.
 - d. Experienced site visit team members (who have completed at least three site visits).
3. Based on entity desires, the following options are available for the transfer of test banks:
 - a. Test banks may be sent through IFSAC Administration to the reviewer.
 - b. Test banks may be sent directly to the reviewer. If using this option, please notify IFSAC Administration on the application.

c. The reviewer may be brought to the entity's site (at entity expense) to have test banks reviewed on site.

i. For on-site administrative reviews, see *Travel Procedures for the Site Team* in the *IFSAC Certificate Assembly Accreditation Procedures* and the *Site Visit Team Information documents*.

ii. The number of administrative reviewers required will be dependent on the number of levels applied for at a given time. The section for *Selection* in the *Site Visit Team Information* document will be used as guidelines for the number of administrative reviewers needed for an on-site administrative review.

Note: Entities requesting an administrative review where a purchased or testing service test bank is used must contact the company that holds the copyrights to the test and request specific permission to release the test bank for administrative review. A separate request must be issued for each instance requiring the submission of their test banks.

4. Administrative reviewer completes review and/or reports findings within 30-60 days to IFSAC Administration. The report shall state whether the entity has achieved compliance or detail deficiencies.

~~5.~~a. If deficiencies are found, IFSAC Administration forwards a copy of the report to the entity. ~~If the level is not recommended for accreditation, t~~he entity representative works with the reviewer to make changes.

~~6~~5. Once the administrative review is completed, the reviewer submits a final report of recommendation for accreditation to IFSAC Administration.

~~7~~6. IFSAC Administration sends an accreditation letter and completed report to entity representative.

~~8~~7. Administrative reviewer sends all materials back to original entity or may destroy materials upon receiving approval from applicant entity.

~~9~~8. All communication between reviewer and entity shall include IFSAC Administration at admin@ifsac.org.

Agenda Memo	Item	Meeting Agenda	Meeting Date
J	CA Application for Accreditation	Certificate Assembly	April 2023

Proposed additions are underlined. Proposed deletions are struck through.

Proposed Amendment(s) #: J-1	Doc/Section: Section III, Administrative Questions (page 4 of the Application for Accreditation)
New or Revision: Revision	Submitted by: CA Committee on Site Teams
Comments/Reason for proposal: <i>Revisions to the Application for Accreditation are for clarity.</i>	

4. ~~Will the entity make available to the site visit team samples of materials and test procedures for on-site review?~~ The entity understands the following materials shall be available for the site visit team to review:

☐ YES ☐ NO

- Test item correlation sheets in the IFSAC format
- Performance skill evaluation sheets or other methodologies used
- Certification policies and procedures manual
- Test Banks

~~Documentation reference and/or comments:~~

Agenda Memo	Item	Meeting Agenda	Meeting Date
J	CA Application for Accreditation	Certificate Assembly	April 2023

Proposed additions are underlined. Proposed deletions are struck through.

Proposed Amendment(s) #: J-1 Doc/Section: Section III, Administrative Questions (page 4 of the Application for Accreditation)
New or Revision: Revision Submitted by: CA Committee on Site Teams
Comments/Reason for proposal: <i>Revisions to the Application for Accreditation are for clarity.</i>

4. ~~Will the entity make available to the site visit team samples of materials and test procedures for on-site review?~~ The entity understands the following materials shall be available for the site visit team to review: ☐ YES ☐ NO

- Test item correlation sheets in the IFSAC format
- Performance skill evaluation sheets or other methodologies used
- Certification policies and procedures manual
- Test Banks
- Other documents or media as referenced or used in support of the submittal

~~Documentation reference and/or comments:~~

Agenda Memo	Item	Meeting Agenda	Meeting Date
K	CA Accreditation Procedures Proposed Amendments	Certificate Assembly	April 2023

Inserted/added text is underlined and blue. Proposed deletions are struck through and red.

These proposed amendments are the result of a review of IFSAC Bylaws by the Council of Governors (COG). These proposed amendments have also been reviewed and approved by the Committee on Site Teams (COST) for submission to the Certificate Assembly for approval.

<u>Proposed Amendment(s) #:</u>	K-1	<u>Section:</u>	Site Visit and 30 Days Following Site Visit (pages 3 and 4 of the Accreditation Procedures document)
<u>Submitted by:</u>	COG, IFSAC Administration, CA COST		
<u>Comments/Reason for proposal:</u> Proposed amendments for this section of the <i>Accreditation Procedures</i> comes from Bylaw 12.1.4 12.1.5, and 12.1.6 which have been proposed for removal from the Bylaws (see AM-F). The language/information proposed for removal from the Bylaws either already exists in the <i>Accreditation Procedures</i> or should be included in the <i>Accreditation Procedures</i> . Consolidation of these procedures into one document reduces the possibility of conflicting information when changes are made.			

1 Site Visit

2 The site team shall examines ~~s~~ all aspects of the applicant's certification system in relation to and to ensure
3 compliance with the *Criteria for Certificate Accreditation*.

4 30 Days Following Site Visit

5 Within thirty (30) days of the site visit, the site team leader shall prepares and submits to ~~Administration~~ the
6 Administration Office, the completed IFSAC Site Visit Report that includes at least:

7 (A) Evaluation documentation as provided for in the *Criteria for Certificate Accreditation*.

8 (B) A narrative report of findings.

9 (C) A recommendation to:

10 (1) Accreditation certification levels applied for.

11 (2) Accreditation only certain levels.

12 (3) Accreditation levels conditionally upon further action by the applicant.

13 A recommendation by the site team for ~~E~~ conditional accreditation shall include specific details as
14 to what condition(s) must be met prior to the granting of accreditation, and how completion of
15 the conditions will be measured. Documentation submitted by the applicant to meet the
16 condition(s) shall be reviewed by all members of the site team within thirty (30) days of
17 submission. Upon review of the documentation, the site team leader has thirty (30) days to
18 submit a final report through the Administration Office to the ~~chairperson of the Certificate~~
19 ~~Assembly Board of Governors (CABOG)~~ containing a recommendation either to grant or deny
20 accreditation.

(4) Deny accreditation.

(5) Any combination of these actions deemed appropriate by the site team.

(D) Any voluntary recommendations that are in order for the applicant, but not required for accreditation.

Upon receipt of the site visit report, Administration will distribute to all members of the CABOG. Administration shall place consideration of the report on the agenda of the next ~~Board of Governors~~CABOG meeting.

If the *Criteria for Certificate Accreditation* are met, the site team shall recommend to the CABOG that accreditation be granted.

If, in the opinion of the site team, the criteria have not been met, the site team, through Administration, shall report this to ~~the chairperson of~~ the CABOG. The CABOG shall determine if additional time should be afforded to comply or the certificate accreditation should be withdrawn.

<u>Proposed Amendment(s) #:</u>	K-2	<u>Doc/Section:</u>	<i>Adding Levels to Accreditation Status Between Site Visits</i> (page 4 of the Accreditation Procedures document)
<u>Submitted by:</u>	COG, IFSAC Administration, CA COST		
<u>Comments/Reason for proposal:</u> This information is in Bylaw 12.1.7 (A), (B), and (C), in the <i>Accreditation Procedures</i> , and in the <i>Administrative Review Procedures</i> . Bylaw 12.1.7 (A), (B), and (C) have been proposed for removal from the Bylaws (see AM-F). The first paragraph shown below is similar to Bylaw 12.1.7, has been revised for clarity, and points to the <i>Administrative Review Procedures</i> . The second and third paragraph are proposed for removal from the <i>Accreditation Procedures</i> because this information is in the <i>Administrative Review Procedures</i> . Consolidation into one procedural document reduces the possibility of conflicting information when changes are made.			

Adding Levels to Accreditation Status Between Site Visits

~~Additional levels of accreditation for m~~Members with at least one accredited level may ~~be sought~~add certification levels to their accreditation between site visits by submitting an application form to the Administration Office ~~and~~with appropriate documentation that complies with the *Criteria for Certificate Accreditation*. Administrative reviews will be carried out according to the IFSAC Certificate Assembly Administrative Review Procedures.

~~Entities submitting additional levels for accreditation should review the Administrative Review Policy. Administrative reviews are typically completed by members of the site visit team. If not available, a member of the CABOG may be selected as the reviewer.~~

~~Administration will forward the materials to an appointed member for review. The member will in turn notify Administration, either approving the additional levels if compliance is achieved or reporting deficiencies. Administration will notify the entity as to the results of the review.~~

Agenda Memo	Item	Meeting Agenda	Meeting Date
L	Site Visit Report Form	Certificate Assembly	April 2023

<p>Proposed Amendment(s) #: Site Visit Report Form</p> <p>Submitted by: Committee on Site Teams</p> <p>Comments/Reason for proposal: An outline was added to the summary report section to help identify key aspects during the site visit and add consistency to the reporting process. Proposed changes are highlighted below.</p>

See Following Pages.



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT REPORT



Entity Name: Click/tap here to enter text. The text will repeat on each page.

Dates of Visit: Click/tap here to enter text. The text will repeat on each page.

To add a row for entering additional site team members, select the blue plus sign on the right side of the appropriate table. Note: you will not see the plus sign until selecting an active field/cell.

Accreditation Site Visit Team Members		
Name	Title	Entity
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.

IFSAC site visit team leader and members must sign after completing and reviewing written report. A complete written report with signatures must be submitted to IFSAC Administration for distribution to the Certificate Assembly Board of Governors and for filing.

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Entity representatives section on next page.



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT REPORT



Entity Name:

Dates of Visit:

To add a row for entering additional entity representatives or others, select the blue plus sign on the right side of the appropriate table. **Note:** you will not see the plus sign until selecting an active field/cell.

Entity Representatives and Others		
Name	Title	Representing
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.

Site visit final summary report and recommendations on remaining pages.



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT REPORT



Entity Name:

Dates of Visit:

ACCREDITATION SITE VISIT FINAL SUMMARY REPORT

Recommendation to Board of Governors: Choose an item.

Complete the Summary Report as outlined below and return to IFSAC Administration within 30 days from the end of the site visit.

- If the entity has items to be completed when the site team departs from the site visit, the site team must provide a feasible and acceptable time frame, mutually agreeable with the site team and entity, to have all items completed.
- If these items are completed after the report has been completed you must file an addendum to the report with an updated recommendation.

Narrative of Findings Provide a brief overview of your visit to include positive aspects and other items of note. ***If Site Team recommends anything other than accreditation/reaccreditation throughout the document you MUST provide a detailed explanation as to the recommendation and what conditions must be met prior to recommending accreditation/reaccreditation, and how completion of the conditions will be measured. (See Bylaw 12.1.4)

Click/tap here to enter text. This section will expand as you continue to type – space is not limited to this page

Observation of Testing Provide a brief narrative of the testing event observed.

Click/tap here to enter text. This section will expand as you continue to type – space is not limited to this page

Criteria for Certificate Accreditation Review Provide a narrative of your review and any findings in the Criteria for Accreditation document needing correction or review by the entity.

Click/tap here to enter text. This section will expand as you continue to type – space is not limited to this page

Requirements List the requirements, if any, the entity must correct or provide to meet the criteria. Document if the items were addressed and corrected by the entity. If any items are outstanding, document which items still require attention and provide a time frame to receive the correction(s).

Click/tap here to enter text. This section will expand as you continue to type – space is not limited to this page



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT REPORT



Entity Name:

Dates of Visit:

Levels Reviewed *Detail each level reviewed and any corrections that need to be completed. Document when/if items were corrected. For example:*

Fire Fighter I (NFPA 1001, 2019 Ed.)

- JPR 4.4.1 needs written questions added for all line items. Revisions completed.

Click/tap here to enter text. This section will expand as you continue to type – space is not limited to this page

Recommendations for levels reviewed on following pages.



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT REPORT



Entity Name:

Dates of Visit:

Site Team Recommendations for Levels Reviewed

Select the blue plus sign on the right side of the table to add another row for more levels. **Note:** you will not see the plus sign until selecting an active field/cell of the table.

To add a standard/level that is not listed (e.g., a non-NFPA level) simply type the name of the standard and level.

Standard and Level	Edition	Accreditation Type	Recommendation
Click/tap here to select a level from list.	Click/tap here to select edition.	Click/tap here to select from list.	Click/tap here to select recommendation.
Click/tap here to select a level from list.	Click/tap here to select edition.	Click/tap here to select from list.	Click/tap here to select recommendation.
Click/tap here to select a level from list.	Click/tap here to select edition.	Click/tap here to select from list.	Click/tap here to select recommendation.
Click/tap here to select a level from list.	Click/tap here to select edition.	Click/tap here to select from list.	Click/tap here to select recommendation.
Click/tap here to select a level from list.	Click/tap here to select edition.	Click/tap here to select from list.	Click/tap here to select recommendation.

Agenda Memo	Item	Meeting Agenda	Meeting Date
M	CA Three-Year Compliance Requirement (Criteria and Procedure)	Certificate Assembly	April 2023

Proposed additions are in blue and underlined. Proposed deletions are in red and struck through.

<u>Proposed Amendment(s) #:</u>	M-1	<u>Doc/Section:</u>	CA Criteria for Certificate Accreditation, page 5, number 10 (Three-Year Compliance Requirement)
<u>Submitted by:</u>	Andrew Henning, Gary, Howard, and IFSAC Administration on behalf of the CABOG		
<u>Comments/Reason for proposal:</u>			
<p>The proposed changes to the accreditation criteria are submitted based on a discussion by the CABOG to have fixed dates for deadlines that accredited entities are to have a certification program updated from the previous edition of the standard to the current edition.</p> <p>If approved, the proposed changes to the criteria will be applied in the compliance procedures under <i>Criteria for Certificate Accreditation Requirement</i> [see <i>Proposed Amendment M-2 on page 2 and 3 of this agenda memo</i>].</p> <ol style="list-style-type: none">1. <i>Alternative and including alternative standards</i> are proposed for removal because the term <i>alternative standard</i> should no longer be used to describe standards that are not NFPA standards.2. When non-NFPA standards are submitted and recommended for recognition by IFSAC, they are voted for adoption by the Board only [Bylaw 11.3.1(E)].			

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

<u>Proposed Amendment(s) #:</u>	M-2	<u>Doc/Section:</u>	IFSAC Three-Year Compliance Procedure
<u>Submitted by:</u>	Andrew Henning, Gary, Howard, and IFSAC Administration on behalf of the CABOG		
<u>Comments/Reason for proposal:</u>			
<p>The proposed changes to the Three-Year Compliance Procedure are submitted based on a discussion by the CABOG to have fixed dates for deadlines that accredited entities are to have a certification program updated from the previous edition of the standard to the current edition. Proposed amendments to the procedure document align with the proposed amendments to the relevant section of the criteria:</p> <ol style="list-style-type: none">1. This procedure is based on the three-year requirement in the <i>Criteria for Certificate Accreditation</i> (see Proposed Amendment M-1 on page 1 of this agenda memo).2. <i>Alternative and including alternative standards</i> are proposed for removal because the term <i>alternative standard</i> should no longer used to describe standards that are not NFPA standards.3. The following in the first paragraph for PURPOSE is proposed for deletion because it is redundant: <i>For a period of three (3) years from the official date of adoption of the particular NFPA standard</i>4. Number 1 under PROCEDURE: the text struck through is proposed for deletion because a handbook is no longer distributed to members. All information and documents are posted on the IFSAC website.			

IFSAC (THREE-YEAR) ACCREDITED ENTITY UPDATE COMPLIANCE PROCEDURE

PURPOSE

The purpose of this procedure is to ensure compliance with the IFSAC requirement that accredited entities which ~~have~~ continued to certify to the previous edition of a recognized standard ~~(including alternative standards)~~ for a period of three (3) years from the official date of adoption of the particular NFPA standard have updated their programs to the most current edition of the standard per the Criteria for Certificate Accreditation.

APPLICATION

This policy applies to all IFSAC accredited entities.

CRITERIA FOR CERTIFICATE ACCREDITATION REQUIREMENT

Accredited entities may continue to certify to previous editions of the recognized standard ~~(including alternative standards)~~ for a period of three (3) to three and one half calendar years until June 30 or December 31, whichever comes first, from after the official date of adoption approval of the newest version 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.

<u>New Edition Approval Date</u>	<u>Update Compliance Deadline</u>
<u>January 1 - June 30</u>	<u>+ 3 years on June 30</u>
<u>July 1 - December 31</u>	<u>+ 3 years on December 31</u>

[\(See item 10 under Certification Program Administration, General Administration\)](#)

PROCEDURE

1. IFSAC Administration will provide an updated table listing the NFPA standards and ~~their~~ appropriate dates on the IFSAC website ~~and in the Certificate Assembly IFSAC Handbook.~~
2. Entities are responsible for tracking their programs and updating them to meet the three-year requirement.
3. The entity will send a letter to Administration stating that they have upgraded the affected program(s) to the required edition(s) of the standard(s).
4. 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 such time as the program is updated and Administration is sent a letter to this fact.
5. The site visit team will review the levels during the next scheduled visit.

Agenda Memo	Item	Meeting Agenda	Meeting Date
O	CA Public Member Policy	Certificate Assembly	April 2023

Proposed additions are in blue and underlined. Proposed deletions are in red and struck through.

Submitted by:	COG and Administration
<u>Comments/Reason for proposal:</u> <p>At their August 2022 work session, the Council of Governors revised the Certificate Assembly and Degree Assembly public member policies so they would be more consistent with one another. At the 2022 Fall Meeting, the Committee on Rules recommended that the policies with proposed revisions should not be approved, because the policies were originally written with the text for announcements to accept nominations for public member. The following amended policy has been adapted from the original document by removing the content for the announcement for nominations and keeping the proposed amendments to the policy sections, with some additional revisions made.</p>	

IFSAC Certificate Assembly Public Member Policy

Announcement

This position is an elected position to the International Fire Service Accreditation Congress (IFSAC) Certificate Assembly Board of Governors per the IFSAC Bylaws. The public member also serves on the IFSAC Council of Governors, and as a member of the IFSAC Certificate Assembly.

REQUIREMENTS

~~1. The requirements for an individual to~~ To be considered as a public member, the individual must:

- a) Not be a member of the profession for which candidates are being prepared.
- b) Not be associated with any entity seeking accreditation; program(s) being evaluated. and/or organization that is eligible for membership.
- c) Have a good understanding of accreditation.
- d) Have the desire to serve as a consumer advocate.
- e) Have the willingness to represent and protect the public interest.
- f) Be involved in the accreditation process for fairness and reasonable action.
- g) Be able to travel to and attend meetings of the Certificate Assembly Board of Governors, Council of Governors (COG), Certificate Assembly, and Congress.
- h) Be able attend meetings of assigned committees.

~~2. Note:~~ A person formerly with an IFSAC member entity is ineligible to serve as a public member for one year after leaving the fire service.

~~3. Furthermore, service as a public member requires a commitment of time; therefore, you should be available to travel to both the Spring and Fall Meetings of IFSAC.~~ The public member will not receive remuneration for their services. Once elected to the position, However, administration the IFSAC

Administration Office may reimburse the public member for reasonable travel expenses for their attendance at meetings ~~of the assembly, Council of Governors, and board. This position is elected to a three (3) year term by the IFSAC Certificate Assembly.~~

Application for Nomination**NOMINATION AND ELECTION**

1. ~~To be considered~~An individual must apply for nomination, ~~by you may~~ e-mailing, fax, or mailing to the IFSAC Administration Office a copy of ~~your~~ their most recent resume, along with a one to two page statement of ~~your~~ their philosophy on accreditation and how ~~your~~ their knowledge, skills, and abilities would allow ~~you~~ them to properly represent the public in the IFSAC accreditation process. ~~Applications for nomination must be received no later than 4:00 PM Central Time on February 4, 2019.~~

~~Please note the applications for nomination will be sent to the IFSAC Certificate Assembly members for review, so all information provided by the applicant will become publicly available.~~

2. Applications for nomination must be ~~submitted~~ received no later than 60 days before ~~an annual~~ a scheduled regular meeting ~~when an opening occurs~~ at which nominations will be accepted and elections held. Applications submitted within the 60-day windows must be presented in person both to the Certificate Assembly and the Certificate Assembly Board of Governors at their respective meetings.

3. Applications for nomination will be ~~sent~~ distributed to the IFSAC Certificate Assembly members no later than 30 days prior to the meeting for review, ~~so, all~~ All information provided by the applicant will become publicly available.

~~The election process is as follows:~~

4. Nominations are to be made by a Certificate Assembly member delegate during the Certificate Assembly meeting from the applications that were received by the deadline prior to the meeting, or for applications presented in-person at the meeting by the applicant.

5. Elections will be held for those nominated following IFSAC Bylaws, policies, and procedures, as well as Robert's Rules of Order.

~~a) Applicants submit their documentation to IFSAC Administration~~

~~b) All applications for nomination that have been received are distributed to the IFSAC Certificate Assembly members 30 days prior to the IFSAC Annual Meeting.~~

~~c) The membership will review the applications for nominations.~~

~~d) Members of the IFSAC Certificate Assembly will make their nominations for the Public Board Member from the applications for nomination and/or persons present at the IFSAC Annual Meeting.~~

~~The standard election process following IFSAC bylaws, policies, and procedures as well as Robert's Rules of Order will be followed for the elections since this is a board position.~~

Agenda Memo	Item	Meeting Agenda	Meeting Date
Q	Appeal by the Florida Bureau of Fire Standards and Training	Certificate Assembly	April 2023

On February 28, IFSAC Administration received a letter from the Florida Bureau of Fire Standards and Training (Bureau) signifying their intent to appeal the decision of the Certificate Assembly Board of Governors (CABOG) to deny their reaccreditation.

The CABOG voted on October 7, 2022, during the IFSAC Fall Meeting to deny reaccreditation for the Bureau based on the written and verbal reports provided by the site visit team leader. The CABOG upheld their decision on January 4, 2023, following a hearing by the CABOG on December 7 with Bureau representatives and their review of documents provided by the Bureau.

The appeal will be heard during the Certificate Assembly Meeting on April 15. Motions and votes cast are to be done by designated Assembly voting member entity representatives or proxies on record with IFSAC Administration.

According to the Bylaws:

The Assembly may confirm the notice of denial given by the Board or may grant or continue the certificate accreditation subject to any conditions the Assembly may specify.

To prepare and aid Assembly voting member entity representatives (and proxies) in their decision on the appeal, copies of site visit reports, letters, and updated SOPs provided by the Bureau in December and February are being made available. An email with a link to access the documents has been sent to all Certificate Assembly member entity representatives. The timeline of activity, communications, and decisions regarding the Bureau's reaccreditation is attached to this agenda memo.

If you are a voting entity representative and appointing a proxy, IFSAC Administration must have proxy appointment information in advance of the meeting. Please ensure that person has necessary information to cast their proxy vote on your behalf.

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

Oklahoma State University
1723 West Tyler Avenue
Stillwater, OK 74078-8075



Phone: (405) 744-8303
Fax: (405) 744-7377
Email: admin@ifsac.org

Timeline for: Florida Bureau of Fire Standards and Training 2021 Reaccreditation

Site Visit, Follow up, and Appeal

November 2021 through April 2023

- 1
- 2 **November 2 – 4, 2021**
- 3 Site visit conducted by IFSAC site visit team.
- 4 **November 10, 2021**
- 5 Initial site visit report received by IFSAC Administration. Twenty-seven (27) items are listed in the report
- 6 as requiring adjustments.
- 7 Per IFSAC Bylaws and Certificate Assembly Accreditation Procedures, the site visit report is placed on the
- 8 agenda for Certificate Assembly Board of Governors (CABOG) 2022 Spring Meeting in April.
- 9 **January 7, 2022**
- 10 IFSAC Administration staff copied on email from site visit team leader to the Bureau POC confirming
- 11 receipt of January 6 email from Bureau POC containing an attachment for *SOG 5.4.2 Administration,*
- 12 *Development, and Validation of Written Examinations.* The email indicates previous communication
- 13 between the site visit team leader and the Bureau POC.
- 14 **February 21, 2022**
- 15 Agendas for the IFSAC 2022 Spring Meeting in Oklahoma City, Oklahoma are distributed.
- 16 The site visit report for Florida is included on the CABOG's agenda per IFSAC Bylaws and Certificate
- 17 Assembly Accreditation Procedures.
- 18 Agendas are distributed sixty (60) days prior to scheduled regular meetings (Spring and Fall) to all
- 19 representatives of IFSAC member entities on record.
- 20 **March 23, 2022**
- 21 An agenda memo listing entities to be reported on for site visits at the CABOG's Spring Meeting in
- 22 Oklahoma City, Oklahoma includes the Florida Bureau of Fire Standards and Training.
- 23 Agenda memos are distributed thirty (30) days prior to scheduled regular meetings (Spring and Fall)
- 24 to all representatives of IFSAC member entities on record.
- 25 **April 7, 2022**
- 26 The Interim IFSAC Manager, CABOG Chair, and site visit team members are copied on an email from the
- 27 site visit team leader to the Bureau POC.
- 28 The email includes previous email thread between the site visit team leader and the Bureau POC
- 29 regarding items submitted.

The email communication includes the statement that the last thing to tackle is the test banks. Those copied are not given specifics.

The site team leader communicates to the Bureau POC that he “must turn this project over to our administration and board for recommendations as I am not sure of the procedures for this lapse of time” and that he will keep the Bureau POC updated on discussions.

The Interim IFSAC Manager responds to the site team leader (copying the Board chair) by referring the site team leader to Bylaws 12.1.4 through 12.1.6 and writes that the report is to be placed on the agenda of the next Board meeting [April 22, 2022]; that an updated report should be provided to the Board on progression of completing requirements outlined in the report and whether any of site visit team’s recommendations from their initial report have changed; and asks if a timeline had been given for completion of pending items.

April 8, 2022

Email from the site visit team leader to the Interim IFSAC Manager and the CABOG Chair.

Informs Interim IFSAC Manager and CABOG Chair that he will have an additional report ready adding that the Bureau has completed criteria issues, but test banks are still a major issue.

The leader includes that he had not given them a date for pending items to be completed.

April 22, 2022

A brief report on the site visit for the Florida Bureau of Fire Standards and Training is made to the CABOG by the site visit team leader at their Spring Meeting in Oklahoma City, Oklahoma.

The site visit team leader reported there were 27 criteria items that had to be addressed; those had been addressed, however, there are still outstanding issues with their test bank system.

The site visit team’s written report recommendations were for denial of accreditation/reaccreditation on 13 levels and conditional approval for 3 levels, with the site visit team leader reporting those had not been fixed as of this date.

No action is taken by CABOG at this time, effectively providing the Bureau additional time to correct deficiencies.

July 8, 2022

IFSAC Administration staff and the Interim CABOG chair are copied on communication from the site visit team leader to the Bureau’s POC. The Bureau’s POC is informed of the following:

It has been seven (7) months since the site visit was conducted.

A hard deadline of August 5 set by the site visit team leader for completion and submission of all (13) levels, required policy updates, and updated criteria document so the site visit team has time to review material and make a final recommendation to the CABOG at their Fall Meeting.

Notification that if the deadline could not be met for outstanding levels, the entity could voluntarily withdraw those and resubmit for administrative review at another time.

Notification that upon receipt of submission the team would evaluate each for compliance and make a final report to the Certificate Assembly Board of Governors (CABOG).

Notification that if outstanding issues with the criteria were still found, the site visit team's recommendation would be to deny accreditation – which if accepted by the Board, would cause a loss of accreditation. Accreditation status may resume by resubmitting an accreditation application, having a site visit, and successfully completing all requirements.

Notification that if outstanding issues with individual levels were found after review, the site visit team's recommendation would be to deny those levels, which, if accepted by the Board, would require the resubmission of each level for administrative review. Included statement that approval of some levels is dependent on acceptance of others (prerequisite levels).

Notification that retention of accreditation required compliance with all criteria as well as the requirements for at least one level of certification.

Attached site visit report for review.

The above email included information from previous communication (July 7) between the site visit team leader and the Bureau POC regarding review of several levels and a response to site team leader's question of who has control over test banks:

Pearson VUE maintains test banks and the Bureau works very closely with Pearson VUE on the test banks; FLUSAR exams are maintained by the Bureau on site.

Maintenance of test banks is part of Bureau's contract with Pearson VUE.

If Bureau POC cannot validate questions, Pearson VUE is contacted - they pull the questions.

If Pearson VUE has any test questions that are reviewed and challenged, Pearson VUE lets the Bureau POC know. The Bureau POC reviews and then informs Pearson VUE if the question needs to be reviewed or if it stays. If it is removed, Pearson VUE sends the questions from the test bank for that JPR. The Bureau POC chooses the question to replace the one removed.

August 8, 2022

The site visit report for the Florida Bureau of Fire Standards and Training is included on the agenda for the CABOG's Fall Meeting in St. John's Newfoundland. Agendas are distributed sixty (60) days prior to scheduled regular meetings to all representatives of IFSAC member entities on record.

September 7, 2022

An agenda memo listing entities to be reported on for site visits at the CABOG's Fall Meeting in St. John's, Newfoundland includes the Florida Bureau of Fire Standards and Training. Agenda memos are distributed thirty (30) days prior to scheduled regular meetings to all representatives of IFSAC member entities on record.

99 **October 7, 2022**

100 The site visit report for the Florida Bureau of Fire Standards and Training is on the agenda (shown as
101 Florida State Fire Marshal) and Agenda Memo D for CABOG 2022 Fall Meeting.

102 The site visit team leader gives a verbal report to the CABOG in St. Johns, Newfoundland. The
103 written report was previously distributed to the CABOG. The report shows that most outstanding
104 items have been updated with the site visit team leader stating he needs guidance on the following
105 requirement from *IFSAC Certificate Assembly Criteria for Accreditation*:

106 *13. IFSAC Criteria Section III, General Administration of Testing, Item 3 – Examinations*
107 *shall be drawn from a test bank maintained by the certifying entity.*

108 An overall recommendation to the CABOG was not specified in the written report. In lieu of an
109 overall recommendation on reaccreditation of the Bureau from the site visit team, the following was
110 entered:

111 *Guidance is needed on using third-party vendors to manage question banks. See Item 13*
112 *in Items Requiring Adjustment.*

113 Certification levels listed in the written report were given recommendations of conditional
114 accreditation.

115 During the verbal report by the site visit team leader to the CABOG, the leader points out that in the
116 written report that they entered conditional reaccreditation as the recommendation on the levels
117 listed, but he does not know what to do regarding the *Criteria for Accreditation, Item 13*. The site
118 visit team leader provided explanations per his understanding, observations, and the information he
119 was provided on the Bureau's policies and procedures for test bank management, control, and
120 updating. CABOG members proceed with questions for clarification to which the site visit team
121 leader provides answers in response. Issues and concerns included:

122 The certifying entity (Florida Bureau of Fire Standards and Training) does not have full control of
123 their own test banks.

124 The site visit team leader reported the certifying entity was not able to provide test banks for
125 the site team to review. Tests were generated and provided in lieu of test item banks.

126 Test item banks are reviewed by site visit team members to verify accreditation
127 criteria requirements, including those in but not limited to *Sections III and IV* of
128 the *IFSAC Certificate Assembly Criteria for Certificate Accreditation* (see also
129 page 3, *IFSAC Certificate Assembly Accreditation Procedures*). Tests were
130 generated and provided to the site visit team in lieu of test banks.

131 The site visit team leader reported that for knowledge test questions to be changed or updated,
132 the certifying entity must go through and rely on the vendor to update test banks; and rely on
133 receipt of verification that test banks have been updated.

134 The site visit team leader reported he had not found evidence that test questions were locally
135 validated; a policy was provided but was not clear.

136 Based on the information provided in the site visit team leader's verbal report and responses to
137 CABOG members' questions, the motion to deny reaccreditation is made, seconded, and carried by
138 majority vote of the CABOG members.

139 **October 27, 2022**

140 A letter notifying the Florida Bureau of Fire Standards and Training of the CABOG's decision to deny
141 reaccreditation was emailed and sent by postal mail to Mark Harper, Bureau Chief.

142 A copy of the site visit team's report and an addendum were included.

143 The letter also informed Mark Harper that if it were the desire of the Florida Bureau of Fire
144 Standards and Training to appeal, they had 30 days from receipt of the letter to respond.

145 **November 7, 2022**

146 Mark Harper, Bureau Chief of the Florida Bureau of Fire Standards and Training responds by email of the
147 Bureau's desire to appeal.

148 Mr. Harper writes that he could not find the IFSAC Criteria Section III, General Administration of
149 Testing, Item 3 that was referenced in the site visit team report and addendum.

150 Mr. Harper is informed by the IFSAC Manager that the referenced section can be found in the
151 Criteria for Certificate Accreditation with Basis for Judgment Statements document, with the
152 document attached to the responding email. A hyperlink to the web page of the IFSAC website
153 where the document could be found is also included in the body of the email.

154 **November 17, 2022**

155 The IFSAC Manager receives from Bureau Chief Mark Harper by email a letter of response to the IFSAC
156 CABOG's decision to deny accreditation.

157 The letter signifies the Bureau's intent to appeal the CABOG's decision to deny accreditation and
158 their reasons thereof, a request for an opportunity to present their case to the CABOG at one of
159 their scheduled monthly meetings, and the request to be reinstated with conditional approval until
160 a complete review is conducted.

161 The IFSAC Manager forwards Mark Harper's letter signifying the Bureau's intent to appeal and
162 requests to the IFSAC CABOG Chair, Vice Chair, and the IFSAC Parliamentarian.

163 The CABOG Chair approves placing the Bureau's request for an opportunity to present their case on
164 the CABOG's agenda for December 7, 2022.

165 **December 7, 2022**

166 The IFSAC CABOG held their monthly meeting on December 7, 2022, with representatives from the
167 Bureau joining to present their case to appeal the CABOG decision on October 7, 2022, to deny
168 reaccreditation to the Bureau. Those attending on behalf of the Bureau included Mark Harper, Bureau
169 Chief and Superintendent, Eugenia Tucker, Assistant Superintendent, and JoAnne Rice, Director Florida
170 Division of State Fire Marshal.

171 The CABOG Chair asks Bureau Chief Mark Harper to state their case for the Board:

172 Mr. Harper states that the report was submitted as conditional accreditation; that the
173 Bureau of Fire Standards and Training had updated all but two items that were outlined as
174 items requiring adjustment and he believes that they had been working with
175 recommendations from the site team and the requirements for accreditation. He
176 understands by one of the comments under number 13 about their use of Pearson VUE as
177 their testing facilitator, that there is question and that it's in direct violation of IFSAC
178 requirements. He wants to make sure the Board understands that Pearson VUE does not
179 manage or have ownership of their test banks. Their test banks are housed there [at
180 Pearson VUE] and they facilitate the testing itself. He believes there is miscommunication on
181 the role of Pearson VUE and the control they are perceived to have. Mr. Harper states
182 Pearson VUE does nothing with their examinations without the approval of the Bureau or
183 Division of the State Fire Marshal. Mr. Harper also believes, from information in the site visit
184 team's report, that there is a perception that Pearson VUE serves as their subject matter
185 expert. He states that is not the case. Mr. Harper states all that Pearson VUEs does is
186 facilitate their examination delivery, and then adds they also provide multiple services with
187 exam performance summaries on a monthly basis so they can see how their test are being
188 administered. Mr. Harper does acknowledge that the process in their SOP for
189 *Administration, Development, and Validation of Written Exam* does need to be updated and
190 they are working on revising that language now.

191 The CABOG Chair clarifies the role of the site visit team and their options for making
192 recommendations. He adds that it is the ultimately the CABOG that decides how to proceed based
193 on the report of the site visit team's findings.

194 The CABOG Chair explains his understanding from the site visit team's written and verbal reports is
195 that there were areas where the Bureau did not meet some of the criteria specifically around
196 management of test banks – that the Bureau did not have access to the entire bank, just tests, and
197 that Pearson VUE is managing those test banks based on feedback from the Bureau.

198 The site visit team leader is given the opportunity to discuss his understanding of the process
199 between the Bureau and Pearson VUE with Mr. Harper.

200 CABOG members also ask questions of Mr. Harper and other Bureau representatives.

201 It was confirmed through statements made that the site visit team leader was provided a couple
202 of tests, not the entire bank to review (for each level), except for FLUSAR (rescue) levels. The
203 site visit team leader received the entire test bank for the FLUSAR rescue levels.

204 It was confirmed through statements made that it was unknown, when requested by the site
205 visit team, how many questions were actually in the test banks. Bureau representatives had to
206 contact Pearson VUE for the numbers and a printout was provided by Pearson VUE on each
207 bank. It was also confirmed that currently, the Bureau does not have direct access to print off a
208 test item bank, but they are working on having the test item banks available to them.

209 It was confirmed through statements made that the test banks are not kept on site at
210 the Bureau. Mr. Harper stated they are currently making that transition and will have all
211 of the test banks in their possession going forward.

212 It was clarified to the Bureau representatives that all test questions, whether used or not, must
213 be correlated – not just items selected for each test. It was explained to Bureau representatives
214 that when they purchase or obtain a bank, they identify which questions to keep and which to
215 purge when they do their local validation; and all remaining questions in the test bank are to be
216 correlated. It was also clarified that the number of test questions in a bank must be at least
217 double the number of questions generated for a test, which had been explained previously and
218 had been worked on after the site visit.

219 It was confirmed through statements made that when a test item needs to be changed or
220 reviewed the information is provided to the Bureau by Pearson VUE, the Bureau reviews it,
221 makes the change, sends it back to Pearson VUE, and Pearson VUE uploads the corrected item.

222 It was stated several times by Mr. Harper during discussion that the Bureau owns the tests.

223 It was confirmed through statements made by Bureau POC and the site visit team leader that all
224 questions for each bank have been correlated since the site visit.

225 It was explained by Bureau representatives that Subject Matter Experts (SMEs) are brought in
226 from outside the Bureau from different parts of the State to review test questions with Bureau
227 representatives.

228 It was confirmed through statements made that policies need be updated on Subject Matter
229 Experts and correlation of test banks as well as the role of Pearson VUE.

230 It was confirmed that no copies of all test questions were previously housed in the Bureau's
231 offices, but as of the date of this meeting, everything sent to the site visit team leader is in the
232 Bureau's office.

233 The site visit team leader confirmed as of this meeting that the only outstanding items are the
234 two listed in his addendum to the site visit report.

235 The CABOG Chair stressed the importance of participating in the IFSAC process including attending
236 meetings, training sessions, and reviews. Bureau representatives confirmed that they have travel
237 restrictions that make it difficult for them to participate in-person and they are working on getting
238 past those restrictions.

239 The CABOG Chair communicated to Bureau representatives that the Board would need to do some
240 additional follow-up with the site visit team and the Board. They would be contacted with any
241 additional questions or the Board's direction moving forward within the next few weeks.

242 The CABOG's decision at this time was to request and review the following. The Bureau would be
243 given two deadlines (December 28 or January 20) depending on how soon they desired to have a
244 decision from the Board.

245 The Bureau's updated SOPs, regarding test item banks and the roles of the Bureau and Pearson
246 VUE.

247 Updated correlation sheets.

248 **December 13, 2022**

249 IFSAC Manager sends by email a letter to Bureau Chief Mark Harper in follow-up to the December 7
250 meeting of the CABOG and Bureau representatives.

251 The letter included a request for additional items for review by the CABOG with two deadlines given
252 as options for submission (December 28 or January 20):

253 Updated policies

254 Updated correlation sheets

255 **December 28, 2022**

256 An email with documents requested by the CABOG for review is received by the IFSAC Manager from
257 Bureau POC.

258 The IFSAC Manager sends email to CABOG members that requested documents have been received
259 from the Bureau POC for the CABOG to review and discuss during their January 4, 2023 meeting. A
260 Dropbox link is provided for CABOG members to access the documents.

261 **January 4, 2023**

262 The CABOG holds their monthly meeting for January, discusses documents submitted, and decides by
263 majority vote to uphold their decision to deny reaccreditation for the Florida Bureau of Standards and
264 Education based on the following:

265 Findings of and reports from the site visit team.

266 The status of the Bureau's compliance at the time the CABOG made their initial decision during their
267 October 7, 2022 meeting (Fall Meeting).

268 Information gathered from the hearing conducted December 7, 2022.

269 The documentation received December 28, 2022, from the Bureau for CABOG review.

270 **February 1, 2023**

271 The IFSAC Manager sends a letter (dated January 31) by email informing Bureau Chief Mark Harper that
272 the CABOG decided by majority vote to uphold their decision to deny reaccreditation for the Florida
273 Bureau of Standards and Education. The CABOG Chair, Vice Chair, and Bureau POC (for the site visit and
274 follow-up) were copied on the letter.

275 The letter included an attachment summarizing the reasons for the CABOG's decision; issues of
276 concern; information regarding the period of time since the site visit was held and up until the
277 decision of the CABOG in October; and a response to Mr. Harper's claim that Bureau representatives
278 were not afforded the opportunity to rebut or clarify any questions or concerns raised by the report
279 provided by the site visit team leader.

280

281 **February 28, 2023**

282 An email is received by the IFSAC Manager from the Bureau POC with a second letter signifying the
283 Bureau's intent to appeal the CABOG's decision to deny reaccreditation for the Florida Bureau of Fire
284 Standards and Training (Bureau). A second copy of updated Bureau SOPs was also attached.

285 IFSAC Administration to add appeal to Certificate Assembly Spring Meeting agenda for April 15,
286 2023.

287 **April 15, 2023**

288 Bureau representatives will have opportunity to present their case (appeal) to the Certificate Assembly
289 Membership.

Good morning and thank you for the opportunity to meet with the Board in reference to the denial of reaccreditation for the Bureau of Fire Standards and Training. I would like to address to you, the reason why the Bureau should receive reaccreditation, and to answer any questions you may have from your latest review of documentation we provided on Dec. 28, 2022.

I would like to address at this time, the written test banks between the Bureau and Pearson Vue, FLUSAR written tests, Standard Operation Procedure 5.4.2, segregated scoring, and random selection written test questions.

The Bureau has not and does not dispute that there was a misinterpretation of the meaning for written test banks. The Bureau does not deny that we were providing the written test banks specific to the state certifications to Pearson VUE. The Bureau does not deny that the site visit team did not have those written test banks for review, but what they did review were the written tests for state certifications.

The Bureau does dispute that the site visit team did not have the opportunity to review all test banks as they were able to review the written test banks for our FLUSAR courses. One of the recommendations provided during the out brief was we did not have enough questions for several of the FLUSAR courses.

The Bureau does not dispute that the first copy of the procedure provided to the site visit team leader in April was inadequately written. The Bureau does not dispute that the first revision provided after the meeting in October was vague. The Bureau does believe that the second revision was submitted on December 28th provides more defined definitions and procedures in reference to how the Bureau maintains the written test banks and Pearson VUE receives written active test questions from the Bureau to use for random selection for the written tests for state certifications. One item that the Bureau would like to refer to in the procedure is Random Scoring, this should be Random Selection which has been changed.

Response to CABOG April 15, 2023

The final item the Bureau would like to update the board and site team about is the segregated scoring and random selection of test questions. The Bureau reviewed the Florida Administrative Code, also referred to as rule. At this time the Bureau can provide a firefighter II test that is not combined with firefighter I without opening rule. Random selection of test question can be accomplished through Pearson VUE. Pearson VUE is changing the program they use to provide the written tests and random selection of test questions will not take place until June of this year.

The Bureau is ready to answer any questions the Board may have in reference to the procedures and / or hear the decision of the Board.