

2024 IFSAC Fall Meetings

AGENDA MEMOS

The following page contains a list of agenda memos for the following meetings:

- **Council of Governors**
- **Certificate Assembly Board of Governors**
- **Degree Assembly Board of Governors**
- **Congress**
- **Certificate Assembly**
- **Degree Assembly**

Each agenda memo will be referenced on the specific meeting agenda as AM-A, AM-B, AM-C, etc.

**Tulsa, OK
October 3 - 5, 2024**

Title

Agenda Memo

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| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|--------------------|---------------------|---|---------------------|
| A | Minutes of Meetings | COG, CABOG, DABOG, CONGRESS, CA, DA | October 2024 |

Minutes for the following meetings will be voted on for approval by each respective group at their 2024 Fall Meeting.

- Council of Governors 2024 Spring Meeting
- Certificate Assembly Board of Governors 2024 Spring Meeting
- Degree Assembly Board of Governors 2024 Spring Meeting
- Congress (General Assembly) 2024 Spring Meeting
- Certificate Assembly 2024 Spring Meeting
- Degree Assembly 2024 Spring Meeting

All minutes of meetings have been previously sent by email and are posted to the member portal on the IFSAC website ifsac.org. If you have additions or revisions, please bring these with you to the appropriate meeting.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|--------------------|-------------|-----------------------|---------------------|
| B | Elections | Certificate Assembly | October 2024 |

The following are positions with expiring terms or vacancies with interim appointments and requiring an election. A full list of CABOG members is attached.

| Positions up for Election | |
|----------------------------------|---|
| Certificate Assembly | |
| <i>Held by:</i> | <i>Position Term Ends:</i> |
| CABOG | Brandon Erickson (CAL FIRE)* April 2026 |

*This position was previously held and vacated by Andrew Henning, CAL FIRE.

Eligibility Requirements:

CABOG: 10.5.1 (A)(1) & (A)(2)

(1) A member's entity shall be an accredited voting member before the member is eligible for election to the Board or be appointed by the chairperson of the Board. (2) To ensure representation on the Board remains balanced and uniform, no more than one entity representative shall serve on the Board at any given time.

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS CERTIFICATE ASSEMBLY BOARD OF GOVERNORS

As of July 2024

| BOARD MEMBER | | TERM ENDS |
|--|--|--------------|
| Tara Youngblood | Oklahoma State University Fire Service Training | 2025 |
| Clinton Manuel | City of Cape Town Fire and Rescue Training Academy, South Africa | 2025 |
| Jay Clevenger | Ohio Fire Academy, Office of State Fire Marshal | 2025 |
| Christy Rodgers | Kentucky Fire Commission | 2025 |
| | | |
| Greg Palmer | North Carolina Fire and Rescue Commission | 2026 |
| Brandon Erickson* | CAL FIRE, Office of the State Fire Marshal | 2026 |
| Gary Howard | Iowa Fire Service Training Bureau | 2026 |
| | | |
| Bill Slosson | Washington State Patrol, Fire Protection Bureau | 2027 |
| John Cunningham | Nova Scotia Firefighters School/NSFSPQ Board | 2027 |
| Matthew Palmerton | District of Columbia Fire and Emergency Medical Services | 2027 |
| Zeyad Sagr | Arab Fire Safety and Security Academy | 2027 |
| | | |
| Public Member | | |
| Bernie MacKinnon | | 2025 |
| | | |
| CABOG/CA Chair (3-year term) | | |
| John Cunningham | Nova Scotia Firefighters School/NSFSPQ Board | 2025 |
| | | |
| CABOG/CA Vice-Chair (3-year term) | | |
| Matthew Palmerton | District of Columbia Fire and Emergency Medical Services | 2027 |

*Brandon Erickson appointed July 2024 to fill vacancy for position previously held by Andrew Henning. Election to be held at 2024 Fall Meeting.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|--------------------|-----------------------|-----------------------|---------------------|
| C | CA Site Visit Reports | CABOG | October 2024 |

This agenda memo contains a summary of site visits conducted since April 2024 as well as any pending a final report. Full site team reports including certification levels and recommendations are received by IFSAC Administration and forwarded to CABOG members for review prior to the meeting where they will vote on the recommendations made by the site visit team.

| Entity and Dates | Reviewed for/Recommending | Site Visit Team | Note |
|---|---|---|---|
| Texas Commission on Fire Protection December 12-14, 2023 | Reaccreditation 24 Certification Levels | Bill Slosson Matt Palmerton Greg Landwehr | <i>Approved at September CABOG Mtg.</i> |
| International Institute of Fire and Safety February 19-21, 2024 | Reaccreditation 33 Certification Levels | Dirk Moller Clinton Manuel Johan van Wyk | <i>Approved at May CABOG Mtg.</i> |
| U.S. Department of Defense May 6-10, 2024 Louis F. Garland Fire Academy Distance Learning May 13-15, 2024 Fort Leonard Wood May 20-21, 2024 North Carolina Regional Trng. | Reaccreditation 13 Certification Levels 43 Certification Levels 26 Certification Levels 12 Certification Levels | Bernie MacKinnon Brian Briscoe Lori Howes Gary Harwood Amy Thornton Amanda Williams Brock Biggerstaff (Observer) John Cunningham Callie Mars Brad Terry | <i>Approved at July CABOG Mtg.</i> |

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|--------------------|-----------------------|-----------------------|---------------------|
| C | CA Site Visit Reports | CABOG | October 2024 |

| Entity and Dates | Reviewed for/Recommending | Site Visit Team | Note |
|---|---|--|--|
| Manitoba Emergency Services College May 24-26, 2024 | Reaccreditation 42 Certification Levels | Bernie MacKinnon Kim Davis Ben Gagnon Bob Midkiff | <i>Approved at July CABOG Mtg.</i> |
| International Safety Training College (Malta) May 27-29, 2024 | Initial Accreditation 13 Certification Levels | John Cunningham Andrela Riley David Thornburg | <i>Approved at July CABOG Mtg.</i> |
| Fire and Emergency Services Newfoundland & Labrador May 29-31, 2024 | Reaccreditation 26 Certification Levels | Alan Joos Michael Lowe Adam Lossing | <i>Approved at July CABOG Mtg.</i> |
| Rural Metro Emergency Services (South Africa) June 10-13, 2024 | Initial Accreditation 42 Certification Levels | Greg Palmer John Cunningham Zeyad Sagr | <i>Approved at July CABOG Mtg.</i> |
| Pennsylvania Office of the Fire Commissioner July 16-18, 2024 | Reaccreditation 53 Certification Levels 29 Conditional 24 Approved | Matt Palmerton Eldonna Sadler David Jolly Alton Robison <i>(Virtual)</i> David Youngling Tara Youngblood Lori Howes | <i>Accreditation and Conditional Accreditation approved at September CABOG meeting</i> |

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|--------------------|-----------------------|-----------------------|---------------------|
| C | CA Site Visit Reports | CABOG | October 2024 |

| Entity and Dates | Reviewed for/Recommending | Site Visit Team | Note |
|--|---|--|---|
| Commission on Fire Prevention and Control, State of Connecticut August 6-8, 2024 | Reaccreditation 33 Certification Levels | Alan Joos Rob Freese Brandon Erickson Geron Ramsdell | <i>Approved at September CABOG Mtg.</i> |
| National Fire Agency, Ministry of the Interior (Taiwan) August 7-9, 2024 | Initial Accreditation 8 Certification Levels | John Cunningham Susan Gamble Alton Robinson | <i>Approved at September CABOG Mtg.</i> |
| South Carolina State Fire Academy August 13-15, 2024 | Reaccreditation 28 Certification Levels | Christy Rodgers Joan Aaron John Carpenter David Morris (Observer) | <i>Approved at September CABOG Mtg.</i> |
| Ontario Office of the Fire Marshal and Emergency Management August 13-15, 2024 | Reaccreditation 70* Certification Levels | Tara Youngblood Greg Landwehr Lori Howes Shawn Tompkins | <i>*Pending Site Visit Report</i> |
| Saudi Academy of Civil Aviation September 16-18, 2024 | Reaccreditation 15* Certification Levels | Dirk Moller David Youngling Robert Waller | <i>*Pending Site Visit Report</i> |
| Ras Laffan Emergency and Safety College September 22-24, 2024 | Reaccreditation 4* Certification Levels | John Cunningham Johan van Wyk Chris Gilbert (Observer) | <i>*Pending Site Visit Report</i> |

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|--------------------|-----------------------|-----------------------|---------------------|
| D | DA Site Visit Reports | DABOG | October |

This agenda memo contains a summary of site visits conducted since April 2024.

| Rowan-Cabarrus Community College | | | |
|---|--|------------------------|--|
| Program(s) Reviewed | Associate of Applied Science in Fire Protection Technology Associate of Applied Science in Emergency Management | | |
| Dates | June 11–13, 2024 | Evaluation Team | Lee Silvi – Leader Bill Carver – Member Darrin Raskopf - Member Marc Rudder – Reader Paula Simone – Reader |
| Site Visit Type | Initial Accreditation | Note | |

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------------|--------------|
| E | Bylaw Amendment Proposal: Terms and Definitions | Certificate Assembly | October 2024 |

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

| | |
|--|--|
| Agenda Memo #: E-1 | Section/Article(s): Terms and Definitions |
| Submitted by: Correlation Sheets Task Group | New or Revision: New |
| Comments/Reason for proposal: Definition needed for <i>component</i> which is a term used in the Criteria for Certificate Accreditation. | |

Component: [CA] Each testable item within the principle thought of the requisite knowledge and requisite skill, which supports the “so that” statement of the JPR.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------------|--------------|
| F | Certificate Assembly Membership Application Procedure | Certificate Assembly | October 2024 |

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

| | |
|---|-----------------------------------|
| Agenda Memo #: F-1 | Section/Article(s): Policy |
| Submitted by: Accreditation Criteria Task Group | New or Revision: New |
| Comments/Reason for proposal: New procedures have been established following the removal of policies and procedures from the bylaws | |

Certificate Assembly Membership Application Procedure

Application for Certificate Assembly voting or non-voting membership must be approved prior to applying for accreditation.

1. Entity submits completed application form to IFSAC Administration.
 - a. Application form must be accompanied by documentation showing evidence of empowerment per IFSAC bylaws and a non-refundable application fee.
2. An initial review of the application and evidence of empowerment is completed by IFSAC Administration.
 - a. Administration determines whether evidence of empowerment is sufficient per criteria.
 - b. Administration determines additional information if needed, the applicant entity is contacted.
3. Administration forwards the complete application and evidence of empowerment with a recommendation to the CABOG.
4. CABOG reviews the application and documentation for a recommendation to the Certificate Assembly.
5. Administration forwards the application and evidence of empowerment to the Certificate Assembly members.
6. Certificate Assembly members will take action on the membership application at the next scheduled regular meeting.
7. IFSAC Administration notifies applicant entity of decision.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| G | Certificate Assembly Conditional Accreditation Policy/Procedure | CABOG | October 2024 |

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

| | |
|--|---|
| Agenda Memo #: G-1 | Section/Article(s): Policy and Procedure |
| Submitted by: Accreditation Criteria Task Group | New or Revision: New |
| Comments/Reason for proposal: New policy/procedures established in accordance with the bylaws. | |

Conditional Accreditation Policy

Purpose

The purpose of this policy is to outline the conditions and procedures under which an entity may receive conditional accreditation from the CABOG. Conditional accreditation allows an entity to address specific deficiencies identified during the site visit while demonstrating compliance with other accreditation criteria.

Scope

This policy applies to all entities seeking reaccreditation.

Eligibility for Conditional Accreditation

Entities may be granted conditional accreditation if:

- The site visit team identifies deficiencies that are deemed correctable within a specified period.
- The entity demonstrates substantial compliance with the majority of the accreditation criteria.

Conditions for Granting Conditional Accreditation

Conditional accreditation may be granted under the following conditions:

- A detailed action plan is submitted by the entity addressing how and when the deficiencies will be corrected.
- The action plan must be approved by the site visit team and the CABOG.
- The entity must agree to regular progress reports as stipulated by the site visit team and CABOG.

Conditional Accreditation Procedures

1. **Site Visit Report:** The site visit team identifies deficiencies and recommends conditional accreditation.
2. **Action Plan Submission:** The entity submits an action plan within 30 days of receiving the site visit report.
3. **Approval of Action Plan:** The action plan is reviewed and approved by the site visit team and CABOG.

4. **Conditional Accreditation Granted:** If the action plan is approved, the entity is granted conditional accreditation for a period not exceeding 6 months.
5. **Progress Reports:** The entity submits progress reports as stipulated in the action plan.
6. **Follow-Up Visit:** A follow-up visit may be conducted if deemed necessary by the site visit team or CABOG.

Review and Final Decision

- At the end of the conditional accreditation period, the site visit team reviews the progress made by the entity.
- A final report is submitted to the CABOG for review and decision.
- The CABOG may:
 - Grant full accreditation if all deficiencies are corrected.
 - Extend conditional accreditation for an additional period if substantial progress is made.
 - Deny accreditation if deficiencies are not corrected.

Appeals

Refer to the appeals policy.

Documentation and Records

All documentation related to conditional accreditation, including action plans, progress reports, and final decisions, must be maintained in the entity's accreditation file.

Communication

IFSAC Administration will communicate all decisions regarding conditional accreditation to the entity in writing, including specific deficiencies, required actions, and timelines.

Monitoring and Compliance

The entity is responsible for adhering to the action plan and submitting timely progress reports. The site visit team and Administration will monitor compliance and provide guidance as necessary.

This policy and procedure is effective as of [Insert Date] and supersedes any previous policies and procedures related to conditional accreditation.

This policy and procedure will be reviewed annually by the Certificate Assembly Planning Coordination Committee (CAPCC) and may be amended by the CABOG as necessary to ensure its effectiveness and alignment with IFSAC's mission and standards.

For questions or further information regarding this policy and procedure, please contact IFSAC Administration.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| H | Certificate Assembly Extensions of Reaccreditation Policy/Procedure | CABOG | October 2024 |

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

| | |
|--|---|
| Agenda Memo #: H-1 | Section/Article(s): Policy and Procedure |
| Submitted by: Accreditation Criteria Task Group | New or Revision: New |
| Comments/Reason for proposal: New policy/procedures have been established following the removal of policies and procedures from the bylaws | |

Extension of Reaccreditation Policy

An entity may be granted an extension of reaccreditation by the Board upon showing of circumstances that hindered or prevented the entity's ability to prepare for the reaccreditation visit.

1. No extension, or combination of extensions, of the accreditation may exceed one (1) year from the due date of the reaccreditation site visit.
2. Failure to hold a site visit prior to the Board meeting following the approved period of extension of accreditation will result in loss of accreditation status.

Procedure for Requesting/Granting Extension of Reaccreditation:

1. Request Submission:

- o The entity seeking an extension of reaccreditation must submit a formal request to the Board through IFSAC Administration. This request should include detailed documentation explaining the circumstances that hindered or prevented the entity's ability to prepare for the reaccreditation visit.

2. Evaluation of Request:

- o The Board will review the submitted request along with the supporting documentation provided by the entity.
- o The Board will assess the validity and significance of the circumstances presented by the entity to determine if they warrant an extension of reaccreditation.

3. Decision Making:

- o The Board will deliberate on the request during their scheduled meetings.
- o Based on the evaluation, the Board will decide whether to grant an extension of reaccreditation and the duration of the extension, if approved.
- o If the request is denied, the entity will be notified promptly with reasons for the decision. Entities have the right to appeal the decision of the Board.

4. Extension Limitation:

- o No extension, or combination of extensions, may exceed one (1) year from the due date of the reaccreditation site visit.
- o The duration of the extension will be determined by the Board based on the circumstances presented by the entity.

5. Notification of Decision:

- o The entity will be informed in writing of the Board's decision regarding the extension request.

- If the extension is approved, the entity will receive specific instructions regarding the revised timeline and any additional requirements.
- 6. Reaccreditation Process During Extension Period:**
 - The entity must utilize the extension period to address the issues that hindered or prevented their preparation for the reaccreditation visit.
 - The entity should continue to comply with any ongoing accreditation requirements and fulfill any outstanding obligations during this period.
- 7. Site Visit Scheduling:**
 - If an extension is granted, the entity must coordinate with Administration to schedule the reaccreditation site visit within the approved extension period.
- 8. Consequences of Failure to Hold Site Visit:**
 - Failure to hold a site visit prior to the Board meeting following the approved period of extension of accreditation will result in loss of accreditation status.
 - The entity will be notified of the loss of accreditation status per the Membership/Accreditation Withdrawal or Revocation policy and the necessary steps for reapplication, if applicable.
- 9. Monitoring and Reporting:**
 - The Board will monitor the progress of the entity during the extension period to ensure compliance with the agreed-upon timeline and requirements.
 - The entity must provide periodic updates to the Administration regarding their progress in addressing the identified issues.

By following this procedure, the Board ensures fairness and transparency in evaluating requests for extension of reaccreditation while maintaining the integrity of the accreditation process.

This policy and procedure is effective as of [Insert Date] and supersedes any previous policies and procedures related to conditional accreditation.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|--|----------------|--------------|
| I | Certificate Assembly Site Team Information | CABOG | October 2024 |

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

| | |
|---|---|
| Agenda Memo #: I-1 | Section/Article(s): Policy and Procedure |
| Submitted by: CA Planning Coordination Committee | New or Revision: Revision |
| Comments/Reason for proposal: The Accreditation Criteria began removing policy and procedural information out of the site team information document into the accreditation procedures. As a result of the cleanup, the CA Planning Coordination Committee recommends rescinding the site team information document. Information and appendices will be moved to other policy or procedures documents, where applicable. | |

~~International Fire Service Accreditation Congress~~

~~Certificate Assembly~~

~~Site Visit Team
Information~~

**Prepared
By the
~~IFSAC Certificate Assembly~~
~~Committee on Site Teams~~**

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|--|----------------|--------------|
| I | Certificate Assembly Site Team Information | CABOG | October 2024 |

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INTRODUCTION

The purpose of a site visit to an entity seeking initial accreditation/reaccreditation should be to gather objective data and well-grounded impressions regarding the entity. The members of the site visit team should capitalize upon all feasible opportunities to observe characteristic operations of the entity seeking accreditation/reaccreditation. IFSAC Administration and the Certificate Assembly Board of Governors (CABOG) will rely heavily upon site visit team's presentations. The report developed by the site visit team should provide a clear and coherent account of the facts and impressions relating to the entity's actual operations (See Appendix E). This document was developed to outline a step-by-step approach for properly conducting a site visit and reporting findings during the visit.

THE SITE VISIT TEAM

Qualifications

Site visit team members and leaders must meet the following requirements in order to be qualified to serve on site visit teams.

Site Visit Team Members

- 1) Be directly affiliated with or employed by an IFSAC member entity, be a member of IFSAC Administration, a public member, or have emeritus status.
- 2) Attend, at least once, the following prerequisite sessions held at the IFSAC Spring Conference regularly scheduled conference:
 - a) IFSAC Orientation
 - b) Accreditation Process Training
- 3) Attend, at least once, every three years the Site Visit Team Member Training.
- 4) Be familiar with IFSAC Bylaws and all other documents related to IFSAC accreditation of certifying entities.

Site Visit Team Leaders

In addition to the site visit team member requirements listed above, individuals must:

- 1) Have served on at least three site visits as a site visit team member.
- 2) Attend Site Visit Team Leader Training at least once every three years.
- 3) Involvement as a host entity member during a site visit.
- 4) A recommendation by site visit team leader with whom you have previously worked.

Site Visit Team Observers

Selected by their own entity, observers are eligible to participate in site visits at their own expense. Observers shall be approved by IFSAC Administration, site visit team leader and the host entity representative. Observers may participate in the site visit at the discretion of the site visit team leader. The host entity shall not bear any costs for observers.

Criteria for Disqualification or Removal of Site Visit Team Member or Leader

The following are examples, but not limited to:

- 1) Failure to respond to email solicitations from Administration on three or more occasions.
- 2) Disciplinary actions.
- 3) Violation of IFSAC Site Visit Team Code of Ethics.
- 4) Documented non-affiliation with member entity.

Site Visit Team Member/Leader Requalification

If a site visit team member/leader has been removed or has allowed their qualification to lapse, they are required to requalify. Requalification involves meeting all the requirements of site visit team member/site visit team leader.

Selection

The site visit team consists of a minimum of three personnel (1 team leader, 2 members). The only exception would be for site visits that have five (5) or fewer levels of accreditation—the site visit team shall consist of a minimum of two (2) personnel (1 team leader, 1 member). For site visits that have 30 or more levels, IFSAC Administration, the site visit team leader, and the host entity representative will determine the exact number of site visit team members and/or the requirement of additional days. Factors for consideration include, but are not limited to:

- 1) Travel distance to host entity (e.g., rest day).
- 2) Travel distance to testing sites.
- 3) Number of levels to be reviewed.
- 4) Host entity requirements (e.g. cultural differences, host agenda requirements).

The site visit team will be selected by IFSAC Administration. Selections, where possible, are made to keep travel costs to a minimum, but are also based upon availability of individuals who have been approved and trained to participate in site visits. Site visit team members should have no direct relationship, past or present, with the entity visited that might be construed as a conflict of interest.

Upon selection of the members of a site visit team, IFSAC Administration communicates this information to the entity hosting the visit and provides each site visit team member with the name, address, and phone number of a representative of the host entity who serves as the local contact for coordination of travel. IFSAC Administration also provides the names, addresses, and telephone numbers of the site visit team members to the site visit team leader and the host entity. This should be done at least 45 days prior to the visit.

Travel Procedures for Site Visit Team

Costs for site visits are the responsibility of the host entity seeking accreditation. Generally, travel arrangements for the site visit team are the responsibility of the host entity with a few exceptions:

- IFSAC Administration will confirm with the host entity prior to the site visit whether the entity's travel process will involve the site visit team members completing any U.S. Internal Revenue Service (IRS), or equivalent, documentation or forms for the host entity; or whether any IRS, or equivalent, documentation or forms will be filed upon completion of the site visit by the entity for travel reimbursement paid to site visit team members. IFSAC site visit team members are volunteering their time to conduct site visits and are not paid for time or services to conduct site visits. The only payment made to site visit team members shall be for reimbursement of reasonable travel expenses related to the site visit.
 - Only if this documentation is required by the host entity, IFSAC Administration will coordinate travel arrangements for the site visit team and invoice the applicant entity for the travel related expenses. This includes but is not limited to airfare, lodging, per diem, mileage, baggage fees, etc. IFSAC Administration will follow Oklahoma State University's (OSU) travel policies and procedures when arranging travel for site visits, including adhering to methods and rates established for reimbursement.
 - If completion or submission of IRS, or equivalent, documents or forms, by site visit team members is not required, or any IRS, or equivalent, documentation or forms will not be filed by the host entity for each site visit team member upon completion of the site visit, then the host entity is fully responsible for working directly with the site visit team to arrange air travel, lodging/hotel accommodations, transportation to and from airport, and notifying the site visit team of the entity's reimbursement process.
 - By accepting assignment as a member of a site visit team, the member is agreeing to the reimbursement policy and procedure of the host entity or OSU.

- ~~Members traveling internationally should coordinate with the host entity well in advance of travel to verify international travel requirements and restrictions (e.g., Visa).~~

~~The purpose of the reimbursement process is to ensure that site visit team members are expeditiously reimbursed for all reasonable expenses. Site visit team members are to be provided the proper forms and the reimbursement process should be made as simple as possible. Site visit team members are entitled to receive payment for all direct travel related expenses. Site visit team members do not receive compensation for their time or services.~~

~~Site visit team members should be reimbursed directly within 45 days following submission of appropriate expense vouchers, receipts, and/or forms. Rates and methods of reimbursement (mileage, lodging, per diem) for travel arranged and reimbursed directly by the host entity are based upon local regulations to which the host entity must adhere. Host entities should also provide prepaid airline tickets to site visit team members and/or arrange for direct billing of lodging and/or meals. Lodging facilities must be equipped with full automatic sprinkler protection. The extent to which these arrangements are made is the prerogative of the host entity.~~

IFSAC Site Visit Team Member/Leader Code of Ethics

- ~~1. Members shall demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all dealings with entity members, before, during, and after a site visit, to enhance fire service certification systems internationally.~~
- ~~2. Members shall serve in a manner as to not receive undue personal gain from the performance of their official duties as IFSAC representatives.~~
- ~~3. Members shall avoid any interest or activity which is in conflict with the conduct of our official duties as IFSAC representatives, such as serving as a consultant prior to or after a site visit, or accepting a position of employment from the entity.~~
- ~~4. Members shall conduct their assessment of the entity in a manner that ensures that the entity is administering its system in a fair and equitable manner.~~
- ~~5. Members will treat entity and fire service representatives with respect, concern, courtesy, and responsiveness, recognizing that the improved service of an entity's certification system is more important than infliction of punishment for the sake of noncompliance.~~
- ~~6. Members shall seek professional excellence and development through continued training and certification as a site visit team participant.~~
- ~~7. Members shall approach their duties as IFSAC representatives with a positive attitude and constructively support open channels of communication, creativity, dedication, and compassion when making decisions regarding entity accreditation.~~
- ~~8. Members shall respect and protect the privileged information to which access is gained in the course of our official duties as IFSAC representatives.~~
- ~~9. Members shall exercise whatever discretionary authority allowed by IFSAC Bylaws to promote an accreditation process for certification systems that meet or exceed the various levels of competency identified in standards adopted by the Certificate Assembly.~~
- ~~10. Members shall respect, support, study, and when necessary work to improve IFSAC Bylaws and *Criteria for Accreditation* for improved quality and efficiency in the entity and better service the constituency it serves.¹~~

¹ ~~ASPA format for Code of Ethics Borrowed.~~

Characteristics of Successful Site Visit Team Members¹

Background—Site visit team members have sufficient general education and special training specific to a professional discipline to form a solid foundation for program evaluation. Site visit team members may be either generalists or content specialists who are themselves practitioners or educators within the field of fire service training, education, and certification.

Site Visit Training—The International Fire Service Accreditation Congress (IFSAC) uses only site visit team members who have successfully completed an IFSAC sponsored site visit team member training workshop.

Attitude—Effective site visit team members demonstrate maturity, objectivity, diplomacy, and dedication. They project an image of professionalism both in behavior and appearance. Site visit team members appreciate the confidential nature of the task and understand the need for self-initiative, for a cooperative attitude, for an analytic approach to the task, and for necessary degrees of flexibility.

Knowledge—Effective site visit team members have a thorough understanding of the fire service and of the accreditation process. They have sufficient general and special background to be able to exercise appropriate judgment. In addition, effective site visit team members thoroughly understand the NFPA standards or alternative standards and what constitutes deviation from or noncompliance with these standards.

Skills—Site visit team members are skilled in interviewing, interpersonal communications, self-expression, note-taking, and maintaining objectivity. They are skillful in dealing with attitudinal problems that may be presented by those being interviewed. Through experience and education, site visit team members have developed capacities for deductive reasoning and logical analysis. They are skilled in writing and accurate in recall.

Physical Factors—The physical condition of the site visit team members permits them to do whatever is necessary to conduct the visit in the particular locale and within the specified period.

Empowerment: A By-Product of Being Selected²

Accrediting bodies, as well as site visit team members, must realize that site visit team members benefit professionally from serving on teams. Some educators currently use "empowerment" as a shorthand for this benefit. Site visits are rare learning opportunities. The learning that takes place often enables a site visit team member to become a more effective participant in his/her entity. By granting these opportunities to individuals, accrediting bodies provide them with unique opportunities to enhance their skills and knowledge.

IFSAC, by the very act of naming someone as a site visit team member, contributes to the professional stature of that person. Sometimes that added stature is evident only to those who are being visited; sometimes colleagues respond differently because of this apparent vote of approval. Empowerment, then, is not necessarily limited to what can be learned and applied; it can also involve enhanced respect. Team members selected and trained by IFSAC should utilize this opportunity to the fullest extent. While avoiding the perception of "stealing" information, the learning experience itself should provide the site visit team members with a professional upgrade.

Conflicts of Interest³

Visiting site visit team members must be "impartial, objective and without conflict of interest." Some basic definitions appear to have wide acceptance: (1) visitors will not be current or past employees of the institution/program being reviewed; (2) visitors will not have graduated from the institution/program being reviewed; and (3) mentors who have assisted an entity in preparing for their initial accreditation ensuing site visit will not serve as site visit team members for the initial accreditation visit. IFSAC will not place on a team, individuals who have openly predetermined their decisions before the site visit.

Unknown conflicts of interest can be discovered if an institution/program has the opportunity to respond to the recommended team. Often this is the only way an accrediting body can learn that a prospective team member was a failed candidate for a position there or had publicly said negative things about the institution or its programs, or had just completed a private consistency there. Each team member should also be reminded that even the appearance of conflicts of interest could weaken the credibility of the site visit. Therefore, each team member must take responsibility to inform the entity of possible conflicts of interest.

Public Disclosure and Confidentiality

It is critical for a team to maintain the confidence of the institution and people within it. Site visit team members often learn things that are not meant to be shared. The site visit team members must protect that confidence on site and away from it; the latter is as critical as the former. Site visit team members cannot interject themselves into the problems of an entity or program. They can observe, assess, and describe these problems, but they are not there to solve them during the site visit. If it is not published in the site visit report, keep it to yourself.

It is imperative that team members be viewed as impartial, professional, and sincerely interested in the success and quality of both IFSAC and the entity. Site visit team members must be very sensitive to their language, both when soliciting information and when giving opinions, especially when discussing evaluative issues and observations regarding the entity's compliance with IFSAC accreditation criteria. Words with negative connotations should be avoided, as well as reprimands and lecturing, when ascertaining how faculty, students, and others perceive the program, its policies, and processes.

Site visit team members should strive, through both verbal and non-verbal communication, to make the persons with whom they are talking feel comfortable about discussing the relative strengths and areas of concern, as well as what they contribute to or receive from the program. If notes are taken during the interviews or discussions, they should be recorded unobtrusively to avoid interfering with developing and maintaining good rapport.⁴

Site Visit Team Leader Responsibilities

The site visit team leader has responsibilities besides those of the other team members. These responsibilities primarily lie in the coordination and reporting of the visit. Communication is the key when working with both the entity and the other team members.

a) Scheduling the Site Visit

Although IFSAC Administration will schedule the visit, the team leader will be contacted for availability. Courtesy would dictate that any adjustments in the scheduled dates be concurred with other team members.

b) Working Out the Schedule

Once the dates of the visit are established, it will be necessary for the team leader to contact the entity and plan an agenda or schedule. A model agenda is contained in Appendix C.

c) Contacting and Communicating with Team Members

Constant communication between the team leader and team members is needed throughout the process on items such as schedules, reports, and additional information. Site visits are an ongoing process, as should be communication.

d) Contacting and Communicating with the Entity

Constant communication between the team leader and the entity is needed throughout the process on items such as schedules, reports, and additional information. Site visits are an ongoing process, as should be communication. The team leader becomes the point of contact for the entity once the site visit process has begun, until CABOG action. The team leader must communicate completely and

~~effectively with the entity on all items. Administration should be copied on all correspondence between the team leader and entity.~~

~~**e) Communication with IFSAC Administration and CABOG**~~

~~The site visit team leader is the voice of the team when presenting reports and information to Administration and the CABOG. Individual team members should communicate comments or concerns to the site visit team leader, who will then forward them to IFSAC Administration.~~

~~**f) Approval and Submission of the Report**~~

~~Once the report has been approved by the team members, the site visit team leader will forward a report to IFSAC Administration within 30 days of the conclusion of the site visit. Each requirement in the criteria not met will be addressed in the report.~~

~~g) Presentation of the Report~~

~~The site visit team leader or their designee will make a report and recommendation to the CABOG. The report must conform to the requirements outlined in the *IFSAC Certificate Assembly Accreditation Procedures*.~~

~~PREPARING FOR THE SITE VISIT~~

~~IFSAC Administration will schedule all site visits. Visits are scheduled upon the entity's completion of all requirements listed in the *Certificate Assembly Accreditation Procedures*.~~

~~At the time a site visit is requested, the host entity must provide the name, address, and telephone number of a local contact person who can assist the site visit team members with travel arrangements. It is the responsibility of the host entity to contact the individual site visit team members in order to coordinate travel plans, lodging, and other logistical aspects of the visit. This should be done well in advance of the scheduled site visit (two to six weeks).~~

~~Each site visit team member should carefully review the *IFSAC Criteria for Certificate Accreditation* prior to participating in a site visit. Site visit team members should also study applications and support materials which have been submitted by the entity seeking accreditation to determine the apparent degree of compliance with the *IFSAC Criteria for Certificate Accreditation*. The site visit team should review the applicable National Fire Protection Association (NFPA) standards or alternative standards by which the entity seeking accreditation proposes to certify individuals. A site visit team leader checklist is provided (see Appendix A). In addition, site visit team members should review the IFSAC Site Visit Team Checklist (see Appendix B) to be sure that they have all the necessary materials for the visit. A notation of questions and concerns should also be made to speed up the interview and information gathering tasks during the visit.~~

~~The site visit team leader should identify key entity personnel and confirm with the host entity their availability for interviews during the visit. These key personnel shall be at a minimum: the director of the program and at least two members of the entity's certification staff/faculty (full or part time). The entity seeking accreditation will distribute all application and support materials to the members of the site visit team at least thirty (30) days prior to the scheduled visit.~~

~~While the host entity's application for accreditation should include all materials essential for review, if it is determined that additional materials are needed prior to the visit, IFSAC Administration should make this request to the entity seeking accreditation in writing well enough in advance of the site visit so that the site visit team may receive any additional information at least ten working days in advance of the scheduled visit.~~

~~If you, as a site visit team member, need additional information for review prior to the visit, please request this through your site visit team leader.~~

~~THE SITE VISIT~~

~~Site visits may vary in length from one to four days, depending upon the size and complexity of the program. An agenda for the site visit should be arranged between the site visit team leader and the program director (or other program official) representing the entity seeking accreditation (See Model Site Visit Agenda, Appendix C).~~

~~The model agenda outlines important events which should take place during the site visit. The agenda may be modified by the site visit team leader in coordination with the host entity due to local circumstances. This should be done well before the visit is to take place. The site visit team leader should then furnish a copy of the agenda to each member of the site visit team prior to arrival. Officials representing the entity seeking accreditation should take part in the preparation of the agenda so that it~~

accommodates the characteristics of local facilities and allows for scheduled interviews with appropriate faculty, students, and administrators.

Arrival

Upon arrival, the site visit team leader will contact the entity representative for any final modifications to the schedule. After arrival and check-in, site visit team members should have a private meeting to discuss any strategies or assignments for the visit. The schedule should be reviewed at this time as well.

Site Visit Team Work Area

The site visit team should be provided a private work area (e.g., conference room) where they can discuss issues without interruption. If possible, the room should also have a telephone, computer connected to the internet (Wi-Fi), and ability to print documents.

Preliminary Meeting with Entity Staff

Following an opening conference with entity and program officials to state the purpose of the visit, and team expectations and needs, it is acceptable for the individual team members to undertake separate interviews and visits within the program and the entity. Team members should plan to come together for conferences and interviews as necessary.

Review of Policies and Procedures

All policies and procedures referenced to the team during the visit shall be backed up by a written policy and procedures manual. The team members should ensure that what the entity representatives are explaining is in written form. Review available materials both for substantive data and for information that will help in making professional judgments on such matters as the entity's stability, effectiveness of operation, responsiveness and timeliness of correspondence and action, and scope of engagement.

Reviewing the Testing Mechanism

The site visit team will witness the administration of a written and a skills test in accordance with their written procedures. The site visit team will review correlation sheets to verify that the entity is capable of testing 100% of the standard (see Appendix D). Correlation sheets for NFPA pro-qual standards are available from IFSAC. It is the responsibility of the entity to provide correlation sheets in the IFSAC format for all other levels.

Written Tests

A comprehensive test bank management system is essential and useful when managing large numbers of test questions. If an entity is using a written test bank to test requisite knowledge, the entity shall have no less than one test question to support each component within the requisite knowledge. It is recommended that more than one question per component be used to increase the size of the test bank, however, more than one question is not required. It is also acceptable that one test question supports more than one component, when relevant, within one or more requisite knowledge areas.

Test bank security is important. Records regarding personnel performance and test results must have a high level of security. Team members should underscore this importance by examining the test banks only on the entity's premises. Anyone handling or reviewing entity test banks and tests will do so in a secure manner, and without copying or violating any copyright laws.

Site visit teams should establish that the entity seeking accreditation uses some test validation procedures. Also, the passing score for a knowledge test must be established in a rational way and be uniformly enforced.

Test Validity and Reliability

~~The Criteria for Certificate Accreditation requires an entity to demonstrate their process for analyzing test items for validity and reliability. For a team to verify this criterion, the team must understand the definitions of the terms. Validity and reliability are the two most important conditions of a well-designed test. *Validity is the extent that a test measures what it says it is to measure.* The best way to ensure validity of the course content is to:~~

- ~~—— 1. Identify the content of the course and the behavioral objectives to be measured.~~
- ~~—— 2. Develop a table of specifications, which specifies the sample of test items to be used.~~
- ~~—— 3. Design a test that matches the specifications.~~

~~*Reliability is the consistency and accuracy of measurement in a test.* A reliable test is free of ambiguous items or directions, vague scoring criteria, environmental distractions, and opportunities for cheating or guessing. A reliable test is one in which separate scorers would give the same score to the same student's test. It also is one in which, if a student were to take the test one day and take the same test three days later, the student would make the same score. If the scores differ, they cannot be said to measure what they set out to measure and are not valid. Therefore, reliability is necessary to validity. Devoting attention to each of the foregoing test characteristics, analyzing a test each time it is given, and discarding or rewriting items that do not meet requirements should aid in improving test reliability.~~

Test Proctor Instructions

~~Instructions for taking a test should be brief and to the point. They should explain the purpose of the test to the student. The proctor should make sure the student understands all instructions before proceeding with the test. It is good policy for the proctor to read the instructions aloud as the class reads along, then ask if there are any questions. Where questions are grouped by the type of test item (i.e., multiple choice, True/False), it is frequently desirable to give specific instructions at the beginning of each section.~~

~~After reviewing the entity's administrative policies and test banks, the team should witness an actual test to ensure that the *Criteria for Certificate Accreditation* are met and that proctors have an obvious understanding of the system.~~

Practical/Skills Testing

~~Practical testing sessions should be observed to establish that the entity's procedures are carefully followed. Issues related to the use of "third party" test proctors are important. Audit systems and procedures relating to the integrity of the testing should be carefully examined. Use of the same individuals for instructors as well as test proctors for a given group of students is strongly discouraged unless a strong control procedure is in place. The test of that procedure is probably best assessed by the ease of circumventing the procedures and controls.~~

~~During the visit, the team should ensure that the documentation presented for evaluation involves testing criteria, and not give credit for objectives accomplished during training, class work, or other means outside the testing mode. Testing can be accomplished during the same time period as long as there is a distinct line between the training mode and the testing mode of that time period. The site visit team should witness a skill test to ensure that the *Criteria for Certificate Accreditation* is met and that proctors have an obvious understanding of the system.~~

Other Evaluative Methods

An entity may use other evaluative methods such as projects or portfolio in lieu of written and/or skills testing. Review of these methods will vary and the site team will verify that the entity is compliant with their written procedures as well as IFSAC Criteria for Certificate Accreditation.

Visit and Review of Support Services

The team should take the time to review any support services that may be relied upon by the entity to carry out their mission. Team members should feel comfortable that these services provide the support indicated by the entity.

Staff Interviews

During a site visit, site visit team members should interview agency personnel, such as the executive director, certification staff and/or faculty, members of the governing board, commission or advisory committee, and clientele (students).

Program Director

The individual responsible for the overall program should be interviewed separately from staff. Team members should watch for items such as: consistency with other employee views, compatibility with written procedures, and a thorough understanding of the program.

Faculty

The team members should interview enough instructors, proctors, and supervisory personnel to ensure overall entity understanding and commitment to written policies and procedures, as well as consistency with each other and the program director.

Student Interviews

Probably the most effective means of finding out when procedures and policies may not be consistent is through interviews with students participating in the program. Interviews with clientele/students should be conducted without the presence of representatives of the entity seeking accreditation. Interviews should be short, and care should be taken not to pressure them, or interrupt the student's testing process. They should be made to understand that their interview has nothing to do with their individual performance, and how critical their information is to the overall quality of the program.

Conducting Interviews

To gain the maximum utilization of time during the visit, each team member should have a strong familiarization with interview tactics. This will help ensure an efficient interview and information-gathering session, as well as present a positive image of IFSAC to the staff and professionals of the entity. Following are some tips for conducting successful interviews:

- *Punctual*—Be on time. If individuals have been scheduled to appear before the site visit team, they may be nervous. Keeping them waiting is both discourteous and may increase their nervous tension. Professionalism is increased by being on time.
- *Adaptable*—Be flexible in manner, adjusting to different personalities of the people being interviewed. Be prepared to change the scheduled or planned questions based on new areas that may present themselves in the interview. Expand on areas that appear to be strong in the individual.
- *Courteous*—These people are not on trial. Treat them with professional courtesy, and remember that they are helping you, and may be doing this voluntarily.

- ~~*Personable*—Be well-groomed, neat, and friendly. Don't look like a police investigator after a criminal. Allow the environment to be relaxed.~~
- ~~*Poised*—Regardless of what information comes out in the interview, remain poised and direct. Don't act surprised by information, and don't allow or force the individual to feel that he or she has disclosed some unknown secret.~~
- ~~*Persistent*—Be persistent without being aggravating. Continue on a point, short of becoming overbearing, to make sure you have obtained complete information.~~
- ~~*Notes*—Take good notes, and take them continuously. Don't jump to your pad on a particular issue, making them feel they just "spilled the beans." Good notes allow for a good report, and make documentation for the report much easier.~~
- ~~*Attitude*—Be positive. You're not there to convince the people that you know more than they do. Remain positive about their program, even in light of negative information.~~
- ~~*A good listener*—Listen. Don't lead the individual. Remember that they are providing you with information, not vice versa.~~
- ~~*Unbiased*—Remain unbiased on issues with which you don't agree. Consider before a site visit begins that there may be some items about a program you do not like. Keep your opinions to yourself and judge things on the merit of the accreditation criteria.~~
- ~~*Concerned*—Present the impression that you are concerned and appreciative of the information being provided, that you have a deep desire to help improve the program, and that you care about it.~~
- ~~*Discerning*—You have to evaluate the reliability of what is being told. Mentally compare the information being voiced to you in comparison to written procedures. Be alert to BS.~~
- ~~*Knowledgeable*—Allow the individual being interviewed to recognize that you know the subject as well. This will build a bond and encourage honesty.~~
- ~~*Impressive*—Make a good first impression, as well as a good closing impression. In closing, thank each individual for his or her time.~~
- ~~*Fair*—Be fair in your questions, recognizing that some questions are fair to ask certain individuals, and others are not. Allow the individual to express items without a question, such as closing remarks. This will allow the individual to feel as if he or she has contributed without request, allowing for some surprise information.~~
- ~~*Be Yourself*—More than likely, you perform a similar job in your state or entity. Don't present the impression that you feel high and mighty. Someone may be interviewing you for the same reason someday.~~

THE EXIT CONFERENCE

The agenda should include a private site visit team meeting before the exit conference to reach consensus on findings, to continue preparation of the final report, and to designate team member roles for the final conference. The agenda should also indicate prompt closure at the end of the exit conference, with the immediate departure of the team.

A final exit conference takes place between the site visit team and the program director, as well as any other principles the program director wishes to involve. This is the most challenging segment of the site visit during which the site visit team explains to the program director exactly what they have found. To prepare for the exit conference, site visit team members should review their findings with other members of the team. Each requirement in the criteria not met will be addressed in the final exit conference. Decide

~~whether any suggestions related to "weak" areas in the program will be made. Decide how the site visit team members will divide the information to be conveyed in the exit conference (who will say what).~~

~~The site visit team leader begins the exit conference by expressing appreciation for the hospitality extended and the arrangements made by the program director and other representatives of the host entity. The site visit team leader then reviews the manner in which the exit conference will take place. The site visit team leader explains that the purpose of the site visit was to assess the program's compliance with the *IFSAC Criteria for Certificate Accreditation at the time of the visit* and that the site visit team will now review its findings.~~

~~The site visit team leader should begin the discussion by listing the strengths of the program. Identifying strengths as well as weaknesses provides the host entity with a more balanced report. This should be followed by a discussion of the specific areas related to the *IFSAC Criteria for Certificate Accreditation* in which the program is weak, and how to improve in these areas. The host entity should be informed in detail of all findings before the team leaves the site. There should be no surprises when the entity seeking accreditation receives the final report.~~

~~During the exit conference the program director and others should be allowed to ask any questions and/or make any comments that they wish. However, the discussion should avoid debating the accreditation criteria or the team's findings. The representatives of the host entity should have the opportunity to understand *why* any deficiencies were cited. The host entity should also have an opportunity to clarify the findings at this point.~~

~~In closing the exit conference, the site visit team leader should explain that the site visit team members are fact finders only and that the CABOG will make the final decision on accreditation status. The site visit team leader should also explain the next steps in the accreditation process and any corrective actions which remain at the end of the visit.~~

~~REVIEW OF REPORT FORMS~~

~~It is suggested that before leaving the visit, the site visit team completes a draft of the report. After this, the team leader can return home and organize the report to its final form. The report should then be provided to the remaining team members for concurrence. Each team member must approve and sign the report form.~~

~~AFTER THE SITE VISIT~~

~~The site visit team leader is responsible for the completion and filing of the team report in draft form with IFSAC Administration within thirty (30) days of the site visit. Before endorsing it by signature, each team member must review the final report to ascertain the following:~~

- ~~1.—It is legible, clear, and accurate, without important omissions.~~
- ~~2.—Names of persons do not appear in the report proper but do appear as an appended list of those interviewed; titles of persons appear in the report as necessary but only in impersonal and objective reference, or for the purpose of commendation.~~
- ~~3.—Personal or unverified observations have been removed.~~
- ~~4.—Needed editorial improvements have been made.~~
- ~~5.—Any deficiencies cited have been supported in the body of the report and that each references one or more specific *Criteria for Certificate Accreditation*.~~

~~If the site visit team leader has not already provided the entity with a copy, IFSAC Administration then sends this report to the entity seeking accreditation/reaccreditation for review and comment. The entity seeking accreditation/reaccreditation is encouraged to respond in writing, although a response is optional. All responses must be received within thirty (30) days from the date the report was sent.~~

~~After thirty days, IFSAC Administration is responsible for forwarding the report along with any comments that were received from the entity seeking accreditation to the CABOG. The report and any correspondence received will be reviewed by the CABOG who will then make a decision. The entity will then receive notice of the Board's decision by mail thirty (30) days after the meeting.~~

APPENDICES

~~Appendix A – IFSAC CA Site Visit Team Leader Checklist~~

~~Appendix B – IFSAC CA Site Visit Team Member Checklist~~

~~Appendix C – Model Site Visit Agenda~~

~~Appendix D – Correlation Sheet~~

~~Appendix E – Site Visit Report Example~~

~~Endnotes~~

APPENDIX A – IFSAC CA SITE VISIT TEAM LEADER CHECKLIST

The following checklist was developed to aid site visit team leaders in knowing what to do and to use as a tool prior to, during, and following a site visit. Tasks listed in the checklist were taken from various documents (Accreditation Procedures, Site Visit Team Information, Bylaws). The checklist can be requested from IFSAC Administration by emailing admin@ifsac.org or calling (405) 744-8303.

CA Site Team leader Checklist

| | |
|--------------------------|---|
| Entity: | - |
| Location: | - |
| POC: | - |
| POC Phone: | - |
| POC Email: | - |
| Site Visit Dates: | - |

Please refer to the current version of the following for more detailed information: **Site Visit Team Information document, the Accreditation Procedures and Bylaw Article 12.**

| - | Process Steps | Due Date | Received/ Sent | Completion Date | Notes |
|----|--|----------|-------------------|-----------------|-------------|
| 1. | Receive notification from IFSAC Administration regarding site visit dates | - | - | - | - |
| 2. | Site Team Members Confirmed | - | - | - | - - - |
| 3. | Send initial email to site team members ie. Welcome, status, processes, etc. | - | - | - | - |
| 4. | Application package received from IFSAC Administration (entity to submit at least 90 days prior to scheduled sv) | - | - | - | - |
| - | Evidence of empowerment received & checked | - | - | - | - |
| | Doc. of financial support received & checked | - | - | - | - |
| | Doc. of staff support received & checked | - | - | - | - |
| | Application received & checked | - | - | - | - |
| | Completed criteria worksheets received & checked | - | - | - | - |

| - | Process Steps | Due Date | Received/ Sent | Completion Date | Notes |
|-----|---|----------|-------------------|-----------------|-------|
| | Correlation sheet for each level received & checked | - | - | - | - |
| | Certification policies & procedures received & checked | - | - | - | - |
| | Culturally sensitive information received/sent to STMs (if applicable) | - | - | - | - |
| 5. | Request further info if necessary | - | - | - | - |
| 6. | Notify IFSAC Administration to move/not move forward with site visit (at least 60 days prior to scheduled site visit) | - | - | - | - |
| 7. | Ensure site team members have received copies of the application package documents | - | - | - | - |
| 8. | Receipt of confirmation memo/letter to site team members, applicant entity, and COST chair from IFSAC Administration | - | - | - | - |
| 9. | Send email to entity regarding status of site visit | - | - | - | - |
| 10. | Follow-up (Misc.) | - | - | - | - |
| 11. | Work with entity on travel arrangements | - | - | - | - |
| 12. | Work with entity on schedule and prepare site visit agenda | - | - | - | - |
| 13. | Forward copy of site visit schedule/agenda to site visit team members and applicant entity. Inform team members of what materials to bring (refer to Appendix B of Site Visit Team Information). | - | - | - | - |
| 14. | Site visit conducted | - | - | - | - |
| 15. | Finalize site visit report (use template) | - | - | - | - |
| 16. | Have all site visit team members sign final site visit report | - | - | - | - |
| 17. | Site visit report filed with Admin (30 days after concluded site visit) | - | - | - | - |

| - | Process Steps | Due Date | Received/ Sent | Completion Date | Notes |
|-----|---|----------|-------------------|-----------------|-------|
| 18. | Additional/corrective action pending | - | - | - | - |
| 19. | Additional/corrective action received (if applicable) | - | - | - | - |
| 20. | Final action and recommendation letter prepared and forwarded to site visit team members for review and consensus (if applicable). | - | - | - | - |
| 21. | Final action and recommendation letter finalized and sent to IFSAC Administration for distribution to the CABOG (if applicable). | - | - | - | - |
| 22. | Present report to CABOG at spring or fall meeting (designate a site team member if unable to attend meeting) | - | - | - | - |
| 23. | Accreditation process complete | - | - | - | - |

~~APPENDIX B – IFSAC CA SITE VISIT TEAM MEMBER CHECKLIST~~

| | |
|--------------------------------------|-------|
| Institution or program to be visited | _____ |
| Site visit date(s) | _____ |
| Name of site visit team leader | _____ |
| Address | _____ |
| | _____ |
| E-mail address | _____ |
| Phone/Fax number | _____ |
| Name of entity's contact person | _____ |
| Address | _____ |
| | _____ |
| E-mail address | _____ |
| Phone/Fax Number | _____ |
| | _____ |

~~Accreditation Procedures (available on the IFSAC website)~~

~~Site Visit Team Information (available on the IFSAC website)~~

~~Copy of application and support materials from entity seeking accreditation~~

~~Copy of site visit schedule/agenda~~

~~Copies of applicable standards~~

~~Local travel reimbursement form (return envelope)~~

~~Hotel Information (confirmation form or number)~~

~~Pertinent correspondence~~

APPENDIX C – MODEL SITE VISIT AGENDA

NOTE: ~~This agenda is based on the entity seeking one level of accreditation. It may be necessary to adjust the agenda if more than one level of accreditation is sought.~~

EVENING PRIOR TO VISIT

Initial Meeting of Site Visit Team (site visit team members only)

Purpose: ~~To allow team members to get acquainted, review the site visit schedule and agenda, discuss their perspectives of the program on the basis of the information provided in the application and support materials provided by the entity seeking accreditation, and identify those areas the team believes merit more thorough review. In addition, the team determines if and how specific activities will be pursued by each member.~~

FIRST DAY

8:00 a.m. Welcome and Introductions

~~———— A meeting with institution officers, the program director, and others as appropriate.~~

Purpose: ~~a) To allow the site visit team to briefly review the purpose of the site visit, the accreditation process, and the roles and functions of the site visit team, the CABOG, IF SAC Administration, and the Assembly.~~

~~b) To review the schedule as planned by the program, making adjustments as necessary.~~

8:30 a.m. Entity Program Presentation

~~———— **Purpose:** a) To provide the entity with the opportunity to present their program to the site visit team.~~

~~b) To provide the members of the site visit team with an opportunity to obtain a more complete understanding of the curriculum and the program objectives, philosophies, course objectives, operational procedures, student selection criteria (if used), student evaluation protocols, enrollment, student attrition rates, processes for monitoring progress in development of student knowledge and skills, etc.~~

9:00 a.m. Tour of Facilities

Purpose: ~~To familiarize site visitors with classrooms, drill field, and other facilities used by students during didactic and/or supervised practice components of the program.~~

9:30 a.m. Visits to Support Services (if applicable)

Purpose: ~~To review library facilities, equipment, audio-visual resources, administrative facilities (offices and records), and other support services.~~

10:00 a.m. Review of Entity Materials

- _____ 1. Policies and Procedures
- _____ 2. Written Test Banks
- _____ 3. Skills sheets
- _____ 4. Alternative evaluation methodologies (computers, etc.)

12:00 p.m. Working Lunch (Site Visit Team Members Only)

1:00 p.m. Interviews (Sequence and time allotments may vary as desired)

~~**Faculty/Staff:** To discuss various aspects of certification procedures, such as logistics, record-keeping, testing, etc.~~

~~**Students:** To obtain reactions to all phases of the program through a group meeting or private interviews, without faculty or others being present.~~

~~**Representatives of governing board or advisory committee:** To get perspectives and comments from entities served by the program and/or to determine the extent to which mechanisms exist for user input into program policies and direction.~~

~~**Program Director:** To obtain additional information, to clarify points of information acquired during the day, and to review the schedule for the second day of the visit.~~

2:30 p.m. Continue Reviewing Entity Materials

4:30 p.m. Site Visit Team Meeting

~~**Purpose:** To allow team members to review and discuss their observations and perspectives of the program on the basis of the information gathered during the first day.~~

EVENING OF FIRST DAY

The entity hosting the site visit should not schedule activities for the evening. The site visitors use dinner and evening hours to discuss information acquired throughout the day, to identify areas requiring further inquiry the following day, and to draft as much of the site visit report as possible.

SECOND DAY

8:00 a.m. Preliminary Conference

~~**Purpose:** a) To allow the entity and site visit team to confirm the day's activities.~~

~~b) To provide the site visit team the opportunity to address questions raised from the previous day's activities.~~

9:00 a.m. Observation of Testing Procedures

Purpose: ~~The site visit team is to observe and evaluate at least two representative certification tests actually being administered by the entity seeking accreditation. At least one of these tests must include a psychomotor skill evaluation component.~~

~~These tests are not required to be given at the entity's headquarters site, but may be regularly scheduled tests at an off-site location. If this is the case, the host entity is responsible for logistical arrangements regarding travel, etc., and the site visit schedule must be planned accordingly.~~

12:00 p.m. Working Lunch

1:00 p.m. Pre-Exit Conference Site visit team Meeting—(Site Visit Team Members Only)

Purpose: ~~To provide a private site visit team meeting before the exit conference to reach consensus on findings, to prepare the final report, and to designate team member roles for the exit conference.~~

4:00 p.m. Exit Conference

Purpose: ~~To present findings, accompanied by reference to specific IFSAC accreditation criteria if noncompliance is identified, during a conference with the chief executive officer, program administrator or director, and others as deemed appropriate by the institution.~~

~~To provide entity officials with an opportunity to respond to the findings and to correct misconceptions or inaccuracies.~~

5:00 p.m. Conclusion of Site Visit

APPENDIX D – CORRELATION SHEETS

Correlations sheets can be accessed and downloaded from the member portal on the IFSAC website at <https://ifsac.org>. Access is only provided to IFSAC Certificate Assembly member representatives and others authorized by a member representative to have access.

Sample of Correlation Sheet

| NFPA OBJECTIVE | TEST QUESTION # | SKILL SHEET # | OTHER EVALUATIVE METHOD |
|--|-----------------|---------------|-------------------------|
| 4.2.4 * | | | |
| Perform an airport operation, given an assignment, a hazardous condition, and the airport policies and procedures, so that unsafe conditions are detected and reduced in accordance with the airport policies and procedure. | | | |
| (A) Requisite Knowledge. | | | |
| Airport and aircraft policies and procedures for hazardous conditions. | | | |
| (B) Requisite Skills. | | | |
| Recognize hazardous conditions | | | |
| Initiate corrective action. | | | |
| | | | |
| 4.3 Fire Suppression. | | | |
| This duty involves the attack, control, and extinguishment of fires involving aircraft, aircraft cargo, airport facilities, and other equipment related to airport operations and property conservation. The primary purpose of this duty is to protect lives and property. | | | |
| 4.3.1 * | | | |
| Extinguish an aircraft fuel spill fire, given approved PPE, an assignment, agent application procedures, a fire-fighting vehicle hand line flowing a minimum of 95 gpm (359 L/min) of approved foam extinguishing agent, and a fire sized to the flow rate used, so that the agent is applied using the prescribed techniques and the fire is extinguished as required by the AHJ. | | | |
| (A) Requisite Knowledge. | | | |
| The fire behavior of aircraft fuels in pools | | | |
| Physical properties and characteristics of aircraft fuel | | | |
| Agent application rates and densities | | | |

~~APPENDIX E – SITE VISIT REPORT EXAMPLE~~

~~Site visit team leaders may request the site visit report template from IFSAC Administration by emailing admin@ifsac.org or calling (405) 744-8303.~~

~~The following model site visit report was compiled using reports from past site visits. This site visit report was developed, not to portray a negative picture of a site visit, but to provide site visit personnel with enough information to allow for an honest and fair evaluation. It is offered both as a model on which site visit teams may wish to base their own reports and as an example of how findings and recommendations may be reported precisely. The coverage and span of this example should be seen as being the minimum required if the following two critical objectives are to be achieved. The report **must** provide:~~

- ~~1. A clear, accurate picture of the entity's program for the CABOG to review and subsequently make a final accreditation decision.~~
- ~~2. The site visit team leader with the information necessary to accurately remember the events that transpired during the site visit as he/she presents this information to the CABOG.~~

~~There may be a lengthy period of time between the close of the site visit and the actual time when the site visit team leader presents this information to the CABOG. Rather than the team leader trying to remember site visit events that took place several months earlier, the report will serve to refresh his/her memory.~~

~~It may only be necessary for the CABOG to read the "Summary of Site Visit" to make a decision on whether to accredit. On the other hand, accompanying documents may be necessary to support the site visit team's recommendations.~~



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT FINAL REPORT



Entity Name: Nova Fire Academy

Dates of Visit: February 12 – 14, 2017

Accreditation Site Team Members

| <i>Name</i> | <i>Title</i> | <i>Representing</i> |
|---------------|-----------------------|---------------------------------|
| Mike Russell | Instructor Supervisor | Missinova Fire Academy |
| Sherry Brooks | Program Coordinator | Utinova Fire and Rescue Academy |
| Greg Grizzly | Instructor Supervisor | Michinova Fire Academy |

Entity Representatives

| <i>Name</i> | <i>Title</i> | <i>Representing</i> |
|----------------|---------------------|---------------------|
| Tim Fenley | Commissioner | Nova Fire Academy |
| Bob Hix | Director | Nova Fire Academy |
| Sylvia Johnson | Program Coordinator | Nova Fire Academy |
| Ben Will | Test Administrator | Nova Fire Academy |
| | | |

Other Representatives

| <i>Name</i> | <i>Title</i> | <i>Representing</i> |
|-------------|--------------|--------------------------------|
| Joe Allen | Fire Chief | City of Nova |
| Will Doe | President | Nova Instructors Association |
| Ernie Wood | President | Nova Fire Fighters Association |
| | | |

Model IFSAC Site Visit Report (10/2017) - 1



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT FINAL REPORT



Entity Name: Nova Fire Academy

Report Prepared by:

Signed _____ **Date** _____

Signed _____ **Date** _____

Signed _____ **Date** _____

ACCREDITATION SITE VISIT FINAL SUMMARY REPORT

Recommendation to Board of Governors: Unconditional reaccreditation for levels listed.

(This Summary Report should contain the following information: a narrative report of the findings including positive aspects and issues requiring adjustment to comply with the "Criteria for Certificate Accreditation," any voluntary recommendations that are in order for the applicant, but not required for accreditation; a summary of the site visit activities including interviews with entity staff and constituents, testing procedures and test bank reviews; and any other pertinent information from the site team.)

An IFSAC Site Visit was conducted at the Nova Fire Academy February 12 – 14, 2017. The charter of the site team was to review the Fire Fighter I level in accordance with *National Fire Protection Association Professional Qualifications Standards*, and *Criteria for Certificate*. The site team reviewed the following aspects of the certification system:

- a. Certification Administration
- b. Nova Fire Fighter I Certification Manual
- c. Nova Certification Program Procedures Manual
- d. Written and manipulative skills tests
- e. Test Management and Security

The site visit team also participated in the following:

- a. Observed manipulative skills testing session
- b. Observed a written test session
- c. Interviewed staff, faculty, and students

Model IFSAC Site Visit Report (10/2017) - 2



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT FINAL REPORT



Entity Name: Nova Fire Academy

It is obvious that a lot of hard work went into this program and the Nova staff should be commended on the work they have completed. The staff of the Nova Fire Academy were very open to recommendations and comments concerning their program and were eager to seek new ideas for improvements.

The following reflects the findings and recommendations of the site-team. Thank you for the privilege of allowing us to conduct this visit and reviewing Nova's programs.

The site team observed a written and a practical skills evaluation in progress at the Nova Fire Academy and were satisfied that they are in conformance with IFSAC Certificate Assembly (CA) criteria. The site team observed and got a firsthand insight into the exam generation and record keeping process at the Academy's administrative office and these processes were in conformance with the IFSAC Certificate Assembly criteria. The site visit team interviewed students, staff, and evaluators.

From the interviews, it appears there is only one person who is assigned for generation of master exams. It is strongly recommended that a backup person be trained and assigned for this task, who could do the work under the supervision of a senior official in case of the primary person is unavailable or incapable of doing the task. The Nova Fire Academy has taken this recommendation under advisement and will consider implementation if it meets their needs.

Fire Inspector levels applied for were withdrawn by the Nova Fire Academy during the site visit. The Academy was previously accredited to an earlier edition of NFPA 1031. It was not possible to make required changes to the programs to meet the new standard in a timely manner, and the Nova Fire Academy has indicated they will apply for accreditation to these levels through administrative review at a future date.

All deficiencies or errors found by the site visit team and brought to the attention of the staff of Nova Fire Academy were noted and attended to prior to conclusion of the site visit or directly after the site visit. The site visit team commends the Academy staff for their quick actions.

Specific Entity Action Items

The site visit team identified the following deficiencies which were corrected by the Nova Fire Academy staff during the site visit. The entity was given thirty (30) days to complete these requirements and the site visit team has reviewed submitted materials and confirmed the deficiencies have been corrected.

Certification Program Administration

1. Develop a written policy that specifies how persons previously certified or holding a position will be allowed to participate in the certification system.
2. Develop a written policy that states your intent and procedures for reciprocity.

The site visit team identified the following deficiencies which were corrected by the entity following the site visit. The entity was given thirty (30) days to complete these requirements. The entity made



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT FINAL REPORT



Entity Name: Nova Fire Academy

corrections and submitted required materials to the site visit team for review. The site visit team reviewed the submitted materials and has confirmed the deficiencies have been corrected.

Written Test Banks

1. Fire Fighter II, NFPA 1001
Develop a test bank that contains a sufficient amount of questions to test the entire standard.
(15 cognitive objectives currently not tested)

Site Team Recommendations for Levels Presented by Entity

| NFPA Level | Edition | Accreditation Type | Recommendation |
|--|---------|--------------------|----------------|
| NFPA 472: Haz-Mat Awareness | 2013 | Reaccreditation | Reaccredit |
| NFPA 472: Haz-Mat Operations - Chapter 5 Core | 2013 | Reaccreditation | Reaccredit |
| NFPA 472: Haz-Mat Operations - 6.2 PPE | 2013 | Reaccreditation | Reaccredit |
| NFPA 472: Haz-Mat Operations - 6.6 Product Control | 2013 | Reaccreditation | Reaccredit |
| NFPA 1001: Firefighter I | 2013 | Reaccreditation | Reaccredit |
| NFPA 1001: Firefighter II | 2013 | Reaccreditation | Reaccredit |
| NFPA 1002: Driver/Operator | 2014 | Reaccreditation | Reaccredit |

Model IFSAC Site Visit Report (10/2017) - 4

ENDNOTES

- ¹ Adapted from the American Medical Association's Accreditation Manual, Committee on Allied Health Education and Accreditation, 1991.
- ² Portions adapted from the "Site Visitors in the Accreditation Process: A Guide to Issues and Practical Concerns, Council on Postsecondary Education, October 1988.
- ³ Adapted from the American Medical Association's Accreditation Manual, Committee on Allied Health Education and Accreditation, 1991.
- ⁴ Adapted from "A Decalogue for the Accreditation Team," Hector Lee (COPA Agenda, February 5, 1976 and the American Medical Association Accreditation Manual from the Committee on Allied Health Education and Accreditation.
- ⁵ Adapted from "A Decalogue for the Accreditation Team," Hector Lee (COPA Agenda, February 5, 1976 and the American Medical Association Accreditation Manual from the Committee on Allied Health Education and Accreditation.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| J | Certificate Assembly Seal Ordering and Reporting Policy/Procedure | CABOG | October 2024 |

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

| | |
|---|---|
| Agenda Memo #: J-1 | Section/Article(s): Policy and Procedure |
| Submitted by: CA Planning Coordination Committee | New or Revision: Revision |
| Comments/Reason for proposal: Proposed deletions are for consistency. Proposed additions are previous policies/procedures removed from the bylaws | |

IFSAC SEAL ORDERING AND REPORTING PROCEDURE

PURPOSE

To establish a procedure for entities to obtain IFSAC seals to issue with certifications and for Administration to receive seal reports.

APPLICATION

This policy applies to all IFSAC accredited entities ~~that fall under Plan 1 or Plan 3 of the fee schedule referenced in Bylaw Article 12.4.1, and according to Bylaw Articles 12.5.1 through 12.5.4 and 12.6.1 through 12.6.4~~

PROCEDURE

Self-Adhesive Gold-Foil Seals

IFSAC Administration will only provide seals to accredited entities and only upon request - seals are not automatically sent to the entity. Orders can be placed in any quantity (in increments of 500) at any time throughout an entity's annual billing cycle.

1. Each IFSAC seal is uniquely numbered and recorded by IFSAC Administration before being provided to an accredited entity.
2. IFSAC seal numbers issued by an entity will be reported annually with certification information per IFSAC ~~Bylaws~~ 12.6. IFSAC Administration will assess the total number of IFSAC seals issued by the entity during their annual billing cycle and invoice appropriately based on Plan 1 or Plan 3 of the Certificate Assembly Table of Fees.
3. **Newly Accredited Entities using Plan 1 or Plan 3:** Once an entity has submitted their plan payment ~~(Plan 1 - \$2500; Plan 3 - \$940)~~, and has been granted accreditation, they must notify IFSAC Administration to provide the number of seals that the entity desires.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| J | Certificate Assembly Seal Ordering and Reporting Policy/Procedure | CABOG | October 2024 |

4. Previously Accredited Entities using Plan 1 or Plan 3: Once an entity has submitted its plan payment, they must notify IFSAC Administration to provide the number of seals that the entity desires.

Virtual Seals

Accredited entities may choose to issue virtual IFSAC seals instead of the self-adhesive gold-foil seals provided by IFSAC Administration.

1. The virtual seal image embedded on certificates must be obtained from IFSAC Administration and by request of the accredited entity.
2. Each IFSAC virtual seal issued by an entity for a certification must include a unique number that is displayed with the IFSAC seal.
 - a. The entity issuing the certificate will be responsible for assigning a unique number to each seal, in sequential order.
 - b. Each number must include a prefix that is assigned to the entity by IFSAC Administration. The entity prefix avoids duplication of IFSAC seal numbers across entities. For example, if an entity begins numbering at 0000001, this number would be preceded by 1298OK- the prefix assigned by IFSAC Administration and unique to the entity. Therefore, the full seal number will appear with the IFSAC seal as 1298OK-0000001.
3. **Newly Accredited Entities using Plan 1 or Plan 3:** Once an entity has been granted accreditation and confirmed their plan payment (~~Plan 1 – \$2500; Plan 3 – \$940~~), they must notify IFSAC Administration they will be issuing virtual seals. IFSAC Administration will provide the IFSAC seal image to be embedded on certificates as well as the prefix to include in seal numbering.
4. **Previously Accredited Entities using Plan 1 or Plan 3:** An entity may notify IFSAC Administration it wishes to change to issuing virtual seals. IFSAC Administration will provide the IFSAC seal image to be embedded on certificates as well as the prefix to include in seal numbering. The entity will either continue to issue any self-adhesive gold-foil IFSAC seals it has left or return the unused IFSAC seals to IFSAC Administration.

SEAL REPORTING

1. The accredited entity shall provide to the Administrative Office the following information for inclusion in the International Registry:

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| J | Certificate Assembly Seal Ordering and Reporting Policy/Procedure | CABOG | October 2024 |

- a. Name of individual certified.
 - b. Level of certification in NFPA format where applicable.
 - c. Standard code and edition of the standard for the certification level.
 - d. Chapter or section number of the standard for the certification level.
 - e. IFSAC seal number issued for each certification.
 - i. When issuing a single IFSAC numbered seal for multiple or combined levels of certification, the levels must be of the same standard and related per the qualifications shown in the standard for each level of progression.
 - f. Date of certification.
 - i. Individual's date of birth (to be used for identification of a person/record when verification of certification is requested)
 - g. If the accredited entity is prohibited from collecting birthdate information due to jurisdictional laws, regulations, or the mandates of a superseding authority, the entity may use an alternative identification format that is acceptable to IFSAC Administration and can be included in the registry database.
2. certification levels shall be reported in the NFPA format where applicable.
 3. Data transfer procedures will be determined in advance between the Administrative Office and the accredited entity.
 4. Seal issuance shall be reported annually.

~~1. A report for each seal number and certification issued will be provided by an accredited entity to IFSAC Administration at least annually based on the data collection and reporting requirements outlined in Bylaw Article 12.6.~~

~~-~~

~~2. Reports shall be submitted by an accredited entity using a procedure agreed upon by the Administrative Office and the accredited entity (Bylaw Article 12.6.3).~~

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| K | Certificate Assembly Accreditation Procedures | CABOG | October 2024 |

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

| | |
|---|---|
| Agenda Memo #: K-1 Submitted by: CA Planning Coordination Committee Comments/Reason for proposal: Revisions are proposed for the CA Accreditation Procedures which include policies and procedures from the site team information document. | Section/Article(s): Policy and Procedure New or Revision: Revision |
|---|---|

See following pages.

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

Certificate Assembly

Accreditation Procedures

Prepared by the
IFSAC Certificate Assembly [Planning Coordination](#) Committee

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IFSAC Certificate Assembly Accreditation ~~Procedures~~ Policy

Purpose

The purpose of the IFSAC Certificate Assembly Accreditation Policy and Procedure is to outline the accreditation and reaccreditation processes of entities within the International Fire Service Accreditation Congress (IFSAC).

Initial Accreditation and Reaccreditation

Five (5) years from the date of election to membership, each voting entity must have at least one level of certification accredited. The Certificate Assembly Board of Governors (CABOG) shall evaluate the entity's status at that time and report to the Assembly.

Reaccreditation is required on a five (5) year basis. The five (5) year period begins at the time of the initial accreditation received by the entity.

~~NOTE 1: If an entity wishes to have a standard other than NFPA accredited, they must first submit the standard to the Standards Review Committee through IFSAC Administration. To ensure the Committee and the Certificate Assembly Board of Governors are adequately prepared for decision-making, Administration requires all submissions arrive in their office no later than sixty (60) days prior to the CABOG meeting. The Committee will review the standard and make a recommendation to the Certificate Assembly Board of Governors. The standard may then be adopted by the Certificate Assembly Board of Governors or forwarded on to the Certificate Assembly for further discussion and/or adoption.~~

~~NOTE 2: Site visits occurring less than 45 days prior to a regularly scheduled Certificate Assembly Board of Governors (CABOG) meeting will be placed on the agenda of the CABOG's next meeting following the meeting occurring directly after the site visit. For example, a site visit conducted in March that is less than 45 days from a CABOG meeting scheduled in April, will be placed on the agenda for the CABOG's next meeting scheduled in October.~~

Submission of Non-NFPA Standards

Entities wishing to have a standard other than NFPA accredited, must submit the standard to the Standards Task Group through IFSAC Administration per the *Guide for Accrediting to Standards Other Than NFPA*.

IFSAC Certificate Assembly Accreditation Procedures

12 Months Prior to When Site Visit is Due

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IFSAC Administration will send notification to entities twelve (12) months prior to when a site visit is due.

6 Months Prior to When Site Visit is Due

Entities will be required to provide tentative site visit dates no less than six (6) months prior to when the site visit is due to IFSAC Administration. Once tentative site visit dates are received, IFSAC Administration will schedule and facilitate the site visit, in consultation with the selected site team leader and entity host.

120 Days Prior to Scheduled Site Visit

An application for accreditation/reaccreditation and all required documentation must be completed and submitted by the entity to IFSAC Administration no less than 120 days prior to the scheduled site visit. The documentation submitted by the entity shall include:

- Evidence of empowerment
- Documentation showing financial support (source(s) of funding) for the continuous operation of the certification process.
- Documentation that indicates staffing levels adequate to implement and sustain the certification process described
- A completed application package in accordance with the list provided:
 - Application for Accreditation
 - Completed *Criteria for Certificate Accreditation*
 - Test item correlation sheets in the IFSAC format
 - Performance skill evaluation sheets or other methodologies used
 - Certification policies and procedures manual
- Any culturally sensitive information that the entity feels the site team should know.
- An application fee of \$1000 (US) for accreditation or reaccreditation (may be invoiced)

Administration will review the application package to ensure that all documents have been submitted and are complete, that there is evidence of empowerment, and the entity is in good standing with the organization.

[Technical Review](#)

Administration forwards the documents to the site team leader for technical review. The technical review should include ensuring that all correlation sheets for the levels applied for are correct and

completed as required, criteria worksheets are completed and properly referenced, and that the entity's policies and/or procedures manual addresses the ~~Certificate Assembly Accreditation~~ Criteria. At least 60 days prior to the site visit, the site team leader shall complete the review and notify IFSAC Administration of whether the site visit should proceed as scheduled.

~~If your entity is not able to meet the above deadline, it is advisable that your entity submit a written request for an extension to IFSAC Administration. The request should include reasons for why the entity was not able to have a site visit by the due date, as well as a brief explanation of the efforts being made to prepare for and schedule a site visit.~~

60 Days Prior to Scheduled Site Visit

After the site team leader has completed his/her review of the entity's documents, the entity and site team members will be notified by IFSAC Administration about whether the site visit will proceed as scheduled. This should occur no less than sixty (60) days prior to the scheduled site visit so travel arrangements can be finalized as soon as possible.

Copies of all supplied materials will be forwarded from the entity seeking accreditation or reaccreditation to the site team members. The site team leader will develop and supply team members with a site visit agenda. The entity will supply the travel agenda, directions to the facility, and program information.

Any items in ~~on~~ the Criteria for Certificate Accreditation that can be answered in advance should be completed prior to arrival at the entity. A pre-visit list of questions should be started prior to the site team's pre-visit meeting.

Site Visit

Site visits may vary in length, depending upon the size and complexity of the program. An agenda for the site visit should be arranged between the site visit team leader and the entity seeking accreditation (See Model Site Visit Agenda, Appendix C).

The site visit team leader should then furnish a copy of the agenda to each member of the site visit team and the host entity prior to arrival.

Arrival

Upon arrival, the site visit team leader will contact the entity representative for any final modifications to the schedule. After arrival and check-in, site visit team members should have a private meeting to discuss any strategies or assignments for the visit. The schedule should be reviewed at this time as well.

Site Visit Team Work Area

The site visit team shall be provided a private work area (e.g., conference room) where they can discuss issues without interruption. The site visit team should have access to an internet connection and if possible, the ability to print documents.

Opening Meeting with Entity Staff

The site visit team shall have an opening meeting with the entity and program officials to state the purpose of the visit, and team expectations.

Review of Policies and Procedures

All policies and procedures referenced within the criteria shall be in written format. The team members should ensure that what the entity representatives are explaining is in written form.

Reviewing the Testing Mechanism

The site visit team shall witness the administration of a knowledge and skills tests in accordance with their written procedures. The site visit team shall review correlation sheets to verify that the entity is capable of testing 100% of the standard (see Appendix D).

Interviews

During a site visit, site visit team members should interview agency personnel, such as the program director, certification staff and/or faculty, members of the governing board, commission or advisory committee, and clientele (students). See conducting interviews appendix

THE PRE EXIT MEETING

The site visit team should have a meeting before the exit meeting to reach consensus on findings, to continue preparation of the final report, to designate team member roles for the final meeting, and to brief the entity representative of the findings.

THE EXIT MEETING

An exit meeting takes place between the site visit team and the entity, as well as any program officials. The following will occur:

- The team leader starts with gratitude and outlines the purpose of the visit, discussing program strengths and weaknesses to provide a balanced report.
- Discuss specific weak areas in line with accreditation criteria and how to improve.
- Encourage questions and comments during the meeting without debating findings, ensuring the host entity understands any deficiencies cited.
- Clarify the team's role as fact-finders, leaving the final decision on accreditation to the CABOG.
- Explain the next steps in the accreditation process and any remaining corrective actions.

REVIEW OF REPORT FORMS

The site visit team shall complete and submit a draft of the report to the entity before leaving the visit. After this, the team leader can return home and organize the report to its final form. The report should then be provided to the remaining team members for concurrence. Each team member must approve and sign the report form.

~~The site team shall examine all aspects of the applicant's certification system in relation to and to ensure compliance with the Criteria for Certificate Accreditation. When the team arrives at the entity site, there should be a pre-visit team meeting prior to starting the formal process. This will allow the team to work out the details concerning the visit while allowing for discussion on issues already discovered. The site team leader is responsible for ensuring that all aspects of the site visit are carried out during the visit. Should difficulties arise, the site team leader should contact the chairperson of the CABOG and/or IFSAC Administration. Once the review is completed the site team must hold an exit conference during which the visit is discussed with the entity. When the team ends the visit and departs from the entity, there should be no surprises concerning the visit brought out in the report or in discussion from the team that the entity is not already aware.~~

30 Days Following Site Visit

Within thirty (30) days of the site visit, the site team leader shall prepare and submit to the Administration Office, the completed IFSAC Site Visit 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) Accredited to all certification levels applied for.
 - (2) Accredited to only certain levels.
 - (3) Accredited ~~levels~~ conditionally upon further action ~~by the applicant~~.

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

If the site visit team leader has not already provided the entity with a copy, IFSAC Administration then sends this report to the entity seeking accreditation/reaccreditation for review and comment.

Decision and Notification

~~Upon receipt of a 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 scheduled regular CABOG meeting of the Board. ~~If the site visit occurs less than 45 days prior to a scheduled regular meeting of the Board, the report will be placed on the agenda of the next scheduled regular meeting following the meeting occurring directly after the site visit.~~

If waiting until a scheduled regular meeting of the Board to place consideration of the report on the agenda hinders an entity's ability to conduct business, Administration shall place consideration of the report on the agenda of the next Board meeting.

Administration will send notice of the Board's decision within thirty (30) days after the 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 CABOG. The CABOG shall determine if additional time should be afforded to comply or the certificate accreditation should be withdrawn.~~

Adding Levels to Accreditation Status Between Site Visits

Accredited Members ~~with at least one accredited level~~ may add certification levels to their accreditation between site visits through administrative review. ~~by submitting an application form to the Administration Office 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 Policy and Procedure*.

Appeals Process

~~The appeals process can be found in Article 12.3 Appeal Process of the Certificate Assembly Bylaws.~~ Entities have the right to appeal the decision of the Board in accordance to the IFSAC Appeals Policy.

Site Team

The site team for initial accreditation or reaccreditation shall consist of a minimum of three (3) personnel. The only exception would be for reaccreditation site visits that have five (5) or fewer levels of accreditation - the site team shall consist of a minimum of two (2) personnel.

The site team will be selected by IFSAC Administration from a list of qualified members. Member

qualification is outlined in the Site Team Visit Information document.

Travel Procedures for the Site Team

Costs for site visits are the responsibility of the host entity seeking accreditation. Generally, travel arrangements for the site visit team are the responsibility of the host entity with a few exceptions:

- ◆ IFSAC Administration will confirm with the host entity prior to the site visit whether the entity's travel process will involve the site visit team members completing any U.S. Internal Revenue Service (IRS), or equivalent, documentation or forms for the host entity; or whether any IRS, or equivalent, documentation or forms will be filed upon completion of the site visit by the entity for travel reimbursement paid to site visit team members. IFSAC site visit team members are volunteering their time to conduct site visits and are not paid for time or services to conduct site visits. The only payment made to site visit team members shall be for reimbursement of reasonable travel expenses related to the site visit.
- Only if this documentation is required by the host entity, IFSAC Administration will coordinate travel arrangements for the site visit team and invoice the applicant entity for the travel-related expenses. This includes but is not limited to airfare, lodging, per diem, mileage, baggage fees, etc. IFSAC Administration will follow Oklahoma State University's (OSU) travel policies and procedures when arranging travel for site visits, including adhering to methods and rates established for reimbursement.
- If completion or submission of IRS, or equivalent, documents or forms, by site visit team members is not required, or any IRS, or equivalent, documentation or forms will not be filed by the host entity for each site visit team member upon completion of the site visit, then the host entity is fully responsible for working directly with the site visit team to arrange air travel, lodging/hotel accommodations, transportation to and from airport, and notifying the site visit team of the entity's reimbursement process.
- By accepting assignment as a member of a site visit team, the member is agreeing to the reimbursement policy and procedure of the host entity or OSU.
- Members traveling internationally should coordinate with the host entity well in advance of travel to verify international travel requirements and restrictions (e.g., Visa).

The purpose of the reimbursement process is to ensure that site visit team members are expeditiously reimbursed for all reasonable expenses. Site visit team members are to be provided the proper forms and the reimbursement process should be made as simple as possible. Site visit team members are entitled to receive payment for all direct travel-related expenses. Site visit team members do not receive compensation for their time or services.

Site visit team members should be reimbursed directly within 45 days following submission of appropriate expense vouchers, receipts, and/or forms. Rates and methods of reimbursement (mileage, lodging, per diem) for travel arranged and reimbursed directly by the host entity are based upon local regulations to which the host entity must adhere. Host entities should also provide prepaid airline tickets to site visit team members and/or arrange for direct billing of lodging and/or meals. Lodging facilities must be equipped with full automatic sprinkler protection. The extent to

~~which these arrangements are made is the prerogative of the host entity.~~

Site Team ~~Duties~~

Qualifications

Site visit team members and leaders must meet the following requirements in order to be qualified to serve on site visit teams.

Site Visit Team Members

1. Be directly affiliated with or employed by an IFSAC member entity, be a member of IFSAC Administration, a public member, or have emeritus status.
2. Attend, at least once, the following prerequisite sessions held at a regularly scheduled conference:
 - a. IFSAC Orientation
 - b. Accreditation Process Training
3. Attend, at least once, every three years the Site Visit Team Member Training.
4. Be familiar with IFSAC Bylaws and all other documents related to IFSAC accreditation of certifying entities.

Site Visit Team Leaders

In addition to the site visit team member requirements listed above, individuals must:

1. Have served on at least three site visits as a site visit team member then at least one site visit shadowing a site visit team leader.
2. Attend Site Visit Team Leader Training at least once every three years.
3. Involvement as a host entity member during a site visit.
4. A recommendation by a site visit team leader with whom you have shadowed.

Site Visit Team Observers

Selected by their own entity, observers are eligible to participate in site visits at their own expense. Observers shall be approved by IFSAC Administration, site visit team leader and the host entity representative. Observers may participate in the site visit at the discretion of the site visit team leader. The host entity shall not bear any costs for observers.

Disqualification or Removal of Site Visit Team Member or Leader

Administration may remove site visit team members or leaders for the following, but not limited to:

1. Failure to respond to solicitations from Administration on three or more occasions.
2. Disciplinary actions*.
3. Violation of IFSAC Site Visit Team Code of **Ethics***.
4. Documented non-affiliation with member entity.

If a site visit team member/leader has been removed or has allowed their qualification to lapse, they are required to requalify. Requalification involves meeting all the requirements of site visit team member/site visit team leader. *Requalification requires Board approval

Selection

The site visit team consists of a minimum of three personnel (1 team leader, 2 members). The only exception would be for site visits that have five (5) or fewer levels of accreditation - the site visit team shall consist of a minimum of two (2) personnel (1 team leader, 1 member). For site visits that have 30 or more levels, IFSAC Administration, the site visit team leader, and the host entity representative will determine the exact number of site visit team members and/or the requirement of additional days. Factors for consideration include, but are not limited to:

1. Travel distance to host entity (e.g., rest day).
2. Travel distance to testing sites.
3. Number of levels to be reviewed.
4. Host entity requirements (e.g. cultural differences, host agenda requirements).

The site visit team will be selected by IFSAC Administration. Selections, where possible, are made to keep travel costs to a minimum, but are also based upon availability of individuals who have been approved and trained to participate in site visits. Site visit team members should have no direct relationship, past or present, with the entity visited that might be construed as a conflict of interest.

Site Visit Team Leader Responsibilities

The site visit team leader has responsibilities besides those of the other team members. These responsibilities primarily lie in the coordination and reporting of the visit. Communication is the key when working with both the entity and the other team members.

a) Scheduling the Site Visit

Although IFSAC Administration will schedule the visit, the team leader will be contacted for availability. Courtesy would dictate that any adjustments in the scheduled dates be concurred with other team members.

b) Working Out the Schedule

Once the dates of the visit are established, it will be necessary for the team leader to contact the entity and plan an agenda or schedule. A model agenda is contained in Appendix C.

c) Contacting and Communicating with Team Members

Constant communication between the team leader and team members is needed throughout the process on items such as schedules, reports, and additional information. Site visits are an ongoing process, as should be communication. Administration should be copied on correspondence between the team leader and team members.

d) Contacting and Communicating with the Entity

Constant communication between the team leader and the entity is needed throughout the process on items such as schedules, reports, and additional information. Site visits are an ongoing process, as should be communication. The team leader becomes the point of contact for the entity once the site visit process has begun, until CABOG action. The team leader must communicate completely and effectively with the entity on all items. Administration should be copied on correspondence between the team leader and entity.

e) Communication with IFSAC Administration and CABOG

The site visit team leader is the voice of the team when presenting reports and information to Administration and the CABOG. Individual team members should communicate comments or

concerns to the site visit team leader, who will then forward them to IFSAC Administration.

f) Approval and Submission of the Report

Once the report has been approved by the team members, the site visit team leader will forward a report to IFSAC Administration within 30 days of the conclusion of the site visit. Each requirement in the criteria not met will be addressed in the report.

g) Presentation of the Report

The site visit team leader or their designee will make a report and recommendation to the CABOG. The report must conform to the requirements outlined.

Pre-Visit Duties

- ~~Travel arrangements must be confirmed between the entity and the site team. The entity forwards the travel agendas to the site team members.~~
- ~~The site team leader contacts the entity to formalize the site visit agenda.~~
- ~~The site team leader contacts site team members to inform them what materials to bring and of the site visit agenda. The site team leader sends team members a copy of the site visit agenda and the meeting ground rules.~~
- ~~The site visit team leader makes a final move or not move forward call for the visit.~~

Pre-Visit Meeting

- ~~The site team leader shall ensure the agenda includes at least one hour for the site team to meet prior to the start of the site visit.~~
- ~~The site team leader will discuss the site visit agenda, the site visit ground rules, the IFSAC Site Team Code of Ethics, and team member assignments.~~
- ~~The site team will discuss any pre-visit findings.~~
- ~~The team will have a general discussion about the site visit approach.~~

The Site Visit

- ~~The site team will meet with entity representatives and the site team leader will begin the site visit accreditation process.~~
- ~~The site team leader will facilitate the site visit process. As a minimum, the site visit shall include the following:~~
 - ~~Meet with entity leadership and certification staff~~
 - ~~Review support services~~

- ~~Review test banks~~
- ~~Interview staff and applicants of the certification system~~
- ~~Observe testing procedures~~
- ~~Tour the facilities, if applicable~~

- ~~The site team shall conduct a pre-exit conference for team members first and then with entity representatives.~~

- ~~The site team leader shall conduct an exit conference on the site visit results with team members and entity representatives.~~

Post-Visit Duties

- ~~The site team shall allow the entity to respond to findings provided in the exit conference.~~
- ~~The site team leader shall submit the signed, completed site visit report to Administration within thirty (30) days of the site visit. Any unresolved issues from the visit shall be contained in the report.~~
- ~~The site team leader shall work with the entity, and other team members to facilitate the review of additional material after the report is filed. If the site team determines that the site visit report requires modifications, then the site team leader shall amend the report and submit it to Administration.~~
- ~~Administration will forward the report and any amendments, if applicable, to the CABOG.~~

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| L | Certificate Assembly Administrative Review Procedures | CABOG | October 2024 |

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

| | |
|--|---|
| Agenda Memo #: L-1 | Section/Article(s): Policy and Procedure |
| Submitted by: CA Planning Coordination Committee | New or Revision: Revision |
| Comments/Reason for proposal: | |
| Revisions are proposed for the CA Administrative Review Procedures include information from the application form and a change to the approval process in accordance with the bylaws. | |

PURPOSE

The following outlines the procedure for submitting materials and conducting an administrative review per IFSAC bylaws. ~~See Bylaw 11.9.4.~~

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

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 the following to IFSAC Administration for each level requested:

- An *Application for Administrative Review* form.
(Found at https://ifsac.org/images/ca_pdfs_docs/Admin_Review_Application.docx)
- Application fee ~~of \$250~~ (may be invoiced).
- Correlation sheets in the IFSAC format.
- Performance skill evaluation sheets or other methodologies used.
- Written test bank (see item 3 below).

a. 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.

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 member of the entity's site visit team.
- A member of the CABOG.
- Site visit team leaders.
- 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:

- Test banks may be sent through IFSAC Administration to the reviewer.
- Test banks may be sent directly to the reviewer. If using this option, please notify IFSAC Administration on the application.
- The reviewer may be brought to the entity's site (at entity expense) to have test banks reviewed on site.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| L | Certificate Assembly Administrative Review Procedures | CABOG | October 2024 |

- i. For on-site administrative reviews, see IFSAC travel policy
- 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 shall complete the 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.~~
 - a. ~~If deficiencies are found, IFSAC Administration forwards a copy of the report to the entity. The entity representative works with the reviewer to make changes.~~
5. Once the administrative review is completed, the reviewer submits a final report of recommendation ~~for accreditation~~ to IFSAC Administration and the entity.
6. Administration will distribute the report to the CABOG. Administration shall place consideration of the report on the agenda of the next CABOG meeting.
6. ~~IFSAC Administration sends an accreditation letter and completed report to entity representative~~ Administration will send notice of the Board's decision within thirty (30) days after the meeting.
7. Entities have the right to appeal the decision of the Board.
7. Administrative reviewer sends all materials back to original entity or may destroy materials upon receiving approval from applicant entity.
8. ~~All communication between reviewer and entity shall include IFSAC Administration at admin@ifsac.org.~~

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| M | Certificate Assembly Correlation Sheet Validation Process | CABOG | October 2024 |

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

| | |
|---|---|
| Agenda Memo #: M-1 | Section/Article(s): Policy and Procedure |
| Submitted by: CA Planning Coordination Committee | New or Revision: New |
| Comments/Reason for proposal: | |
| Correlation Sheet Validation Process created for business continuity. | |

Correlation Sheet Task Group Correlation Sheet Validation Process

The purpose of this document is to guide the Correlation Sheet Task Group through creating or validating correlation sheets developed by IFSAC Administration following NFPA standards, through periodic updates, before release to the IFSAC membership for utilization.

Correlation Sheet(s) are protected through a license agreement between IFSAC and NFPA and the following sections cannot be altered within the IFSAC Correlation Sheet(s):

- Title Page
- Instruction Page
- Job Performance Requirements (JPR) throughout the Correlation Sheet

Areas the assigned Task Group is permitted to alter are as follows:

- Requisite Knowledge breakdown of individual JPR
- Requisite Skill breakdown of individual JPR
- Shaded and Non-Shaded Areas

Procedure

1. The licensee (IFSAC) shall maintain the Correlation Sheets by ensuring that no wording is removed or added to the standard when copying the standards into the IFSAC Correlation Sheet template and the Correlation Sheet has been vetted by committee, task group and IFSAC Administration.
 - a. Review NFPA Tentative Interim Amendments (TIA) or any erratas (correction issued to an NFPA standard) for each standard to ensure any updated information is corrected in the correlation sheet. TIA and erratas can be found on the NFPA website.
 - b. Review for TIA and erratas annually by the assigned task group or designee
2. Instruction Page
 - a. Instruction page. See appendix (X)
3. Correlation Matrix
 - a. Administration will format correlation matrix according to defined SOPs.
 - b. Administration shall password protect each correlation sheet.
 - c. The task group will review each correlation matrix to determine proper breakdown of RK & RS
4. Breakdown
 - a. If the principal thought is at the beginning of the RS or RK it can be broken into multiple lines.
 - b. If the principal thought is at the end of the RS or RK it cannot be broken into multiple lines.
 - c. Punctuation shall not dictate how the RS or RK is separated.
 - d. Examples shall not be separated.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| M | Certificate Assembly Correlation Sheet Validation Process | CABOG | October 2024 |

1. Examples are typically indicated by brackets, parentheses, or the phrases “such as” or “for example” “including but not limited to”.

e. Refer to sample correlation sheet in appendix (X) for examples

5. Approvals

a. Task Group will approve correlation sheets be moved to the Certificate Assembly Planning Coordination Committee (CAPCC) for approval.

b. CAPCC shall approve the correlation sheets for release.

| <u>IF/Then</u> | <u>Requisite Knowledge (RK)</u> | <u>Requisite Skill (RS)</u> | <u>Notes</u> |
|--|--|--|--|
| <u>Principal Thought at the Beginning</u> | <u>Can be broken down into multiple lines</u> | <u>Can be broken down into multiple lines</u> | |
| <u>Principal Thought at the Ending</u> | <u>Can NOT be broken down into multiple lines</u> | <u>Can NOT be broken down into multiple lines</u> | |
| <u>Multiple Components within one line (“and”)</u> | <u>Minimum one (1) test item for each component</u> | <u>Minimum one (1) Skills item for each component</u> | <u>Test/Skill Item can cover multiple components</u> |
| <u>Multiple Components within one line (“or”)</u> | <u>Minimum one (1) test item for any component</u> | <u>Minimum one (1) Skills item for any component</u> | |
| <u>Component(s) Separated by Commas</u> | <u>Keep together when same thought. Separate when not related.</u> | <u>Keep together when same thought. Separate when not related.</u> | <u>The word “including” indicates each item separated by a comma needs a test item</u> |
| <u>Component(s) Separated by Semicolon</u> | <u>Keep together when same thought. Separate when not related.</u> | <u>Keep together when same thought. Separate when not related.</u> | <u>The word “including” indicates each item separated by a semicolon needs a test item</u> |
| <u>Examples (“such as” / “for example” / “Including but not limited to”)</u> | <u>Keep in the same line as the component it is referencing</u> | <u>Keep in the same line as the component it is referencing</u> | |

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| N | Certificate Assembly Guide for Accrediting to Standards Other Than NFPA | CABOG | October 2024 |

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

| | |
|---|---|
| Agenda Memo #: N-1 | Section/Article(s): Policy and Procedure |
| Submitted by: Standards Review Task Group and Administration | New or Revision: Revision |
| Comments/Reason for proposal: The revisions have been made to align with the approved changes to the bylaws. Proposed revision/amendments recommended by the Certificate Assembly Planning Coordination Committee will advance to the CABOG's meeting to be voted on for approval. | |

See following pages.

GUIDE FOR ACCREDITING TO STANDARDS OTHER THAN NFPA

A Historical Background and Accepted Process for Adopting IFSAC Recognized Standards



PRODUCED BY THE STANDARDS REVIEW ~~COMMITTEE~~TASK GROUP OF THE
CERTIFICATE ASSEMBLY BOARD OF GOVERNORS

September 2005

Revised April 2010
Revised October 2020
Revised April 2021

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Commented [LH1]: Update the appendix if proposed additions are approved.

Alternative Standards Acceptance Tracking Chart

Ordered chronologically by CABOG Action Date
(as of April 2010)

Commented [LH2]: Move this chart to an appendix to allow IFSAC Admin the ability to update the chart with new standards as they are accepted.

| Name of Standard | Date of Request | Action by Admin. | Action by ASC | Action by CABOG | Accepted/ Denied | Acceptance Notification |
|--|-----------------|--------------------------|---------------------------------|---------------------|----------------------------|-------------------------|
| Washington State Marine FF Standard | 12/7/99 | 8/00 | 4/01 | 4/01 | Accepted | 5/7/01 |
| Ontario Fire Services FF Standard | 9/01 | N/A | 9/28/02 | 9/28/02 Mtg Min. | Accepted | 4/12/03 Mtg min. |
| Ontario OFM Fire Investigator Standard | 3/10/03 | 5/8/03 | 6/23/03 | 7/7/03 | Accepted | 7/17/03 |
| Ontario Company Officer Standard | 9/2/03 | 9/3/03 | 9/27/03 | 9/27/03 | Accepted | 11/31/03 |
| Oklahoma FST WMD for LOE | 9/11/03 | 9/11/03 | 9/27/03 Mtg Min. 4/23/04 | 4/23/04 | Accepted | 4/23/04 |
| Ontario Fire Protection Advisor Standard | 1/23/04 | 1/28/04 Mailed to ASC | 4/23/04 | 4/23/04 | Accepted | 4/23/04 |
| Mississippi Fire Academy Safety Officer Standard | 9/03 | 9/03 | 4/23/04 | 4/23/04 | Accepted | 5/04 |
| Ontario Fire Services Training Officer Standards | 2/28/05 | 2/28/05 | 4/20/05 | 4/20/05 | Accepted | Emailed 5/4/05 |
| Ontario Fire Services Fire Prevention Officer Standards | 2/28/05 | 2/28/05 | 4/20/05 | 4/20/05 | Accepted | Emailed 5/4/05 |
| Bucks County – Special Fire Police Officer Standard | 4/12/05 | 4/12/05 | 4/20/05 | 4/20/05 | Accepted | Emailed 5/4/05 |
| Ohio Fire Academy – WMD Standard | 4/04 | 4/04 | 4/04 – Back to OH for more work | | | |
| North Carolina Agricultural Machinery Rescue | 2/14/08 | 2/14/08 | 4/25/08 | 4/25/08 | Accepted | |
| Oman FSEC Aviation Crew Commander and Aviation Watch Commander | 9/08 | | 4/17/09 | N/A | Sent back for further work | |
| Oman FSEC CAP 699 | 9/08 | 9/20/08 | 4/17/09 | 4/17/09 | Withdrawn by Oman FSEC | |
| Ontario Communications Officer Standard | 10/20/08 | 10/20/08 | 4/17/09 | 4/17/09 | Accepted | |
| Ontario Senior Officer Standard | 1/15/09 | 1/15/09 | 4/17/09 | 4/17/09 | Accepted | |
| Egyptian Navy Shipboard Firefighter Standard | 3/30/09 | 3/30/09 | 4/17/09 | 4/17/09 | Accepted | |
| Quebec Non-urban Fire Officer Standard | 3/9/09 | 3/12/09 | 4/17/09 | 4/17/09 | Accepted | |

1. INTRODUCTION

The Standards Review ~~Committee~~ Task Group (SRTG) of the Certificate Assembly Board of Governors (CABOG) of the International Fire Service Accreditation Congress (IFSAC) has prepared this guide.

This guide is intended to be helpful to Administration and entities seeking IFSAC accreditation to standards other than National Fire Protection Association (NFPA) Professional Qualifications Standards, and those who may be unfamiliar with the background to the development of fire service performance standards, to accreditation by peer review and to specific IFSAC requirements.

The background to IFSAC's involvement with standards other than NFPA Standards is explained in Appendix 1.

2. ROLES AND RESPONSIBILITIES

2.1 The role of IFSAC Administration

The role of the Administration is to provide any entity interested in seeking IFSAC accreditation for standards other than NFPA with the information, documentation and advice needed to submit an application. Once an application is received the Administration will identify the standard(s) for which accreditation is sought and forward this to the chair of the SRC-SRTG for evaluation. To ensure the ~~Committee~~ Task Group and the Certificate Assembly Board of Governors are adequately prepared for decision-making, Administration requires all submissions arrive in their office no later than 60 days prior to the CABOG meeting.

2.2 The role of the Standards Review ~~Committee~~ Task Group

The role of the SRC-SRTG is to advise the Certificate Assembly ~~Board of Governors (CABOG)~~ Planning Coordination Committee (CAPCC) whether or not a standard other than an NFPA Standard meets IFSAC's definition of a bona fide standard (see Section 3).

In addition, the SRC-SRTG shall review all standards, including NFPA standards, that the IFSAC CABOG requires clarification as to the suitability for accreditation.

Where an entity seeks reciprocity with an NFPA Standard the SRC-SRTG should determine whether the standard for which accreditation is being sought is equivalent to the corresponding NFPA standard. In this case a cross mapping of the relevant standard(s) should be carried out by the entity involved and subsequently verified by the ASC SRC-SRTG. If the correlation is not exact the SRC-SRTG should provide the CAPCC ~~Certificate Assembly Board of Governors~~ with an analysis of differences.

One of the benefits of exposing the differences between standards adopted by different jurisdictions will be opportunity to examine differences between their standards and other standards. This will lead eventually to a greater level of interaction between standards making bodies, and a progressive convergence towards whatever is generally accepted as best practice.

2.3 The Role of the Certificate Assembly Planning Coordination Committee (CAPCC)

The Certificate Assembly Planning Coordination Committee (CAPCC) plays a key role in evaluating proposed standards. After receiving recommendations from the SRTG, the CAPCC reviews and assesses them. If all aspects are satisfactory, the CAPCC votes to advance the standard for adoption by the CABOG. However, if there are uncertainties or issues, the CAPCC sends the standard back to the SRTG for clarification.

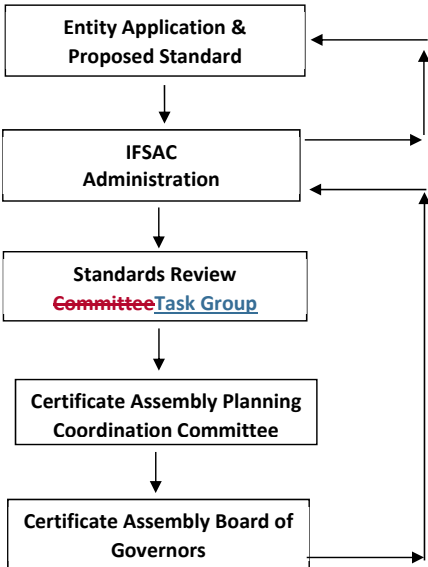
2.43 The role of the Certificate Assembly Board of Governors (CABOG)

The role of the CABOG chair is to appoint the members of the ~~SRC~~SRTG for revolving three-year terms. The members of the ~~SRC~~SRTG shall elect a chair and vice-chair every three years. The CABOG is to receive, review and evaluate the recommendations of the ~~SRC~~CAPCC with regard to the adoption of proposed IFSAC accepted standards. The CABOG then either accepts or rejects the recommendations of the ~~SRC~~SCAPCC.

2.54 The role of the International Site Team

The role of the international team is to evaluate an entity's certificate program against an IFSAC accepted standard by following the same procedures as would be followed for an NFPA standard. All the relevant issues and details relating to IFSAC accepted standards should have been worked out at an earlier stage. The site team should have no concerns about doing a site visit to any entity that is using an IFSAC accepted standard.

The standards review approval process is summarized in the following diagram:



3. DEFINING A BONA FIDE STANDARD

The following criteria should be taken into account when considering whether or not a standard is acceptable to IFSAC for accreditation purposes. IFSAC accepted standards will be evaluated against these criteria.

3.1 The Standards Development Process

NFPA standards are produced by standing technical committees. Professional qualifications committees are guided primarily by the job performance requirements approach. Any standards offered should also have been developed and produced following an acceptable methodology. A brief explanation of some of the main possible alternative methods of producing standards is provided in Appendix 2.

Standards may be grouped or clustered in different ways. For example, standards may be grouped around the components of specific jobs to indicate competent job performance, as with NFPA Standards. While it is difficult to envisage an industry performance standard that is not closely job related, standards may also be clustered to form employment related qualifications.

3.2 The Industry Lead Body

As with the NFPA standards making process there should be clear evidence of a consensus within any particular industry about what standards exist, about how they are to be utilized and by whom. This consensus should be reflected in the ownership of industry performance standards by a lead or representative body having the necessary industrial sector support and competent to represent the industry's interests.

3.3 National and/or International Recognition

The Industry Lead Body and Industry Standards should be recognized by a national or international body which regulates and approves industry performance standards e.g. The Standards Council of Canada, The Qualifications and Curriculum Authority in the UK, The International Civil Aviation Organization, American National Standards Institute, etc.

3.4 Publication/Review of the Standards

As with the NFPA standards, industry performance standards should be published and widely available. There should also be a mechanism for periodically reviewing and updating IFSAC accepted standards.

3.5 Equivalency to NFPA

NFPA standards continue to be IFSAC's benchmark industry performance standards. Where an entity is seeking reciprocity with NFPA standards it is essential that standards offered for IFSAC accreditation be mapped against the equivalent NFPA Standards.

It is likely that every standard's equivalency mapping exercise will produce areas of overlap with common ground, hopefully large, and areas of differences where the standards do not match, hopefully small.

Any of the following may account for valid differences between standards and should be considered before a professional judgment about equivalency is determined.

LEGAL - The legal basis for fire service powers and responsibilities varies from country to country and affects fire services' statutory and non-statutory activities, day-to-day organization and operations, and hence, fire service performance standards.

ORGANIZATIONAL - The number, size, and type of fire departments/brigades varies from country to country and affects fire departments/brigades organization, day-to-day operations, and hence, fire service performance standards.

TRADITIONAL - Different historical and other national and local influences on the development of fire services' responsibilities, day-to-day organization, and operations vary significantly. and hence, fire service performance standards.

CONTEXTUAL - Fire service performance standards may be affected by the context (e.g., a rescue standard in one country may be geared towards earthquakes, and in another, towards urban terrorism).

OPERATIONAL - Fire services may express preferences for different equipment to do the same job and for different professional approaches to achieving the same operational outcomes. Different equipment and different approaches may require different operating procedures, and hence, fire service performance standards will also be different.

CULTURAL - The fire services different nations are bound to reflect different national characteristics and identities. Cultural differences are therefore likely to play some part in accounting for differences between one set of fire service performance standards and another.

Thus, there should be no early inference that differences between other IFSAC accepted standards and NFPA standards indicate that the other IFSAC accepted standard is in some sense less than or inferior to the NFPA.

4. STANDARD SUBMISSION REQUIREMENTS

Entities proposing new standards for IFSAC acceptance must complete an application which addresses the following elements described below.

Proposed Standard Title: The title of the proposed standard must clearly articulate the function of the professional qualification.

Authority: The document must clearly articulate an entity's authority (statute, provincial law, or agency rule) to create and adopt a standard across a preponderance of their state/province/territory or other defined jurisdiction, or; provide documentation of support from stakeholders substantiating the entity-wide need for the proposed standard.

Need: The document must clearly articulate why one of the Professional Qualification Standards published by the NFPA does not meet the needs of the jurisdiction. The entity should also describe the impact to their jurisdiction if the proposed standard is not accepted.

Assessment Methodology: The document must identify the methodology the entity intends to use in order to test and certify candidates.

Proposed Standard: The entity must attach a copy of the proposed standard, written in the NFPA's Job Performance Requirement (JPR) format.

Correlation Sheets: The entity must create and attach correlation sheets for the proposed standard. The correlation sheets do not need to be completed as they would for a site visit but must clearly define both cognitive knowledge and manipulative skill elements.

Appendix 1

BACKGROUND

This section explains how IFSAC evolved into a truly international accrediting body.

The International Fire Service Accreditation Congress was formed in 1990 to accredit by national peer review, individual entities providing certification for fire service personnel. Initially, the accreditation process was geared specifically and only to NFPA standards.

At its 3rd annual meeting in Hilton Head in 1993, representatives from the United Kingdom Fire Service College were also present. A letter of intent was subsequently submitted, and the United Kingdom Fire Service College became a voting member in April 1994 and the first non-North American entity.

At its 4th annual meeting in Austin in 1994, the Congress debated possibly accrediting to standards other than NFPA. On the one hand, the Congress recognized the desirability of becoming truly international. Yet, self-evidently not all the world's fire services were working to NFPA standards. Also, to attempt to equate performance standards and accreditation criteria to a single system world-wide seemed unrealistic. On the other hand, there was concern about the possible dilution of the fire service standards established by the NFPA. This meeting was attended by representatives of the South African fire service.

(Note: It was at the Austin meeting that separate assemblies were formed for certificate and degree programs.)

At the Fall meeting in Raleigh, the Certificate Assembly Board of Governors (CABOG) developed a policy statement (see CABOG Fall Meeting Minutes September 1994, p. 5) to be directed to the Assembly, which reads as follows:

The Certificate Assembly recognizes that standards other than NFPA are in the international environment for fire service training. The Board's interpretation is that the site team would measure the applicability of the standard to the occupational level and determine if the testing mechanism adequately measures that standard.

The CABOG also planned a site visit to South Africa to accredit the South African Fire Services Institute to South African Fire Service Standards.

At its 5th annual meeting in Toronto in 1995, the Certificate Assembly accepted the recommendation of the Certificate Assembly Board of Governors and the South Africa site team that the South African Fire Services Institute should receive accreditation to NFPA standards. Thus, South Africa became the first entity to receive accreditation outside North America.

Further discussion took place about the policy to be applied to standards other than NFPA during which the chair recommended that the Assembly adopt language to clarify the issue (see IFSAC Certificate Assembly Annual Meeting Minutes April 22-23, 1995, p. 12). The Certificate Assembly then directed the CABOG to develop a proposal regarding international standards (see IFSAC Certificate Assembly Annual Meeting Minutes April 22-23, 1995, p. 11).

Following the Toronto meetings, and as notified in the June 1995 IFSAC Newsletter, the CABOG chair established the International Standards Committee. This committee consisted of

| | |
|--------------------------|--|
| Robin Willis-Lee (Chair) | Dean, The Fire Service College, U.K. |
| Rick McCullough | Fire Commissioner, Saskatchewan Community Services |
| Butch Weedon | Director, Montana University Extension Service Fire Training School |

At the 1995 Fall Meeting in Salt Lake City, the International Standards Committee:

- (i) Proposed a set of principles to clarify IFSAC's international role. These principles were accepted and endorsed by the Board.
- (ii) Recommended that an international standards committee be appointed as a standing committee of the Certificate Assembly to evaluate international standards (i.e. other than NFPA) and recommend acceptance or non-acceptance by IFSAC.
- (iii) Recommended that the relevant articles of the Certificate Assembly Bylaws and Constitution be amended to be consistent with the proposed principles.
- (iv) Recommended that under Article 12.3.2, relevant guidance to the IFSAC Administration should be amended to include dealing with applications from entities seeking accreditation to standards other than NFPA.
- (v) Recommended that under Article 12.3.4, site team training should be amended to include dealing with international standards (i.e. other than NFPA).

The CABOG accepted and endorsed the International Standards Committee's proposed principles and recommendations and agreed that they should be brought forward to the next annual meeting for presentation to the Certificate Assembly. The Board also instructed the International Standards Committee to draft proposed amendments to the Certificate Assembly By-Laws and Constitution for presentation to the Certificate Assembly.

At its 6th annual meeting in St. Louis in 1996, the Certificate Assembly:

- (i) Accepted and endorsed the principles attached as Appendix 1.
- (ii) Approved the proposed amendments to the Certificate Assembly By-Laws and Constitution.
- (iii) Agreed to the appointment of a standing committee on international standards
- (iv) Authorized the CABOG to draft appropriate terms of reference for the International Standards Committee, to amend guidance to the Administration, and to amend site team training.

At the Fall meeting in San Antonio, the International Standards Committee worked on a proposal to create a standing committee on international standards, on a guidance document for evaluating standards other than NFPA standards, and on an international contribution to IFSAC site team training.

At its 7th annual meeting in Columbia in 1997, the Certificate Assembly accepted the proposal that the International Standards Committee should become a standing committee, and also, the first international site team training took place.

The 1997 Fall meeting took place at the United Kingdom Fire Service College. The Fire Service College had applied for dual accreditation, i.e. to UK Emergency Fire Services Lead Body standards and to equivalent NFPA standards. In December 1997, a site visit to accredit The Fire Service College took place.

At its 8th annual meeting in Syracuse, New York in 1998, the Certificate Assembly accepted the recommendations of the Certificate Assembly Board of Governors and the UK Fire Service College site team that the Fire Service College be dual accredited. Thus, the UK Emergency Fire Services Lead Body standards became the first national standards to be accepted internationally by IFSAC.

At the same meeting The Fire Safety Engineering College in Oman was accepted as a voting member of the Certificate Assembly.

At the Fall meeting in Winnipeg, Manitoba, Canada in 1998, standards from British Columbia and Ontario had been submitted to the International Standards Committee and were being studied. The policy on standards other than NFPA standards was further reviewed and discussed. There remained concerns that by accommodating diversity in standards, the concept of a standard is undermined. The ISC was also considering possible international accrediting bodies e.g. ISO. ISC was also working to produce a draft guidance document for discussion at the next meeting of the Certificate Assembly Board of Governors.

At its 9th annual meeting in Minneapolis/St. Paul in 1999, the ISC asked the Certificate Assembly Board of Governors (CABOG) to confirm that the work of the ISC was being carried out in response to a task assigned by the CABOG and that this work is of strategic significance in the

overall IFSAC planning process. The CABOG provided this confirmation. Agreement was also reached that a site visit to Ontario would take place.

At the Fall meetings in Mesa, Arizona in 1999, the ISC became the Alternative Standards Committee (ASC) and presented a paper setting out four (4) possible ways forward as follows:

- Option 1:** IFSAC continues to accredit entities to NFPA standards or to other standards measured as equivalent to or exceeding NFPA standards. This option implies reciprocity between jurisdictions working to NFPA standards and jurisdictions working to standards measured as equivalent to NFPA.
- Option 2:** IFSAC reverts to accrediting entities exclusively to NFPA standards. This option implies reciprocity between jurisdictions working to NFPA standards.
- Option 3:** IFSAC accredits entities to any recognized standard. This option does not imply reciprocity between jurisdictions working to different standards.
- Option 4:** IFSAC accredits to NFPA standards and to other recognized standards measured against NFPA but without equivalency to or reciprocity with NFPA.

The CABOG accepted Option 4 as the basis for further work, and the ASC was asked to develop language, rules, and procedures for the adoption of Option 4. The ISC was also asked to make a presentation at the 2000 annual meeting.

Two members of the Fire Service College in the UK presented proposals for the creation of IFSAC satellite centers in different strategic locations throughout the world.

At its 10th annual meeting in Lexington, Kentucky in 2000, the ASC's proposals along the lines of Option 4 were not accepted by the Certificate Assembly. However, the ASC was encouraged to continue to develop policies and procedures to deal with convergent and divergent standards. The ASC was also asked to review a marine firefighting standard developed by the State of Washington and a member of the ASC presented a detailed paper explaining the role and operation of ISO to the Council of Governors.

At the Fall meetings in Edmonton, Alberta in 2000, the ASC acknowledged that the ASC's and the CABOG's objectives had not been met in Kentucky and brought forward a revised proposal.

The revised proposal was that IFSAC would recognize any bona fide standard from an entity that can demonstrate support from a national standards making body or equivalent body. Where no alternative recognition exists then NFPA standards will apply. Reciprocity may or may not be possible between entities adopting different standards.

This revised proposal was accepted by the Certificate Assembly Board of Governors and the ASC was asked to have procedures and by-laws ready for the Committee on Rules in time for the 2001 annual meetings.

At its 11th annual meeting in Minneapolis/St. Paul in 2001, the Certificate Assembly accepted the ASC's recommendation that IFSAC accept standards other than NFPA that have significant recognition and support from local jurisdictions.

The Marine Firefighting Standard developed by the State of Washington was accredited under the new policy.

At its Fall meeting in Mesa, Arizona in 2001, the Committee was asked to follow up on the draft administrative manual for alternative standards. The Committee was redrafting the manual. The Committee's plan was to issue a tidied up version of the manual to the Certificate Assembly Board of Governors in late December. With input from the Board, the Committee would make additional revisions, and have it back to IFSAC Administration in time so that the manual could be re-circulated at the 2002 annual conference.

The Alternative Standards Committee was invited to contribute to the site team training at the 2002 annual conference.

At its annual meeting in Lexington, Kentucky in 2002, the Certificate Assembly Board of Governors unanimously approved the alternative standards guide for submission to the Certificate Assembly for final approval.

At the Fall meeting in Ashville, North Carolina in 2002, the CABOG approved the ASC proposal to proceed with streamlining the standards adoption process for ratification by the Assembly at the annual meeting in 2003. The CABOG further recommended the Ontario and Alberta standards for adoption by the CA also at the annual meeting in the spring of 2003.

At the annual meetings in Portland, Oregon in 2003, the ASC received the support of the Certificate Assembly to change the mission statement of the Assembly to recognize other approved standards (in addition to NFPA) and to grant the CABOG the power to approve and adopt alternative standards.

The first alternative standards are adopted by IFSAC. Ontario and Alberta are granted approval by the CA to proceed with their submissions. Henceforth, the standards adoptions will be the responsibility of the CABOG.

At its meeting in Indianapolis, Indiana in 2005, the alternative standards committee recognized the need for a minimum 60-day time period for submissions prior to scheduled CABOG meetings to ensure administrative readiness for accreditation deliberations.

At its meeting in Dublin, Ohio in 2006, the 60-day submission time period was accepted by the Certificate Assembly.

At the Fall meetings in Niagara Falls, Ontario in 2009, the issue regarding the name of the Committee and the scope of responsibilities was discussed. It was recommended that the Committee submit a bylaw amendment for the next meeting.

At the annual meetings in Oklahoma City in 2010, a bylaw amendment to change the name of the Alternative Standards Committee to the Standards Review Committee was approved by the Certificate Assembly.

Appendix 2

METHODS OF PRODUCING STANDARDS

Job Performance Requirements

The job performance requirements approach focuses on specific jobs. The technique begins with a job task analysis, organizes tasks into duties and areas of responsibility, and then converts this information into job performance requirements. Tasks must be observable, discreet, frequently carried out, and lead to a specific output e.g. product, service, or decision. Then information is collected about what tools, equipment, or materials are needed for tasks to be performed effectively, about how well the tasks need to be performed, and about the prerequisite skills and knowledge needed by the jobholder. The NFPA Professional Qualifications are based on job performance requirements technique.

Functional Analysis

The functional analysis approach begins with the organization's mission and the identification of those functions, which enable the organization to achieve its mission. Each function is then progressively broken down into occupational areas/sub-functions. The method identifies the key purpose of each occupational area/sub-function, then what needs to happen for each key purpose to be achieved, then the tasks performed by individuals. Thus functional analysis establishes standards, which reflect work activities grouped by purpose. Such standards can be common to more than one industry/sector if the roles performed by individuals and groups are the same. The United Kingdom Emergency Fire Services Lead Body standards are based on functional analysis.

Observation

Common sense suggests that observation of jobholders actually performing their work roles must be one of the simplest and most valid ways of arriving at a set of standards. The method may include activity and time sampling, the recording of observations, and questioning of jobholders. The observations may include jobholders' attributes and behavior, as well as the content of tasks. The data gathered is then analyzed and summarized either in the form of narrative accounts or as tables of counts and frequencies.

Self-Description

This method uses descriptions of jobs provided by jobholders themselves. Diaries, logs, and narrative accounts may be used. These may be unstructured or structured in various ways, for example, by time or by activity, or jobholders may be asked to provide information about typical work routines and experiences. This method is particularly useful when the output of jobholders is difficult to observe or cannot be observed e.g. decision making in managerial jobs. The data

gathered from jobholders is then analyzed singly, collectively, and/or comparatively using content analysis techniques until the content and structure of jobs have been determined.

Interviews

Detailed information about jobs can be gathered from interviews. Interviews may be structured or unstructured. In the case of structured interviews the interviewer has a predetermined format/checklist of questions in mind. In the case of the unstructured interview the interviewer has no predetermined format. In the unstructured interview supplementary questions are used to probe for more detailed information. Unstructured interviews may be used to produce lists of questions for use in structured interviews. Interviewing is mainly a descriptive technique, but there is no reason why jobholders cannot be asked to rank or rate job criteria elicited from interviews.

Critical Incident

The description and analysis of critical incidents is a well-established approach to gaining a detailed understanding of the content and performance of jobs. The focus, at least to begin with, is usually on describing and analyzing those critical aspects of job performance that determine either success or failure. Thereafter, the focus is usually on the avoidance of future failure. This method is normally applied to something that has already happened, or a near miss, and may involve a wide range of data gathering techniques. Data analysis concentrates on the reduction of subjectivity and the construction of a single reliable account from a variety of sources.

Work Profiling

Work profiling is another job analysis technique. In this case based on the use of questionnaires. Different questionnaires have been developed for managerial/professional, service/administrative, and manual/technical jobs. The first part of each questionnaire is concerned with job content, i.e. the tasks to be performed, and the second part with job context i.e. skills, knowledge, qualifications, and training required, etc. Questionnaires are rated and/or ranked, and the data is then reconfigured to produce reports for various purposes e.g. task analysis, attribute analysis, job descriptions, person specifications, job/person matching, or assessment instruments for use in selection. This questionnaire technique and the methods of analysis involved have much in common with those used in personality testing.

Position Analysis

The position analysis questionnaire contains a large number of job elements organized into six main areas. These are the information input to the job, the mental processes required to perform the job, job output, relationships, job context, and other job characteristics. Each job element is rated on scales relating to different aspect of jobs e.g. importance, proportion of time spent, etc. The data is then computer analyzed. A number of outputs are possible from this analysis e.g. item analysis, dimension analysis, attribute analysis, and comparative analysis between jobs drawn from a large database of jobs.

Repertory Grid

Repertory grid technique is a method of eliciting the personal dimensions (constructs) used by individuals to interpret (construe) their experience of the world. Some personal dimensions may also be common to more than one individual. Repertory Grid technique can be applied to collecting information about jobs. The standard approach would be to ask interviewees to focus on a number of job titles (called elements), and then to compare these elements using the triad sort method. The triad sort method would involve selecting three job titles and then asking interviewees to answer the question “in which respect are two job titles the same and different from the third”. The answer to this question would produce a comparative job dimension (called a construct). Triad sort would then continue iteratively until the interviewees could not produce any more dimensions (constructs). These job dimensions would then provide the basis of further job analysis.

Checklists/Inventories

The main characteristic of checklists and inventories is the list of tasks. Another characteristic is that ratings of one kind or another are often applied to each task. The lists of tasks and ratings may be combined in the form of a questionnaire. Questionnaires may be standardized so that a large number of jobholders may be surveyed and the resulting data used to provide a consensus description of the content of particular jobs, and job attributes etc. Job task inventories provide useful models of particular jobs, which can either be adopted by organizations as standards or used as benchmarks for comparative purposes.

Appendix 3

IFSAC Certificate Assembly ADOPTION OF IFSAC ACCEPTED STANDARDS

Entity: Missouri Division of Fire Safety

Standard: Missouri Division of Fire Safety Standard on Emergency Medical Services –
Emergency Medical Responder

| 1. Action by Administration | | Date |
|-----------------------------------|--------------------------|-------|
| 1.1 Evidence of empowerment | <input type="checkbox"/> | _____ |
| 1.2 Evidence of financial support | <input type="checkbox"/> | _____ |
| 1.3 Evidence of staffing | <input type="checkbox"/> | _____ |
| 1.4 Completion of self-study | <input type="checkbox"/> | _____ |

Signed _____ IFSAC Manager

| 2. Action by Alternative— Standards <u>Review Task Group</u> Committee | | Date |
|---|--------------------------|-------|
| 2.1 The standards development process | <input type="checkbox"/> | _____ |
| 2.2 Industry consensus / lead body | <input type="checkbox"/> | _____ |
| 2.3 National/international recognition | <input type="checkbox"/> | _____ |
| 2.4 Publication and review | <input type="checkbox"/> | _____ |
| 2.5 Distinct certificate | <input type="checkbox"/> | _____ |

Signed _____ ASC Chair

| 3. <u>Action by the Certificate Assembly Planning Coordination Committee</u> | <u>Date</u> |
|--|-------------|
| 3.1 Standard approved to move to CABOG <input type="checkbox"/> | _____ |

Signed _____ CAPCC Chair

| 3.4. <u>Action by Certificate Assembly/Board of Governors</u> | <u>Date</u> |
|---|-------------|
| 4.1 Standard approved <input type="checkbox"/> | _____ |

Signed _____ CABOG Chair

Appendix 4

International Fire Service Accreditation Congress Certificate Assembly

Application for Acceptance of Professional Qualification Standard

| | |
|--|------------------|
| Entity: _____ | |
| Entity Contact Information | Name: _____ |
| | Email: _____ |
| | Telephone: _____ |
| | Address: _____ |
| Proposed Standard Title: _____ | |
| Describe the entity's authority to create/enforce/adopt the proposed standard (statute or agency rule): _____ _____ | |
| -OR- | |
| Attach documentation from stakeholders substantiating the entity-wide need for your organization to create/adopt/enforce the proposed standard: <input type="checkbox"/> Attachment included. | |
| Describe why an existing NFPA Professional Qualification Standard does not meet the needs of your jurisdiction: _____ _____ | |
| Describe the impact to your jurisdiction if the proposed standard is not accepted: _____ _____ | |
| Describe the intended testing methodology of the proposed standard: _____ _____ | |
| Attach a copy of the proposed standard (in Job Performance Requirement format). <input type="checkbox"/> | |
| Attach correlation sheets (in IFSAC format). <input type="checkbox"/> | |

| | | | |
|--------------------------|---------------------|---|---------------------|
| Agenda Memo O | CABOG CA | CA New Membership Applications | October 2024 |
|--------------------------|---------------------|---|---------------------|

Applications for membership are initially reviewed by the Certificate Assembly Board of Governors (CABOG). The CABOG may recommend that the Certificate Assembly approve or not approve, or they may defer action if additional information is required to make a decision.

Once the CABOG presents its recommendation, representatives of Certificate Assembly voting member entities may vote on an application to approve, not approve, or defer action if the additional information is needed.

Prior the meeting, please review all relevant Bylaw articles concerning membership. Additionally, take the time to carefully examine the information and documentation for evidence of empowerment provided with the application.

Bylaw Articles regarding Certificate Assembly Membership:

Bylaws can be found on the IFSAC Website under the ABOUT navigation tab.

- Articles 11.5.1 through 11.5.5

| Applicant Entity Name | Membership Status Applied For | Entity Representative | Empowerment Documentation |
|--------------------------------------|--|----------------------------------|--------------------------------------|
| Kuwait National Petroleum Company | Voting | Muath Ahmad Al- Ansari | <i>See attached.</i> |

International Fire Service Accreditation Congress

Certificate Assembly

Membership Application

The International Fire Service Accreditation Congress (IFSAC) invites you to become a member of our organization. Approval of membership for voting or non-voting status is based on the provision of required information (see attached page and Articles 11.5 and 12.1.9 of the IFSAC Bylaws). Please complete the application form below and return along with appropriate documentation. Applications with appropriate documentation received at least 90 days prior to the next Certificate Assembly meeting will be placed on the agenda for that meeting. Applications received 90 days or less prior to the next meeting will be placed on the agenda for the Certificate Assembly meeting following the next meeting. An entity must be approved for and hold voting or non-voting membership status in order to be eligible to apply for and maintain accreditation.

| TYPE OF MEMBERSHIP APPLIED FOR (Check only one) | |
|--|-------------------------------------|
| Corresponding Member Entity (For this category, please submit \$125 (US) with this application.) | <input type="checkbox"/> |
| Voting Entity - \$2500 per annum* <i>Must include documentation showing evidence of empowerment</i> | <input checked="" type="checkbox"/> |
| Non-Voting - \$1250 per annum (changes upon accreditation) * <i>Must include documentation showing evidence of empowerment</i> | <input type="checkbox"/> |
| Non-Voting Organizational (\$1250 per annum) * | <input type="checkbox"/> |

*Please **DO NOT** send any money at this time. Pending further review by the Certificate Assembly at the next annual meeting, you will be invoiced accordingly for annual dues.

KUWAIT NATIONAL PETROLEUM COMPANY

MAILING ADDRESS

Mailing Address Manager - Security & Fire, KNPC MSEOC Facilities

Town/City AL-AHMADI State/Province AL-AHMADI

Postal Code 60000 Country KUWAIT

CONTACT INFORMATION

Contact's/Representative's First and Last Name MUATH AHMAD AL-ANSARI

Job Title TEAM LEADER, SECURITY&FIRE Email Address MAA517@KNPC.COM

Telephone Number +96523859922 FAX Number NA

Mailing Address
(if different than above) SAME AS ABOVE



CHIEF EXECUTIVE OFFICER

الرئيس التنفيذي

28 April 2024

Ms. Eldonna Sadler
Manager-IFSAC Administration Office
International Fire Service Accreditation Congress (IFSAC)
Oklahoma State University
1723 West Tyler Avenue
Stillwater, OK 74078, USA

Dear Ms. Sadler:

Subject: IFSAC Accreditation for KNPC Fire Training Facility

Kuwait Petroleum Corporation (KPC) and its subsidiaries accord top priority to HSSE and Emergency Handling aspects. Kuwait National Petroleum Company (KNPC), a subsidiary of KPC and one of the premier hydrocarbon processing companies in the region, has always been in the forefront of implementing various management systems. In that regard, it has acquired certifications in a number of ISO standards.

To further standardize its various processes, KNPC plans to acquire IFSAC accreditation for its Fire Training facility. The proposed strategic initiative for accreditation, which is the first of its kind in Kuwait, will help KNPC in adopting a formal systematic approach for imparting Fire Training to its employees in line with best international practices. The accredited Fire Training facilities will also train Fire personnel from other KPC subsidiaries and third parties.

I strongly support KNPC's initiative of acquiring IFSAC membership and accreditation for their Fire Training facility.

Kind regards,

Nawaf S. Al-Sabah
Chief Executive Officer

Eldonna Sadler

From: Muath Ahmad A/Karem Alansari <ma.ansari@knpc.com>
Sent: Wednesday, September 11, 2024 5:18 AM
To: esadler@ifsac.org
Cc: Hussam Ghazi Othman Aljiran; Awadh Salem Awadh Salem; Tirumala Rao Sindiri Sindiri; Belal Hejab Shlash Al-Enezi; Ali Rashed M. Al-Mansour; Takey Khalil Ahmad; gert@etsafrica.co.za; dirk@etsafrica.co.za; Medhat Mohamed Abdel Baki; Mansour Fahad M Al-Khanfar; cmars@ifsac.org
Subject: RE: Application for IFSAC Membership
Flag Status: Flagged

Dear Ms Eldona,

Good day.

We have gone through your mail dated 09/09/24. We would like to state the following regarding the empowerment requirements for IFSAC accreditation:

1. Currently legislated requirements do not exist for exclusive rights to Test and Certify fire fighters within Kuwait. KPC is the parent company for the subsidiary companies responsible for bulk fuel storage and refineries. KPC is the highest authority in Kuwait to support the application for IFSAC membership and accreditation. For this reason, we do not claim empowerment on this requirement.
2. Oil Sector Firefighting and related training is not regulated or legislated to a government authority in Kuwait. It is the responsibility of the employer to ensure the training and competence of employed fire fighters. Due to the fact that such law does not exist we do not claim empowerment on this requirement.
3. KPC is the parent company for KNPC and the training facility, representing Ministry of Oil, State of Kuwait. KPC, as the highest authority within Kuwait, we state that the letter from KPC CEO for support of IFSAC membership and accreditation is the highest level of empowerment and is sufficient for support from the Oil industry and constituency. The KPC group of companies consist of 9 entities and employee total of +1200 full time/ contracted fire fighters. We state that we submit our application for membership based on constituency support and empowerment.

Please note that the requested empowerment from government does not exist within Kuwait. Each industry is responsible to ensure competence and certification of its own fire fighters. IFSAC and the NFPA requirements are not legislated requirements in Kuwait

and Government departments cannot be involved in organisational operational functions. In the absence of legislated requirements and acts we request IFSAC administration and the board to consider our application for membership considering the support from the KPC CEO as sufficient support from the oil industry and constituency.

KNPC are sending a high-level group of representatives to the IFSAC conference in Tulsa from the 3-5 October 2024, in order to resolve and clarify any questions from the Board of Governors as well as the membership in order to process our application. Also, we request you to arrange for a meeting of our delegates with Board of Governors, if possible, preferably before the start of the conference to clarify our stand.

Your favourable consideration and approval will be appreciated.



Muath Ahmad A/Karem Alansari

Team Leader, Security & Fire

Security & Fire Department

Email : ma.ansari@knpc.com

Web: www.knpc.com

Kuwait National Petroleum Company (KNPC)

P.O Box: 70 | Safat 13001 | Kuwait

Tel: +965 23883003

Fax: +965 83218

Please consider the environment before printing



Kuwait Petroleum Corporation | **مؤسسة البترول الكويتية**
and subsidiaries | وشركاتها



Eldonna Sadler

From: Muath Ahmad A/Karem Alansari <ma.ansari@knpc.com>
Sent: Monday, August 26, 2024 2:39 AM
To: esadler@ifsac.org
Cc: Awadh Salem Awadh Salem; Dinesh Kumar Dutta; Tirumala Rao Sindiri Sindiri; Belal Hejab Shlash Al-Enezi; Ali Rashed M. Al-Mansour; Tarek Abdulmonsef Ali Shaheen; gert@etsafrica.co.za; dirk@etsafrica.co.za; Medhat Mohamed Abdel Baki
Subject: RE: Application for IFSAC Membership
Attachments: Proof of Empowerment.pdf; CA_Membership_Application 22082024.pdf

Dear Eldonna,

I hope this mail finds you well,

Thank you for the email dated 21/08/2024. In this regard, please note the followings:

KPC (Kuwait Petroleum Corporation) is the parent company for the nine (9) subsidiary companies in the Kuwait Oil and Gas Industry having full control on all operations carried out by them and KNPC is one of the subsidiaries. KPC represents the Ministry of Oil, Kuwait Government as the custodian of the industry. The evidence of empowerment submitted earlier is based on support from KPC and the charman of KPC. Within the Kuwait context, KPC is the highest authority to support the KNPC IFSAC application. This however does not mean that KPC might not support any future applications from any of other KPC subsidiaries.

1. **Regulatory Documentation:** Currently fire services related training, testing and certification is not regulated or mandated to a single entity in Kuwait. Each entity is responsible for their quality assurance processes, hence the support from KPC for the KNPC application for membership with IFSAC was obtained. KNPC has partnered with ETS Emergency Training Solutions over the last 4 years, since January 2021, to assist with the capacity building and development of reliable quality assurance systems and processes. This is enabling KNPC to implement a quality assurance system and IFSAC recognition for KNPC Fire and Emergency Response personnel to meet the expectations for recognition.
2. **Letters of Support:**
 - a. KPC, representing Ministry of Oil is the highest level of authority within Kuwait for support of the KNPC IFSAC application. KNPC has received personal endorsement and support from the CEO of KPC, Mr Nawaf S. Al-Sabah, for the application.
 - b. Kuwait Civil Defence department does not carry out firefighting trainings or have authority on the operation of KNPC.
3. **Training/Education License.** Being a government entity, this remains the responsibility of KNPC to ensure the implementation and quality assurance of training, testing and certification processes. It is within this responsibility KNPC wishes to be accredited as a IFSAC entity to systematically stop the reliance on third party providers from other countries to provide training, testing and certification services. Further, it is worth noting that our training centre will not be a profit-making centre and it will be used only to train KPC subsidiary employees.
4. As advised, revised membership application indicating Voting Member is attached.

We are committed to participate in IFSAC conferences and processes. We have partnered with ETS Emergency Training Solutions to assist and guide us through the IFSAC membership and accreditation processes. Once membership is approved, we will ensure representation at the Spring conference 2025. We sincerely appeal to IFSAC administration and the IFSAC Board of Governors to consider our application for membership to IFSAC at the Fall meeting in October 2024.

Your favourable consideration will be appreciated.

Regards,

Muath Ahmad A/Karem Alansari

Team Leader, Security & Fire

Security & Fire Department

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Kuwait Petroleum Corporation
and subsidiaries

مؤسسة البترول الكويتية
وشركاتها

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| P | Degree Assembly Administrative Review Procedure | DABOG | October 2024 |

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

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|--|---|
| Agenda Memo #: P- 1 | Section/Article(s): Policy and Procedure |
| Submitted by: IFSAC Administration | New or Revision: New |
| Comments/Reason for proposal: New procedures have been established following the removal of policies and procedures from the bylaws. | |

IFSAC DEGREE ASSEMBLY ADMINISTRATIVE REVIEW PROCEDURE

PURPOSE

The following outlines the procedure for submitting materials and conducting an administrative review per bylaws.

APPLICATION

This document applies to accredited programs preparing materials to submit to IFSAC Administration for administrative review and to those individuals conducting administrative reviews for accreditation of an additional program or programs of study. The Administration Office shall be responsible for arranging the administrative review.

PROCEDURE

1. Accredited program submits the following to IFSAC Administration for each program or programs of study:
 - a. An Application for Administrative Review form.
 - b. Application fee (may be invoiced).
 - c. Copy of Original Application for Accreditation.
 - d. Revised Program Self-Study.
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. An program evaluation team member of the most recent accreditation.
 - b. A member of the DABOG.
3. Administrative reviewer shall complete the review and/or report findings within 30-60 days.
4. Once the administrative review is completed, the reviewer submits a final report of recommendation to IFSAC Administration and the program.
5. Administration will distribute the report to the DABOG. Administration shall place consideration of the report on the agenda of the DABOG's next scheduled regular meeting.
6. Administration will send notice of the Board's decision within thirty (30) days after the meeting
7. Programs have the right to appeal the decision of the Board.

EFFECTIVE DATE

This policy is effective as of [Insert Date] and supersedes any previous policies related to administrative reviews.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| Q | Degree Assembly Extension of Reaccreditation Policy/Procedure | DABOG | October 2024 |

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

| | |
|--|---|
| Agenda Memo #: Q-1 | Section/Article(s): Policy and Procedure |
| Submitted by: IFSAC Administration | New or Revision: New |
| Comments/Reason for proposal: New procedures have been established following the removal of policies and procedures from the bylaws. | |

Extension of Reaccreditation Policy

A program may be granted an extension of reaccreditation by the Board upon showing of circumstances that hindered or prevented the program's ability to prepare for the reaccreditation visit.

1. No extension, or combination of extensions, of the accreditation may exceed one (1) year from the due date of the reaccreditation site visit.

2. Failure to hold a site visit prior to the Board meeting following the approved period of extension of accreditation will result in loss of accreditation status.

Procedure for Requesting/Granting Extension

Request Submission:

- The program seeking an extension of reaccreditation must submit a formal request to the Board through IFSAC Administration. This request should include detailed documentation explaining the circumstances that hindered or prevented the program's ability to prepare for the reaccreditation visit.

2. Evaluation of Request:

- The Board will review the submitted request along with the supporting documentation provided by the entity.
- The Board will assess the validity and significance of the circumstances presented by the program to determine if they warrant an extension of reaccreditation.

3. Decision Making:

- The Board will deliberate on the request during their scheduled regular meetings.
- Based on the evaluation, the Board will decide whether to grant an extension of reaccreditation and the duration of the extension, if approved.
- If the request is denied, the program will be notified promptly with reasons for the decision. Programs have the right to appeal the decision of the Board.

4. Extension Limitation:

- No extension, or combination of extensions, may exceed one (1) year from the due date of the reaccreditation.

- The duration of the extension will be determined by the Board based on the circumstances presented by the program.

5. Notification of Decision:

- The program will be informed in writing of the Board's decision regarding the extension request.
- If the extension is approved, the program will receive specific instructions regarding the revised timeline and any additional requirements.

6. Reaccreditation Process During Extension Period:

- The program must utilize the extension period to address the issues that hindered or prevented their preparation for the reaccreditation visit.
- The program should continue to comply with any ongoing accreditation requirements and fulfill any outstanding obligations during this period.

7. Site Visit Scheduling:

- If an extension is granted, the program must coordinate with Administration to schedule the reaccreditation site visit within the approved extension period.

8. Consequences of Failure to Hold Site Visit:

- Failure to hold a site visit prior to the Board meeting following the approved period of extension of accreditation will result in loss of accreditation status.
- The program will be notified of the loss of accreditation status per the Membership/Accreditation Withdrawal or Revocation policy and the necessary steps for reapplication, if applicable.

9. Monitoring and Reporting:

- The Board will monitor the progress of the program during the extension period to ensure compliance with the agreed-upon timeline and requirements.
- The program must provide periodic updates to the Administration regarding their progress in addressing the identified issues.

-

By following this procedure, the Board ensures fairness and transparency in evaluating requests for extension of reaccreditation while maintaining the integrity of the accreditation process.

Effective Date

This policy is effective as of [Insert Date] and supersedes any previous policies related to extensions of reaccreditation.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|--|----------------|--------------|
| R | Degree Assembly Substantive Changes Policy/Procedure | DABOG | October 2024 |

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

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|--|---|
| Agenda Memo #: R-1 | Section/Article(s): Policy and Procedure |
| Submitted by: IFSAC Administration | New or Revision: New |
| Comments/Reason for proposal: New procedures have been established following the removal of policies and procedures from the bylaws. | |

Policy on Reporting Substantive Changes in Accredited Programs

Purpose:

To ensure that accredited programs adhere to the standards of the Assembly when implementing substantive changes that may impact accreditation status.

Policy Statement:

All accredited programs must report any substantive changes in accordance with the Assembly's policies and procedures. Substantive changes include modifications to program structure, delivery, or location, and other critical aspects of program operation.

Procedures for Reporting Substantive Changes:

A. Notification of Substantive Changes

Accredited entities must inform the Administrative Office of any substantive changes to a program of study. This includes, but is not limited to, changes related to administrative structures, instructional delivery capabilities, or changes in location. This notification must occur between site visits when such changes are made by the accredited program or its institution.

B. Determination of Substantive Changes

In cases where the nature of the change is uncertain, the determination of whether a change is substantive shall be decided by a majority vote of the Decision Assembly Board of Governors (DABOG).

C. Communication of Changes

The Administrative Office shall promptly notify the DABOG of any substantive changes reported by the accredited program or institution.

D. Review of Changes

At the next scheduled regular meeting of the DABOG, a comprehensive examination of all reported substantive changes shall be conducted. The review will assess the changes in relation to the criteria for degree accreditation.

E. DABOG Actions Following Review

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|-------------|--|----------------|--------------|
| R | Degree Assembly Substantive Changes Policy/Procedure | DABOG | October 2024 |

Based on the findings of the review, the DABOG shall vote by majority on one of the following actions:

1. Continue Accreditation Status
2. The program's accreditation status remains unchanged.
3. Request Administrative Review
4. Withdraw Accreditation

This policy ensures that accredited programs remain compliant with the Assembly's standards and that any significant changes are appropriately reviewed to maintain the integrity and quality of the programs.

Effective Date

This policy is effective as of [Insert Date] and supersedes any previous policies related to substantive changes.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---|----------------|--------------|
| S | Degree Assembly Membership Applications Procedure | DABOG | October 2024 |

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

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|--|---|
| Agenda Memo #: S-1 | Section/Article(s): Policy and Procedure |
| Submitted by: IFSAC Administration | New or Revision: New |
| Comments/Reason for proposal: New procedures have been established following the removal of policies and procedures from the bylaws. | |

Procedure for Degree Assembly Membership Applications

1. Submission of Application:

- a. New voting member applicants submit their application to the Administrative Office.

2. Review of Credentials:

- a. The Administrative Office verifies that the applicant meets the requirements set forth in the bylaws.
- b. The verification process should include checking any relevant documentation or qualifications necessary for membership.

3. Notification to the Chair:

- a. Once the Administrative Office completes the verification, it will notify the Chair of the Board of their findings, including whether the applicant meets the criteria specified per bylaws.

4. Chair's Authorization:

- a. The Chair will either:
 - i. **Approve Membership:** If all requirements are met, the Chair authorizes the Administrative Office to notify the applicant of their acceptance as a voting member.
 - ii. **Defer to Assembly:** If there is uncertainty or question about the applicant's qualifications per bylaws, the Chair will instruct the Administrative Office to hold off on notification and refer the matter to the Assembly.

5. Assembly Vote (if required):

- a. If the applicant's credentials are questioned, the issue will be presented at the next regular Assembly meeting.
- b. The Assembly will determine acceptance based on a majority vote.

6. Final Notification:

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|-------------|---|----------------|--------------|
| S | Degree Assembly Membership Applications Procedure | DABOG | October 2024 |

- a. If the Chair approves the application, the Administrative Office will send a confirmation of voting membership to the applicant.
- b. If the matter is referred to the Assembly, the Administrative Office will notify the applicant of the decision following the Assembly vote.

This procedure ensures that applicants are properly vetted per bylaws while also providing an additional layer of review if needed through the Assembly.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|--|----------------|--------------|
| T | Degree Assembly Conditional Accreditation Policy | DABOG | October 2024 |

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

| | |
|--|---|
| Agenda Memo #: T-1 | Section/Article(s): Policy and Procedure |
| Submitted by: IFSAC Administration | New or Revision: New |
| Comments/Reason for proposal: New procedures have been established following the removal of policies and procedures from the bylaws. | |

Policy on Conditional Accreditation

1. Purpose

The purpose of this policy is to outline the conditions and procedures under which a program may receive conditional accreditation from the DABOG. Conditional accreditation allows a program to address specific deficiencies identified during the site visit while demonstrating compliance with other accreditation standards.

2. Scope

This policy applies to all accredited programs seeking reaccreditation.

3. Eligibility for Conditional Accreditation

Programs may be granted conditional accreditation if:

- The program evaluation team identifies deficiencies that are deemed correctable within a specified period.
- The entity demonstrates substantial compliance with the majority of the accreditation standards.

4. Conditions for Granting Conditional Accreditation

Conditional accreditation may be granted under the following conditions:

- A detailed action plan is submitted by the program addressing how and when the deficiencies will be corrected.
- The action plan must be approved by the program evaluation team and the DABOG.
- The program must agree to regular progress reports as stipulated by the program evaluation team and DABOG.

5. Process

1. Site Visit Report: The program evaluation team identifies deficiencies and recommends conditional accreditation.

2. Action Plan Submission: The program submits an action plan within 30 days of receiving the site visit report.

3. Approval of Action Plan: The action plan is reviewed and approved by the program evaluation team and DABOG.

4. Conditional Accreditation Granted: If the action plan is approved, the entity is granted conditional accreditation for a period not exceeding 6 months.

5. Progress Reports: The entity submits progress reports as stipulated in the action plan.

6. Follow-Up Visit: A follow-up visit may be conducted if deemed necessary by the program evaluation team or DABOG.

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| T | Degree Assembly Conditional Accreditation Policy | DABOG | October 2024 |

6. Review and Final Decision

- At the end of the conditional accreditation period, the program evaluation team reviews the progress made by the entity.
- A final report is submitted to the DABOG for review and decision.
- The DABOG may:
 - Grant full accreditation if all deficiencies are corrected.
 - Extend conditional accreditation for an additional period if substantial progress is made.
 - Deny accreditation if deficiencies are not corrected.

7. Appeals

Refer to the appeals policy.

8. Documentation and Records

All documentation related to conditional accreditation, including action plans, progress reports, and final decisions, must be maintained in the program's accreditation file.

9. Communication

IFSAC Administration will communicate all decisions regarding conditional accreditation to the program in writing, including specific deficiencies, required actions, and timelines.

10. Monitoring and Compliance

The program is responsible for adhering to the action plan and submitting timely progress reports. The program evaluation team and Administration will monitor compliance and provide guidance as necessary.

11. Effective Date

This policy is effective as of [Insert Date] and supersedes any previous policies related to conditional accreditation.

12. Review and Amendments

This policy will be reviewed annually by the Degree Assembly Planning Coordination Committee (DAPCC) and may be amended as necessary to ensure its effectiveness and alignment with IFSAC's mission and standards.

For questions or further information regarding this policy, please contact IFSAC Administration.

| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|--------------------------|----------------|--------------|
| U | Meeting Locations Policy | COG | October 2024 |

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

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|---|----------------------------------|----------------------------|----------------------|
| Agenda Memo #: | U-1 | Section/Article(s): | Policy and Procedure |
| Submitted by: | Logistics Coordination Committee | New or Revision: | Revision |
| Comments/Reason for proposal: Revisions are part of the ongoing cleanup resulting from the implementation of the new governance structure and revised bylaws. | | | |

International Fire Service Accreditation Congress Policy for Meeting Locations

All proposals to host a spring or fall conference must consider the information and requirements contained in this policy. Additional information to assist Administration in making a site selection should also be included. Through providing these guidelines it is the intent of IFSAC Administration to make the most cost effective meeting arrangements possible where quorum is met by all groups with IFSAC.

General

- The spring conference will normally be held in April.
- The fall conference will normally be held in October.
- All meetings and lodging facilities must be equipped with automatic fire sprinklers and smoke alarms.
- IFSAC Administration will make final selection of hotel and negotiate arrangements for guest room accommodations and meeting facilities. The hosting member may provide a list of preferred hotels.*
- The contract/agreement and the master account is to be established with the hotel facility for Oklahoma State University/International Fire Service Accreditation Congress (OSU/IFSAC) by IFSAC Administration.*

** If meetings are to be held in a location whereby it will be difficult for IFSAC Administration to communicate with the hotel (i.e., outside North America), the member host and IFSAC Administration should work together to make such arrangements and ensure that all meeting needs are met.*

Consideration of Gifts

Oklahoma State law (as well as other U.S. states) considers anything over \$50, including transportation, lodging, or entertainment, as being a gift and at minimum reportable if not a breach of ethics on the part of a State employee. As such, IFSAC employees will not be able to accept anything of value over this limit. From the State ethics reporting rules IFSAC can accept:

- Modest items of food and refreshments, such as soft drinks, coffee, and donuts, offered other than as part of a meal;

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| U | Meeting Locations Policy | COG | October 2024 |

- Food and beverage consumed on the occasion when participating in a charitable, civic, or community event, and the individual is attending in an official capacity;
- A meal or other food served at a meeting at which the individual is an invited guest;
- Transportation furnished for the purpose of assisting the individual in the performance of their duties to IFSAC and from which the individual receives only incidental personal benefits ancillary to said purpose.

The process for hosting meetings is as follows:

1. Hosting requests will be considered in the order received.
2. Member provides IFSAC Administration with the attached form at least two years prior to the dates of the meetings an entity is requesting to host.
3. IFSAC Administration will consult the COG and ~~Business Operations Committee~~[Logistics Coordination Committee](#) to determine the feasibility of proposed locations.
4. IFSAC Administration will approve or deny requests based on all available information.
5. IFSAC Administration will keep the membership advised of all proceedings at the spring and fall conferences.
6. IFSAC Administration will contact the hotels of proposed location(s) for rates, meeting space, etc.

Selection Criteria

IFSAC Administration must be the primary contact and will submit the request for proposal with a hotel to ensure the final contract/agreement is with OSU/IFSAC. This is necessary in order for a purchase order to be properly processed for payment to the selected hotel. Entities are only expected to provide a list of suggested hotels based on the following criteria. If the hosting entity assists IFSAC Administration in negotiations with a hotel, the entity must ensure that the hotel understands the proposal is for IFSAC and that any contract which may be established will be with OSU/IFSAC and not the hosting entity. When providing IFSAC Administration with a list of hotels; please include contact information. To be considered for the meeting venue and lodging accommodations each hotel must be capable of providing the following:

Meeting Space

For the spring conference – meeting rooms for four (4) days

For fall meetings – meeting rooms for two (2) days

Space for approximately 100 - 125 attendees

- 1 large room that will hold all attendees
- 3 – 4 smaller meeting rooms to hold up to 30 attendees
- 1 area for registration, food & beverage break, and vendor exhibits (these can be separated in different areas if necessary)
- 1 office area

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| U | Meeting Locations Policy | COG | October 2024 |

- 1 room for evening activity (reception/social) that will hold all attendees and guests (spring conference)
- Rooms to have 24 hour hold for our use is preferred

NOTE: Actual daily set-ups and schedule will be arranged with the hotel by IFSAC Administration.

Food and Beverage Service

At minimum the hotel must be able to provide:

- Snack and beverage service for morning and afternoon breaks
- One evening activity with food and cash bar (spring conference)
- On-site restaurant open for breakfast, lunch, and dinner

Lodging

Host member may provide a list of preferred hotels.

- Guest room rates at or below the U.S. General Services Administration (GSA) rate per night preferred.
 - ♦ If hotel cannot agree to U.S. GSA rate, rates should be reasonable and as low as possible preferably no more than \$150 (USD) per night.
- Guest room accommodations (group block)
 - ♦ For spring conference – at least five (5) nights ~~(Tuesday night through Saturday night)~~
 - ♦ For fall conference – at least three (3) nights ~~(Thursday night through Saturday night)~~
 - ♦ Must have enough guest rooms to accommodate approximately 100 – 125 attendees

Transportation

The following are recommended:

- Airline hub city - most members reach location with only one airline connection.
- Ground transportation provided by the hotel or by the member host.*
- Ground transportation target of less than 45 minutes from the airport to the hotel (this can be flexible for special circumstances).
 - * If ground transportation is not provided by the hotel or the member host, other methods of transportation (taxi, airport shuttle, etc.) must be available.

Other Considerations

- It is the goal of IFSAC to provide a safe and secure location for the members and staff who attend the meetings. Political instability and/or security and safety is a concern. Therefore Administration will review and monitor current travel warnings and forecasted extreme weather events of proposed and upcoming meeting locations. As the environment changes, Administration reserves the right to move meeting locations due to potential safety, security,

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| U | Meeting Locations Policy | COG | October 2024 |

health, or weather related issues that could affect the safety and well-being of the membership or staff while attending a meeting.

- ◆ Locations with travel warnings will not be considered for meeting locations.

- Preference shall be given to locations that are relatively easy to get to for the majority of the membership.
- [Locations outside North America should be considered for at least one meeting every five \(5\) years.](#)
- Cost estimates for travel shall be taken into consideration. It should be “affordable” for the members and IFSAC Administration to attend.
- It is the goal of IFSAC to include diversity and human rights into its foundational principles. Therefore the fundamental human rights in dignity and worth of the human person at the proposed location of a meeting will be taken into consideration. This includes the rights of individuals for their race, gender, religion, etc.
- ~~The preference for the spring conference location will be within one day driving distance of the Administrative Offices due to the financial obligations of IFSAC and to increase the probability of having at least one meeting per year where quorum is met for the Congress, assemblies, Council of Governors, boards, and committees. This also allows for long term contracting with a hotel to reduce costs.~~
- Final Decision
- Administration will use the factors listed in the proposal, the items listed above, as well as an estimate on the percentage of membership able to attend the meeting to make a sound business decision for the entirety of IFSAC.



| Agenda Memo | Item | Meeting Agenda | Meeting Date |
|-------------|---------------------|----------------|--------------|
| V | IFSAC Travel Policy | COG | October 2024 |

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

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| Agenda Memo #: V-1 | Section/Article(s): Policy and Procedure |
| Submitted by: IFSAC Administration | New or Revision: Revision |
| Comments/Reason for proposal: The revisions have been made to ensure consistency and support the ongoing cleanup of Congress and Assembly policies and procedures. <i>Proposed revision/amendments recommended by the Logistics Coordination Committee will advance to the CABOG's meeting to be voted on for approval.</i> | |

IFSAC Travel Policy and Procedures

1. Purpose

This policy establishes guidelines for determining when IFSAC Administration is responsible for processing travel arrangements and reimbursement for non-employees participating in IFSAC-related activities, and when the host entity is responsible for travel arrangements. This ensures clarity and consistency in travel-related procedures for IFSAC site visit teams, board members, parliamentarians, and other non-employee participants.

2. Authority

Travel policies and procedures are governed by Oklahoma State University (OSU) and the State of Oklahoma. For out-of-state travel, approval must be obtained from the President of Oklahoma State University and the Board of Regents for Oklahoma A&M Colleges.

3. Scope

The policy outlines when IFSAC Administration or the host entity is responsible for managing and reimbursing travel expenses.

4. IFSAC-Processed Travel

IFSAC Administration will be responsible for travel arrangements and reimbursement under the following conditions:

4.1 ~~Board of Governors~~ Public Members and Parliamentarians

- IFSAC Administration will arrange and reimburse travel for all Certificate Assembly and Degree Assembly Public ~~Board of Governors~~ Members and IFSAC

Parliamentarians when they participate in official IFSAC functions, such as board meetings or workshops.

4.2 Workshops and Special Events

- Travel for participants attending special **COG, CABOG, DABOG, committee, or task group workshops** coordinated by IFSAC will be processed by IFSAC Administration as needed. This includes arrangements for airfare, lodging, and other travel-related expenses.

4.3 Site Visits

IFSAC will process travel for site visit team members if one of the following conditions is met:

- **Contracts or Agreements:** If the host entity requires site visit team members to sign any type of contract or agreement for travel expenses to be paid or reimbursed.
- **IRS Documentation:** If the host entity requires the completion of U.S. Internal Revenue Service (IRS) forms or equivalent tax documentation, such as IRS Form 1099, for reimbursing travel expenses to site visit team members.

Under these conditions, IFSAC will coordinate all travel arrangements (airfare, lodging, per diem, transportation) and will invoice the host entity for travel-related expenses incurred.

5. Host Entity-Processed Travel

The host entity is generally responsible for arranging and reimbursing site visit travel when the above exceptions do not apply. The following guidelines apply:

5.1 Host Entity Responsibilities

- **Travel Coordination:** The host entity will coordinate and pay for all necessary travel arrangements, including airfare, lodging, meals, and transportation to and from the airport for IFSAC site visit team members.
- **Reimbursement Process:** The host entity must reimburse team members for all reasonable travel expenses within 45 days of the site visit upon receipt of appropriate documentation (expense vouchers, receipts, etc.).
- **Direct Payment and Prepayment:** The host entity is encouraged to provide prepaid airline tickets and arrange for direct billing of lodging and meals where possible.

5.2 Lodging Standards

All lodging facilities arranged by the host entity must meet safety standards, including having full automatic sprinkler protection.

5.3 International Travel

For international travel, site visit team members should coordinate with the host entity in advance to ensure compliance with any international travel requirements (e.g., visas, customs, vaccinations).

6. Travel Procedures

6.1 Confirmation of Travel Responsibility

- Before each site visit, IFSAC Administration will confirm with the host entity whether the travel will involve the submission of IRS or equivalent tax documentation. Based on this information, IFSAC or the host entity will take responsibility for travel arrangements.

6.2 Reimbursement Timeline

- Travel reimbursements must be processed and issued to site visit team members within 45 days following submission of receipts and expense documentation.

6.3 Rates and Methods of Reimbursement

- For IFSAC-processed travel, reimbursement rates will follow OSU travel policies, including established mileage rates, per diem, and lodging costs.
- For host entity-processed travel, reimbursement will follow the local regulations governing mileage, per diem, and lodging, which the host entity is obligated to follow.

6.4 Expense Documentation

- Site visit team members are responsible for submitting all necessary expense forms, receipts, and documentation promptly following the conclusion of the site visit.

7. Acceptance of Assignment

By accepting assignment as a member of a site visit team, team members agree to abide by the reimbursement policies and procedures established by either IFSAC Administration or the host entity, depending on which party is responsible for processing the travel.

8. Monitoring and Review

This policy will be reviewed annually or as necessary to ensure compliance with OSU travel policies and the regulations of the State of Oklahoma. Updates will be communicated to all relevant parties.

~~IFSAC Administration is a department housed at Oklahoma State University in Stillwater, OK. Travel policy and procedures are set by Oklahoma State University and the laws governing official University travel are made by the Legislature of the State of Oklahoma, except for the requirements for approval of out-of-state travel requests, which are by the President of the University, and the Board of Regents for Oklahoma A&M Colleges.~~

~~These policies lay out the procedures for when IFSAC Administration processes travel for non-employees of Oklahoma State University. The following are examples of when IFSAC Administration should process travel:~~

- ~~All travel for both Certificate Assembly and Degree Assembly Public Board of Governors Members.~~
- ~~All travel for the IFSAC Parliamentarians.~~
- ~~Travel for special COG, CABOG, DABOG, committee, or task group workshops as needed.~~
- ~~Travel for site visits when the host entity cannot process travel arrangements for the site visit team for the following reasons:~~
 1. ~~When site visit team members are required to sign any type of contract or agreement in order for any travel expenses to be paid for or reimbursed.~~
 2. ~~When an IRS form 1099 will be issued to the IFSAC site team members for travel reimbursement.~~

~~Processing travel is a two-part process including a pre-approval for out-of-state travel and/or international travel followed by a reimbursement process following the completion of travel.~~

~~The following policies and procedures are adapted from the Oklahoma State University Administration and Finance 3-0201 current edition and Oklahoma State University International Travel Policy 1-0132 current edition policies as needed for the business of IFSAC Administration to process non-employee travel for members of the organization through the Oklahoma State University system.~~

Before Traveling:-

~~Each traveler will need to complete a travel request form and submit to admin@ifsac.org prior to traveling, with the following information:-~~

- ~~Full legal name—enter the full legal name of the traveler, as it appears on your government issued ID~~
- ~~Home mailing address—where you would like the reimbursement check mailed to~~
- ~~Birthdate~~
- ~~Cellphone number with Area Code~~
- ~~Second contact number~~
- ~~Full Social Security Number or equivalent required for first time reimbursement; only the last four digits are required if you have previously been reimbursed—may call IFSAC Administration~~
- ~~Description of trip: destination, including dates & times of departure and return~~
- ~~Purpose of trip of official business~~
- ~~Traveling by air or by vehicle~~
- ~~Preferred airport for departure~~
- ~~Preferred arriving airport~~
- ~~Preferred airline/preferred Seating~~
- ~~Additional travel requests—car rental, lodging, mileage to/from airport, etc.~~
- ~~Include two potential flight quotes with flight numbers and estimate cost~~

~~Once a travel request is received by IFSAC Administration, airfare and car rentals will be booked upon approval by IFSAC Administration. Both airfare and car rental will be direct billed to IFSAC Administration and traveler will receive confirmation of booking via email. Please review and make sure all information is correct within 24 hours of receiving the confirmation.~~

email.

Hotel reservations can be made and held with an OSU PCard. Traveler **MUST** pay with individual card upon arrival and submit receipt for reimbursement. Hotel lodging is not eligible for direct pay.

If traveling by air, please note the travel agency information on your ticket confirmation. Should you have any issues while on travel, please contact the travel agency directly for immediate assistance.

After Traveling:

The second part of the travel process is the reimbursement portion and takes place after travel has taken place, with the completion of the Travel Reimbursement Form (sent to traveler by IFSAC Administration) and submitting original receipts to IFSAC Administration. Travel reimbursements, including all receipts, must be submitted to IFSAC Administration within 60 days of completion of travel. **Any reimbursement submitted after 60 days will not be processed.**

Guidelines for Submitting Documentation for Travel Reimbursement:

- All original receipts and documentation should be stapled to the travel reimbursement form. Smaller receipts should be attached to a blank sheet of 8 1/2 x 11" paper. Receipts must show a zero balance. Original receipts should be mailed to: IFSAC Administration, 1723 W. Tyler Ave, Stillwater, OK 74078

- **Mileage Claimed**

If mileage is being claimed, enter the actual direct mileage as found on a website, such as MapQuest or Google Maps. Exact addresses must be entered into the search parameters. A printout from the website must be attached to the travel voucher documenting the mileage being claimed. If a destination does not have a specific address, please indicate an estimated destination, such as "5 miles northwest of Stillwater" and provide beginning and ending odometer readings to justify the mileage claimed.

Mileage in lieu of airfare—If the non-employee travels by privately-owned vehicle, reimbursement for mileage cannot exceed a coach airfare quote plus mileage to and from the airport. The coach airfare quote for cost comparison should be obtained from a state contracted travel agency. If a non-employee chooses another mode of travel other than by air, s/he must provide a cost comparison between the actual cost of transportation and the cost of the airline ticket (had s/he flown to the destination). Other expenses, such as baggage fees and local transportation, cannot be used in a cost comparison because the costs are considered too variable.

Some situations, such as transporting large or heavy equipment, may require driving instead of flying. In these situations a cost comparison is not necessary as long as documentation or a statement is given regarding the need for ground transportation.

Mileage reimbursement rate—The mileage reimbursement rate is set by the State of Oklahoma, not the IRS rate.

- **Per Diem/Meals**

Per diem/meal rates follow those of the federal government (effective July 1, 2001), and

~~vary by city. See <https://www.gsa.gov/travel-resources> in order to look up per diem/meal rates for a particular city or location. Per diem is only reimbursable for periods in which an overnight stay is documented. Evidence of an overnight stay may include a lodging bill.~~

~~Twenty-four hour rule—Reimbursement for per diem (meals) and lodging will not begin more than twenty-four (24) hours before the first meeting time or continue for more than 24 hours after the last meeting, unless certain exceptions, explained below, apply.~~

~~Forty-eight hour rule—International Travel—Reimbursement for per diem (meals) and lodging will not begin more than forty-eight (48) hours before or continue more than forty-eight hours after the objective of the trip. International travel is defined, for this purpose, as travel outside the contiguous 48 U.S. states.~~

- ~~Foreign Exchange Rates and Other Notes~~

~~Attach a website printout for each expense when using websites, such as OANDA, to convert foreign exchange rates. Currency conversions should be converted on the day of the receipt. Credit card statements may be attached in lieu of foreign currency conversion printouts.~~

- ~~Miscellaneous Expenses that are Reimbursable~~

~~Telephone—Reimbursement for business-related communication charges incurred during travel must be justified as to their necessity. When the telephone expense is "substantial" in the eyes of the Office of State Finance, they may request documentation or additional information. Personal phone calls will not be reimbursed.~~

~~Parking—Parking fees must be itemized. Parking expenses should be prorated to remove personal days outside the 24-hour rule.~~

~~Turnpike Tolls—Turnpike toll fees must be itemized.~~

~~Misc. Supplies—Reimbursement for miscellaneous supplies must be itemized and documented with a receipt. A description of each item purchased must be included with the receipt. Examples of items that might fall into this category are:~~

~~Fax costs, freight costs to ship materials back to home base, tapes, books, and other materials from a conference or workshop, gasoline for a state-owned vehicle, and laundry (under certain circumstances involving extended travel and/or emergency)- passport or visa fees, gasoline for rental car, baggage fees.~~

~~Baggage Fees—For trips less than a week, one personal bag is allowed each way. For trips lasting a week or longer, two personal bags are allowed each way. Any bags that contain necessary business materials are reimbursable.~~

~~Some miscellaneous expenses (other than registration) do not require a receipt if under \$25.~~

~~Once travel reimbursement form has been received by IFSAC Administration, staff will complete official travel voucher paperwork. The traveler will need to sign the travel voucher and return to IFSAC Administration for processing. Faxed, scanned and electronic signatures are acceptable. Departments may not sign on behalf of the traveler unless they provide proof of power of~~

~~attorney. Travel reimbursement will not be approved until all original receipts have been received.~~

~~Travel vouchers will be approved for payment only by the elected or appointed head of any state department, board, commission, institution or agency, or their designated administrative employees. Out-of-state and out-of-country travel requires at least two approval signatures other than the traveler.~~

~~Upon completion of a trip which involved the prepayment of an airline ticket by OSU, the traveler will sign the form attesting to the proper use of the ticket. This is done on the out-of-state travel request and airfare requisition form and will be sent along the travel reimbursement voucher.~~

~~Once a travel voucher and supporting documentation has been approved and sent to University Accounting, a reimbursement check will be ordered and mailed to the traveler. If you do not receive a check within three (3) weeks of returning the signed travel voucher, please contact IFSAC Administration for a status on the check.~~

1. ~~How long does it take to get a check after the travel voucher has been sent to University Accounting?~~

~~University accounting normally pre-audits the claim within a week of receipt. The claim is then forwarded electronically to the Office of Management and Enterprise Services. If there are no problems, a check will be mailed out 2 to 3 business days after approval by University Accounting.~~

2. ~~When an employee takes vacation immediately before, during or after his/her trip, how can I calculate what the employee may be reimbursed?~~

~~This situation is quite common, but varies considerably with each situation. The most common scenario is that the employee chooses to drive his/her family to the conference site and remain for vacation after the conference is complete. In this situation, the employee may be reimbursed mileage up to the cost of a round-trip coach airline ticket to the same destination. The employee may be reimbursed only the single occupancy rate of the designated hotel while at the conference and may not claim any expenses for his/her family. In the calculation of meals or per diem, the employee must follow the same 24-hour rule as other employees flying to the conference. If a rental car is used for a combination of official and personal use, the cost must be appropriately prorated.~~

3. ~~What receipts and/or documentation need to be kept by the employee while traveling?~~

~~The following original receipts are required and must be submitted with the travel voucher:~~

~~Lodging receipt—the receipt must be a billing from the hotel detailing the room rate, occupancy, tax, and other charges billed to the room. The claimant's name must appear on the hotel billing in order to receive reimbursement.~~

~~Airline ticket—the duplicate ticket or other airline receipt which includes information as to class accommodations, cost, and the name of the travel agency.~~

~~Car rental—the receipt must indicate the miles traveled, the dates the vehicle was checked in and out, and the cost.~~

~~Registration fees—the receipt must: 1) be made out to the employee or claimant, 2) show the name of the conference or association, 3) show the total amount paid, and 4) be marked paid. If a receipt is unavailable, the Office of Management and Enterprise Services has been known to accept a cancelled check or credit card receipt indicating payment.~~

~~4. How do I determine the status of an unpaid travel voucher?~~

~~To determine the status of an unpaid travel voucher, call IFSAC Administration.~~

~~5. Where can I find the applicable per diem and lodging rates for the city in which I'm staying?~~

~~<https://www.gsa.gov/travel-resources>~~

~~Effective July 1, 2001, reimbursement rates follow those of the Federal Government (U.S.). They vary by city, and may be looked up at this website.~~

Topical References

Airline Ticket Purchases

~~Commercial airline tickets for out-of-state travel must be purchased from an approved travel agency as established by the Division of Central Services. Exceptions may include: 1) when air travel services can be secured elsewhere at a cost less than that which can be secured by a state contract travel agency; or 2) when the air travel is necessitated by an emergency and time does not permit utilization of an approved state travel agency; or 3) when the air travel is part of a package arrangement made by the organization scheduling the meeting or conference. All exceptions must be explained by a letter/memo accompanying the travel voucher or airline ticket requisition.~~

Continental Breakfasts

~~Continental breakfasts and refreshments such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals for the purpose of deducting meals provided with registration.~~

Cancelled Check

~~A cancelled check, in conjunction with documentation of the cost (such as a registration form), may be used as a receipt for registration fees. **Both the front and back of the cancelled check must be provided.** A copy of the check before it clears the bank is not acceptable.~~

Cost Comparisons

~~Regardless of mode of travel, reimbursement for out-of-state transportation costs cannot exceed that of **coach/economy airfare** plus mileage to and from airport. If an employee or claimant chooses another mode of travel other than by air, s/he must provide a cost comparison between the actual cost of transportation and the cost of the airline ticket (had s/he flown to the destination). **A printed airfare quote from a state contract travel agency is required to be attached to the travel voucher.**~~

~~Under limited circumstances involving airline travel, reimbursement may begin as many as forty-eight hours before and extend as many as forty-eight hours after the objective of the trip (see "Forty-Eight Hour Rule" in this section.) If the forty-eight hour rule applies to the traveler, s/he must supply a detailed cost comparison of the additional per diem, or meals and lodging versus the savings on the airfare. The airfare rate used in the comparison must come from the same travel agency where the original ticket was purchased.~~

Designated Conference Site

~~Any state officer or employee, while in official travel status, attending a previously arranged meeting, workshop or such similar event, conducted at the designated location as evidenced by the **sponsor's announcement or notice**, will qualify for actual lodging expense reimbursement not to exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place.~~

~~The conference sponsor may arrange lodging for participants at a lodging facility other than where the conference is being held, if blocking of rooms or rate reductions are made. This will also qualify for actual lodging expense reimbursement. Lodging facilities offering standard military or government rates would not qualify as a sponsor arranged rate.~~

~~Typically, an acceptable document evidencing the designated conference site will contain the following information: 1) conference name, 2) conference dates and times, and 3) a list of hotels (and associated room rates) in which rooms were either reserved, blocked off, or rate reductions were granted.~~

~~Employees or claimants choosing to acquire less expensive lodging at another hotel, motel, or other public lodging place may be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel, or public lodging place. **Under these circumstances, the claimant will not be reimbursed for local transportation costs incurred while traveling between the chosen lodging site and the designated hotel site unless an overall cost savings is demonstrated.**~~

Agency (employer) designated lodging—To permit broader reimbursement to employees for necessary lodging expenses, OMES implemented a policy extension of the State Travel Reimbursement Act to allow agencies to designate lodging for employee travel under certain conditions, such as ***when there is no outside sponsor or host of the objective of travel.*** Accommodations should be arranged in advance by the blocking of room(s), special rate reductions, or other condition, evidenced by a memo from the agency showing when (date of memo), how (condition), and where (name and location of facility) the lodging was arranged, the actual dates of lodging, the names of the employees (if practical) and the objective of travel.

Export Control Issues Related to University Travel

Travel to most countries does not usually constitute an export control problem; however, there are potential situations that could trigger the need for a license to travel to certain countries or to take items with you (or ship) to a particular country. In addition, there are government agencies such as the Department of State, Department of Commerce, and the Office of Foreign Asset Control, which have lists of persons and entities that we are prohibited from doing business with not only here in the U.S., but overseas as well.

More information regarding export control issues is located at the following URL:-
<http://www.research.okstate.edu/export.htm> (<http://www.research.okstate.edu/export.htm>).
A link to “Countries of Concern” can be found at this website as well as a link to “Export Control-

Fiscal Year

The fiscal year for the State of Oklahoma is from July 1 to June 30. The federal fiscal year runs from October 1 to September 30.

Foreign Exchange Rates

When the employee or claimant is traveling out of country, transactions often require the use of foreign currency. In order to receive reimbursement, the employee or claimant must convert the expenses to U.S. dollars. If a credit card is used for out-of-country purchases, the employee or claimant may attach a copy of his/her credit card statement. The claimant may also use a printout from a website, such as OANDA, to show the currency exchange amounts. The currency must be converted on the same day as the attached receipt.

Forty-eight Hour Rule

Reimbursement may begin as many as forty eight (48) hours before and extend as many as forty eight (48) hours after the objective of the trip for travel outside the contiguous U.S.

Gasoline Reimbursement

Gasoline costs for a state or federally owned vehicle may be reimbursed in full when a receipt is submitted. This cost should be included under Itemized Miscellaneous Costs—Misc. Supplies.

Gasoline costs for leased or rented automobiles may be reimbursed as a miscellaneous expense when a receipt is submitted. Always include a copy of the rental car receipt.

Hotels

When selecting a hotel to designate for a conference or site visits, entities should follow the Hotel and Motel Fire Safety Act of 1990. The Hotel and Motel Fire Safety Act of 1990-

~~(PL101-391) was passed into law by Congress to save lives and protect property by promoting fire and life safety in hotels, motels and other places of public accommodation. PL101-391 states that federally funded meetings and conferences cannot be held in properties that do not comply with the law. PL101-391 is applicable to all places of public accommodation, and requires that such properties are equipped with:~~

- ~~—hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72;~~
- ~~•an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. Properties three stories or lower in height are exempt from the sprinkler requirement.~~

~~The United States Fire Administration (USFA) is charged with carrying out FEMA's responsibilities with respect to the Hotel and Motel Fire Safety Act of 1990. In addition to compiling, maintaining and publishing the a National Master List, USFA is also responsible for taking steps to encourage states to promote the use of automatic sprinkler systems and automatic smoke detection systems.~~

~~In locations not subject to the Hotel and Motel Fire Safety Act of 1990, the entities and/or IFSAC shall comply with the equivalent fire and life safety code/standard adopted by the local jurisdiction.~~

Leased or Rented Automobiles

~~Reimbursement for automobiles leased or rented within Oklahoma from car rental agencies or private parties, to be used in lieu of a privately-owned vehicle on official business for the state, will not exceed the mileage rate provided for the use of a privately-owned automobile. This mileage rate is set by the State of Oklahoma.~~

~~The actual cost of leasing or renting an automobile outside the state of Oklahoma, to be used on official business for the state, will be reimbursed subject to the approval of the agency head or authorized designee. If a rental car is used for a combination of official and personal use, the cost must be appropriately prorated.~~

Mileage Eligible for Reimbursement – Privately-Owned Vehicle

~~For purposes of computing mileage eligible for reimbursement, the individual's office (or "home base") is the starting point, except when the individual is leaving from his/her home (residence) and where his/her home is closer to his/her destination than is his/her office. In this case, his/her home will be considered the starting point.~~

~~Total mileage is determined using websites, such as MapQuest or Google Maps. Exact addresses of the traveler's home or duty station and destination must be entered into the website for determining mileage. If an address is unknown or unavailable, odometer~~

~~readings may be used in lieu of a website printout.~~

Mileage Reimbursement Rate

~~The mileage reimbursement rate is set by the State of Oklahoma.~~

Motor Vehicles

~~For purposes of these procedures, motor vehicles include passenger cars, station wagons, vans, trucks, and buses. It does not include bicycles, motorized bicycles, motorcycles, farm equipment, or tractors.~~

Out-Of-State Request

~~When the objectives of travel (meeting, etc.) are within the state of Oklahoma, but the claimant must cross the state line into an adjoining county to acquire lodging, the trip is considered out-of-state for reimbursement purposes but no "Out-Of-State Travel Request" is required.~~

Official Travel Status

~~State employees—The state employee claiming reimbursement for out-of-state travel is performing policy making, professional, technical, supervisory, or administrative duties.~~

~~Non-state Employees—The claimant is performing a substantial and necessary service to the State of Oklahoma, and such service was germane to the duties and functions of the reimbursing agency.~~

Overnight Trip

~~An overnight trip is defined as a business trip requiring absence for a minimum period which lasts substantially longer than an ordinary day's work and during which the employee's duties require him/her to get necessary sleep or rest to meet the demands of his/her work. The absence must be of such duration and distance that the employee cannot reasonably leave and return home after each day's work. Per diem is only allowable for trips in which an overnight stay is evident.~~

Package Plans

~~If meals and lodging at a meeting, workshop, or other objective of travel are furnished as a package plan, reimbursement may be made based upon a receipt, but at a daily rate not exceeding the total daily rate provided in these procedures.~~

Parking

~~Actual expenses for parking may be reimbursed in full by itemizing these costs in the Itemized Miscellaneous Costs section of the travel voucher. If the costs exceed \$25, please be prepared to provide receipts. Parking must be prorated for any time spent on annual leave.~~

Privately-owned or Chartered Airplane

~~Travel by privately-owned or chartered airplane on official business for the state, may be reimbursed at a cost not to exceed the cost of coach/economy airfare as purchased through a state contracted travel agency.~~

Railroad

~~Travel by railroad will be reimbursed at a rate not to exceed the normal charge of such conveyance, and in no instance may the rate exceed coach/economy class airfare.~~

Receptions

~~"Continental breakfasts" and refreshments such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals for the purpose of deducting meals provided with registration.~~

Registration Fees

~~Registration fees for state employees and authorized officials attending workshops, conferences, meetings, and etc. may be reimbursed based upon the submission of a receipt for the fees. Note: The receipt must: 1) include the name and date(s) of the conference, 2) show the amount paid, and 3) show a balance of 0 (or be stamped "paid"). The Office of Management and Enterprise Services will accept a copy of a canceled check or a credit card receipt in lieu of a conference issued receipt.~~

Registration Fees When Meals Are Included

~~One-fourth of one day's meals or per diem reimbursement will be deducted from the reimbursement limit for each meal provided and included in the registration fee(s). Exceptions will apply where special circumstances prevented the employee or official from participating in the function at which the meal was provided. These circumstances could include such situations as special dress requirements, diet restrictions, transportation availability, and etc. Exceptions would not include the employee or official merely choosing not to attend the function. For OMES auditing purposes, a signed statement by the employee of his or her non participation in the meal function (for which the exception is being claimed) must be included with the travel claim. Note: Continental breakfasts, and refreshments such as coffee, tea, soft drinks, and etc. provided during meeting breaks are not considered meals for the purpose of this procedure. Box lunches may or may not be considered a meal depending on what was included with the lunch.~~

Self-Designation

~~The claimant may not self-designate him/herself a hotel or other lodging facility to obtain actual lodging expense unless OSU is a clear sponsor of the travel.~~

State-Owned Motor Vehicles

~~If available, state-owned or federally-owned motor vehicles or motor vehicles leased from the State Motor Pool, either on a full-time basis or for individual trips, will be utilized for motor vehicle travel.~~

Taxi

~~In-state taxi cab fares will be reimbursed at the current mileage rate except in cases of emergency. Taxi cab fares may be reimbursed for out-of-state travel on the basis of an itemization of such costs (i.e. enter the total of taxi cab fares on the appropriate line of the travel voucher). If taxi fares are a substantial part of the travel voucher, please be prepared to provide receipts for each fare.~~

Telephone

~~Reimbursement for communication charges incurred during in-state travel must be justified as to its necessity.~~

~~Reimbursement for business-related communication charges during out-of-state travel must be itemized (i.e. enter the total on the appropriate line of the travel voucher).~~

~~Personal telephone calls will not be reimbursed.~~

Turnpike Tolls

~~Actual costs for turnpike tolls may be reimbursed in full. These costs should be included in the Itemized Miscellaneous Costs section of the travel voucher.~~

Twenty-four Hour Rule

~~Reimbursement for meals, per diem, or lodging on out-of-state and in-state trips will not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the objective of the trip.~~

~~Exceptions will include any travel covered by the forty-eight hour rule. See "Forty-Eight Hour Rule" in this section.~~