Vancouver Island Emergency Response Academy

Operational Guideline and Policy Index

Note: Vancouver Island Emergency Response Academy (the Academy) Operational Guidelines were developed specifically to meet the criteria as set by Pro Board.   The Academy documents are forms and manuals to support the guidelines and Pro Board Criteria.

This Operational Guideline and Policy index references each Pro Board Criteria listed in the Accreditation Self-Study Document and cross references the criteria with all the supporting documentation that are included in following sections of this application for your review:

- The Academy Operational Guidelines
- The Academy Forms *(VIERA = Vancouver Island Emergency Response Academy)*

NO.	PRO BOARD CRITERIA	DESCRIPTION	VIERA OG # Section 3	VIERA FORM # Section 6
1.	PA1	Procedures are in place to ensure certification is nondiscriminatory and available equitably to all.	5900 5901 5902 5903 5904 5907 5911 5917 5937 5946 5967 5976 5979	VIERA002
2.	PA2	Procedures are in place to ensure eligibility to certification system.	5913 5916 5917	VIERA003
3.	PA3	Procedures are in place to ensure prerequisites, if required by standard, are evaluated in the same manner.	5904 5916 5917 5919	VIERA002
4.	PA4	Procedures are in place to ensure that the agency is responsive to all groups affected by the certification program.	5931 5979	VIERA010
5.	PA5	Procedures are in place to ensure the appeals process.	5910 5911 5925	VIERA002 VIERA005 VIERA009 VIERA013

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NO.	CRITERIA	DESCRIPTION	VIERA OG # Section 3	VIERA FORM # Section 6
				VIERA014
6.	PA6	Procedures are in place to ensure a fair retest policy.	5910 5911 5922 5925 5931	VIERA002 VIERA005 VIERA009 VIERA013 VIERA014
7.	PA7	Procedures are in place to ensure proper delegation of authority as appropriate.	5931 5991	N/A
8.	TD1	Procedures are in place to ensure NFPA standards are the basis upon which accredited certification testing is conducted.	5940	N/A
9.	TD2	Procedures are in place to ensure justifiable test methodologies.	5940 5982 5985	Correlation matrixes
10.	TD3	Procedures are in place to ensure production of valid and reliable test instruments and test results.	5900 5922 5925 5943 5979 5982 5985 5988 5991	N/A
11.	TD4	Procedures are in place to ensure security of certification test item banks.	5925 5979 5982	N/A
12.	TA1	Procedures are in place to ensure adequate notification of exams is provided.	5907 5922 5925 5928 5937 5949 5976	VIERA002 VIERA005
13.	TA2	Procedures are in place to ensure certification testing is conducted to meet the needs of the users.	5907 5917 5937 5946	VIERA002 VIERA005
14.	TA3	Procedures are in place to ensure the Agency's facilities and equipment are adequate.	5922 5925 5949 5958	VIERA005
15.	TA4	Procedures are in place to ensure a safe environment and operations during testing.	5958 5959	VIERA002 VIERA004

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NO.	CRITERIA	DESCRIPTION	VIERA OG # Section 3	VIERA FORM # Section 6
			5961 5962 5964 5971 5972	VIERA005
16.	TA5	Procedures are in place to ensure qualified persons assess skills tests, administer cognitive tests and evaluate.	5940 5967 5970 5973	VIERA005 VIERA006 VIERA007 VIERA016 VIERA017 VIERA018 VIERA019
17.	TA6	Procedures are in place to ensure skills tests and written exams are administered in a consistent impartial manner.	5901 5911 5922 5940 5946 5967 5970 5971 5973 5976 5982 5985	VIERA002 VIERA005 VIERA008 VIERA011
18.	TA7	Procedures are in place to ensure confidentiality of a candidate's test performance.	5911 5922 5967 5970 5971 5973 5985	VIERA005
19.	TA8	Procedures are in place to ensure test results are securely maintained for an appropriate period of time.	5922 5925 5943	VIERA005

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