

References:	PRO BOARD CRITERIA: PA3 OG 5900 CANDIDATE ELIGIBILITY, OG 5922 EVALUATIONS, OG 5925 WRITTEN EVALUATIONS	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy for candidates that wish to challenge Pro Board approved programs for certification.
- 1.2. **RESPONSIBILITY:** It is the responsibility of Academy to be familiar with this guideline to ensure all potential candidates are provided with accurate information on the process to challenge required prerequisites for Academy accredited programs. It is the responsibility of the Academy Director to ensure that the policy is adhered to in order to ensure that all potential candidates have a fair and equal opportunity to challenge both written and practical skills evaluations.

2.0 PROCEDURES

- 2.1. It is the policy of the Academy that any individual meeting the requirements of Candidate Eligibility OG 5900 has the right and opportunity to challenge the certification process providing they meet the prerequisites of the NFPA standard they are challenging.
- 2.2. All candidate challenges of Academy Pro Board approved program evaluations will be conducted with written exam testing and, if applicable, practical skills evaluations and project evaluations. The portfolio method of certification is not available at this time.
- 2.3. The registrar will ensure all prerequisites for Academy Pro Board approved programs are identified and listed. The prerequisite list will be provided to registrars for reference when screening applicants.
- 2.4. Candidates will be asked to produce official documentation and/or certificates as proof of meeting the required prerequisite of Academy Pro Board approved courses. Candidates that cannot provide this documentation will be asked by the registrars if he/she wishes to challenge the prerequisites.
- 2.5. Registrars will create a waitlist of candidates wishing to challenge the prerequisites.
- 2.6. When the minimum number of candidates has been established, the Academy will set evaluation dates and the registrar will notify the Employer/Sponsor of the date, time and location of the evaluations.

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- 2.7. All challenge evaluations will be conducted as per Academy evaluation procedures (OG 5901, 5922, 5925) and all applicable guidelines will apply.
- 2.8. All challenge evaluations (both written and practical skills) will be subject to a cost recovery fee.



Karen Fry
Academy Director

December 22, 2017

Date