

References:	PRO BOARD CRITERIA: TA1 JONES & BARTLETT REFERENCE MANUALS	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy to ensure all candidates have access to curriculum and evaluation reference material.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, evaluators, proctors and registrars to be familiar with this guideline to ensure all candidates have equal access to reference material pertaining to that course curriculum and written exam evaluation requirements. It is the responsibility of the Academy Director to ensure that adequate access to reference materials is available consistently and equally to all candidates attending a training program and/or preparing for a written exam evaluation.

2.0 PROCEDURES

- 2.1. Unless otherwise specified, the reference material will be the Jones & Bartlett reference manuals.
- 2.2. Upon a candidate registration, registrars will supply the candidate with a registration package, which will inform the candidate of the required reference material and evaluation instruments.
- 2.3. Candidates can purchase the reference materials through the Academy book store or a book store of their choice.
- 2.4. For most Academy courses candidates will be notified of the pre-reading assignments at the time of registration.
- 2.5. If supplemental reference material handouts are provided to the candidate and some or all of the content may be evaluated during the written exam, the candidate will be notified.



Karen Fry
Academy Director

December 22, 2017

Date