

References:	PRO BOARD CRITERIA: PA1, TA1, TA2 EVALUATION AVAILABILITY OG 5907	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy to ensure written exams and practical skills evaluations are conducted in a timely matter following the conclusion of a training program.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, evaluators and proctors to be familiar with this guideline to ensure candidates are properly informed of the written exam and practical skills evaluation dates following the conclusion of a training program. It is the responsibility of the Academy to ensure that testing and evaluation dates coincide with the scheduled training dates.

2.0 PROCEDURES

- 2.1. Notwithstanding Evaluation Availability OG 5907, written exams and practical skills evaluations will be conducted within 15 calendar days from the conclusion of the training program or a mutually agreed upon date between the client and the Academy.
- 2.2. If a candidate attending the training course cannot make the scheduled evaluation date it will be the candidate's responsibility to register for more suitable future evaluation dates. Transfer fees may apply.
- 2.3. Providing space is available, the written exam and practical skill evaluations will be open to candidates which have attended previous training courses or who wish to challenge the evaluation process. Registrars must ensure these individuals have met the required prerequisites.
- 2.4. If a fire department or industrial organization has arranged a special training course exclusively for their firefighters or employees, evaluation dates suitable to the client may be arranged directly with the Academy.
- 2.5. At the client's discretion they may allow candidates outside their organization to participate in the evaluation process providing space is available. Any costs associated with these special arrangements may be the responsibility of the individual candidate.



Karen Fry
Academy Director

December 22, 2017

Date