

References:	PRO BOARD CRITERIA: TA5, TA6, TD1, TD2 NFPA, JONES & BARTLETT	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy ensuring that all evaluations will be based on relevant and current NFPA standards or local, provincial or federal standards/regulations that supersede the NFPA standards.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, proctors, evaluators and validation committees, to ensure that all training and evaluations are based on the most current and relevant edition of the NFPA standards or standards of the authority having jurisdiction. It is the responsibility of the Academy Director to ensure that the curriculum and evaluation instruments are maintained to meet the most current standard and that instructors, proctors, evaluators and validation committees are given the knowledge and training to recognize inconsistencies with curriculum and evaluations that do not meet the most current and relevant standards.

2.0 PROCEDURES

- 2.1. It is the decision of the Academy that all curriculum, written exams and practical skills evaluations will be based on the most current edition of the relevant NFPA standards.
- 2.2. Unless otherwise specified, the reference material candidates will be referred to will be the Jones & Bartlett reference manuals.
- 2.3. NFPA Standards Committees review and revise standards on a five (5) year schedule. Written and practical skills evaluation instruments are changed to reflect NFPA revisions as the standards change. When a new version of the relevant NFPA standard is adopted by NFPA or a local, provincial and/or federal standard/regulation is changed or introduced, the Academy is committed to revise curriculum and evaluation instruments to reflect these changes within 24 months of the new standards being adopted.

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- 2.4. Clients and candidates will be notified of the current NFPA standard being referenced at time of registration as well as the current NFPA standards being referenced will be posted on the Academy web page. Any changes to reference material will also be indicated at this time.
- 2.5. If there are significant changes to evaluation instruments for any given NFPA standard, the Academy may elect to hold an Evaluator's Workshop which will require mandatory attendance by active evaluators.
- 2.6. Changes to curriculum and evaluations will be validated by the Validation Committee, reviewed by the Advisory Committee and approved by the Academy before being implemented.



Karen Fry
Academy Director

April 18, 2019

Date