

References:	PRO BOARD CRITERIA: TA1, TA3 EVALUATOR MANUAL	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy to ensure all candidates attending an Academy accredited training course have access to equipment and facilities for practice and practical skills evaluations.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, evaluators and registrars to be familiar with this guideline to ensure all candidates have equal access to equipment and practice time for the practical skills evaluation requirements. It is the responsibility of the Academy to ensure that adequate access to equipment and facilities is available consistently and equally to all candidates attending an Academy training course and/or preparing for a practical skills evaluation.

2.0 REMOTE TESTING SITE PROCEDURES

- 2.1. Once a remote test site has been identified the Accreditation Manager will review the given NFPA standard(s) to be evaluated to identify the equipment and facilities required to evaluate 100% of the given NFPA standard.
- 2.2. The Accreditation Manager will contact the host department and verify the equipment and facility requirements. If the requirements cannot be met an alternate facility will be identified.
- 2.3. The Accreditation Manager will ensure that the remote testing sites and equipment are safe and in proper working order.
- 2.4. If the host department meets the equipment and facility requirements the Accreditation Manager will verify this with the evaluator(s).

3.0 NOTIFICATION AND INSTRUCTIONS TO STUDENT

- 3.1. Upon candidate registrations, registrars will inform the candidate of the requirement for practical skills evaluation.
- 3.2. The candidate will receive the applicable practical skills check sheets as part of his/her registration package.
- 3.3. All practical skill check sheets for the Academy accredited NFPA courses are posted on the Academy web page and can be downloaded.
- 3.4. Instructors and evaluators will ensure that all candidates have received their practical skills check sheet a minimum of 24 hours prior to the actual practical skills evaluations.

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- 3.5. Required equipment and facilities will be made available equally and consistently to all candidates to prepare for a practical skills evaluation.
- 3.6. The instructor and/or evaluator will ensure that all candidates are given equal and adequate practice time to perfect or master the required skills.
- 3.7. In the event a candidate feels he/she requires additional practice and/or instruction, it will be the candidate's responsibility to approach the instructor to make the necessary arrangements. At the Lead Instructor's discretion, reasonable effort to accommodate the candidate's request will be made. A fee may apply.
- 3.8. If for unforeseen circumstances a candidate's request for additional instruction and practice time cannot be accommodated, the candidate has the option to postpone the practical skills evaluation to a future date.



Karen Fry
Academy Director

December 22, 2017

Date