

References:	PRO BOARD CRITERIA: TA6, TA7, TD2, TD3 OG 5922, 5979, NFPA	
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### 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To provide a written, formal policy to ensure that the Academy has the ability to test a candidate on 100% of the requisite skills identified in NFPA standard.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the Validation Committee and evaluators to be familiar with this guideline to ensure that practical skills check sheets are statistically reliable and that candidates are evaluated in a professional, consistent and fair manner. It is the responsibility of the Academy to monitor and ensure evaluators adhere to this policy to ensure fair, consistent and impartial evaluations of all candidates participating in a practical skills evaluation.

### 2.0 PROCEDURES

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- 2.1. There will be a minimum of three (3) different scenarios maintained for each relevant NFPA JPR.
- 2.2. Every candidate attending a practical skills evaluation will be evaluated on at least 60% of the requisite skills identified in any given NFPA standard.
- 2.3. As per Validation Committee OG 5979 every practical skills sheet and scenario developed or purchased for use by the Academy will be field tested prior to being put into service as an evaluation instrument.
- 2.4. As per Evaluations OG 5922 every candidate will be given clear instructions from the evaluator prior the start of the evaluation.

### 3.0 PROCEDURES GENERATING SKILLS TEST ITEMS

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- 3.1. Organizations seeking certification in one or more of Pro Board approved Academy programs will be the Authority Having Jurisdiction (AHJ). AHJ will review the practical skills JPRs for a given NFPA standard which will be supplied by the Academy. Any test item that is not jurisdictionally valid or that is superseded by Federal, Provincial, and/or local, law/regulation/policy will be reviewed and revised as needed.
- 3.2. Practical skills JPRs will be generated randomly and will cover 60% of the remaining JPRs for a given standard.
- 3.3. Practical skills evaluations will be scored 1 skill 1 mark.

  
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December 22, 2017  
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Date