ALABAMA FIRE COLLEGE
AND PERSONNEL STANDARDS & EDUCATION COMMISSION

CERTIFICATION MANUAL

DECEMBER, 2020

Table of Contents

(click on title for policy/procedure)

Introduction

Certification Program Administration

Certification Test Development & Administration

Number		Unit	Certification
Subject	Accreditation		
Revision Date	12/01/2017	Approved	

National Board on Fire Service Professional Qualifications (Pro Board)

According to the Pro Board, certification in its most simple form means that an individual has been tested by an accredited examining agency on a body of clearly delineated material and found to meet or exceed the minimum standard. The Alabama Fire College and Personnel Standards Commission became an accredited entity under Pro Board in 1982 and is currently the longest consecutive member in the Pro Board system.

Founded in 1972 the mission of the National Board on Fire Service Professional Qualifications is to establish an internationally recognized means of acknowledging professional achievement in the fire service and related fields. More information regarding the Pro Board can be found on its website at www.TheProBoard.org

International Fire Service Accreditation Congress (IFSAC)

The mission of IFSAC is to increase the level of professionalism of the fire service through accreditation of those entities who work with Assemblies within the Congress, for the accreditation of fire service training and/or education, by increasing the coordination of efforts between the Assemblies of the Congress, and serve as a mechanism of arbitration on issues of debate between Assemblies.

The Alabama Fire College gained accreditation by IFSAC in 2005 for Firefighter I/II, Hazardous Awareness and Operations. The Alabama Fire College is proud to act as a certifying agent under the sponsorship of the IFSAC. For more information on IFSAC, see www.ifsac.org

Currently the Alabama Fire College issues Pro Board and IFSAC certification automatically at no charge to the student.

Certification and placement on the National Registry provide an individual with an invaluable credibility and sense of accomplishment that draws the fire service as a whole into a much closer alliance. Certification on the National Level indicates an individual's motivation and seriousness about measuring up to national standards while providing professional growth and advancement.

IFSAC 2018 -
IFSAC – CPA – 5 (2017 prior)

Number		Unit	Certification
Subject	**Accredited Certification Levels**		
Revision Date	**11/30/2022**	Approved	

Listed below are the levels (current standard) at which the Alabama Fire College and Personnel Standards & Education Commission is currently accredited by the Pro-Board and/or IFSAC:

Certification	NFPA Standard No.
Fire Fighter I, II, (I/II Pro Board)	1001
Fire Apparatus Operator: Pumper, Aerial, ARFF, Mobile Water Supply	1002
Airport Fire Fighter	1003
Marine Fire Fighter	1005
Rescue Technician: Rope I, Rope II, Cave I, II, I/II, Confined Space I, II, I/II, Dive I, Structural Collapse I, II, I/II, Surface Water I, II, I/II Swift Water I, II, I/II, Trench I, II, I/II, Vehicle I, II, I/II; Machinery I, II, I/II, Wilderness I, II, I/II	1006
Fire Officer I, II, III, IV	1021
Fire Inspector I, II, III, Plan Examiner I, (II, I/II Pro Board)	1031
Fire Investigator	1033
Public Fire & Life Safety Educator I, II; Public Information Officer	1035
Fire and Emergency Services Instructor I, II, III, Live Fire Instructor, Live Fire Instructor in Charge	1041
Public Safety Telecommunicator I, II	1061
Hazardous Materials/Weapons of Mass Destruction: Awareness, Operations, Mission Specific: PPE, Mission Specific: Product Control, Technician, Incident Commander	1072
Facility Fire Brigade: Incipient, Advanced Exterior, Interior Structural, Facility Fire Brigade Leader, Fire Brigade Support Member	1081
Fire Department Safety Officer: Health & Safety Officer; Incident Safety Officer	1521

Listed below are the levels at which the Alabama Fire College currently issues State of Alabama certification:

State Certification	
Alabama Smoke Diver	
All Hazards Incident Management Team Member	
EMS Officer I, II, III	
Fire Investigator II	
Honor Guard	
Peer Support Member	
Rescue Officer I, II, III, IV	
Rapid Intervention Crew Member	

Alabama Fire College and Personnel Standards & Education Commission
Certification Manual

Definitions

General

The definitions contained in this section shall apply to the terms used in this manual.

General Definitions

Accredit - to give official authorization to or approval of; to provide with credentials; to recognize or vouch for as conforming with a standard; to recognize (an educational institution) as maintaining standards that qualify the graduates for admission to higher or more specialized institutions or for professional practice.

Accreditation – to certify an entity as meeting all formal official requirements of academic excellence, curriculum, facilities, etc.

Appeal – type of complaint a candidate may make when requesting a reconsideration or change of a decision that has been made.

Approved – deemed acceptable to the Alabama Fire College and Personnel Standards Commission.

Authority Have Jurisdiction (AHJ) – an agency which regulates processes.

Candidate - The individual who has satisfied training requirements to be examined for certification examination for a level that they are not yet certified to.

Certify – To attest authoritatively, such as to attest as being true or as represented; or as meeting a standard.

Certified – candidates who have met or exceeded cognitive and psychomotor behavioral objectives of the certification program.

Certification – The issuance of a document that states that an individual has demonstrated the knowledge and skills necessary to function in a particular fire service professional field.

Class – a single meeting or session devoted to a specific fire service or non-fire service training objective.

Cognitive Objective – pertinent questions, lists or problems, relative to the level at which the candidate is being tested.

Course – any grouping of classes or series of lessons/lectures combined to attain particular education or fire service training.

Demonstrate – to show by actual use, illustration, simulation or explanation.

Denial – an act to deny certification to a candidate or the testing privileges of Regional/Coordinator/Proctor/Evaluator.

Evaluator (Skills/JPRs) – The individual who is responsible for observing practical examination candidates and for completing skills evaluation using established criteria.

Expired – any certification that has not been renewed on or before the end of the certification period.

Firefighter – member of a fire service department whose work is fighting fire.

IFSAC – the International Fire Service Accreditation Congress which is an organization that accredits certification systems, www.ifsac.org

Job Performance Requirement (JPR) – A written statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task. Also known as psychomotor objective.

Lead Instructor/Instructor – The individual that has the primary responsibility for the delivering training material to candidates during a training course.

NFPA –the National Fire Protection Association; organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training and equipment, as well as other life-safety codes and standards.

Non-Accredited Certification (Alabama Only) – State sanctioned certification course.

Policies – formal guidelines promulgated BY the AFC&PSEC concerning the methods, procedures and processes for implementing these rules and administering the certification program.

Prerequisite Requirement – the necessary psychomotor (manipulative) and/or cognitive (written) skill requirements from preceding or co-certification levels.

Pro Board – the National Fire Service Professional Qualifications Board (NPQS) which is an organization that accredits certification systems; www.theproboard.org

Proctor (Written/Skills Exam) – The individual that is responsible for the certification written and skills examination administration. This individual is responsible for training of the Skills Evaluators.

Quality Assurance/Quality Control – customer satisfaction – internal, external and product produced.

Random JPR/Skills – manipulative skills examination consisting of at least 2 individual skills sheets selected by the LXR program with the oversight of the Certification Director.

Regional Coordinator/Staff – The individual that is responsible and authorized for the management (administration) of the certification examination test sites (written or practical) in a particular region in the State. This individual can serve as proctor, evaluator as required.

Reliability – refers to the consistency of a measure. A test is considered reliable if it maintains the same results repeatedly.

Safely – to perform the objective without endangering or injuring oneself, equipment or others.

Simulation – The repeatable act of carrying out a job performance requirement in a safe environment that reproduces actual job performance conditions to the fullest possible extent.

Standard – Established by authority as a rule for the measure of quantity, weight, extent, value or quality.

Subject Matter Expert (SMEs)– individual maintaining extensive professional knowledge and credentials in a specific area of knowledge (specifically technical).

Technical Review Committee (TRCs)– a group comprised of subject matter experts within the Alabama Fire Service tasked with reviewing and updating, validating and maintaining the currency of their specific field's curriculum, program administration and test/skill sheet items based upon current NFPA (or other State recognized) Standards.

Validity – the extent to which a test measures what it claims to measure.

With Competence – to possess knowledge, skills and judgment according to an approved standard(s) needed to satisfactorily and safety perform indicated objectives, as determined by the Skills Evaluator.

Alabama Fire College and Personnel Standards & Education Commission
Certification Manual

History and Governance of the Alabama Fire College

The Alabama State Fire College was initially created by Act No. 373, Regular Session, 1955 by the Alabama State Legislature. However, prominent and widespread fire fighter training has been in existence in the state since 1935 under the administration of the State Department of Education's Trade and Industrial Education Department. Funding was appropriated by the Alabama Legislature in 1963 and 1965 to build and equip a fire training center consisting of an administration building, drill tower, and burn building in Tuscaloosa, Alabama, at the Northington Campus property site.

In 1975, the Alabama Legislature passed the Alabama Fire Fighters Personnel Standards and Education Act. which mandated minimum training requirements for every career fire fighter within the first 12 months after being hired by a paid fire department. The offices, established by this act to enforce these mandates, were housed in Montgomery, Alabama.

In April 1981, the State Board of Education placed the Alabama Fire College with Shelton State Community College for administrative purposes.

On May 13, 1988 Alabama Act 88-663 merged the Alabama Fire Fighters Personnel Standards and Education Commission and the Alabama Fire College and moved the new organization to Tuscaloosa for operation.

In 1998, construction was completed on a new Alabama Fire College campus, which consists of a main building housing administration offices, classrooms, and an apparatus bay, as well as an emergency medical services training complex. A new drill tower and smoke building were also constructed on the drill training pad. Additional training prop buildings have been completed for specific simulation scenarios, and the addition of new training simulators is ongoing.

- The Alabama Fire College is an agency of the State of Alabama. The Alabama Firefighters Personnel Standards and Education Commission is the controlling board and policy-making body of the Fire College. The Commission is made up of seven members. Their functions and duties are outlined in the Alabama Fire Fighters Personnel Standards and Education Act, §36-32 Code of Alabama 1975. They have the responsibility of fulfilling all the mandates of the Act. Major responsibilities include not only certifying fire protection personnel with respect to their competence to performing fire service duties at various defined levels of responsibility but also certifying fire fighting and educational programs as meeting the standards prescribed by the Commission.

Commissioners are appointed in the following manner:

- One member designated by the Professional Fire Fighters Association of Alabama
- One member designated by the Alabama Fire Fighters Association
- The State Fire Marshal or his designee
- Four members appointed by the Governor

The composition of the Commission helps to ensure appropriate oversight and diverse stakeholder representation related to the certification system. The Personnel Standards and Education Commission meet in regular session on the third Wednesdays of January, April, July, and October and in special sessions as needed.

Mission Statement

Our continuing commitment is to facilitate excellence in education, training, certification, and support services for the emergency response community.

Vision Statement

We, the Alabama Fire College, will be the answer to the needs of the fire and emergency services community.

In order to fulfill its mission, the Personnel Standards Commission has the following functions and duties:

- To consult with individuals, fire agencies, state and national fire organizations, educational institutions and other sources in order to make recommendations for the improvement of methods for training fire personnel.

- To establish minimum curriculum requirements for fire training schools and to certify fire training and educational programs as meeting the standards prescribed by the commission.

- To provide advice, curriculum materials, and conduct courses that aid state fire protection personnel and fire training schools in meeting the relevant prescribed minimum standards; and to encourage the participation of local fire fighting agencies in the programs established by the commission.

- To establish and use testing and grading procedures, which are consistently uniform with the standards prescribed by the commission.

- To consult and coordinate with any fire fighting agency, university, community college, or other educational institutions concerning the development of fire fighter training schools and programs or courses of instruction, including, but not limited to, education and training in the areas of fire science, fire technology, fire administration, and all allied and supporting fields.

- To make investigations to determine whether the rules, regulations, and standards of the commission issued pursuant to the law are being observed and followed.

Code of Ethics

The Alabama Fire College and Personnel Standards Commission maintains a firm commitment to supporting the increased professionalism and training of first responders. The responsibility for our adherence to our Code of Ethics rests with the organization as well as the individual employee.

Our Code of Ethics consists of three basic tenets:

1. All partners will be afforded the same respect, opportunity and treatment with regard to any business conducted with the Alabama Fire College.

2. We will ensure good stewardship of all funds, time and resources as allotted to the Alabama Fire College.

3. We will honor the public trust that is codified by the State of Alabama and represent the training of fire fighters in support of public safety for all citizens.

Alabama Fire College and Personnel Standards & Education Commission
Certification Manual

Purpose of this Manual

This manual was prepared by the Alabama Fire College and Personnel Standards & Education Commission (AFC&PSEC) to define policy and procedure for fire service certification in Alabama. This document is intended to assist and provide guidance to the AFC&PSEC Staff in their various roles in the certification process and guide all certification directives.

The Alabama Fire College and Personnel Standards & Education Commission certification system is intended to provide a foundation from which the level of professional training may be incrementally raised and standardized.

This manual contains the AFC&PSEC policies and procedures related to fire standards testing and certification.

This manual is available via the Alabama Fire College website at
www.alabamafirecollege.org

Suggestions, updates, edits can be sent to:
Certification@alabamafirecollege.org

Alabama Fire College & Personnel Standards & Education Commission
2501 Phoenix Drive
Tuscaloosa, AL 35405
Fax: 205.391.3757

This manual will be revised as needed to address the requirements mandated by the Alabama Fire College and Personnel Standards & Education Commission and the Alabama Administrative Code.

For eligibility to perform in a role directly associated with the testing and/or certification process, an individual must read this manual and complete all associated requirements specified in this document prior to serving as an authorized certification test representative.

Number	701.01	Unit	Certification
Subject	**Performance Criteria/NFPA Standards**		
Revision Date	**06/25/2019**	Approved	*Matt Russell, Executive Director*

The Alabama Fire College and Personnel Standards & Education Commission (AFC&PSEC) certification system is intended to provide a foundation from which the level of professional training may be incrementally raised and standardized.

Policy
It shall be the policy and practice of the AFC&PSEC to certify the competence of emergency responders to the job performance requirements (JPRs) identified in the applicable National Fire Protection Association's (NFPA) (or other related) standards adopted by the AFC&PSEC and recognized by the National Board on Fire Service Personnel Qualifications (The Pro Board) and the International Fire Service Accreditation Congress (IFSAC).

When the standard edition is updated and adopted by the accrediting agencies, the AFC&PSEC shall revise its certification program and evaluation processes within two (2) years from this edition date. The AFC&PSEC certification program will conform and certify personnel to the current/latest edition of the NFPA standard or IFSAC recognized alternative standards.

When an appropriate NFPA standard does not exist, the AFC&PSEC may adopt other standards related to the competence of emergency responders for the basis of certification in the state.

NFPA 1000 – 5.1.4(A)*(B)
Pro Board TD1; TD2
IFSAC-2018 – II.A.3; 10
IFSAC Criteria (Previous-2017)– CPA – 2; 7; ST – 1

Number	**701.02**	**Unit**	**Certification**
Subject	**Record Keeping/Data Collection & Reporting**		
Revision Date	**06/25/2019**	**Approved**	*Matt Russell, Executive Director*

Policy
The AFC&PSEC collects and maintains information related to program participants and their certification status and records within the AFC&PSEC database complying with jurisdictional record-keeping requirements. Certification records are kept in the individual's record, via hardcopy or electronically filed, in perpetuity. The AFC&PSEC's record-keeping system is maintained so that the records are retrievable and preserved. The required data will be reported to the accrediting agencies at least annually on the AFC&PSEC's billing cycle.

Data Collection and Reporting

The AFC&PSEC collects and maintains the following for candidates tested, certified and issued certification(s) in the AFC&PSEC database:
A. Candidate's full name
B. Social security number (or student identification number)
C. Cognitive test results and test date(s)
D. Skills test results and test date(s)
E. Certification level records
F. NFPA standard level and edition year
G. Accrediting body's identification numbers (IFSAC Seal Number and/or Pro Board Identifying Number) for purposes of reporting to the accrediting entity on a routine basis
H. Date of certification

IFSAC Reporting Guidelines:
The AFC&PSEC uses the following IFSAC Administration report and formatting guidelines for the International Registry Record Identifier:

1. Candidate's full name

2. Date of birth

3. Certification Level record(s)

4. IFSAC Seal number issued for each certification

5. Date of certification

6. Individual's with a last name less than four letters:

   a. First letter of individual's first name

   b. All letters of the last name – for 3rd and/or 4th characters use the letter "o" (Not zero)

   c. Individual's birth date in the following format MMDDYYYY

Example 1 – For an individual with two letters in the last name (i.e. Tim Ha) and a birthday of June 25, 1975, the identifier would be entered as "thaoo06251975".

Example 2 – For an individual with three letters in the last name (i.e. Robert Poe) and a birthday of June 28, 1975, the identifier would be entered as "rpoeo06281975".

Note: Data collection procedures shall be reviewed during the application process by Administration in the same way that financial records and staffing records are reviewed. This will maintain consistency in the process.

NFPA 1000 – 5.1.6(A)(B)
Pro Board TA7
IFSAC-2018 – II.A.5; D; V.3;
IFSAC (Previous-2017)– CPA – 13A-D; WSTG 3

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	701.03	Unit	Certification
Subject	Confidentiality of Student Records/Information		
Revision Date	11/30/2023	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC follows the established policies and procedures to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) while balancing the requirements of the Open Records Act. The authority for the AFC&PSEC to use Social Security Numbers as an identifier is outlined in Section 30-3-194, *Code of Alabama*.

1. The cognitive examination scores and skills examination results are considered student records and are therefore confidential.

2. A student wanting his/her grade released to another entity must indicate in writing which scores can be disclosed and the organization to which the scores can be released.

3. No actual scores will be given by telephone. Candidates are notified by emailed letter of their individual scores on the certification exam.

4. A Candidate's Social Security Number and birth date are used only by the AFC &PSEC in the following manner:
   a. As identifiers in the database system matching the person completing the training or certification with their correct master record to assist the candidate in obtaining certification and training records
   b. If the paperwork does not contain the required SSN information, it is the sole responsibility of the applicant to contact the AFC&PSEC and provide the information needed. Failure to provide the requested information may result in a delay in processing test results and certifications.
   c. Per accrediting entities (Pro Board and IFSAC) certification submission requirements for input into the National Registries for these entities.
   d. The Social Security Number noted on the Scantron answer sheet is for office use only and is not distributed in any form without the individual's permission or request.

5. Certifications are public record in accordance with Alabama Code and may be released when the Commission receives a request for disclosure.

6. In an effort to limit the number of requests, certifications are posted on the AFC&PSEC website at https://www.alabamafirecollege.org/certification-overview/certification-search/. Students may also utilize the Student Dashboard to view and download certifications.

NFPA 1000 – 5.1.6(A)(B)
Pro Board TA7
IFSAC 2018 – II.A.5; V.3.

Number	701.04	Unit	Certification
Subject	Family Educational Rights and Privacy Act/Records Release		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC ensures compliance with applicable laws to our jurisdictional (local state/provincial and federal) regulations regarding the release of information and certification records.

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C 1232g: 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program for the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to who the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
-School officials with legitimate educational interest;
-Other schools to which a student is transferring;
-Specified officials for audit or evaluation purposes;
-Appropriate parties in connection with financial aid to a student;
-Organizations conducting certain studies for or on behalf of the school;
-Accrediting organizations;
-To comply with a judicial order or lawfully issued subpoena;
-Appropriate officials in cases of health and safety emergencies; and
-State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards (to include certification), and dates of attendance. However, schools must tell parents and eligible students about directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means

of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FERPA states that certain information from student records may be classified as directory information:

      a. Name
      b. Address
      c. Telephone listing
      d. Major field of study
      e. Dates of attendance and current status
      f. Degree, certifications, and awards received

For Alabama Fire College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established:

1. Alabama Fire College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained 18 years of age, OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student will thereafter only be required of and accorded to the student.

2. Responsibility for protection of the privacy of the student educational records rests primarily with the Certification Director; FERPA defines educational records to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution.

3. There are exceptions to this definition of educational records as published in the *Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as amended*, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

NFPA 1000 – 5.1.6(A)(B)
Pro Board TA8
IFSAC 2018 – II.A.5; V.3

Number	701.06	Unit	Certification
Subject	Challenge of Contents of Educational Records		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the Certification Director who is responsible for the certification records. The Certification Director must provide written notification to the student of the corrective action that has been approved.

Students who are not provided full relief sought by their challenge must be referred to the Administration Section Chief for a formal hearing. Students must make their request for a formal hearing in writing to the Administration Section Chief within two weeks of the date of the challenge decision.

Procedure

The following procedures will apply:

1. The Administration Section Chief will appoint the hearing panel that will adjudicate such challenges.
2. Within 30 days after receiving the written request for a hearing, the Chairperson of the Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student and the Administration Section Chief.
5. Certification Staff will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
6. Should AFC&PSEC decide not to amend the record in accordance with the student's request, the Administration Section Chief must inform the student that:

> a. The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
> b. The statement placed in the education record by the student will be maintained as part of the record for as long as the record is held by AFC&PSEC.
> c. This record, when disclosed to an authorized party, must include the statement held by the student.
> d. The Executive Director and the Alabama Firefighters Personnel Standards and Education Commission will entertain further appeals once they have completed this process.

NFPA 1000 – 5.1.5(A)(B)
Pro Board PA5
IFSAC 2018 – II.A.5

Number	701.07	Unit	Certification
Subject	Disclosure of Educational Records/Certification Record Release Form		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

AFC&PSEC will obtain written consent from students before disclosing any personally identifiable information from their educational records. An AFC&PSEC Official Transcript listing a student's current certifications can only be obtained by written request (no phone requests).

Procedure

A Certification/Training Transcript Request Form can be printed from the website. Students should indicate any changes and/or updates to personal information at this point. Requests should include the individual's information of entities to release documents, directions for mailing and/or faxing, etc.

Such written consent must include the following information:

a. Specify the records to be released
b. State the purpose of the disclosure
c. Identify the party or parties to whom disclosure may be made
d. Be signed and dated by the student

FERPA established rules state that some personnel and agencies may have access to student "educational records" without written consent of the student. Alabama Fire College will disclose information from a student's educational record only with the written consent of the student **except**:

a. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records. A school official has a legitimate educational interest if the official is performing a task that is specified in his/her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student.
b. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
c. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid. Financial aid is defined as a payment of funds to an individual (or a payment in kind of tangible or intangible property to the individual) which is conditioned on the individual's attendance at an educational agency or institution.
d. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1994.
e. To organizations conducting certain studies for or on behalf of the AFC&PSEC.
f. To accrediting organizations to carry out their accrediting functions.
g. To appropriate parties in a health or safety emergency subject to a determination by the appropriate Director and Executive Director.

h. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Records Office makes a reasonable attempt to notify the student in advance of compliance. **NOTE**: The AFC&PSEC is not required to notify a student if a federal grand jury subpoena or any other subpoena issued for some law enforcement purpose orders the College not to disclose the existence or contents of the subpoena. The AFC&PSEC complies with all legal directives including but not limited to subpoenas issued for civil court cases.

i. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any intuitional disciplinary proceedings against the alleged perpetrator of that crime with respect to that crime.

The AFC&PSEC will inform parties to whom personally identifiable information is released and they are not permitted to disclose the information to others without the written consent of the student.

NFPA 1000 – 5.1.6(A)(B)
IFSAC 2018 – II.A.5

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	701.08	Unit	Certification
Subject	Physical and Cognitive Requirements for Certification		
Revision Date	06/25/2019	Approved	*Matt Russell, Executive Director*

Policy

It is the goal of the AFC&PSEC to afford equal opportunities for firefighter certification to all individuals. However, the AFC&PSEC recognizes that minimum physical, cognitive and academic capabilities are integral in the duties of a firefighter and are therefore necessary for safe and successful performance. The AFC&PSEC finds further that the job duties of firefighters in all classifications require a high degree of skill and that the human and economic risks of certifying unqualified applicants are substantial.

The AFC&PSEC therefore establishes the following minimum standards for persons seeking firefighter certification in Alabama:

1. Candidate must be at least 18 years of age
2. The candidate must meet or exceed the requirements of all physical competency assessment tests adopted by the Commission for the level of certification sought by the candidate
3. The candidate must be able to read and write the English language at a sufficient level to pass the certification exam
4. The candidate must be able to convey, receive and comprehend verbal communications in the English language both in person and with the use of electronic communications equipment
5. The candidate's visual acuity must be correctable to 20/20 in at least one eye
6. The candidate must pass a hearing test without assistive devices
7. The candidate must be able to read and understand written precautions, instructions, and warnings in the English language, including, but not limited to material safety data sheets and posted warnings regarding hazardous, flammable, or explosive materials and hazardous or unsafe areas and physical conditions.

Pro Board PA1
IFSAC 2018 – II.A.11

Number	701.09	Unit	Certification
Subject	Accommodations for Certification Exams		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

It is the goal of the AFC&PSEC to afford equal opportunities for firefighter certification to all individuals. Services and reasonable accommodations are provided pursuant to the ADA Amendments Act of 2008. The AFC&PSEC is committed to working with individuals with disabilities.

Accommodations Procedures

The following provisions shall apply when accommodations are requested:

1. Any candidate for certification who requires accommodation due to disability must request such accommodation at least seven (7) business days prior to the date scheduled for certification examination. Advance notice is necessary to enable the Certification Director to determine whether the requested accommodation would fundamentally alter the nature of the AFC&PSEC's certification program or, in the professional judgment of the Certification Director in consult with the appropriate Section Chief, would compromise the effectiveness of the certification program in determining whether the applicant meets the minimum requirements for firefighter certification and arranging for the accommodation, as needed.

2. The ADA Amendments Act of 2008 states that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such impairment, or the perception of such impairment.

3. The AFC&PSEC does NOT provide disability documentation for students. It is the student's responsibility to provide appropriate disability documentation when submitting his/her request. Such documentation must be on official letterhead and verified by an appropriate physician.

4. The AFC&PSEC Certification Staff provides the following services for students and faculty:
   a. Screening of disability documentation
   b. Determination of appropriate accommodations
   c. Communication with faculty and/or staff regarding student needs
   d. Referral to other available campus and/or community resources

5. With notice of disability and when the candidate is in compliance with requirements of applicable laws, the AFC&PSEC does make special accommodations:
    a. not to exceed additional time (2 minutes per question)
    b. a private (proctored) testing environment (minimal distractions); The proctor may allow for the use of a witness during the testing session or recording of the session. This communication should be directed to the Certification Director prior to the test administration.

Pro Board PA1
IFSAC 2018 – II.A.11

Number	701.10	Unit	Certification
Subject	Justifiable Test Item Methodologies		
Revision Date	11/30/22	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC will use the following processes to determine the appropriate test methodology used for each accredited level and its applicable standard.

An assessment of the Job Performance Requirements (JPR) per each individual level of the standard are used to establish the evaluation criteria for certification at a particular job level. The methodologies selected to assess a level are intended to be appropriate for the intent of each JPR, both the requisite knowledge and requisite skill.

Current acceptable assessment methods meeting the AFC&PSEC requirements are cognitive examinations, psychomotor (skills) assessments, process assessments and product (project) assessments. The psychomotor assessment will contain a minimum of one of the following methodologies: skills (psychomotor) assessment, process assessment and/or product (project) assessment. A psychomotor assessment can contain multiple methodologies. The determination of the skills assessment method is dependent upon the terminology (NFPA Action Verbs) used in the requisite skill section of the standard. Certification levels containing higher level JPRs (example but not limited to: Fire Officer III, IV, Fire Inspector III, Fire Instructor II, III, Hazardous Materials/WMD Incident Commander) can be assessed through product (project) assessment which encompasses the cognitive JPRs in the assessment.

Decisions regarding assessment methodologies will utilize the following:
-Knowledge/Facts will be assessed using a cognitive examination.
-A manipulative skill conducted in real time will be assessed using a psychomotor (skills) examination.
-A cognitive skill which cannot be directly observed will use a product (previously termed projects) examination.
-A mental activity to perform a cognitive skill in real time which cannot be directly observed will be assessed using a process examination.

Procedure
The AFC&PSEC Certification Staff including the Certification Director and Certification Specialist(s) determine the number of cognitive objectives per standard level in order to determine our maximum test instrument size and therefore our maximum bank size.

When selecting a requisite skill methodology appropriate to the certification level, the Certification Director will form a team composed of the following, but not limited to: Certification Specialist(s), appropriate Training Specialist(s), Program Manager for the particular level and Technical Review Committee members. The team will meet and discuss the relevant JPRs/requisite knowledge and skills of the standard as compared to the NFPA action verbs as the basis for the decision of which assessment methodology to utilize.

Cognitive (Knowledge) Assessments (written)

The cognitive assessment methodology is used to assess a candidate's subject matter knowledge by means of a written test (paper or web-based).

The AFC&PSEC will create and utilize a bank of quality questions at least double the size of the test instrument that are correlated to each JPR, and/or each requisite knowledge area identified in the standard.

In specific higher-level coursework (example but not limited to: Fire Officer III, IV, Fire Inspector III, Fire Instructor II, III, Hazardous Materials/WMD Incident Commander), the requisite knowledge JPRs of a level can be assessed through the requisite skill methodology (product/project methodology only). These JPRs will be documented and identified in the assessment.

Each item is identified by the JPR in the test program (in LXR, labeled as the objective: ex: 4.2.2 1 (4.2.2 is the JPR & 1 is the unique item designation). Items are also assigned a unique numerical identifier and this number is correlated on each accrediting agency's correlation matrices.

The AFC&PSEC utilizes a stratified random selection process drawing from each JPR cognitive objective of the entire bank to ensure a balanced test instrument based on the course objectives/schedule to ensure complete coverage of the standard.

The AFC&PSEC develops exams that contain test items that are multiple-choice or matching.

Psychomotor (Skills) Assessments

Psychomotor (skills) assessments are used to assess a candidate's ability to perform a physical task by means of a real-time skills performance evaluation directly observed by an AFC-approved evaluator.

The AFC&PSEC will create and utilize a bank of quality skills sheets that are correlated to each JPR, and/or each requisite skill area identified in the standard. Each skill sheet is correlated on each accrediting agency's correlation matrices.

The AFC&PSEC utilizes a random selection process drawing a minimum 25% of the total psychomotor JPRs per level to ensure a balanced skills assessment to ensure complete coverage of the standard.

Product (previously referred to as Projects) Assessments

The AFC&PSEC uses product(project) assessments to assess psychomotor (skills) for JPRs that require the application of knowledge to produce a work product. Product(project) assessments are assessed by an AFC-approved evaluator using an approved scoring rubric with expected responses evaluating how the task is completed (after submission).

The AFC&PSEC will create product (project) assessments which are correlated to appropriate JPR(s) and/or each requisite skill area identified in the standard. Each Product (Project) is correlated on each accrediting agency's correlation matrices.

Process Assessments

The AFC&PSEC uses process assessments to assess psychomotor (skills) for JPRs that relate to a mental activity that requires the individual to perform a cognitive skill

in real time but cannot be directly observed. Process assessments are assessed by an AFC-approved evaluator using an approved scoring rubric with questions and expected verbal responses.

The AFC&PSEC will create process assessments which are correlated to appropriate JPRs and/or each requisite skill area identified in the standard. Each process assessment is correlated on each accrediting agency's correlation matrices.

Pro Board TD2

Number	701.13	Unit	Certification
Subject	**Facilities and Equipment Requirements for Testing**		
Revision Date	**07/25/2020**	Approved	

Policy

The AFC&PSEC is committed to providing a safe and comfortable location for candidate(s) to test. The AFC&PSEC and all approved training sites shall be aware of and comply with all the NFPA standards, federal laws and Alabama Administrative Code requirements, policies and guidelines. Every effort is made to ensure that facilities, whether classroom for cognitive testing or drill field facilities for JPR testing, are conducive to a safe and appropriate testing atmosphere.

All certification courses must be taught at a facility appropriate to promote a learning environment and able to safely and comfortably accommodate the number of students involved in the course**.** Testing sites shall provide adequate space for knowledge and manipulative testing.

The Training Section Chief and the Fire Programs Training Specialists are responsible for facility site visits to ensure that each entity has the appropriate facilities for both the training and testing before course approval is granted.

1. Test sites will be managed in a manner that is safe, appropriate for the type of test being administered and according to AFC&PSEC policies and the Alabama Administrative Code requirements.

2. All training conducted by the AFC&PSEC and/or its approved training sites requires students to participate with protective clothing, SCBA, and any other equipment and supplies that meet NFPA standards within the last two editions of the NFPA standard.

3. The AFC&PSEC reserves the right to evaluate any equipment used during training, and if it is deemed unsafe, then substitute PPE and/or equipment shall be brought in for any additional training to occur.

4. Approved facilities must include adequate space for written and skills testing to take place on the premises. Adequate space for the written exam is one where distractions during the exam are limited and the Proctor can position the candidates enough to discourage cheating.

5. Approval for computer-based testing is site specific and final authority rests with the Certification Director and IT Specialist. Considerations for approval are student numbers, site capabilities, and site band width, as a minimum.

6. If it is determined that there is not adequate space or equipment, an alternative test site must be provided at that time or the test must be rescheduled.

7. Skills testing require adequate props and equipment to demonstrate the skills and activities called for in the skills exam. There must also be appropriate staging areas to ensure that candidates cannot watch other candidates take the test and candidates

can be separated by those who have completed a test station from those who have not

8. The AFC&PSEC requires that the same procedures be enforced when conducting any skills testing for certification that require such equipment and/or protection. All applicable PPE and other equipment needed for testing stations shall meet the minimum standard for that particular item or in such cases where new standards have been published; then any item shall be evaluated for compliance with an older NFPA Standard.

9. Any equipment found to be defective, inadequate or incomplete during the practical (Skills/JPR) certification testing process, the candidate(s) testing will not be held accountable or documented as a failure. Rather, the candidate(s) will begin again with properly operating equipment.

Excerpt from AFC&PSC Administrative Code – §360-X-1

"(9) Specification for approval as a fire training center.

(a) Any agency may, upon submitting AFC & PSC Form-08 Inventory and Application for Approval as a Fire Training Center to the Commission, be approved as a permanent Fire Training Center.
(b) An approved permanent Fire Training Center must undergo re-evaluation and approval at a minimum of five-year intervals. Such re-evaluation may also be required at the discretion of the Commission prior to the approval of any course as required in Section 8 above.

To be approved as a permanent Fire Training Center the agency shall have in its custody or readily available for use the required training structures, apparatus, and equipment as listed below:
(i) Classroom with adequate lighting, heating, cooling, ventilation, seating facilities with support for writing, and standard classroom equipment: chalkboard, speaker's
rostrum, etc.
(ii) Pumper apparatus which meet specifications outlined in NFPA 1901, Standard for Automotive Fire Apparatus, within the two most recent editions.
(iii)A complete and current set of training manuals approved by the Commission for use in fire service training.
(iv) Current types and classes of portable fire extinguishers.
(v) A training tower or suitable structure not less than two (2) stories in height, suitable for use as a training structure for ladder evaluations, rescue drills, hose advancement, and rope work.
(vi) Forcible entry and ventilation drill facilities including a means of providing the trainee an opportunity to practice and/or demonstrating opening a variety of doors, windows, roofs, floors, and partitions.
(vii) Salvage equipment including covers, coveralls, scoops, squeegees, mops, and sprinkler kits.
(viii) Ropes of assorted lengths suitable for rescue and practicing knots.
(ix) Self-contained breathing apparatus, NFPA compliant within the two most recent editions, in sufficient numbers to enable each student to be completely familiar and functionally competent in their use.
(x) A smoke and fire room or building suitable for containing and equipped for simulating fire atmospheres and conditions.
(xi) Facilities for conducting live fire training and rescue in:
(I) Structural Fire Fighting
(II) Flammable Liquid Fire Fighting
(III) Automobile Fire Fighting
(xii) First-Aid supplies/equipment required to meet DOT standards for EMT Basic.
(xiii) Audio-visual training aids and equipment are encouraged but not required.

(10) Specification for Training involving Live Fire Evolutions.

(a) Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with the Commission or the Alabama Fire College shall be conducted by an instructor certified by the Commission as a Live Fire Instructor.

(b) Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with The Commission or the Alabama Fire College shall meet or exceed the requirements of NFPA 1403 Standard on Live Fire Training Evolutions, current edition."

NFPA 1000 – 5.1.8(A)
Pro Board TA3, TA4
IFSAC 2018 – II.A.6.A; VIII.5
IFSAC (Previous-2017)– CPA – 3A; 3C

Number	701.14	Unit	Certification
Subject	**Delegation of Authority**		
Revision Date	**06/25/2019**	Approved	*Matt Russell, Executive Director*

Policy

The Alabama Fire College does not delegate any of its certification authority to any other agency, governmental entity, or individual.

NFPA 1000 – 5.1.9(A)*-(C)
Pro Board PA7
IFSAC 2018 – II.B

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	701.15	Unit	Certification
Subject	Undue Influence		
Revision Date	11/05/2017	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC shall not allow any entity, organization or individual to exercise undue or inappropriate influence over the State of Alabama-Alabama Fire College Certification Program.

The AFC&PSEC allows the certification program to make decisions regarding certification levels that inherently limit political or economic conflicts of interest to the goals of accreditation.

See excerpt from State Law – 36-32-13
Joint Legislative Oversight Committee; transfer of certain employees to State Merit System; membership of commission.
http://www.alabamafirecollege.net/vertical-menu/personnel-standards-commission/state-law

NFPA 1000 – 5.1.10(A)
IFSAC 2018 – II.A.8
IFSAC (Previous - 2017)– CPA – 4

**ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION**

Policies and Procedures

Number	701.16	Unit	Certification
Subject	**Testing & Certification Eligibility**		
Revision Date	**11/05/2017**	**Approved**	*Matt Russell, Executive Director*

Policy

A student must successfully complete all portions of a certification course, both classroom and practical, to establish eligibility to sit for the state examinations.

To be eligible for certification at a specific level, candidates must meet the following criteria:

a. 18 years of age
b. Read and understand the material presented
c. Verifiable proof of prerequisites
d. Successful completion of the course
e. Successful completion of required testing (cognitive & practical assessments)

IFSAC 2018- II.A.II; II.A.B.13.D

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	701.17	Unit	Certification
Subject	Testing Sites and Locations		
Revision Date	02/01/2020	Approved	*Matt Russell, Executive Director*

Policy

AFC&PSEC certification exams must be administered in a professional or educational setting. All certification testing sites and locations must be approved by the AFC Certification Unit. Coordination of a test site shall be executed to maximize the time and resources for the AFC&PSEC Personnel and candidates in order to provide a fair and equitable testing process.

Traditional Sites/Locations:
- Campus Delivery (Tuscaloosa, Alabama)
- Departmental Delivery (Field) (across the State of Alabama)
- Contracted/Department of Defense (at Federal sites)/Industrial Clients
- Open testing (initial and retest) at AFC (schedule available on webpage) Partnership(s) (Center for Domestic Preparedness, etc)

Non-Traditional Sites/Locations:
Acceptable Test Sites for Out of State Individual Requests

- Military Base Education Center;
- Library;
- Post-Secondary Educational facility;
- Human resources office;
- Certifying agencies (contact AFC for agency in your local area)

Pro Board TA1
IFSAC 2018 – II.A.11
IFSAC – CPA – 9; 9E (IFSAC prior)

Number	701.18	Unit	Certification
Subject	Scheduling Certification Exams		
Revision Date	11/30/22	Approved	*Matt Russell, Executive Director*

Policy

The Certification Unit must be notified of all certification courses prior to delivery in order to coordinate the certification exams (written and skills).

Procedure

All certification exams are attached to a course of study. Course coordinators apply to host certification course and must schedule both the skills and written exam at the time of the course application. Tests are scheduled at the time of course approval. AFC-approved proctors are assigned certification course exams to administer the skills and written exams. Regional staff performs site visits and issues site approvals before approving any certification course in relation to the course's status (Campus, Regional/Extension Training Centers or Departmental Delivery).

1. Certification exams are scheduled by the following:

   a. Regional, Campus and Industrial/DOD Staff approve and set the certification course schedule and Registration Staff enter and schedule the certification exam based on the course application. AFC partners notify the Certification Staff of scheduled course deliveries in which students are requesting a certification exam.

   b. The certification exam is normally scheduled to coincide with the last day of class delivery, unless otherwise stated. Regional and Certification Staff will accommodate, when possible, special requests differing from the normal administration.

   c. Unless prior approval is given, Departmental Delivery (Field) certification testing requirements specify that a minimum number of eight (8) candidates must be scheduled for the test to be given in the field due to logistics and resources.

   d. Certification examinations for less than eight (8) students and/or retests may be scheduled for administration at the Alabama Fire College during scheduled Open Test dates. Open Tests may be set up in the Field upon approval from the Certification Unit. Fees may apply for tests scheduled for less than eight (8) candidates.

Pro Board PA1, TA1, TA3
IFSAC 2018 – II.A.11; II.A.13.D
IFSAC (Previous-2017)– CPA – 8E; 9E

Policies and Procedures

Number	701.19	Unit	Certification
Subject	Delivery Program Types		
Revision Date	06/25/2019	Approved	*Matt Russell, Executive Director*

Delivery Program Types:

Campus Delivery – provides training opportunities, tuition structure is course specific (refer to AFC Webpage, course description pages for fee structure, as well as Catalog Addendum)

Regional Training Center/Extension Training Center Delivery –provides training opportunities to every county of the state based on a regional concept and Commission approval (refer to AFC Webpage, course description pages for fee structure, as well as Catalog Addendum)

DOD/Industrial Delivery – provides individualized/contracted training opportunities to Department of Defense and Industrial Clients

Departmental Delivery – Field courses – provides training opportunities to individual departments normally at no cost to the individual.

Pro Board PA1
IFSAC 2018- II.A.II; II.A.B.13.D

Number	702.01	Unit	Certification
Subject	Statutory Compliance/Non-Compliance		
Revision Date	10/28/2017	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC willfully complies with all applicable federal and state regulatory statutes and regulations.

The AFC&PSEC shall provide documentation where noncompliance with applicable statutes and/or other state, provincial, federal, or local regulations has occurred.

Notifications to the Alabama Attorney General's office are submitted regarding employed fire fighters not meeting the State Law regarding certification statute. http://www.alabamafirecollege.org/vertical-menu/personnel-standards-commission/enabling-legislation, see **Excerpt from Alabama State Law**

Section 36-32-8

Penalty for employing firefighter failing to meet standards.

Any person who shall permanently employ any trainee who, to the knowledge of the employer, fails to meet the minimum standards provided in Section 36-32-7 or the standards, rules and regulations issued by the commission under this chapter, shall be guilty of a misdemeanor and upon conviction shall be subject to a fine not exceeding $1,000.00.

NFPA 1000 – 5.2.1*
IFSAC 2018 – II.A.7

Number	702.02	Unit	Certification
Subject	Availability/Nondiscrimination		
Revision Date	11/30/22	Approved	*Matt Russell, Executive Director*

Policy

It is the goal of the AFC&PSEC to afford equal opportunities for firefighter certification to all individuals. The AFC&PSEC shall offer training that includes written and skills certification testing that may lead to certification for those successful, in an effort to provide equitable access with a fair fee structure to all individuals in the state according to our mission.

It is the official policy of the AFC&PSEC that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any individual meeting all of the prescribed prerequisites for the course and has followed the proper enrollment procedures will be allowed into the course until the course is full.

Approved courses are open equally to career, volunteer, and emergency responders provided they meet the requirements codified in the Alabama Administrative Code. Individuals may attend certification courses upon registration accompanied by the appropriate proof of prerequisites. Requests to audit training may be considered by the Administration Section Chief.

In order to attend the Alabama Fire College, students must be either a U.S. citizen or a non-citizen U.S. national, native to U.S. territories. At this time, Alabama Fire College is not accepting non-immigrant students.

The Alabama Fire College will accept:
US citizens: a person born in the contiguous US, the District of Columbia, Alaska, Hawaii, Puerto Rico, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands.
Non-citizen: US national (US non-citizen- a person who is born in an outlying possession of the U.S. including American Samoa or Swain's Island.)

The Alabama Fire College cannot accept:
Non-immigrant students (students who are not U.S. citizens or who are not non-citizen U.S. nationals.) Explanation: In order for an academic or vocational institution to accept non-immigrant students, the institution must apply through the Department of Homeland Security to be a Student and Exchange Visitor Program school (SEVP). This is cost prohibitive to Alabama Fire College due to the minimal number of non-immigrant students who apply for courses at the AFC.

Alternative: If a non-immigrant student wishes to receive IFSAC or Pro Board certification, the Alabama Fire College may be willing to travel outside the U.S. to deliver the training.

Number	702.04	Unit	Certification
Subject	**Safety and Health Requirements**		
Revision Date	**06/25/2019**	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC strives to provide facilities and equipment that ensures the health and safety of its participants.

THE AFC&PSEC facilities and equipment meets or exceeds applicable NFPA safety and health standards or their equivalents.

The AFC&PSEC utilizes the NFPA Standard 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, concerning safety and health to include Personal Protective Equipment that may be used in testing and or training.

The policy also re-emphasizes that all approved training facilities are responsible for keeping their policies and procedures up to date and adhering to all applicable safety and health standards.

The following individuals are responsible for ensuring that health and safety is a priority:
               (a) Regional and Fire Programs/Training Staff
               (b) Program Managers to include Instructional Staff
               (c) Proctors and Evaluators
               (d) Certification Staff

NFPA 1000 – 5.2.3(A); 5.2.3(B)
Pro Board TA3
IFSAC 2018 – II.A.6.B; II.A.6.C
IFSAC (Previous-2017)- CPA – 3C

Number	702.05	Unit	Certification
Subject	**Certification Prerequisites**		
Revision Date	**06/25/2019**	Approved	*Matt Russell, Executive Director*

Policy

The Alabama Fire College and Personnel Standards & Education Commission Policies, Procedures and Regulations of the Commission, §360-X-1, mandate the eligibility and prerequisite requirements for each certification level. These requirements are published in the Alabama Administrative Code, catalog, course syllabi found on the course description page, and course prerequisite charts; all located on the Alabama Fire College website

The candidate must ensure that prerequisite documentation is on file and approved with the AFC&PSEC before certification can be issued.

Certifications accredited by other agencies provided as prerequisites must maintain a current status with that agency.

Procedure

When a course requires certification as a pre-requisite, accepted proof is a certificate from an agency accredited by either Pro Board or IFSAC.

Upon receipt of the registration/enrollment forms, the Registration Staff will enter the certification candidates into the course database. At registration, the student will be informed of the prerequisites required for certification (via telephone registration, online registration or in person). A confirmation email is generated per individual upon registration providing the necessary prerequisites and notification if the AFC does not have the prerequisite information on file.

After the candidates are entered into the database and on the first day of the class, the Registration Staff will submit a Registration Summary to the Certification Staff.

Certification Staff will review:
        a. Official roster from the database
        c. Qualification Verification Report
        d. Incomplete Verification Report

The Certification Staff will review the Qualification Verification Report and the Incomplete Verification Report to verify that each candidate meets the required prerequisites.

Two options are available for the Certification staff in the database for deficiencies found incomplete or in a process for confirmation:
        a. Certification Over-ride
        b. Hold or No Cert designation

Certification/Testing will notify the appropriate Training Staff (Fire Programs or Regional) regarding any student notifications needed.

Every attempt is made for student discrepancy notifications on the first day of class.

When the prerequisite is proof of training, a completion document signed by the agency who conducted the training or other verifiable documentation of that training kept in the normal course of business of that organization is required.

Certification candidates with incomplete certification files (where certification testing has occurred, but the certifying agency certificate is pending), may sit for the certification exam but certification will not be processed until all documentation has been received.

In all cases, prerequisite training must be completed prior to progression to the next level.

NFPA 1000 – 5.1.4(C)
Pro Board PA3
IFSAC 2018 – II.A.4; II.A.13.A; III.I.D
IFSAC (Previous-2017) – CPA – 9A; 9B; GAWST 5

Number	702.06	Unit	Certification
Subject	High School Diploma or Equivalency Requirements		
Revision Date	12/03/2019	Approved	*Matt Russell, Executive Director*

Policy

A prerequisite requirement for many levels of certification is a high school diploma or GED (General Education Diploma).

Acceptable proof of this prerequisite can be met by one of the following:
1. Diploma from a high school accredited with or approved by the State Department of Education; *or*
2. Certificate of high school equivalency issued by general education development (GED Diploma; transcript form); *or*
3. Diploma from a private school, recognized by the state superintendent of Education; *or*
4. Occupational diploma recognized by the state superintendent of education; *or*
5. Official college transcript; *or*
6. Diploma from nonpublic education including, but not limited to, a private, church, parochial, or religious school or a home-school program.

IFSAC 2018 – II.A.13
Reference source: §36-21-46 (a)(2)

Number	702.08	Unit	Certification
Subject	**Certification Issuance**		
Revision Date	**11/30/2022**	Approved	*Matt Russell, Executive Director*

The AFC&PSEC requires a test of both the requisite knowledge and the requisite skill for certification issuance. Upon successful completion of the exams (cognitive and practical), the verification of pre-requisites and successful completion of all course requirements, one certificate with the Alabama, Pro Board and IFSAC (where applicable) seals will be emailed within (approximately) 30 days after testing. This certificate will be automatically added to the registries of the appropriate accreditation entity. No further application or fees are needed for this recognition.

1. An Alabama certificate with the applicable ProBoard and/or IFSAC seal(s) will be emailed within 30 days after testing.
2. Candidates for examination should understand that certificates shall not be issued until all pre-requisites and course requirements are met and verified.

.

Number	702.09	Unit	Certification
Subject	**Medical Training Prerequisite (VFF/FFI)**		
Revision Date	**12/01/2017**	Approved	*Matt Russell, Executive Director*

Policy

For a student to attend an Alabama Fire College Volunteer Fire Fighter certification program, the candidate prior to entering the certification course, shall provide proof of successful completion of a course of medical training equivalent to or exceeding the requirements of NFPA 1001, current edition.

A final score of 70 or above is the minimum final required grade for successful completion of Emergency Care Provider or Emergency Medical Responder courses.

For EMS courses, the minimum final grade required is 80. If a student in an AFC EMR class wants to take National Registry, they must have an 80 or above average and have an 80 or above score on the AFC EMR exam.

This training will meet or exceed the minimum training as required by NFPA 1001 Standard for Firefighter.

IFSAC 2018 – II.A.13.A

Number	702.10	Unit	Certification
Subject	Attendance		
Revision Date	12/12/2017	Approved	*Matt Russell, Executive Director*

Policy

Candidates will attend all class sessions in a course that leads to state or national certification. Candidates are expected to attend class on time and are expected to remain in class for the duration of the course. All certification courses have a zero tolerance absence policy. A student **MUST COMPLETE** all portions of a certification course, both cognitive and practical to establish eligibility to sit for the state certification exam.

Instructors are required to keep a record of attendance on the Alabama Fire College Roster/Enrollment Sheet which contains the following guidelines:

1. The Class Roster Sheet must be filled out at the first class meeting.
2. The Class Roster Sheet must be present and reflect current attendance at all sessions.
3. Attendance should be taken using the Class Roster Sheet at the scheduled start time of each class meeting.
4. All students must accomplish the class hours prescribed for the class course.
5. The hours and dates on the Class Roster Sheet must correspond with the course schedule unless extenuating circumstances exist.
6. The names should be complete and legible (typed or printed) as they are to appear on students' certificates.
7. The AFC & PSC Form 07, AFC Class Roster Sheet, must be submitted for all certification courses.

Some true candidate emergencies may occur that the Executive Director or his/her designees may choose to accommodate.

1. A candidate may be allowed to make up missed hours, practical exercises, and exams if the absence is excused. The absence will be considered excused only if extenuating circumstances are documented. A candidate must be able to verify such extenuating circumstances such as sickness, death in the immediate family, military, certain legal considerations, and certain work-related emergencies.
2. Make-up work must be documented on the class enrollment sheet.

IFSAC 2018 – 11.A.13.B;

Number	702.11	Unit	Certification
Subject	Incumbents/Historical Recognition/Certification Prior to Accreditation		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy
Certified Individuals/Incumbents/Historical Recognition:
Individuals, who were certified by an accredited AFC&PSEC program that met an earlier edition of an NFPA standard or individuals certified in other out-of-state programs that were accredited by either the Pro Board or IFSAC, will be allowed to enter into the next level of certification training without having to recertify for the pre-requisite level.

For everyone else, if the level identified is a pre-requisite to another level, then the individual must become certified through an accredited program before being allowed to continue in the certification system.

The AFC&PSEC understands that at times there are extenuating circumstances that may merit a formal review of documentation and circumstances to determine if allowances can be made, this can apply to new certification levels prior to accreditation (pilot coursework).

1. Certification Director will review such situations on a case-by-case basis.
2. All such requests shall be in writing and all supporting documentation must be included.

The standards adopted by the Commission shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of a standard.

Previously trained without Certification:
Applicants who were previously trained in courses prior to accreditation will be required to retrain as well as sit for the certification examination in order to gain certification to the new standard or level of the standard. Updates to new standard editions shall not affect an individual's current status in the certification system or render previous certifications invalid.

Training is recognized as is, but a national level certification for the current edition of the appropriate NFPA standard will not be issued until the required testing, knowledge (written) and skills is successfully completed.

Students who were certified Firefighter I/II or Volunteer Firefighter I prior to November 2005 and who need a separate Hazardous Materials A&O certification will be eligible to challenge the current Hazardous Materials A&O certification exam.

NFPA 1000 – 5.2.5(A); 5.2.5(B)
Pro Board PA2
IFSAC 2018 – II.A.9; II.A.9.C II.A.9.D; II.A.19
IFSAC (Previous-2017)– CPA – 6B

Number	702.12	Unit	Certification
Subject	**Reciprocity (NFPA 1001 Level I)**		
Revision Date	**11/30/2022**	**Approved**	*Matt Russell, Executive Director*

By the Alabama Administrative Code (§Chapter 360-x-1-.01) and Alabama State Law (§36-32-1=7), the AFC&PSEC can only review the certification credentials of individuals certified by other ProBoard or IFSAC accredited entities to determine if the individual meets the minimum requirements of a Career (employed) or Certified Volunteer Firefighter.

Excerpt from Alabama Administrative Code, Chapter §360-x-1-.01, General Regulations and Administrative Procedures:

1.(c) Reciprocity

1. The Commission shall not issue reciprocal certificates above the level of Fire Fighter I but may elect to recognize those certifications from other states as prerequisites for training, provided that such certifications were issued by a Pro Board or IFSAC accredited agency.
2. In considering applications for reciprocity for Fire Fighter I, the Commission may elect to give credit for training received in other states, provided such training has been approved or accredited in the state where the training was received.
3. The Commission may elect to prescribe as a condition for certification: Applying the state examination for appropriate level. Supplementary training as required to fulfill areas of training not covered in previous training.
4. Notwithstanding the above provisions, the Commission may enter into standing reciprocity compacts or agreements with those states which by law regulate and supervise the quality of fire service training.
5. The Commission shall not consider an application for reciprocity of any individual who has been separated from the fire service for a period greater than five years immediately preceding the application for reciprocity.
6. The Commission shall only consider an application for reciprocity when the application is made by the chief officer of a municipal, county, state, federal or private sector fire fighting agency within the state of Alabama.

Reciprocity for Firefighter I (Career (employed) or Certified Volunteer) applications shall be judged upon the following criteria (but not limited to):

- Request from Fire Chief of Alabama Fire Department
- Pro Board or IFSAC accreditation, or credit for training received in other states, provided such training has been approved or accredited in the state where the training was received.
- Proper documentation by the training facility
- Total number of hours of training meeting Alabama's training requirement minimums
- Hours spent in each area of training equivalent to Alabama's requirements

- Each JPR covered by training
- Additional training requirements may be applied

Cognitive testing is required to issue a State of Alabama Fire Fighter I (required to maintain employment). Test requirements will be based on the following:

   1. Assessment by the State of Alabama's written exam for Fire Fighter I is required for individuals approved for reciprocity and maintaining a Pro Board/IFSAC certification. Successful candidates will be issued an Alabama Only state certification.

   2. Individuals approved for reciprocity based on a state's accredited training, but not maintaining a Pro Board/IFSAC seal, will be required to complete written and skills testing as is consistent for Fire Fighter I certification through our regular training programs. Successful candidates will be issued a Pro Board/IFSAC/Alabama certification.

IFSAC 2018 – II.A.20
IFSAC (Previous-2017)– CPA – 16
NFPA 1000 – 5.2.6(A)(B)

Number	702.13	Unit	Certification
Subject	Current Knowledge/Recertification		
Revision Date	10/28/2017	Approved	*Matt Russell, Executive Director*

The AFC&PSEC does not require individuals to provide proof of current knowledge or maintenance of skills for recertification for any level other than Fire Fighter I (NFPA 1001 Level I). Individual Fire Fighter I and Certified Volunteer Fire Fighter certifications issued by the Commission shall expire one (1) year from the date an individual leaves the fire service career.

IFSAC 2018 – II.A.21
IFSAC (Previous-2017) CPA – 17A-D
NFPA 1000 – 5.2.7*

Number	702.14	Unit	Certification
Subject	Re-Entry Certification Requirements		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

Any individual who was previously issued Fire Fighter I certification by the Commission, and whose Fire Fighter I has expired, may be recertified by successfully completing a Recertification Course as prescribed by the Commission. The requirements for recertification shall not be construed as to preclude any employing agency from requiring any individual to complete any training required by the employing agency.

Excerpt from Alabama Administrative Code, Chapter §360-x-1-.01, General Regulations and Administrative Procedures:

> *4. Requirements for recertification upon re-entry into the fire service.*
>
> *(a) Any individual who was previously issued Fire Fighter I certification by the commission, and whose Fire Fighter I certification has expired, may be recertified by successfully completing a recertification course as prescribed by the commission.*
>
> *(b) The requirements for recertification shall not be construed as to preclude any employing agency from requiring any individual to complete any training required by the employing agency.*

Procedure

Any individual having previously been certified to Fire Fighter I by the AFC&PSEC can register for the Fire Fighter Recertification course that will result in recertification of the Fire Fighter I level provided that the certification written and skills examinations are successfully completed.

This recertification is active for one (1) calendar year from the date of cessation of classroom instruction. If the individual gains employment, the certificate shall not expire until the individual leaves the fire service (documented on the appropriate Notice of Termination) for a period of one year.

IFSAC 2018 – II.A.21.A; II.A.21.B; II.A.21.C; II.A.21.D; II.A.21.E
IFSAC – CPA 17 (2017 prior)
NFPA 1000 – 5.2.7*

Number	702.15	Unit	Certification
Subject	Expiration of Certifications		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

Alabama Administrative Code dictates expirations of certifications.

Excerpt from Alabama Administrative Code, Chapter §360-x-1-.01, General Regulations and Administrative Procedures:

> *Fire Fighter I certifications expire one (1) year from the date an individual leaves the fire service employment. Fire service employment is any paid municipal, county, state, or federal occupation that requires the candidate, as his primary duty, to actively and routinely engage in fire protection services. Volunteer status is not sufficient to maintain Fire Fighter I certification.*
>
> *(d) Expiration of certification.*
>
> 1. *Fire Fighter I certifications issued by the Commission shall expire under either of the following circumstances:*
>
> *(i) One (1) year from the date an individual leaves the fire service employment. Fire service employment is any paid municipal, county, state, federal or private-sector occupation that requires the candidate, as his primary duty, to actively and routinely engage in fire protection services. Volunteer status is not sufficient to maintain Fire Fighter I certification.*
>
> *(ii) In the event that the certified individual fails to obtain 30 hours per calendar year of continuing training that is relevant to the performance of firefighting duties. Documentation of such training shall be maintained by the employing agency and made available for inspection by the Commission upon request.*
>
> 2. *Volunteer Fire Fighter certifications issued by the Commission shall not expire provided that the certified individual obtains 30 hours per calendar year of continuing training that is relevant to the performance of firefighting duties. Documentation of such training shall be maintained by the department with which the Volunteer Fire Fighter is affiliated and made available for inspection by the Commission upon request.*
>
> 3. *All certifications that have as prerequisite one or more separate certifications shall expire upon the expiration of the underlying prerequisite certification. Reinstatement of the Firefighter I certification shall reinstate those certifications expired under this provision.*

4. *Expiring Fire Fighter I certificate shall be converted to a Certified Volunteer Fire Fighter certificate, provided that the remaining requirements of 360-X-2-.01 are met.*

5. *The Commission may defer the expiration of a certification for up to one (1) year when the certificate holder is actively engaged in an approved postsecondary degree program in Fire Science or closely related subject or a certificate or Fire College degree program in Emergency Medical Services. Application for deferral must be made upon the prescribed forms and prior to the expiration of the certificate.*

   IFSAC 2018 – II.A.17
   NFPA 1000 – 5.2.8

Number	702.17	Unit	Certification
Subject	Audit Procedures (Accrediting Bodies)		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC will make notification to the Accreditation Bodies administration of date, time, and location of upcoming certification examinations upon request. The notification allows these bodies to audit processes and procedures thereby providing quality control within the system. A notice of intent to observe at least 48 hours in advance of the testing event is required.

IFSAC 2018 – II.A.14

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	702.18	Unit	Certification
Subject	Issuance, Suspension, Revocation & Denial		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

The Commission may issue a certificate of certification to an individual who satisfactorily completes the requirements for a specific level of competence as prescribed by the Commission by the Alabama Administrative Code, §360-X-1-.01.

The Commission shall have the power to suspend, revoke, cancel, deny, rescind or recall any certificate upon due cause as determined by the Commission as per the Alabama Administrative Code, §360-X-1-.01.

Excerpt from Alabama Administrative Code, General Rules & Regulations, §360-X-1

> *"(e) Certificates may be issued only to individuals of good moral character and reputation as determined by the Commission, namely:*
> *1. The individual shall not have been convicted of a felony or convicted of a crime involving fire and/or explosion; or*
> *2. The individual shall not have been found guilty of a crime of moral turpitude or have engaged in immoral conduct which indicates an unfitness to discharge the duties of such certificate holder, as determined by the Commission."*

IFSAC 2018 – II.A.17
NFPA 1000 – 5.2.8

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	702.19	Unit	Certification
Subject	Certification Certificate Requirements		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

Certification certificates are only issued by the Certification Unit of the AFC&PSEC using the seal numbers provided by the accreditation entities. Certification certificates shall contain the following:
a. Entity's name
b. Candidate's name
c. Level of certification
d. Applicable standard and edition
e. Date issued
f. IFSAC & Pro Board seal (virtual)
g. Signature of issuing authority

IFSAC 2018 – II.C.1; II.C.1.A-G;

Number	702.20	Unit	Certification
Subject	Student Conduct		
Revision Date	06/25/2019	Approved	*Matt Russell, Executive Director*

Policy

Students will conduct themselves in a respectful manner to avoid hampering the ability of fellow students during the certification testing process.

Pro Board TA6

Number	704.01	Unit	Certification
Subject	**Certification/Testing Programs Access**		
Revision Date	**06/25/2019**	Approved	*Matt Russell, Executive Director*

Policy

Access/permissions to the database, file systems and software programs that the Certification Unit Staff utilizes will only be given to essential personnel by the Executive Director.

Procedure

1. Access will be awarded with a written request from the Executive Director to the IT Manager.

2. Access status will be denied/removed when a written request from the Executive Director is submitted to the IT Manager upon termination of employment or reassignment from the Certification Unit Staff to another division within the organization.

3. A record of permissions assigned is maintained by the IT department with oversight of the Executive Director.

Pro Board TD4
IFSAC 2018 – VI.2.A

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.02	Unit	Certification
Subject	Scoring of Exams		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

Scoring of certification exams (written/cognitive) shall only be executed by the Certification Unit Staff. The use of scanning equipment is utilized to ensure impartiality and confidentiality.

Grades are not to be released to instructors, program managers, other divisional staff, etc., until the test scores are validated by the Certification Director or with permission from a Section Chief or Executive Director.

Procedure

1. After receiving and checking Scantron sheets, the Certification Unit uses scanning equipment to score the test response.

2. Several security checks are used to ensure the accuracy of the scanning equipment and its scoring process, including hand-checking answer sheets for stray marks or incomplete erasures and randomly choosing answer sheets for hand scoring.

3. All Scantron student answer sheets are scored with an external answer key in addition to the internal LXR test answer key.

4. Annual maintenance is performed on the scanner by a Scantron technician who checks the accuracy of the machine.

IFSAC 2018 – V.I.A; V.I.B
IFSAC – WSTG – 1A (IFSAC prior)

Number	704.03	Unit	Certification
Subject	Release of Grades/Exam Results Notification		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

Certification course final score notifications are released by the Certification Unit per student permission as indicated by the student's initials on the Student Information Sheet completed at test administration. Test scores (actual) will not be released to anyone except the student without the students' permission. Exam results notification letters are emailed to the student.

Procedure

1. No actual scores will be released via telephone.

2. Exam scores shall remain confidential.

3. Certification eligibility can be released to the fire chief or any third party agency/individual.

4. A student wanting his/her grade released to another entity must indicate in writing which scores can be disclosed and the organization to which the scores can be revealed. (See Policy #701.07)

5. The Student Information Sheet contains the following statement: **"**My initials on this form indicate that I am giving permission to the Alabama Fire College to send my certification test score by email to the address listed on this form. It is my responsibility to review and update the address to ensure that it is accurate and secure."

6. The test results notification letter provides a breakdown of the written exam score, to include the skills and project score, if applicable, in addition to the final score.

IFSAC 2018 – V.2
IFSAC – WSTG 2 (IFSAC prior)

Number	704.04	Unit	Certification
Subject	Skill Documentation		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

To ensure unbiased and objective measurement of skills, AFC&PSEC currently uses valid practical assessments (skill sheets or projects) that identify the grading requirement (JPR) to which each individual will be evaluated/assessed. All required skill documentation must be completed and returned to the Certification Unit before certification can be issued.

Procedure

1. Documentation includes (but is not limited to) rosters, enrollment and attendance records, progress records, performance evaluation grade sheets, skills sheets, projects and grade sheets, and presentation evaluation forms as required. Peer review forms must accompany the final product from project-based coursework.

2. All documentation must be completed and all required signatures, dates, hours, scores, topics, etc., received before certification can be awarded.

3. Refer to Certification Course List on the AFC website for each certification level for specific certification requirements.

IFSAC 2018 – V.1.D; VIII.1; VIII.2
NFPA 1000 – 5.2.4(I)

Number	704.05	Unit	Certification
Subject	Test Bank Management (Cognitive)		
Revision Date	06/25/2019	Approved	

Policy

The AFC&PSEC shall maintain a separate test item bank as a means of evaluation for every accredited level of certification. The items shall be reliable discriminators.

All exam instruments for certification will be developed from validated test banks comprehensive with respect to the requirements of the standard being tested to ensure complete coverage of the applicable standard. Written (cognitive) examination banks shall be validated against the current edition of the NFPA standard for the level of certification and documented on the appropriate accrediting entity's Correlation Sheets. This correlation will show competency in requisite knowledge within the job performance requirements.

Cognitive/written test banks are used to generate exams that test each JPR/requisite knowledge component in the level for which accreditation is being sought.

Procedure

1. Test banks will be purchased from credible vendors, test bank companies or developed in-house meeting accrediting bodies criteria and performance standards.
2. All test banks shall include sufficient questions to correlate to 100% of the standard specified for each certification level.
3. The test bank shall test the same standard and edition as the accredited level.
4. Each question within a test bank shall identify the appropriate NFPA Standard and edition being measured and the appropriate reference source(s). All items shall be correlated and identified on the correlation sheet.
5. As a minimum, each applicable component listed in the JPRs and requisite knowledge shall have at least one associated test item. A test item (written or skill) may support more than one component, when relevant.
6. Test items shall be multiple choice or matching.
7. A test item shall be correlated based upon the item's stem and the correct answer rather than its distractors. Test item distractors shall not be used to receive credit for meeting the JPRs on the correlation sheet.
8. The banks are reviewed/validated by subject matter expert(s) to ensure the applicability of all JPRs for use within the jurisdiction.
9. Banks are reviewed to determine the percentage of test items representing the various components of the standard being evaluated and develop the test proportionally to ensure a fair evaluation of all components of the standard.
10. The written test bank per level of certification shall be twice as large as the number of questions used per test generated.

11. Banks are analyzed annually (at a minimum) by reviewing those items with a 0-70% percentage of correct scoring based on LXR statistical updates.
12. Bank items are not weighted.
13. All items shall be correlated and identified on the correlation sheet/Assessment Methodology Matrix.
14. Test items shall be correlated based upon stem and correct answer.

NFPA 1000 – 5.2.4(C); 5.2.4(E); 5.2.4(G): 5.2.4(H);
Pro Board TD2, TD3
IFSAC 2018 – III.5;V.III.1; VIII.1.A-G; VIII.2

Number	704.06	Unit	Certification
Subject	**Test Bank and Test Instrument Security**		
Revision Date	**11/30/2022**	**Approved**	*Matt Russell, Executive Director*

Policy

The AFC&PSEC shall provide a security system that prevents compromising the evaluation instrument(s) and the testing process. Any and all items associated with test banks or test instruments are considered controlled items and will be kept secure. Chain of custody (for test security) must be considered at all times to maintain test security. Written examinations shall not be reproduced outside Certification Administration.

Controlled test materials include:
- Written examination booklets
- Completed answer sheets
- Randomly selected JPR sheets
- Certification banks (including development materials)
- Archive test and bank materials
- Working bank copies
- JPR random draws prior to skills test day

Access:
Access to controlled test materials will be restricted at all times and will be limited only to individuals authorized by the Certification Director. Certification Staff will control access. Authorized individuals may include:
- Certification Unit Staff
- Certification Specialists
- Section Chief(s), as necessary
- Pertinent IT staff
- Subject Matter Experts
- Technical Review Committee Members
- Regional Directors/Coordinators
- Proctors
- Evaluators
- Regional personnel will only have access to test materials during test administration
- Site Team Members and Administrative Reviewers

Access to controlled test materials by other individuals is not authorized.

Procedure

1. Contact with any test material is kept to a minimum number of Certification Unit staff or their designee. Any materials leaving the secured Certification Unit areas must be checked-out via the Activity Log and signed out by a Certification Unit Staff member.

2. Certification Unit Offices are secure offices with a notice of **restricted area** posted. Rooms containing test items when unlocked are attended at all times. Controlled testing materials are stored in locked rooms with limited access.

3. Evaluation instrument security is maintained in development, processing, copying, storing, packing, and shipping. All written exams are to be in the possession and control of AFC&PSEC approved personnel only. Shipments are made in closed/sealed and traceable packages shipped by our trained Bookstore personnel. Test booklets are sealed in tamper evident bags and sealed with a uniquely numbered secure label (1 bag and label provided for the return shipment). Test packages provided to AFC-approved proctors for contracted courses use an AFC-provided backpack with a combination lock (changed per test administration). Proctor must call the AFC Certification Staff to receive the combination once they receive the test package. The Certification Unit must be notified immediately if the shipment arrives with seals broken. For these type situations, the Certification Director must be notified and the decision to proceed with testing is dependent on the circumstances, such as where the compromise occurred, who has had access, etc.

4. Test banks, test development, grading software, and other items stored on the computer network are only accessible by password by the Certification Unit Staff and limited IT Staff. Access is granted via the Executive Director only.

5. Hard Copy Test booklets are numbered for test security purposes. When transferring those items to a Proctor, the Certification Unit Staff logs the numbers assigned on the Testing Packing Slip. The return shipment is validated that all booklets are accounted for (& ready for re-distribution) upon receipt by the Certification Staff. Any discrepancies are noted and reported to the Certification Director.

6. Subject matter experts who are charged with the test validation process only have access to hard copies, which are checked out of the Certification Unit and returned to the office at the end of their shift or during lunch breaks.

7. Exam questions and/or tests are never left unattended in open areas.

8. When a subject matter expert evaluates a test bank, members are not permitted to take notes; members are instructed to maintain strict test bank confidentiality, and members are only permitted to observe the exam questions for a period sufficient to discuss validity. Should the need arise for a hardcopy evaluation of test questions, the documents are recorded in the Activity Log. The Training staff is responsible for adherence to all test security policies.

9. When the need arises to amend or delete a question for reasons of question error, only the Certification Director and/or Certification Unit Staff has permission to change the test bank.

10. Only the Certification Unit Staff have permission to grade exams. EMS has an appointed designee responsible for grading EMS related test materials. EMS personnel do not have access to the server area where test banks are stored.

11. Computer-Based exams are password protected. Only the AFC-approved Proctor is provided the student ID and password documents. The password is only provided to student once test administration has begun. The password is ~~only~~ valid and activated for that test administration only. If a retest is required, the password is reset.

12. During bank validation or a site visit, the site team or subject matter expert is in possession of the test bank at all times. The bank shall be reviewed in a secure setting/private work area inaccessible to unauthorized personnel. The bank shall not be copied in any way.

13. During an administrative review, a bank is released to a pre-approved reviewer and the reviewer must follow all established test security policies, including that the review must take place in a secure setting and must not be copied in any way. The release of the documents is recorded in the Activity Log

NFPA 1000 – 5.2.4(D)
Pro Board TD4
IFSAC 2018 – II.A.15; II.A.16; VI.1
IFSAC (Previous-2017) – CPA – 14; TS 1; 2A; 2B; 2C

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.07	Unit	Certification
Subject	Local Validation (Cognitive and Psychomotor)		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

Cognitive test bank items and psychomotor exam materials (to include skills sheets, process sheets, product/projects, etc.) either purchased from a third-party or developed in-house will be locally reviewed and validated by the Certification Unit's approved Subject Matter Experts (may include Technical Review Committee members, Program Managers, Fire Programs staff, and Certification staff).

A subject matter expert in this circumstance is defined as individual maintaining extensive professional knowledge and credentials in a specific area of knowledge (specifically technical). Subject Matter Experts and Technical Review Committee members used to validate items are chosen by the Certification Director ~~staff~~ based on experience and qualifications. A minimum of three members are used for bank validation.

The entire test item bank shall be validated/reviewed locally as a minimum to the reference source (Teaching Outline/Instructors Manual and/or textbook) to ensure the applicability of all materials for use within the jurisdiction.

During validation, both accreditation entities correlation matrices are used to ensure that all JPRs are evaluated.

General Guidelines for Local Review (specific to cognitive bank items but can apply to psychomotor methodologies as well):
1. Bank security is a top priority.
2. Banks and review materials must be logged out on the Activity Log by a Certification Unit staff member.
3. All notes and materials used for this review must be submitted to the Certification Unit staff once complete.
4. Materials and/or test items reviewed will not be discussed with anyone other than the Certification Unit staff.
5. Banks and materials must remain secure while in the reviewer's possession.
6. Items found to be incorrect, flawed, confusing or deemed unfair shall be marked "inactive/do not use."
7. Banks and materials should not leave the work area. If leaving the work area, the bank materials must be secured (locked or returned to Certification Unit Staff).
8. Banks and materials can be shared using a secure document program (such as OneDrive, DropBox, Moodle, etc.) but shall follow the above guidelines as they apply.

Procedures for Local Review for Individual Test Items
Read and review the items for the following:
1. Does the question or stem make sense?
2. Is the grammar appropriate?
3. Are there clues to the correct choice?
4. Each item may test multiple JPRs.
5. Items are chosen that are clear and concise.
6. Eliminate all multiple/multiple test items.

7. Eliminate all true/false test items.
8. Remove duplications, or rewrite/reword.
9. Remove negatively weighted items.
10. Eliminate or rewrite all "all of the above" or "none of the above".
11. Eliminate clues to the correct choice.
12. Review all items and correlate to the following:
      a. Referenced standard JPR
      b. Referenced page in the textbook that is being used for the course
      c. Specific page or pages in the teaching outline (if using as reference source)
13. Check to see if the textbook page reference is correct.
      a. Is the question located on the page?
      b. Is it worded appropriately and clearly?
      c. Is the answer also found in the material?
14. Does the question need to be reworded or edited? Question what individuals know, not what they do not know.
      a. Edit or rewrite the question or stem if needed.
      b. Document changes.
      c. Write the stem of the question in a positive manner when possible.
      d. Vary the level of difficulty of the test items. (Use Bloom's Taxonomy of Learning)
15. Check each distracter or incorrect answer. All multiple-choice test items shall include one correct answer and three distracters. One distracter should be a strong "runner up" to the correct answer but all distracters should be plausible.
      a. Could any of them be correct?
      b. Are any of them inappropriate?
16. Check the page in the Instructor Manual (if used as a reference source)
      a. Is the question word for word from the Instructor Manual? Note page number: Example: Page "8"
      b. Is the information for the question found there, but it is up to the instructor to elaborate? Note page number with (?) beside it; Example: Page "8?"
      c. Is there a location in the Instructor Manual where the information should be but is not there? Note page number with a circle around the number; Example: 8
17. Check to see if the question matches the JPR that is designated.
      a. What is the correct JPR?
      b. Does it meet multiple JPRs?
18. Document all findings beside the test item.
19. All materials must be returned to a Certification Unit Staff Member for documenting on Activity Log.

Pro Board TD2, TD3
IFSAC 2018 – IV.2.A; IV.2.B
IFSAC WTB 2A&B (IFSAC prior)

**ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION**

Policies and Procedures

Number	704.08	Unit	Certification
Subject	General Administration of Testing		
Revision Date	01/15/2018	Approved	*Matt Russell, Executive Director*

Policy

Examinations shall measure the competence of personnel consistent with the standards adopted by the AFC&PSEC and the Accreditation entities. The AFC&PSEC shall offer examinations for all levels for which certification is offered.

Exam administration will be consistent, follow the established format and administered by an AFC&PSEC-approved Proctor. AFC&PSEC examinations in all formats (written/cognitive; skills /practical; computer based) will be administered in a consistent manner by following the AFC&PSEC guidelines outlined in the Instruction Sheets and forms provided in the test packages. Training PowerPoints for Proctors, Evaluators and Candidates are available on the AFC webpage

The JPRs, requisite knowledge and requisite skills shall be examined through a process of objectively assessed examinations.

The AFC&PSEC-approved Proctor has authority over the exam administration. The Proctor will use the established Exam Instruction Sheet to administer the exam.

Procedure
This procedure should be considered a Statement of Guideline to give the proctor flexibility but also to maintain the strict security, fairness and consistency required for testing for certification.

The AFC Exam Proctor will utilize the AFC Exam Proctor Instruction Sheet(s), Test Administration Form(s), and all checklists included in Traditional and Non-Traditional Test Administration test packages specific to that test administration. AFC Proctors must maintain currency by annual training and approval.

Proctors should verify students eligible to test by checking off names listed on the Official Students Eligible for Testing Roster included in the Test Package.

At the end of the course prior to testing, Instructor/Host Chief should verify student eligibility based on completion of course requirements.

No-shows are to be noted on roster.

Students auditing certification courses will not be allowed to take the certification exam.

Students should complete the Student Information sheet, updating name, department, mailing address, and email address. Updates should be made on the form. Student will initial form to allow for emailing of final certification grade.

A student appearing at the test site, whose name is not on the Students Eligible for Testing Roster, shall be tested at the discretion of the exam Proctor but will be counseled by the Proctor until eligibility can be confirmed. Certification cannot be issued until the issue is resolved.

The Proctor will read word-for-word the Exam Instructions.

The Proctor will confirm that all students understand the exam instructions before proceeding.

The Proctor shall explain the policy for emergencies or interruptions during the exam.

During the exam, the Proctor shall not interpret questions or comment on student's performance.

Proctor should note time test started and call time when time limit has been reached for each particular examination.

The written certification examination will be administered in paper or web-based format only. No certification examinations will be administered orally.

If a student has a question or complaint about an individual exam item, the Proctor shall make a written record of the inquiry including item number and comments on the Test Administration Form and forward his/her findings to the Certification Unit Leader with the completed exam materials.

Since certification courses may have differing examination time lengths, Proctors should note at any given examination that more than one exam with a differing time limit may be given. Proctor is responsible and should be aware of maximum allowed time for each exam.

The Proctor is responsible for confirming that all exams are returned. The Proctor shall keep an accurate count of the number of exams which are distributed to students and the number which are turned in following the exam.

Upon completion of examination session, Proctor will assure the receipt of each exam, each answer sheet, and scratch paper (if used).

The Proctor will check each Scantron form, if used, for the correct method of completing the answer spaces and for any information on the answer sheet that was left blank. The Proctor will ask the candidate to correct any discrepancies.

NFPA 1000 – 5.2.4(A)*-(J)
IFSAC 2018 – III.1.A-B; III.4;VII.1; X.1;
IFSAC (Previous-2017) TPE 1B; TP/E 2A, 2B; 2C

Number	704.09	Unit	Certification
Subject	Security During Test Administration		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

The AFC-approved proctor must maintain control of all testing items (to include the exam, IDs, passwords, etc.) at all times for any format (written, computer-based or JPR/skill) for integrity of the testing process.

Procedure

1. The Proctor has the role of maintaining constant control of all exam copies and all controlled testing items upon receipt of test materials.
2. All testing items should be stored in a secure location where it cannot be accessed by students or instructors.
3. The Proctor shall remain alert and in the exam room continuously during the length of any exam in any format.
4. Proctor should be aware that accreditation of the Alabama Fire College requires a specific level of exam room security.
5. Proctors are not to share exam information with anyone other than the Certification Unit staff or the Executive Director. (Test should not be shared with other instructors, school directors, or students, etc.)
6. Exam questions are not to be written, printed, copied, reproduced or retained in any form by anyone (student, Proctor, or employer, etc.).
7. Every effort is made to ensure that all Proctors are aware of the importance of test security.
8. All passwords, URL links and any other associated testing items related to computer-based testing are to remain confidential, secure, and under proctor control (prior, during, and post exam).

NFPA 1000 – 5.2.4(D)
Pro Board TD4
IFSAC 2018 – VI.1; VI.2.A; VI.2.B

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.10	Unit	Certification
Subject	Appeals (Training Programs/Skills Testing/Written Exams)		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy
For candidates in a certification training program who are dissatisfied with any decision concerning their ability to remain in the training program, the written exam, skills testing or project process may appeal in writing to the Certification Staff within 30 days of the testing event. (Note: This is a general operational policy regarding appeals. Appeals regarding the training program should be directed to the Training Section Chief)

All appeals regarding written exams, skills testing, or project process shall be directed via email to the Alabama Fire College Certification Unit at certification@alabamafirecollege.org.

Procedure
For Training Programs, Skills Exams, Project Process Appeals, Written Exam
1. In the letter/email to the Certification Staff, the issue shall be fully described including the actions taken, considerations being requested, and any justifications. The Certification Director with the appropriate Section Chief decides what, if any, actions will be taken and responds to the candidate in writing within five business days of the date of the appeal request.
2. If the decision is not resolved to the satisfaction of the candidate, the candidate must appeal again requesting that the issue be forwarded to the Executive Director.
3. After consultation with the Certification Director and Section Chief, the Executive Director will respond to the appeal within five business days. The complainant will have 10 business days to reply.
4. If the complainant is not satisfied with the response of the Executive Director the complainant may appeal the Executive Director's decision to the Personnel Standard and Education Standards Commission (PSEC). The PSEC will take up the matter at the next regularly scheduled Commission meeting.

For Student Test Item Question Appeals:
1. Candidates will be allowed to list test items they wish to contest at test administration. The test item identification number and the item problem should be given to the test proctor. Student comments regarding test questions should be noted by the Proctor on the Test Administration Report Form.

2. All documented items will be reviewed by the Alabama Fire College certification specialist to determine the validity of the complaint.

3. If it is determined that the complaint is valid, then the test results are adjusted to reflect credit for that item and the Certification Unit will correct the test item accordingly in the test bank. If the test item appears to be valid then no adjustments will be made to the test results.

4. Candidates receiving failing scores may request that the Alabama Fire College rescore the answer sheet. Upon written request, the answer sheet will be

hand scored; however, requests for hand scoring will be processed as time allows. Nonetheless, because of procedures used to verify scores, students are not encouraged to request hand scored answer sheets. The Scantron equipment is checked for accuracy on a regular maintenance schedule.

5. The AFC maintains the authority to decide if a written response is required.

Pro Board PA5
IFSAC 2018 – II.A.18
IFSAC (Previous-2017) – CPA – 15

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.11	Unit	Certification
Subject	Retest Policy		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

Candidates who receive less than the minimum passing score on their written examinations shall be allowed one retake of the entire examination.

Candidates who are not successful on the initial JPR Skills Test (2 attempts allowed at this test administration) shall be allowed a second JPR Skills Retest (2 attempts allowed at this test administration).

Re-tests (skills and/or written) may be taken after 30 days and within 12 months of course completion. All certification testing, to include re-testing, must be completed within 12 months of the course completion date. (Alabama Administrative Code – 360-X-2-.01 - 19)

All retest will be scheduled in the AFC database through the Certification Unit.

Procedure
1. Students who fail a written exam receive a test results notification. Directions for scheduling a retest are included in this test notification.

2. Students are notified of skills failures on the JPR test day at the time of testing.

3. Candidates may retest with no fee at a location and time where certification testing is already scheduled at either a field location or at the AFC campus. Skills retest must be scheduled in conjunction with regularly scheduled course of same certification level (skills are randomly drawn).

4. Students appearing to take a scheduled retest must show a driver's license or other acceptable photo identification.

5. The candidate must call, or sign up on the AFC webpage, to request a retest at least one week prior to the intended retest date. (For non-traditional exams, the Certification Unit will need thirty days notice to set up the details for proctoring/testing.)

6. If a retest is scheduled at an off-campus location, and the student fails to appear to take the retest, the candidate must contact the Certification Office.

7. If a candidate(s) for retesting requests that a special arrangement for retesting takes place at a time and location separate from any other regularly-scheduled certification testing, proctoring fees may apply.

8. Requests for retest in Alabama will be directed to a Regional Director/Coordinator.

9. Retests are administered using a different test instrument than the initial exam.

Number	704.12	Unit	Certification
Subject	**Scheduling Certification Exams**		
Revision Date	**11/30/2022**	Approved	*Matt Russell, Executive Director*

Policy

The Certification Unit must be notified of all certification courses prior to delivery in order to coordinate the certification exams (written and skills).

Procedure

All certification exams are attached to a course of study. Course coordinators apply to host certification course and must schedule both the skills and written exam at the time of the course application. Tests are scheduled at the time of course approval. AFC-approved proctors are assigned certification course exams to administer the skills and written exams. Regional staff performs site visits and issues site approvals before approving any certification course in relation to the course's status (Campus, Regional/Extension Training Centers, or Departmental Delivery).

1. Certification exams are scheduled by the following:

    a. Regional, Campus and Industrial/DOD Staff approve and set the certification course schedule and Registration Staff enter and schedule the certification exam. AFC partners notify the Certification Staff of scheduled course deliveries in which students are requesting a certification exam.

    b. The certification exam is normally scheduled to coincide with the last day of class delivery, unless otherwise stated. Regional and Certification Staff will accommodate, when possible, special requests differing from the normal administration.

    c. Unless prior approval is given, Departmental Delivery (Field) certification testing requirements specify that a minimum number of eight (8) candidates must be scheduled for the test to be given in the field due to logistics and resources. (Note: This applies to all locations except a Firefighter I/II school.)

    d. Certification examinations for less than eight students and/or retests may be scheduled for administration at the Alabama Fire College during scheduled Open Test dates. Open Tests may be set up in the Field upon approval from the Certification Unit. Fees may apply for tests scheduled for less than 8 candidates.

IFSAC 2018 – II.A.11; II.A.13.D
IFSAC (Previous-2017)– CPA – 8E; 9E

Number	704.13	Unit	Certification
Subject	Cognitive (Written) Test Instrument Development & Validation		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

Test items (whether developed by subject matter experts or purchased from commercial testing publishers) will follow and meet the criteria set forth by National Board on Fire Service Professional Qualifications (Pro Board), International Fire Service Accreditation Congress (IFSAC), National Fire Protection Association (NFPA), and all guidelines, policies, and procedures of the AFC&PSEC.

Procedure

1. Test Plan, Content and Format
    a. Determine the material to be covered by the test
    b. Review the NFPA Standard & accreditation correlation sheets
    c. Review the learning objectives for the course
    d. Review the syllabus of the course (course length, etc.)
    e. Create a table of specifications from the bank objective reference (developed by the Certification Director & Certification Specialist)
    f. Determine the length and format of the test based on the above (a-e)
    g. Randomly generate the exam from testing software program

2. Write or select the test items
    a. Select test bank items utilizing the guidelines for local validation (see AFC&PSEC #704.07)
    b. Certification Unit will utilize the testing software program to randomly pull exam items from the bank to ensure coverage of all JPRs according to the correlation matrices as required by the accrediting agency.
    c. Once an exam is developed, proofed, and finalized, the exam shall be printed as test booklets (inventoried with form number and booklet number assigned), and filed in the secured (pass card access required) Test Room.

3. There shall be a minimum of two (2) testing instruments/forms for each certification level for those levels that are administered more than ten times per year. There shall be no more than 75% redundancy between the two forms of the test.

4. If an exam is compromised, the test items involved ~~with~~ will be removed from the bank and a new form will be created, disposing of the compromised form following policy.

5. Test questions are further analyzed for validity. Any questions that are referenced by the exam Proctor during test administration as having been questioned by test takers are listed on the appropriate Test Administration Form and are re-validated by the Certification Unit for errors in language, logic, grammar, or factual mistakes.

6. The Certification Unit makes every attempt to ensure that students are not penalized for errors which occur during the test development process.

NFPA 1000 – 5.2.4(I)
Pro Board TD1, TD2
IFSAC 2018 – IV.3; IV.3.A; IV.3.B; VII.1; VIII.1.A; VIII.2; VIII.2.A
IFSAC – GAWST – 1A; 1B; 6A &B; WT 1, 2A, 4 (IFSAC prior)

Number	704.14	Unit	Certification
Subject	JPR Testing (Psychomotor – Skills Assessments)		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC shall require that Job Performance Requirements (JPRs) involving skills and requisite skills be examined through manipulative skills (skills or process) or product/project-based assessments for certification. Certification courses shall prepare the candidate for testing all skills within a given standard. The minimum percentage of skills randomly drawn for testing is twenty-five percent (25%) of the total JPRs of each level.

JPR (Job Performance Requirements)/Psychomotor/Skills testing administration will be consistent, following the established format and administered by AFC-approved Regional Personnel, proctor and evaluator(s).

Skills can be assessed as they naturally occur through-out a program, however a clear separation between training and testing must be established by the designated proctor/evaluator to the candidates and all AFC&PSEC policies will be followed.

To prove competency, psychomotor skills objectives for these levels are examined through a process of practical skills testing using skills sheets that are graded on a pass/fail basis (minimum 70% to pass each skill sheet).

The following shall apply to all AFC skills testing (JPRs):

1. Students shall receive a pretest briefing prior to beginning skills testing.
2. Team-based and individual skills are individually assessed.
3. The candidate must perform the skills sheet assessment to a minimum 70% competency and successful completion of all critical points.
4. All skill exams will be tested on a pass/fail basis. Any student who, in the opinion of the evaluator, is not qualified to perform the skill in the field shall not be given a passing score. Students must pass all required performance skills before achieving certification.
5. The evaluator must be prepared to test ANY JPR for the certification level (and/or component thereof).
6. Skills testing evaluators shall have been trained in and understand the testing process by attending the Skills Evaluator Orientation annually. The Proctor (and/or Evaluator) shall provide a Pre-Test briefing at each Skills Test Administration of the station and staging locations, forms required, skills review, etc. Refer to the JPR Administration Form.
7. Skills testing evaluators shall not have taught the subject area being evaluated.
8. It shall be made known to the student when the teaching environment transitions to the certification testing evaluation environment.
   a. During the evaluation, the student shall not be coached in any way.
   b. Remediation can take place between initial test and retest.
9. The evaluator shall be responsible for ensuring all safety procedures are followed at all times during the evaluation.

10. The evaluator should use the appropriate approved skills sheets. Skill sheets are provided as part of the certification program and are available on the website www.alabamafirecollege.org under each Course Description page. Skill sheets contain the candidate/student ID only to provide confidentiality.
11. Performance evaluations shall be performed in an objective manner. All students shall be treated in a fair and equitable manner. All skill stations shall be set up in the same manner for each student. Once the evaluation begins, the configuration of the evaluation stations shall not be altered in any way.
12. Evaluators are to follow the instructions listed on the Skill Sheet in testing skills.
13. Students shall be kept separated during evaluations to ensure accuracy and to prevent confusion by students witnessing a skill being performed incorrectly. All evaluation stations conducted within a structure will be separated so that the students taking the test cannot see or be seen by the other participants. If the station is outside, this can be accomplished by using available physical barriers or distance.
14. The testing may be scenario based when all skills can be tested in such a manner.
15. Student performance results will be kept confidential.

Teams of individuals can be tested as opposed to an individual. For team scenarios, it is not practical for each member to serve and be graded on each component of the skill(s) being tested. The following shall apply to evaluation of skills conducted in the team format:

1. The team is graded on its ability to (or lack thereof) successfully complete the skills used to complete the scenario.
2. One or more scenarios shall be built around the selected JPR's using the training aids and devices available at the testing location. Student performance in relation to the JPR's will be evaluated during the scenarios using the adopted skill sheets.
3. Prior to the start of the evaluation, students working as a team will be advised that as team members, they will be permitted to communicate back and forth in a scenario.
4. In team evaluation, evaluators should closely monitor the candidate that is assigned to them. After skill station is completed, all evaluators should discuss team dynamics and performance to guarantee that all items on the skills sheets have been addressed.
5. If a single team member is deemed by their evaluator to have failed, the team should repeat the skill but only the failing student should be evaluated. A different evaluator should be utilized in this circumstance.

Skills Test Administration
The Alabama Fire College will evaluate JPRs during Skill (Practical) Testing at the cessation of teaching/training for the following skills-based certification courses:

-**Airport Fire Fighter** (6 skills sheets randomly drawn)
-**Alabama Smoke Diver** (100% skills, 7 skill sheets)
-**Apparatus Operator: Aerial, ARFF, Mobile Water Supply, Pumper** (3 total; 1 EVD skill sheet randomly drawn, 1-2 skills sheets randomly drawn from specific level)
-**Fire Fighter I Recertification** (30% of total skills tested) (17 total skills sheets, 14 mandatory, 3 randomly drawn)
-**Volunteer Fire Fighter** (30% of total skills tested) (17 total skills sheets, 14 mandatory, 3 randomly drawn)(VFF Block I, 5 mandatory, 1 random draw)(VFF Block II, 5 mandatory, 1 random draw) (VFF Block III, 4 mandatory, 1 random draw) (tested after each block)

-**Fire Fighter I/II, FF Bridge** (30% of total skills tested) (FFI: 17 total skills sheets, 14 mandatory, 3 randomly drawn) (FF2: 4 skills sheets, 3 mandatory, 1 random draw)
-**Fire Fighter II** (30% of total skills tested, with mandatory skills) (4 skills sheets, 3 mandatory, 1 random draw)
-**Fire Inspector I, II** (Scenario-based, 2-3 skills sheets per scenario, 1 scenario randomly drawn)
-**Fire Investigator I** (Scenario-based, 2-3 skills sheets per scenario, 1 scenario randomly drawn)
-**Hazardous Materials Awareness & Operations; Haz Mat Technician** (3 skills sheets, randomly drawn)
-**Industrial Fire Brigade** (all levels) **Support Member** (2 skills sheets, randomly drawn) **Leader** (1 skill sheet); **Interior Structural** (10 skills sheets, randomly drawn); **Incipient** (5 skills sheets, randomly drawn); **Advanced Exterior** (10 skills sheets, randomly drawn)
-**Marine Fire Fighter** (5 skills sheets, randomly drawn)
-**Public Information Officer** (100% skills, 5 skills sheets, randomly drawn)
-**Public Safety Telecommunicator I/II** (Level I, 3 skills sheets, randomly drawn; Level II, 5 skills sheets, randomly drawn)
-**Rapid Intervention Crews** (2 skills sheets, randomly drawn)
-**Rescue Technician: Cave I/II** (Level I, 4 skills sheets, randomly drawn, Level II, 2 skills sheets, randomly drawn)
-**Rescue Technician: Confined Space I/II** (Level I, 5 skills sheets, randomly drawn, Level II, 3 skills sheets, randomly drawn)
-**Rescue Technician: Dive I** (Level I, 3 skills sheets, randomly drawn)
-**Rescue Technician: Rope I** (10 skills sheets, randomly drawn)
-**Rescue Technician: Rope II** (2 skills sheets, randomly drawn)
-**Rescue Technician: Structural Collapse I/II** (Level I, 4 skills sheets, Level II, 3 skills sheets) randomly drawn)
-**Rescue Technician: Swiftwater I/II** (Level I, 1 skills sheet, Level II, 1 skills sheets) randomly drawn
-**Rescue Technician: Surface Water I/II** (Level I, 2 skills sheets, Level II, 2 skills sheets) randomly drawn
-**Rescue Technician: Vehicle I & Machinery I Ext** (3 skills sheets per level) randomly drawn
-**Rescue Technician: Wilderness I/II** (Level I, 4 skills sheets, Level II, 1 skills sheets) randomly drawn

NFPA 1000 – 5.2.4(I); (J)
Pro Board TD2, TD3, TA6
IFSAC 2018 – III.1.C; VIII.3.A; VIII.3.B; IX.1; IX.2
IFSAC (Previous-2017)– ST – 3; GAWST 6A & B; WSTG 1D

Number	704.15	Unit	Certification
Subject	**Multiple Level Exam Scoring**		
Revision Date	**06/25/2019**	Approved	*Matt Russell, Executive Director*

Policy

For certification exams that include testing multiple levels or prerequisite knowledge, the different levels or prerequisite level shall be scored separately to demonstrate competency at all levels.

Procedure

1. Students failing any level of the exam will be required to retest that level according to the standard retest policy.

2. For certification to be awarded, both levels must be passed successfully.

Pro Board TD2
IFSAC 2018 – III.16

Number	704.16	Unit	Certification
Subject	JPR Testing - Simulation		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

When performance in actual conditions cannot be duplicated, manipulative skills shall be permitted to be performed in a simulated environment. The simulation shall be realistic enough to allow for successful evaluation of the skills required by the actual condition.

Simulation requests must be approved by the Certification Unit prior to the test occurrence.

NFPA 1000 – 5.2.4(K)
IFSAC 2018 –III.8

Number	704.17	Unit	Certification
Subject	New Certification Level – Instructor Qualifications		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

In order to teach an offering of new certification level at the AFC&PSEC, an individual must be qualified as a subject-matter expert and pass the certification exam prior to teaching the course.

Procedure

The prospective subject-matter expert will submit a Résumé and Application for Certification to the Training Section Chief for verification of credentials. Once approved, the SME will be required to take and pass the certification exam prior to teaching the course.

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.18	Unit	Certification
Subject	Test Room Activity Log		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

All secured items removed from the Test Room must be signed out by a Certification Unit staff member on the Test Room Activity Log documenting the date and the person the items were released to.

Procedure

The Test Room Activity log maintained by the Certification Unit staff will track the individual testing materials items checked out from the AFC Test Room (hard copy bank, evaluation instrument, etc.).

NFPA 1000 – 5.2.4(D)
IFSAC 2018 – VI.1

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.19	Unit	Certification
Subject	Test Instruments/Testing Document Disposal		
Revision Date	07/25/2020	Approved	

Policy

Controlled test materials, such as old exams, development documents, media, etc. are to be destroyed by the order of the Certification Director only. Certification Unit staff will handle all shredding of the tests, booklets, and test creation documents. The test information sheet (TIS/archive) will be completed with form number, booklet numbers, date shredded, and initials of the Certification Unit staff member completing the task. The TIS may be kept digitally.

A test is deemed "no longer useful" when it is damaged, written in, compromised or has reached its cycle of use and will be replaced.

Procedure

1. Any test, deemed "no longer useful" should be notably marked for shredding.
    a. Tests to be shredded will be removed from the test room.
    b. The date, time, reason, booklet version, booklet number and name of person completing the shredding shall be recorded on the Test Information sheet to remain in the archive file.
    c. If test booklets are utilized, the sticker shall be removed from the front cover and the booklets cleaned for reuse.
    d. If shredding is due to the maximum usage policy, the Certification Director shall be notified.

IFSAC 2018 – VI.2.C
IFSAC TS 2C (IFSAC prior)

Number	704.20	Unit	Certification
Subject	**Testing Sites and Locations Approval**		
Revision Date	**06/25/19**	Approved	*Matt Russell, Executive Director*

Policy

AFC&PSEC certification exams must be administered in a professional or educational setting. All certification testing sites and locations must be approved by the AFC Certification Unit. Coordination of a test site shall be executed to maximize the time and resources for the AFC&PSEC Personnel and candidates in order to provide a safe, fair and equitable testing process.

Traditional Sites/Locations:
- Campus Delivery (Tuscaloosa, Alabama)
- Departmental Delivery (Field) (across the State of Alabama)
- Department of Defense (at Federal sites)/Industrial Clients
- Open testing (initial and retest) at AFC (schedule available on webpage)
- Partnerships (Center for Domestic Preparedness, Columbia Southern University)

Non-Traditional Sites/Locations:
Acceptable Test Sites for Individual Requests (Non-Traditional Setting)

- Military Base Education Center;
- Library;
- Post-Secondary Educational facility;
- Human resources office;
- Certifying agencies (contact AFC for agency in your local area)

Pro Board TA3, TA4
IFSAC 2018 – II.A.11
IFSAC – CPA – 9; 9E (IFSAC prior)

Number	704.21	Unit	Certification
Subject	Academic Fraud/Honor Statement		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

Academic fraud will not be tolerated in any form during any type of evaluation. Candidates are held to the highest degree of conduct. The AFC&PSEC takes the issue of cheating and unethical conduct seriously and all incidents will be investigated.

The following Honor Statement will be included on AFC&PSEC registration and testing forms. Students will be required to sign in order to participate.

> I, _____, understand that during any phase (academic or practical) of an Alabama Fire College course (coursework, evaluation, project, practical/skills exams, cognitive/written exams) cheating, in any form, is prohibited.
>
> Cheating, in any form, is acting dishonestly to gain an unfair advantage. Cheating includes: giving or receiving unauthorized aid on any assignment, quiz or exam; plagiarism using the ideas of another and declaring it as one's own, and stealing, which is taking without permission and without the intention to return.
>
> During a certification exam, any of the following acts, constitutes academic fraud and can result in dismissal from the examination room:
> a. looking at another candidate's exam
> b. talking to another candidate
> c. text messaging or cell phone use
> d. attempting to remove an exam from the room
> e. attempting to take an exam for someone else

It is the responsibility of all representatives of the AFC to actively deter academic dishonesty. Apathy or acceptance in the presence of academic dishonesty is not a neutral act. All members of the agency – students, staff, instructors, test administrators, and practical skills evaluators – share the responsibility of challenging and making known acts of apparent academic dishonesty.

Any of the following acts, when committed, shall constitute academic fraud:

a) Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
b) Fabrication: intentional and unauthorized falsification or invention of any information or citations in an academic exercise.
c) Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
d) Plagiarism: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Procedure

1. Any Proctor may ask a student to turn in a test and leave the exam room for any of the following:

   a. Looking at another candidate's exam
   b. Talking to another candidate
   c. Text messaging or cell phone use
   d. Attempting to remove exam from the room
   e. attempting to take an exam for someone else

2. In the event that a candidate is observed or suspected of cheating and if, based on the preliminary investigation by the Proctor/Evaluator, the circumstances are confirmed, the individual(s) involved will not be allowed to continue the examination and will be asked to leave the testing location. The appropriate department head(s)/training officer/etc. will be notified, as well as the Certification Director and appropriate Section Chief.

3. The Proctor/Evaluator will prepare and forward a record of circumstances to the Certification Director. A review of circumstances will be conducted and appropriate actions will be taken by the Certification Director after consultation with the appropriate Section Chief and Executive Director.

4. The individual(s) involved, and possibly the department/agency the individual represents, will not be allowed to continue in the Certification Program until the issue is resolved.

Pro Board TA6
IFSAC 2018 – VI.1

Number	704.22	Unit	Certification
Subject	Auditing of a Certification Course (Student)		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

Students auditing a certification course will not be issued a certification exam and will therefore not be certified. A student may choose to audit (no certification testing) a course at the Alabama Fire College and receive a Certificate of Attendance. Once the declaration for audit has been filed and processed, the student will not be allowed to recant and test.

The notation of audit status will occur at point of registration.

Audit status of each student appears on Testing Roster for Proctor information.

Procedure

Any student not having met the course pre-requisites or declaring a desire (audit) to gain certification will not be issued a certification exam.

Number	704.23	Unit	Certification
Subject	Audit Procedure – Proctor/Evaluator		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC Section Chief, Regional Staff, Program Manager, or Certification staff may conduct audits as needed of the testing process of proctors/evaluators to assess currency of skills and knowledge levels. This audit process shall be managed by the Certification Director and Staff assisted by the Section Chief, Regional Staff or Program Manager.

Auditing of evaluation processes shall ensure that:
- All written instructions are followed by the Proctor(s)/Evaluator(s)
- A safe environment is maintained during the evaluation process
- All security considerations are addressed
- All certification policies and procedures are followed
- All exams are secured with access allowed to only the appropriate proctor

For any reported irregularities, the appropriate Section Chief will be notified and an audit will occur to gather facts concerning the issue and make recommendations using Proctor Discipline Policy, 705.14.

Pro Board TD3, TA5
IFSAC 2018 – X.1; X.1.F
TP/E 1B; 1C (IFSAC prior)

Number	704.24	Unit	Certification
Subject	Test Inventory		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

All testing materials are inventoried prior to shipment to the AFC-approved Proctor and upon receipt in the Certification Unit after each test administration. Certification Staff ensure all test booklets have been returned and are in testing condition to include checking for marking, torn pages, etc.

Test inventories are conducted annually and additionally when there has been a Certification Unit staff change; test forms have been compromised; or at the request of the Certification Director.

If an investigation determines that a test form has been compromised, the test booklets for that form will be destroyed following proper policy and procedure.

IFSAC 2018 – VI.2; VI.2.A

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.25	Unit	Certification
Subject	Grading Criteria/Cut Score		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC policy and practice is to administer cognitive and psychomotor examinations through objectively graded examinations where a score of **70** is required for successful completion and certification.

An overall score of 70% is required for the successful completion of certification examinations per Alabama Administrative Code – §360-X-01=19. The minimum passing score required on a state written (cognitive) examination is 70%.

> Alabama Administrative Code – §360-X-01
> http://www.alabamafirecollege.org/vertical-menu/personnel-standards-commission/rules-regulations

Cognitive Examination:
Perform to a minimum 70% competency on the examination.

Psychomotor Examination:
Successfully complete an examination to a minimum of 70% competency and successful completion of all critical points. Individual skills sheets must be completed to a minimum 70% per skill sheet.

Pro Board TD3
IFSAC 2018 – V.1; V.1.C; VII.2.C
IFSAC (Previous-2017) WSTG – 1; 1C; 1D; WT 3

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.26	Unit	Certification
Subject	JPR Testing Overview (Products/Projects)		
Revision Date	07/31/2020	Approved	

Policy

The AFC&PSEC shall require that Job Performance Requirements (JPRs) involving skills and requisite skills be examined through skills, process and/or product/project-based examinations.

Product/Project Administration
Product/Project-based certification courses test 100% of the JPRs of the NFPA standard's requisite skills requirement for the certification level. Products/Projects are both individual and group based (detailed in the grading rubric and product/project information). Current AFC courses using Product/Project-based methodology are: Fire Instructor I, II, III; Fire Inspector III; Fire Officer I, II, III, IV; Fire Department Safety Officer: Health and Safety Officer, Incident Safety Officer; Public Fire and Life Safety Educator I, II; Hazardous Materials/WMD Incident Commander.

Product/project-based course materials are maintained in the Moodle platform (AFC Online) per course for security. Only Certification Unit staff have access to open the randomly drawn project set for each class offering (normally 2 weeks prior to class begin date). Student access is provided by IT staff 2-3 days prior to the start date of the class and access is removed 2-3 days after the class ends. Product/Project submission is required before access is removed.

Product/project work is completed utilizing the student activities during the course of the program facilitated by the Lead Instructor. The projects are collected by document submission utilizing the Moodle platform (AFC Online). The products/projects are graded by an approved evaluator (not affiliated with the course) with permissions approved by IT and Certification Unit staff.

All product/project activities and associated grading rubric shall be referenced to the appropriate NFPA standard chapter requisite skills requirement. Each project is validated for content, accuracy, and currency, and resides in the Moodle platform for security purposes. All projects are listed on the correlation sheet/Assessment Methodology Matrices.

A plagiarism checker (Unicheck) is utilized to review project submissions for originality.

Product/project-based courses completed in the group-based format require peer review form completion.

Products/projects are graded using the approved rubric by a select, trained, limited group of subject matter experts that are also experienced AFC Adjunct Instructors, have served or are serving as Program Managers or have assisted in the Certification Process.

Additional Instructions for courses involving Group Projects:

-The Peer Review is to rate a group's members and is required. The Peer Review should be submitted individually.

-The instructions, size and complexity of each Product/Project is built to ensure participation of each group member.

-The Instructor sets the groups and the group size for the class. This should be determined so that the project work is evenly distributed, and each member is required to participate. An average size is 3-4 members for a class of 20 students.

-The Instructor should email helpdesk@alabamafirecollege.org on first day of class with group assignments.

-One member of a Group is selected to submit completed products/projects into AFC Online for the group.

-Products/Projects must be submitted as a product of the student's own work. Students must understand if using content from an online source, the information must be appropriately cited to the source. Credit will not be given if content is copied from another source and that source is not listed.

-Students are free to discuss their work with their fellow students just like they would in their everyday life on the job, but the work submitted has to be created by the individual.

-A plagiarism checker is utilized in AFC Online to assist in verifying validity of student's individual work.

Additional Instructions for courses involving Individual Projects:

-Products/projects must be submitted as a product of the student's own work. Students must understand if using content from an online source, the information must be appropriately cited to the source. Credit will not be given if content is copied from another source and that source is not listed.

-Students are free to discuss their work with their fellow students just like they would in their everyday life on the job, but the work submitted has to be created by the individual.

Pro Board TD3
IFSAC 2018 – III.1.C; IX.1; IX.2
IFSAC – ST – 3; GAWST 6A & B; WSTG 1D (IFSAC prior)
NFPA 1000 – 5.2.4(B)

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.28	Unit	Certification
Subject	**Certification Test Booklets**		
Revision Date	**07/25/2020**	Approved	*Matt Russell, Executive Director*

Policy

Certification Test booklets are created and managed by the Certification Unit. Test booklets are not to be altered in any form or fashion outside of the Certification Unit. No copies for replacements are to be generated outside of the Certification Unit. Exams (test booklets) are shipped or hand delivered to AFC-approved Proctors only.

Procedure:

1. If a test booklet is deemed not usable (torn, marked, written in) by a Proctor, it should be shipped (UPS) to the Certification Unit.

2. Proctor should note that test booklets are reusable.

3. Test booklets are maintained with the test version number and test name visible (Ex. Fire Fighter I/II 2004-01-01)
4. Booklets are individually numbered and accounted for after each examination

5. Students should NOT write in these booklets.

6. Version numbers that are printed on the examinations denote a particular version and are very important for correct processing and analysis of the exams.

7. Shipments to routine AFC-approved Proctors is tracked by using the Test Packing Slip. Shipping should always occur through a means that allows materials to be traced. Current process uses the AFC Bookstore and UPS.

8. Master/Archive Copy - An original/archive file (with a complete Test Information sheet; master copy; copy with answer, reference list , validation, number created, number shredded, and an answer key) is created for all new tests and kept on file digitally in secure file on our server (accessible only by password and individuals with appropriate permissions).

9. Housing - Test booklets are statically stored in a limited-access area of the Certification Unit with controlled access. Test instruments are reproduced under the supervision of the Certification Director and designated Staff.

10. AFC Packing slip will serve as log of inventory of test booklets.

NFPA 1000 – 5.2.4(D)
IFSAC 2018 – VI.1

Number	704.29	Unit	Certification
Subject	**Test Instrument Replacement (Max Usage)**		
Revision Date	**11/30/2022**	**Approved**	*Matt Russell, Executive Director*

Policy

An exam instrument shall be replaced at the two (2) year mark from its creation or once it has been administered one hundred (100) times (100 students).

IFSAC 2018 – VI.1

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.30	Unit	Certification
Subject	Test Item Analysis		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

All test items within a bank and used on an exam for certification will be analyzed by the Certification Unit upon the pilot of an exam and annually from that date.

Procedure

1. Any item performing at less than 70% (p rating of less .70 response) shall be further validated by the Certification Unit staff and/or subject matter experts (if deemed necessary). Questions falling outside this criterion are compared to the JPR, teaching outline, textbook, and other course materials.

    a. Questions failing to meet the validity test are either marked as inactive/do not use or corrected in the test bank by Certification Unit staff. Test reprint may occur, if edit is slight. For dramatic changes, a complete new test instrument/form shall be created.

    b. If a question on an active test form is found to be unusable, the Certification Director may adjust test scores of those taking that instrument/form; adjust any prior scores issued; and create a new test instrument/form.

2. Any questions that are referenced by the exam Proctor during test administration as having been questioned by test takers are listed on the appropriate Test Administration Form and are re-validated by the Certification Unit for errors in language, logic, grammar, or factual mistakes.

3. The Certification Unit makes every attempt to ensure that students are not penalized for errors which occur during the test development process.

4. The testing software allows for question statistics to be updated to the test bank after each test administration. Question statistics data is updated by the Certification Unit staff after each exam administration.

    a. Test Statistics Reports are then generated for evaluation.

    b. Raw data collected and archived in the testing software includes: test roster, test statistics score distribution percentile report, item statistics, and item analysis.

5. After each test administration, the following reports are generated for analysis by the Certification Unit:

    - Test roster with names, total persons taking test, SS#, raw score, test statistics (LXR) score distribution percentile report with the number of

persons taking test, distribution of test scores, average test score (median, mean), total possible points, standard deviation, standard error of measurement, test reliability and reliability coefficient factors, item statistics (LXR) item analysis with per question analysis, response frequencies, and correct group responses.

6. A statistical report per certification course is sent to the instructor(s), departmental coordinators; course coordinator(s); departmental fire chief, Regional Personnel, Training staff and Certification staff. The report contains pass/fail statistics, number of students testing, course survey/critique results, and any notes pertaining to coursework.

IFSAC 2018 – IV.3; IV.3.A; IV.3.B
IFSAC WTB 3; 3A (IFSAC prior)

Number	704.31	Unit	Certification
Subject	Invalid Test		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

A test may be deemed invalid for any reason related to computer-based testing (or any delivery mechanism), which can have technical difficulties or anomalies, by the Certification Staff. Students may be required to retake the initial exam at the discretion of the Certification Director. (AFC Retest policy would still apply)

IFSAC 2018 – II.A.18

persons taking test, distribution of test scores, average test score (median, mean), total possible points, standard deviation, standard error of measurement, test reliability and reliability coefficient factors, item statistics (LXR) item analysis with per question analysis, response frequencies, and correct group responses.

6. A statistical report per certification course is sent to the instructor(s), departmental coordinators; course coordinator(s); departmental fire chief, Regional Personnel, Training staff and Certification staff. The report contains pass/fail statistics, number of students testing, course survey/critique results, and any notes pertaining to coursework.

IFSAC 2018 – IV.3; IV.3.A; IV.3.B
IFSAC WTB 3; 3A (IFSAC prior)

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.32	Unit	Certification
Subject	**Cell Phone Usage – Test Site**		
Revision Date	**11/30/2022**	**Approved**	*Matt Russell, Executive Director*

Policy

Any electronic device capable of capturing images/video will **NOT** be allowed at the test site during test administration by examinees. This policy applies for both skills test administrations and written test administrations (paper-based or computer-based).

Examples of electronic devices not allowed: cell phones, cameras, smartwatches, radios, pagers, or any other electronic communication devices. The Proctor has the discretion to limit any device not included in this list from being carried into a testing environment.

This type of equipment is not allowed in the test room/computer lab or the waiting/staging areas or post-test areas for skills test administrations.

Proctor cell phone usage is limited to emergency use only.

IFSAC 2018 – X.2.F

Number	704.33	Unit	Certification
Subject	**Test Bank Management (Psychomotor, including Skills, Process & Products/Projects Methodologies)**		
Revision Date	**11/30/2022**	**Approved**	*Matt Russell, Executive Director*

Policy

The AFC&PSEC shall ensure that the skills and requisite skills in the job performance requirements of each accredited discipline are reliable discriminators for manipulative skills by generating practical examinations consistent with the job performance requirements. Manipulative skill examinations will be utilized to test the skills and requisite skills of each JPR in the level for which accreditation is held.

All psychomotor skills exams (skills, process and product/project-based assessments) for certification will be developed from validated skills sheets and product/projects/rubrics comprehensive with respect to the requirements of the standard being tested. All psychomotor exams shall test the same standard and edition as the accredited level.

Skills sheet packages shall be validated against the current edition of the NFPA standard for the level of certification and documented on the appropriate accrediting entity's Correlation Sheets. This correlation will show competency in requisite skill and JPR components of the job performance requirements. Each skill sheet, process, product/project item will be represented on the correlation sheet.

Skills packages (individual skill sheets, process sheets or rubrics/products/projects) are used to test requisite skills. Skills sheets will contain information to provide the candidate with test performance expectations, brief instructions, the evaluated items, and the criteria for measurement. The accredited standard, edition and JPR references will be identified on each skill sheet. One hundred percent of the psychomotor skills and/or products/projects used to evaluate a level shall be correlated on the accreditation entities correlation sheets and matrices.

Each individual skill (can include process/skill sheet) is validated for content, accuracy, and currency, and resides in a Practical Skills Materials package, which is made available to each examination candidate prior to and during the course (available via AFC website).

Each grading rubric for product/project-based courses is validated for content, accuracy, and currency, and resides in a Practical Skills Materials package, which is made available to each examination candidate prior to and during the course (available via AFC website).

Each applicable component listed in the JPRs and requisite skill shall have at least one associated skill sheet, process or product/project item. A test item (knowledge or skill) may support more than one component, when relevant.

Procedure

1. The psychomotor skills (skills sheets, process sheets, rubrics, products/projects) shall be developed initially by the Certification Unit Staff.

2. The Certification Unit staff and appropriate subject matter experts shall review the materials and validate them to the approved referenced standard and edition for compliance, applicability to constituents, and format.

3. Recommendations shall be forwarded to the Certification Director. A minimum of three (3) subject matter experts shall review the psychomotor materials (skill sheets, process sheets, rubrics, products/projects).

4. Procedure for Administrative Review of Psychomotor Materials:
   a. Certification Unit Staff shall provide secure reviewing area and all reference materials.
   b. Provide components of manipulative skill documents.
   c. Review recommendations of subject matter expert and validate.
   d. Make corrections as necessary and appropriate.
   e. Document process for future reference using the standard edition and job performance requirement(s) reference.
   f. All paperwork and notes of any sensitive nature to the validation process will be collected and returned to the Certification Unit staff. The paperwork deemed unimportant will be disposed of by shredding. All other paperwork will be maintained for the life of the test banks service.

Pro Board TD3
NFPA 1000 – 5.2.4(C); 5.2.4(G); 5.2.4(H); 5.2.4(I)
IFSAC 2018 – III.3;V.II.B; V.III.1; VIII.1.A-G; VIII.2

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.34	Unit	Certification
Subject	**Product/Project Development and Validation**		
Revision Date	**11/30/2022**	Approved	*Matt Russell, Executive Director*

Policy

The Alabama Fire College shall ensure that the skills and requisite skills in the job performance requirements of each accredited discipline are fairly evaluated for manipulative skills by generating appropriate product/project test methodology consistent with the job performance requirements for those courses that require assessment, comparison, evaluation, composition, and/or development of a final product for evaluation.

Procedure

1. The individual products/projects and grading rubric shall be developed by the Certification Unit staff in conjunction with the Course Program Manager, Subject Matter Experts, with input from the specific level's Technical Review Committee with oversight of the Training Section Chief.

2. Product/Project materials will contain:
    a. Grading Rubric containing JPR requisite skill
    b. Instructions for completion of the project
    c. Point value assigned
    d. Components required
    e. Group- or individual-based description
    f. Description of environment for product completion
    g. Time allowed (if required)
    h. Formatting requirements
    i. A description of the final product (per project)
    j. Submission requirements

3. The Certification Unit staff shall review the individual products/projects and grading rubric and validate them to the referenced standard edition for compliance, applicability to constituents, and format.

4. The AFC utilizes electronic submissions of final products/projects through the Moodle platform (AFC Online) in an attempt to minimize the potential of compromise. If a compromise is discovered, a new product/project package will be produced. Product/Project package sets are randomly drawn per course by the Certification Staff.

5. Grading rubrics and the individual products/projects will contain details regarding if the product/project is individual or group-based.

Pro Board TD3, TA5
IFSAC 2018 – IX.1; IX.2
IFSAC (Previous-2017) – GAWST – 1A; 1B; ST 1; ST 1C;

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	704.35	Unit	Certification
Subject	Importing Test Questions (LXR)		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Procedure

Import File Format- for Importing Test Question into LXR Testing Software.

Text format involves characters coded according to the ASCII standard. This format provides a simplified format for handling data, such as multiple-choice items, without the strict formatting requirements of Merge format.

For proper import, files must conform to basic guidelines and be saved as "Text only" format. Import text files need each question to be sequentially numbered, and each choice to be consistently labeled.

To import a specified correct answer, ensure that a colon immediately follows the label "answer."

Here is an example of a properly formatted question for TEXT import:

1. Bill and _____ have decided to go for a boat ride on the river. <enter>
A. me <enter>
B. him <enter>
C. her <enter>
D. I <enter>
Answer: D<enter>
<enter>
<enter>

LXR-Test User's Guide v.6.1.6

Number	705.01	Unit	Certification
Subject	Proctor Selection Criteria		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

The cognitive certification examination is administered only by AFC&PSEC approved Proctors (Traditional or Non-Traditional). Proctors can only be approved by the Certification Director, Section Chief or Executive Director. Only a current approved AFC proctor will be utilized. A current listing can be obtained by emailing certification@alabamafirecollege.org.

Traditional Proctors – administer cognitive certification exams and oversee skill certification exams within Alabama or in conjunction with AFC Contracted/DOD/Industrial courses. Traditional proctors are AFC employees.

Non-Traditional Proctors – administer cognitive certification exams (initial and/or retests) for individuals outside the State of Alabama.

A Proctor training program has been established in order to maintain consistency and integrity in the evaluation of accredited programs, in accordance with NFPA standards and accreditation guidelines.

Cognitive Exam Proctor Criteria
- Proctors should limit administering tests for agencies with which they have/have had any affiliation (work/volunteer/board member, etc.)
- Proctors must not be part of the instructional team for the course that is being administered.
- To eliminate conflict of interest issues, proctors should not be:
  o In the Individual's chain of command
  o Relatives
  o Friends
  o Neighbors
  o Classmates
- Proctors at a DoD facility must not be:
  o The facility fire chief
  o Instructor
  o In the individual's chain of command

Procedure
Requirements to become a Cognitive Exam Proctor:

1. Proctors must complete the Proctor Training requirement available on the AFC website.

2. Proctors must complete and submit to AFC the appropriate Proctor application.

3. All Proctors must be approved by the Certification Director prior to administering any exam. Approval shall be considered complete when all training has been completed and documented with the Application form. The Application form shall be on file with the Certification Unit.

4. Application to serve as a Proctor must resubmitted annually to maintain current status.

NFPA 1000 – 5.1.7(B); 5.1.7(C)(1)*
Pro Board TA5
IFSAC 2018 – X.1
IFSAC – TP/E 1A; 1B; 1C (IFSAC prior)

Number	705.02	Unit	Certification
Subject	Evaluator Selection Criteria (Skills, Process & Product/Project based)		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

For Skills and Process (Psychomotor)-based certification courses/exams:
The skills and process (psychomotor/practical) certification examination is administered only by AFC&PSEC approved Evaluators. A Skill Evaluator supports the Regional Director/Coordinator and/or Proctor at a test site and is responsible for observing the skills examination candidates and for completing skills evaluation using established criteria (AFC approved Skills Sheets) following all AFC&PSEC policies and procedures. A Skills Evaluator training program has been established in order to maintain consistency and integrity in the evaluation of accredited programs, in accordance with NFPA standards and accreditation guidelines.

For Product/Project-based certification courses/exams:
The skills portion of product/project-based courses is facilitated by the course instructor but the final products are graded by an AFC-approved Evaluator using the Moodle platform (AFC Online). The following shall apply to all AFC product/project-based evaluation:

1. Product/Project evaluators are staff members specifically selected due to their knowledge of the certification and accreditation processes as well as their history as serving as instructors in the specific program. Product/project evaluators shall have been trained in and understand the testing process by the Certification Unit Staff. Product/project evaluators are Program Managers, seasoned Instructors, or Certification Staff.
2. Product/project evaluators shall not have taught the course being evaluated.
3. The evaluator shall use the appropriate approved Grading Rubric and Project Activities. The Grading Rubric (course specific) is provided as part of the certification program and is available on the website per course description.
4. Product/project grading shall be performed in an objective manner. All students/groups shall be treated in a fair and equitable manner during the grading process.
5. Product/project evaluators shall complete the same selection criteria process as a skills evaluator.

Skills (including Process) Evaluator Selection Criteria
- Skills evaluators must not be part of the instructional team for the course that is being administered.
- Skills evaluator must possess the certification level for which he/she is evaluating.

Procedure

Requirements to become a Skills Evaluator:

1. Skills Evaluators must complete the Evaluator Orientation PowerPoint available on the AFC website prior to each skills test. The Orientation is administered by AFC Regional Staff/Certification Unit Staff.
   a. The Evaluator Application contains the following statement, which the evaluator must sign:
      "By my signature below, I attest that I have completed all required training as set forth by the Alabama Fire College, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an Alabama Fire College evaluator of a performance (skills) exam. As an authorized evaluator, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in the Alabama Fire College Training for Skills Testing power point. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the safety, security, and administering of the State of Alabama certification exam. I also understand by this agreement that the Alabama Fire College may contact me for verification purposes and I grant permission for verification of my credentials. This form must be submitted annually for renewal."
   b. https://www.alabamafirecollege.org/wp-content/uploads/2020/04/skills_testing_evaluator-training.pdf
   c. https://www.alabamafirecollege.org/wp-content/uploads/2020/04/afc_evaluator_approval_form.pdf

2. Skills Evaluators must complete and submit to the AFC the Skills Evaluator application (Regional Staff will submit applications with the completed Skills package).

3. Application to serve as a Skills evaluator must be resubmitted annually to maintain current status.

NFPA 1000 – 5.1.7(B) 5.1.7(C)(1)*
Pro Board TD3, TA5
IFSAC 2018 – X.1
IFSAC – TP/E 1A; 1B; 1C; 1E (IFSAC prior)

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	705.03	Unit	Certification
Subject	Skills Testing Orientation/Pre-Test Briefing - Evaluators		
Revision Date	07/25/2020	Approved	*Matt Russell, Executive Director*

Policy

Evaluators utilized for skills testing of any methodology are required to attend the Skills Evaluator Orientation training session prior to participating in skills testing for certification.

See link to current powerpoint training:
http://www.alabamafirecollege.net/topmenu/certification/evaluator-training

Procedure

1. A Certification Unit Staff member or designee(s) (Regional Personnel, Fire Programs staff, Proctors) shall be responsible for performing the Skills Evaluator Orientation session and the Pre-Test Briefing.

2. This session instructs the evaluator on:
   a. Station Assignments
   b. Testing time limits
   c. Instruction to candidates (Performance Evaluation Sheets)
   d. Equipment needed
   e. Proper handling of test interruptions
   f. Limitations on assistance to the student
   g. General life safety instructions including rehab
   h. Command Post personnel
   i. Proper completion of grading sheets and all forms to include review of acceptable test performance criteria
   j. Questions fielded from evaluators and candidates
   k. Retest process
   l. Appeals process for session

3. Evaluator must complete the Evaluator Application Form. The form documents the Evaluator's credentials for performing the evaluation. This form must be returned to the AFC Certification Unit with the JPR Test Package.

4. Prior to administering a skills-based examination, all evaluators will complete the Evaluator Orientation Training Powerpoint and the Evaluator Application form. The training is documented on the JPR Report Form. This training is input in the AFC database and is reflected on the individual's transcript.

5. Evaluators must complete each individual skill sheet, which contains the following agreement statements:

   By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC).

By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.

Pro Board TA5
IFSAC 2018 – X.1; X.1.H
IFSAC, Skills Testing, VIII, 3.c (IFSAC prior)

Number	705.04	Unit	Certification
Subject	**Skills Testing Orientation - Candidates**		
Revision Date	**12/01/2017**	Approved	*Matt Russell, Executive Director*

Policy

Students are required to attend the "Candidate for Certification Skills Testing Orientation" prior to participating in Skills Testing for certification.

Procedure

1. A Certification Staff member or designee(s) (Regional Personnel, Proctors) shall be responsible for performing the Skills Testing Orientation – Candidates session.

2. This session instructs the candidates on testing policies, procedures, test security, staging, safety, questions prior to and during testing, times; form completion, etc.

IFSAC 2018 – II.A.13.C; X.1; X.1.H

**ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION**

Policies and Procedures

Number	705.05	Unit	Certification
Subject	Skills Testing Safety/Adequate Equipment		
Revision Date	06/25/2019	Approved	*Matt Russell, Executive Director*

Policy

Safety Officers shall be utilized to assist Proctors and evaluators during manipulative skill examinations as appropriate to the skill being tested to assure candidate safety. The Proctor can also assume the Safety Officer role.

Procedure

1. The host department shall provide the adequate space, proper tools, PPE and other equipment needed for testing all skills for the tested level unless alternative arrangements are made with the AFC prior to test.

2. AFC may provide needed items, not currently in a department's inventory or the department may borrow needed items.

NFPA 1000 – 5.1.8(A)
Pro Board TA3, TA4
IFSAC 2018 – II.A.6.A

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	705.06	Unit	Certification
Subject	Test Time Limit		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

Written Exam

    Test time limit is determined by the number of items on the written examination at one (1) minute per item.

Skills Exam

    Test time limit varies per skill sheet and the requirement is noted on the sheet.

Number	705.09	Unit	Certification
Subject	Skill Selection for JPR Testing		
Revision Date	07/25/20	Approved	*Matt Russell, Executive Director*

Policy

The Certification Unit utilizes a random selection process for skills testing of skills-based programs using skills associated with the JPRs and requisite skills for examinations in order to produce a unique set of skills in each testing session. This selection ensures that the draw is large enough to provide confidence that the candidate could perform all skills in the applicable standard for the level being tested. The random selection process shall take into consideration the need for a diverse degree of difficulty and a diverse range of job areas. The minimum percentage of skills drawn is twenty-five percent (25%) of the total JPRs of each level.

In addition to the randomly drawn skills test requirement, NFPA 1001 based courses (Fire Fighter I/II and Volunteer Fire Fighter) also requires fourteen (14) mandatory skills.

The Certification Unit uses a computer-generated random selection process (using the testing software (LXR) for JPR selection by individual skills sheets (per course/per certification level, noting some levels require mandatory skills completion). The random selection process ensures that the selection of skills is fair and impartial through enforcement of this process. By utilizing this process, this gives the AFC the capability to produce a unique set of practical exams per skill administration. From the skills selection multiple scenarios have been created that encompass a minimum of the 25% policy but applied in a real-world setting. In some cases, the scenarios are randomly drawn instead of the individual skills draw.

The Certification Director or designee will run the program so that the computer will generate the random selection. This will be completed for each practical test so that no intentional duplication of skills test occurs. Based on discipline variables, the Certification Director or designee may choose to alter the test accordingly. The use of the randomly generated practical test will eliminate any human factors that could, although unintentional, bias the test.

Procedure

1. Notification is made to the candidate of the skills for random testing only at test administration.

2. JPRs pulled by Certification Unit Staff for certification courses can be provided to the appropriate Regional Personnel once the random draw is made and with the written test package for all other course offerings.

3. "Live fire" requirement notification will be made to the appropriate Regional Coordinator. Live fire testing can be conducted during live burn or fire control training.

NFPA 1000 – 5.2.4(I)
Pro Board TD3

IFSAC 2018 – VIII.2.B
IFSAC – ST – 1.B.1.; 1.B.2 (IFSAC prior)

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	705.10	Unit	Certification
Subject	JPR Skill/Practical Examination – Candidate Eligibility		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

The JPR skill/practical examination is administered at the end of each certification course. Skills evaluations are required for certification per course and administered by official Alabama Fire College Regional Personnel, approved proctors and trained evaluators.

The instructor/program coordinator must provide verification of successful completion (Instructional JPR Verification form) of all required skills during the training phase in order for the candidate to be eligible to skills test and ultimately for the certification to be processed.

Number	705.12	Unit	Certification
Subject	Skills Evaluator Duties		
Revision Date	06/25/2019	Approved	

Policy

Skills evaluators shall adhere to the policies and procedures of the Certification Unit during all skills test administrations. The evaluator will follow the policies and procedures outlined in the Skill Evaluator Orientation in order to provide consistent and objective evaluations.

Procedures

Skills evaluators shall perform the following duties during the evaluation:

a. The evaluators will be given a set of written instructions for performing a performance evaluation.

b. Skills evaluators shall use the individual skills sheets for the respective course that candidates are being evaluated. Skill sheets contain the candidate/student ID only to provide confidentiality.

c. Skills proctors and evaluators shall be responsible for ensuring safety of the participants at all times.

d. Skills and evaluators shall stop the skills evaluation any time the safety of the student or evaluator is in question.

e. If a student is unsuccessful in his/her first attempt at completing a skills evaluation, the skills evaluator will document an explanation of the criteria performed inappropriately.

f. Skills proctors and evaluators are not allowed to coach the candidates during testing.

Pro Board TA3, TA5, TA6, TA7
IFSAC 2018 – X.1
IFSAC ST 2; 2C; 2D (IFSAC prior)

Number	705.14	Unit	Certification
Subject	**Proctor/Evaluator Discipline**		
Revision Date	**07/25/2020**	Approved	*Matt Russell, Executive Director*

Policy

A proctor/evaluator found to be in violation of any of the established AFC&PSEC Certification Manual Policies and Procedures will be removed from the AFC-approved proctor listing.

Procedure

Any validated violation notification will be forwarded to the Certification Director. Once the Certification Director, Section Chiefs (if necessary) and the Executive Director have arrived at a final decision, the proctor/evaluator in question will be notified.

IFSAC 2018 – X.1

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	705.15	Unit	Certification
Subject	Test Shipment/Receipt		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

Test packages are hand delivered or sent by UPS for tracking purposes to an AFC-approved proctor only. Test packages will be shipped from the Certification Unit via UPS approximately three to five days prior to test date.

Proctors shall maintain security and integrity of all examinations. The box should be received unopened by addressee and should only be opened by the name on the UPS address label on the package. Test shipments are only sent to the approved AFC Proctors' home address. Shipments to Non-Traditional AFC-approved Test Proctors are marked "package to be opened only by addressee/Confidential."

Test materials will be packaged and sealed securely with tape in such a way that a broken seal will be an indication that tampering has occurred. Proctor should contact the Certification Unit Staff immediately upon receipt of package received with signs of tampering.

Test materials packaged for shipment are delivered to the AFC Bookstore staff only by Certification Unit Staff only. AFC Bookstore staff members are trained in test security policies. Return shipments are only opened by Certification Unit Staff.

Procedure

The shipment will contain the appropriate type and number of tests plus extra(s) (noted on Test Packing Slip) and any retest that have been scheduled for that location. The test eligibility roster and student information sheet will be included.

IFSAC 2018 – VI.1

Number	705.18	Unit	Certification
Subject	Proctor Authority – Emergencies/Interruptions		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

The Proctor has the authority to cease and restart a certification examination depending upon the circumstance to include life safety issues, other emergencies and interruptions.

Procedure

Circumstances (but not limited to):
- inclement weather
- general safety of students and proctor
- medical emergencies

But to also include:

- interruptions, such as broken pencils
- restroom breaks
- computer issues (computer-based testing)

IFSAC 2018 – X.1; X.1.D
IFSAC – TP/E- 2D (IFSAC prior)

Number	705.19	Unit	Certification
Subject	Student Test Preparation		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

In order to avoid the need for a retest, students are urged to purchase the required textbooks and begin reading prior to the start of the first class.

Course syllabi containing pertinent course information help guide students on what to begin studying *prior* to the class. Practical Exam materials are also available. Each Course Description page on the AFC website contains textbook requirement, syllabus and practical exam materials per certification level.

Additional study each night between classes further prepares students for the written exam. Students should also pay close attention to the instructor's teaching outline, power point presentation and take notes during class.

Number	705.20	Unit	Certification
Subject	Return Shipment of Certification Exam Package		
Revision Date	07/025/2020	Approved	*Matt Russell, Executive Director*

Policy

Proctor will assemble and return all testing materials to the provided box and return to the Certification Unit by UPS as soon after examination as possible. If shipment is not required, test material is delivered to the Certification Unit as soon as possible.

      a. Place all Scantron sheets (alphabetical) in the completed forms folder in the box

      b. Place any final course paperwork, progress records, surveys, etc., into the box. Please note on test roster or packing slip if the certification paperwork has already been forwarded to the Alabama Fire College.

The Proctor is responsible for return shipment of the exam box and contents in a timely manner by UPS with the provided UPS RS (Return Shipment) label. The label is to be placed on the outside top of the sealed cardboard box.

Usual shipment requires Proctor to drop package at a UPS drop-off site, or it may be picked up at the site if site has daily UPS pick up. In some instances, package drop off is not an option. If a UPS pick-up is required, please contact the Certification Unit so a UPS pick up can be scheduled. There is a charge for this service.

UPS (United Parcel Service) will deliver to in-state proctor's home address. Out-of-state exam shipments must be pre-approved by the Certification Director.

NFPA 1000 – 5.2.4(D)
IFSAC 2018 – VI.2

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	705.24	Unit	Certification
Subject	No Show – Test Administration		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

A student failing to appear for a particular exam should be noted on the AFC Test Eligibility Roster on the Proctor's copy.

**ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION**

Policies and Procedures

Number	705.26	Unit	Certification
Subject	**Candidate/Student IDs & Passwords**		
Revision Date	**12/01/2017**	**Approved**	*Matt Russell, Executive Director*

Policy

For all exams, the Proctor shall verify by photo identification (driver's license or other official ID) against the Test Eligibility Roster provided in the testing package that the candidate is the one qualified to sit for the exam in any format (written, JPR/skills, computer based) before releasing the test booklet, ID/Passwords, etc.

Passwords for Computer-Based Testing are unique and database generated for every attempt for certification testing. All passwords are database generated by Certification Unit Staff, provided to the AFC-Approved Proctor and are maintained confidentially. Candidate passwords files are encrypted and sent electronically to the AFC-Approved Proctor for remote administrations of computer-based tests.

Number	705.27	Unit	Certification
Subject	Exam Security – Proctor/Student Roles		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

The proctor and student will adhere to the procedures listed below to maintain exam security.

Procedure

Proctor Role(s)
1. Proctor shall be aware that the Pro-Board (NPQS) and IFSAC accreditation of the AFC&PSEC requires a specific level of exam and exam room security.

2. Proctor should be aware that accreditation of the AFC&PSEC requires a specific level of security for all aspects of the test administration (receipt, delivery, return).

3. Proctor shall maintain exam integrity. Proctors are not to share exam information with instructors, school directors, etc.

4. Proctor has the role of maintaining constant control of all exam copies and associated materials upon receipt of test materials.

5. Proctor shall store the exam and all associated materials in a secure location.

6. Proctor shall verify student(s) eligibility to test from the official AFC testing roster or official correspondence from AFC. Verification of each student's identity by positive (photo) ID is required.

7. Proctor shall maintain confidentiality of student ID. ID and password should be destroyed upon completion of exam by the Certification Unit Staff.

8. Proctor must secure:
    a. For written exams:
        i. Student IDs and other confidential information associated with the exam
        ii. for online exams:
            1. Student IDs
            2. Exam passwords (Proctor & Student)

9. Proctor shall evaluate the room for an appropriate and secure testing environment; one that is quiet, free from distractions, & comfortable.

10. Proctor shall ensure that all necessary technologies are available and working.

11. Proctor shall read test instructions provided on the instruction sheet by the Certification Unit Staff and notify student of exam time limit

12. Proctor shall ensure the Cell Phone Policy, 704.32 is followed.

13. Proctor shall supervise the student(s) during the entire duration of the exam. The proctor should remain alert and in the test room continuously during the length of any test.

14. Proctor must monitor the computer screen (for online testing) to assure only test screen is open (student must not access browser, other programs, etc. while testing)

15. Proctor must ensure exam is completed in one sitting within time limit allowed.

16. Proctor shall allow no visitors in test room.

17. Proctor shall not interpret questions during testing or comment on student's performance.

18. Proctors are not to share any test information with anyone.

Student Role(s)

1. Student must be familiar with testing policies & procedures.

2. Student must be responsible for making initial contact with proctor to make necessary arrangements for taking the exam

3. Student must pay any testing/retesting fees, proctor fees, mailing expenses, etc.

4. Student must maintain academic integrity and follow the AFC&PSEC's Honor Code.

NFPA 1000 – 5.2.4(D)
IFSAC 2018 – VI.1; VI.2

Number	705.28	Unit	Certification
Subject	Test Site Security		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

The AFC-approved Proctor is responsible for test site security (candidates, test booklets, etc.). Proctor should verify that students entering test room are on the testing eligibility roster issued by the Certification Unit. No visitors shall be allowed in testing room.

Procedure

Proctor shall:
1. Control the talking during course of the exam by the candidates

2. Verify that all extraneous materials are out of view of students; have students clear tables of books, notes, cups, coats, etc.

3. Keep testing environment quiet and free of distractions

4. Follow Cell Phone policy 704.32. Proctor shall not allow any electronic device capable of capturing images/video at the test site during test administration by candidates.

5. Not leave the test room for the duration of the exam.

6. Actively monitor the entire test administration.

NFPA 1000 – 5.2.4(D)
IFSAC 2018 – VI.1; VI.2; X.1

Number	705.34	Unit	Certification
Subject	Proctor/Evaluator Training/Evaluation		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

All written (cognitive) test proctors (traditional or non-traditional) and evaluators (psychomotor to include skills, process and/or project/product) shall have completed the training and application process as prescribed by the AFC&PSEC Certification Unit.

Proctors and evaluators shall be trained annually (as a minimum) in accordance with the conditions of accreditation and certification and for updating on all policy and procedural changes.

To maintain approved status, the proctor/evaluator renewal process including training must be completed annually.

The Certification Director is responsible for ~~the~~ maintaining the documentation of the training and the applications.

Procedure

Proctors (for cognitive (written) examinations)
(Regional Staff oversee skills evaluators)

Traditional proctors shall be AFC employees and will administer certification exams. Traditional proctors shall complete the training PowerPoint (available via our website) and submit the Proctor Application form.

Certification exam administration for an AFC Contracted/DOD/Industrial Class requires the use of a proctor that has shadowed an experienced AFC Proctor for a minimum of two test administrations and completed an orientation session with AFC Certification Staff.

Non-Traditional proctors are allowed to administer certification exams occurring outside the State of Alabama.

Non-Traditional proctors shall complete:
- the training PowerPoint (available via our website)
- Proctor Application form
– the Proctor Knowledge Test (to be submitted to AFC Testing Division)
– Submit Student/Proctor Test Verification Form (for Individual Request exams)

To maintain approved status, the proctor renewal process including training must be completed annually.

Evaluators (for psychomotor (skills, process) testing)
Evaluators shall complete the training PowerPoint (available via our website) and submit the Evaluator agreement form.

Evaluators (for product/project grading)
Product/project evaluators are members of the instructional cadre for a particular program trained in the use of the grading rubric and have responsibility for grading projects as assigned by the Program Manager and/or the Certification Director. Project/product Evaluators shall complete the training PowerPoint (available via our website) and submit the Evaluator agreement form. Product/project evaluators shall not be approved to grade products/projects for a class that they participated in instructing.

Pro Board TD3, TA5
IFSAC 2018 – X.1

Number	705.40	Unit	Certification
Subject	**Proctor/Evaluator Ethics**		
Revision Date	**06/25/2019**	**Approved**	*Matt Russell, Executive Director*

Policy

Safe, consistent, and quality testing is the primary obligation of an AFC&PSEC approved Proctor/Evaluator. Proctors/evaluators will adhere to a professional standard that eliminates potential conflicts of interest where candidates are involved.

Proctors/Evaluators will:
- Administer testing that provides students with a successful experience
- Refrain from making offensive remarks, maintaining professionalism at all times
- Limit student contact outside the testing situation as not to put the student-evaluator relationship at risk.
- Project a professional image
- Observe and enforce (by students, coordinators, instructors, visitors, etc.) all safety rules
- maintain test and evaluation integrity
- limit potential conflicts of interest through affiliations, etc.

Pro Board TD3
IFSAC 2018 – X.1

Number	705.42	Unit	Certification
Subject	JPR Skills Test Outline - Checklist		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

Policy

The AFC&PSEC uses an incident command system for maintaining flow and security during the certification JPR skills testing process. The system shall operate from a command post and use a tracking system to ensure candidates fulfill the requirements of skills stations and for accountability purposes. The Regional Staff and/or Training Section Staff for on Campus courses normally functions in the Skills Proctor (Incident Commander) role.

Procedure

Prior to Skills Test Day, all auxiliary functions will be established to include:		
Date	Task	Staff Initials
	All staff functions identified	
	Emergency medical crews will be designated if required.	
	Minimum requirement will be a certified EMT with appropriate first-aid equipment.	
	Ample hydration stations will be strategically placed throughout the test site.	
	Comms plan is established.	
	Set staging locations for evaluated and unevaluated candidates	

.

Day of the Test		
Date	Task	Staff Initials
	Individual candidate will be verified upon arrival at the test site to determine his/her name appears on the roster to be eligible to take the test and verified by photo ID.	
	Evaluators will report 30 minutes prior to test time to attend the Skills Orientation training provided by the Skills Proctor, if needed. (Evaluator Skills Orientation PowerPoint and Evaluator Approval Form,	
	Five minutes prior to the test time, all evaluators will report to their respective stations.	
	Evaluators will be assigned comms equipment to ensure accountability for candidate movement and identification.	
	The Skills Proctor will provide the candidates with the Student Skills Orientation to prepare for the details of the skills tests (layout; room assignment; ID assignment, safety messages, etc). (Student Skills Orientation PowerPoint.	

When the test begins, the Skills Proctor will dispatch candidates to the skill stations on a timely basis.		
Date	**Task**	**Staff Initials**
	Evaluators will greet the candidate as he/she approaches the station.	
	The evaluator will read the Skill Sheet Instructions & provide any scenario details to the Candidate as listed on the skill sheet and ask if there are any questions and ensure that the candidate understands the requirements.	
	The evaluator at the conclusion of the skills test will thank the candidate and ask him/her to return to the evaluated staging area.	
	The evaluator will complete all skills sheets before accepting another candidate or group of candidates.	
	The Skills Proctor will review the score on the skill sheet and track failures for retesting.	
	Retest(s) will be scheduled when convenient during the testing procedure. Retesting will be conducted by a different evaluator.	
	Any complaints on the evaluation will be handled by the Skills Proctor initially, and if no agreement can be reached, then candidate proceeds to submit an appeal.	
	Once a candidate has tested all skill stations, he/she will be directed to the evaluated staging area or the Skills Proctor for final review of test records and dismissal.	
	At the conclusion of the test, all evaluators will return all the testing supplies to the Skills Proctor.	

IFSAC 2018 – VIII; XI; XI.E

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	705.43	Unit	Certification
Subject	Proctor Duties – Test Package Receipt		
Revision Date	11/30/2022	Approved	*Matt Russell, Executive Director*

Policy

Upon receipt, the proctor shall verify that the test package has arrived untampered with and that all security measures are still in place (security tape, secure package notification, etc). The test booklets shall remain in their sealed/tamper-evident bag with secure and uniquely numbered label until test administration. The Proctor can verify the test name(s) through the clear secure packaging.

Test packages provided to AFC-approved proctors for contracted courses use an AFC-provided backpack with a combination lock (changed per test administration). Proctor must call the AFC Certification Staff to receive the combination once they receive the test package.

Procedure

1. Proctor should notify the Certification Unit immediately if the box is found to have been tampered with.

2. It is the responsibility of the proctor to ensure that the briefcase contains an adequate supply of the following:

   a. Test Booklets which include the test and Scantron answer sheet
   b. Pencils
   c. Test Administration Report
   d. Alabama Fire College Testing Roster, Packing Slip, Student Information Form
   e. Exam scratch paper
   f. "Testing In Progress" Sign
   g. Exam Proctor Instruction Sheet
   h. Completed document folder (Red folder)
   i. Course Critiques/Surveys
   j. Extra materials (envelopes, Scantron sheets, etc.)
   k. Return UPS Label

3. If any discrepancy is found (example: wrong tests shipped, not enough copies, number shipped doesn't match number noted on request), please note on form and call the Certification Unit immediately.

4. Briefcase supplies shall be inventoried prior to test administration and ordered through the Regional Director.

5. Test package should remain in a secure location where it cannot be accessed by anyone.

6. Proctor will assemble and return all testing materials to the box provided and return to the Certification Unit by UPS Return Service as soon after examination as possible (tamper evident bag and numbered label provided for the return shipment).

IFSAC 2018 – XI.A
NFPA 1000 – 5.1.7(B)

**ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION**

Policies and Procedures

Number	705.44	Unit	Certification
Subject	Examinee Instruction Sheet		
Revision Date	12/01/2017	Approved	

EXAMINEE INSTRUCTION SHEET

1. Cell phones/electronic communication devices, cameras, etc. are **NOT** allowed in the test room by examinees. Your testing area must be clear of all items including books, notes, coats, food items, etc.

2. Certification exams have time limits. You have one minute per question to complete the exam. (For example: 25 items you have 25 minutes; 40 items 40 minutes; 50 items 50 minutes; 80 items 80 minutes or 1 hour and 20 minutes; 100 items 100 minutes or one hour and 40 minutes; 140 items 140 minutes or two hours and 20 minutes; 150 items 150 minutes or 2 hours and 30 minutes.) Be aware that some exams have multiple levels.

3. You must correctly answer 70 percent of test items per level to pass a certification exam.

4. **DO NOT MAKE ANY MARKS IN YOUR TEST BOOKLET; MAKE MARKS ONLY ON THE ANSWER SHEET**. Read each test item carefully and select the best answer. Mark your answer in the appropriate row on your answer sheet.

5. Completely darken the oval of the letter that corresponds to the answer you choose.

6. If you wish to change an answer, erase the incorrect answer completely. An item that has more than one answer choice darkened will be scored as *incorrect*. An item that has no answer marked will be scored as *incorrect*.

7. Do not talk during the exam. If you have a question, raise your hand.

8. We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam. Please read the Honor Statement, which is on the front of your test booklet.

9. If you have a concern about an exam question, raise your hand and the proctor will come to you to note your question or concern about the item and forward the note to the Alabama Fire College for review. The proctor cannot provide any interpretation or clarification of test items.

10. Exam items are multiple choice or matching.

11. As you exit the exam room, you will review & initial the Student Data Information Sheet: (**Name** – verify name as to appear on your certification certificate, **Address** – current residence; **Email Address** – email verification is **highly important!** Your test score and certification certificate(s) will be emailed to this address; **Initial the form** – by initialing the candidate is providing authorization for score and certification release to those email addresses provided; **Please write legibly**.)

12. Exam Scores: will be emailed within 7-10 business days to the email address provided on the Student Information Data Sheet; Grades will **NOT** be released over the telephone; Release of scores for courses that are project-based may take up to 10-14 business days. **Do NOT call the Alabama Fire College for grades**.

13. A certification certificate (with the national seals, if applicable) will be issued for those candidates that have successfully completed the written exam, the skills exam and provided all prerequisite documentation.

14. Turn to the next page and read the sample test item silently.

15. Do you have any questions about the test? Turn to the next page of the exam & begin.

EXAMINEE INSTRUCTION SHEET

Sample Questions

For Multiple Choice Questions:

1. What is the capital of the United States of America?
> A. **Bismarck**
> B. **Seattle**
> C. **Washington, D.C.**
> D. **Chicago**
> E. **Philadelphia**

The answer is "C." Darken in the bubble that corresponds to the letter "C."

Answer Sheet
> 1. A B C D E
> ○ ○ ● ○ ○

For Matching Questions:

Directions: Regarding body substance isolation, match the items in Column A with their use in Column B.

Column A	**Column B**
1. Gloves (vinyl or latex)	**A. Needed for suspected TB Patients**
2. Gloves (utility)	**B. Needed for cleaning equipment and vehicles**
3. HEPA Respirator	**C. Needed for contact with blood and body fluids**
4. Gown	**D. Needed for large splash situations**
	E. Needed for decontamination of hands.

For #1 the answer is "C." Darken in the bubble that corresponds to the letter "C."

Answer Sheet
> 1. A B C D E
> ○ ○ ● ○ ○

When you finish the test, erase all stray marks on your answer sheet!
Bring your test folder—that includes your answer sheet, pencils, and scratch paper—to the test proctor.

NFPA 1000 –
IFSAC 2018 -

Number	705.45	Unit	Certification
Subject	Paper-Based Exam Administration Report		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

ALABAMA FIRE COLLEGE
JPR/SKILLS Test Administration Report

Proctor Name (print)		Test Date	
Certification Level		Course/ Test Location	
START Time		END Time (list all)	

		JPR/SKILLS TEST ADMINISTRATION CHECKLIST	✓	Notes
		See Certification Manual–Testing Policies & Test Administration for more details on Administering Skills Exams Safety and security are top priorities!		
	1.	Pre-Test Set-Up: to include EMS & Safety Crew; Equipment required; Staging Set-Up;		
	2.	Verify contents of package against JPR Report Form upon receipt (Skills Course Roster, Orientation Sign-In, Practical Skills & Exam Station Results Summary, Individual Skills Sheets, Evaluator Agreement Form)		
	4.	Verify candidate's eligibility to test using AFC Testing Roster & verifying with Course Coordinator/ Instructor that ALL training (hourly & skill) requirements have been completed		
	5.	Verify individual candidate identity by photo ID		
	6.	Administer Student Orientation for Skills Training (use Student Orientation Sign-In) Provide candidates with details of skills test as part of Orientation (information on: staging areas, layout of stations, room assignments for tested & non-tested students; safety messages; proper PPE required for skill) Students should not be made aware of skills drawn until at skill station		
	7.	Administer Evaluator Orientation for Skills Training to qualified Evaluators (Evaluator must sign Agreement Form) (Qualifications: certified to level evaluating & has not taught subject testing) (One evaluator per Candidate)		
	8.	NO CELL PHONES ALLOWED during testing by examinees (pre & post skills test)		
	9.	Skill sheets must be complete with the Evaluator and Student signatures and pass/fail (steps checked and overall pass/fail marked; any comments also noted)		
	10.	Maintain student confidentiality (ID on Skills Sheets, results, etc.)		
	11.	Proctor will monitor need for Retesting; if required, 2nd attempt must be completed by a different evaluator		
	12.	Monitor for cheating/ Supervise entire duration of skills exam; Tested candidates must be separated from non-tested candidates		
	13.	Complaints/Appeals must be directed to the Proctor		
	14.	Note student show/no shows, additions, corrections on Testing Roster/JPR Summary Sheet		
	15.	Remind students of timeframe of test results notification and certification		
	16.	Complete the Practical Skills & Exam Station Results Summary		
	17.	Verify by Certification Information Sheet (Course Resources Page) of Final Documentation required		

(The left margin of the checklist reads vertically: **Proctor Responsibilities**)

Proctor Notes

I hereby attest that all Alabama Fire College policies were upheld in the administering of this skills exam.

Proctor Signature		Date	

Revised 07/08/16

NFPA 1000 –
IFSAC 2018 -

Number	**705.46**	**Unit**	**Certification**
Subject	**Computer-Based Exam Administration Report**		
Revision Date	**12/01/2017**	**Approved**	*Matt Russell, Executive Director*

ALABAMA FIRE COLLEGE
Computer-Based Exam Administration Report

Proctor Name (print)		**Test Date**	
Certification Level(s)		**Course/ Test Location**	
START Time		**END Time (list all)**	

EXAM ADMINISTRATION CHECKLIST		
Safety and security are top priorities!	✓	Notes (Discrepancies, etc.)
ENSURE THAT NO CELL PHONES/ELECTRONIC COMMUNICATION DEVICES ARE BROUGHT INTO THE EXAM ROOM BY EXAMINEES		
Verify documents provided in the exam package; Maintain strict control of all exam materials		
Confirm candidate's testing eligibility (note student show/no shows, etc.)		
Verify student identity by positive photo ID; Student Sign In using Sign-In Roster;		
Provide each student with their Student Help Sheet; maintain student confidentiality (Student ID, passwords, etc.)		
Administer Course Survey (paper-based or web-based form, if applicable)		
Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation, distraction free)		
Read exam instructions		
Monitor candidate login, walk room to assist until all candidates are successfully logged into the survey and the exam. **VERIFY THAT EACH STUDENT HAS LOGGED INTO THE EXAM; monitor that ONLY the exam is open at any time.**		
Monitor for cheating of any type. Suspected candidates must be dismissed. See Instructions for more information regarding reporting instances of cheating.		
Actively monitor candidates during the entire duration of exam by periodically walking the room.		
Instruct students to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc) to be completed after the exam		
Remind students of timeframe of test results notification and certification (extra processing time is required for grading of projects); Direct students to email CERTIFICATION@ALABAMAFIRECOLLEGE.ORG, if test results are not received (results emailed approx. 7-10 business days from date of exam) or have further questions		
VERIFY THAT EACH STUDENT HAS FINISHED & EXITED THE LXR PROGRAM		
Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (Check for student & evaluator signatures, end of subject grades (minimum 70%), etc.), legibility; clear up issues with Inst/Course Coordinator)		
Collect ALL exam paperwork, Student Help Sheets, etc.		

Proctor Responsibilities

Proctor Notes

Student Test Item Questions	
Test Item #	**Explanation of issue with Test Item**

I hereby attest that all Alabama Fire College policies were upheld in the administering of this cognitive exam.		
Proctor Signature		Date	

Should you have questions regarding this form, please contact: Alabama Fire College – Certification Unit –
205.391.3745 or 205.343.7402 or by email at certification@alabamafirecollege.org. Hours of operation are M-F, 8-5 CST

Revised 07/26/17

NFPA 1000 –
IFSAC 2018 -

Number	705.47	Unit	Certification
Subject	Proctor Instruction Sheet – Paper-Based Exams		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

ALABAMA FIRE COLLEGE &
PERSONNEL STANDARDS & EDUCATION COMMISSION
PROCTOR INSTRUCTION SHEET
PAPER-BASED EXAMS
(REVISED 08/22/17)

■ Proctor Responsibilities

- Safety and security are top priorities
- Familiarize yourself with the policies and procedures in the Certification Manual
- Introduce yourself and your role to the instructor and the candidates
- Ensure that no cell phones/electronic communication devices are brought into the exam room by examinees
- Verify documents provided in the exam package
- Confirm with the instructor each candidate's testing eligibility
  - Make any necessary notes/adjustments on the Test Administration Report form of any discrepancies
  - Please indicate show/no show for attendance
  - If a candidate completed all coursework, etc., per the instructor but is not listed on the testing paperwork, use your discretion in allowing the candidate to test
  - Write in the candidate information on the Testing Roster & Student Information Data Sheet
- Maintain strict control of all Testing paperwork, test booklets, ID numbers, etc. included in the Test Package
  - These items should only be accessible to approved Certification Staff only
  - Candidates should only have access once Test Registration has been completed (sign in and positive identification)
  - Verify candidate identify with positive photo ID; Candidates should sign in using Sign-In Roster

- o The printing, copying (to include taking pictures) or reproduction/distribution of exam questions in any form is prohibited
- Administer course survey (paper-based or computer-based form) prior to exam administration (instructor(s) not present)
- Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation; distraction free)
- Monitor for cheating of any type. If a candidate is suspected of cheating, take up the examination materials and dismiss the candidate. Document on the Test Administration Report form and report the incident to your supervisor and the Certification Unit at the Alabama Fire College as soon as possible. A decision will be made and communicated to all involved regarding if the candidate can continue in the certification process from the Executive Staff at the AFC
- Actively monitor candidates during the entire testing period by periodically walking the room
- Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (Check for student & evaluator signatures, end of subject grades (minimum 70%), etc., legibility; clear up issues with Inst/Course Coordinator)
- Instruct candidates to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc.)
- Complete Test Administration Report
- Return to the Alabama Fire College – Certification Unit, all testing paperwork & examination materials, etc.

■ Verify Documents provided in Package
- Test Administration Receipt/Return Checklist
- Test Packing Slip (indicates Test Date; Time; Proctor; Test ID; etc.)
- Test Administration Report (to be completed for each test administration; denotes test details & any exam question discrepancies voiced by candidates)
- Test Roster (indicates eligibility, audits, note show/no-shows, ADA)
- Student Information Data Sheet (candidate must initial that information is accurate and permission is given for release of test score via email)
- Test Booklets
- Course Surveys (only use forms provided or computer based form)

- Certification Course Requirements – Test Breakdown Information Sheet (current version)
- Extra Scantron Answer forms and sample form
- Scratch Paper (must be taken up after test administration)
- UPS Return Label (if applicable)
- Pencils
- Completed Forms Folder
- Skills Package (if applicable)
    - JPR Report Form
    - Skills Course Roster
    - Orientation Sign-In
    - Evaluator Agreement Forms
    - Practical Skills & Examination Station Results Summary
    - Individual Skills Sheets

■ Prior to Administering the Exam (completion order of steps determined by Proctor)

- Write on the board: **CERTIFICATION@ALABAMAFIRECOLLEGE.ORG**
- Verify eligibility of candidates to sit for the exam by using the Test Roster to confirm with the instructor that all candidates completed the required coursework (mark show or no show)
- Collect completed final roster and all course materials the instructor has that need to be returned in the test package - Progress Records, Skill Sheets, Evaluation Performance Grade Sheets (PEG sheet), Project work (if applicable), etc.
- Candidates must sign the Test Registration Sign In Sheet and show a photo ID prior to receiving the exam materials.
- Advise the candidates to use the restroom prior to entering exam room. Candidates may take no breaks during testing. If a candidate leaves the exam room during the test, testing is complete. Each candidate must turn in all testing materials before leaving the room
- Advise candidates to not begin testing until all candidates have signed in and exam instructions have been administered
- Advise candidates that No Cell Phones/Electronic Communication Devices/Cameras are allowed in the test room by examinees. Remind them to take this time to secure these items in their vehicle, etc.
- Distribute the following to eligible candidates:
    - survey

- exam booklet
- 2 pencils
- scratch paper
- score/answer sheet (scantron)
- Administer the Course Survey

■ Administering the Course Survey [Read to Candidates]

1. Candidates should complete the Course Survey prior to beginning the certification exam.

   a. Please honestly and accurately comment on their experience with the Alabama Fire College.

   b. Lead Instructor comments should be listed in *Section One*

   c. If multiple instructors were involved, all other instructors should be listed together in *Section Two*. Please make comments for instructors specific by name.

2. Gather completed surveys, do not crease or fold surveys in any way.

3. Place back into the survey envelope.

■ Completing the Score/Answer Sheet [Read to Candidates]

1. Complete the section titled "Student Enrollment Sheet". In the I.D. Number section, print and bubble each part of your I.D. number in the spaces provided. Your ID is your social security number. This ID number is the identifier used to submit your entry to Pro Board and IFSAC for your certification record. There will be an extra space at the end.

2. In the Last Name/First Name/M.I. section, print each letter of your name in a box on the top line of the section leaving a box blank between the parts of your name.

- Leave the Phone Number, Code, Test Form and Subj Score sections blank.

- Completely fill in the appropriate bubble in the column below each of the numbers and letters you printed. (**Pause while candidates complete this section of the answer sheet.**)

- Turn your answer sheet so that you can fill in the blanks in the three-line section to the right of the Student Enrollment Sheet.

  - Print your name on the Name line.

  - On the Subject line, print the name of the test that appears on the front cover of your test booklet.

  - Print today's date on the Date line.

- On the <u>Hour/Day</u> line, write the complete version number of the test, including the booklet number (example: SEP 2013, #22). The version and booklet number appear on the front of your test booklet.

■ Exam Instructions for the Paper-Based Exam [Read to Candidates]
(except shaded text)

Turn to the first page in the test booklet. Follow along as I read:

1. Cell phones, electronic communication devices, cameras, etc. are **<u>NOT</u>** allowed in test room by examinees. Your testing area must be clear of all items including books, notes, coats, food items, etc.

2. Certification exams have time limits. You have one minute per question to complete the exam.

   [**Proctor:** For example, for 25 test items you have 25 minutes, 40 items 40 minutes, 50 items 50 minutes, 80 test items 80 minutes or 1 hour and 20 minutes, 100 items 100 minutes or one hour and 40 minutes, 140 items 140 minutes or 2 hours and 20 minutes, or 150 items 150 minutes or 2 ½ hours.]

3. Your exam contains _____ questions. Be aware that some exams have multiple levels.

4. You must correctly answer 70 percent of test items per level to pass a certification exam.

5. **<u>DO NOT MAKE ANY MARKS IN YOUR TEST BOOKLET; MAKE MARKS ONLY ON THE ANSWER SHEET.</u>** Read each test item carefully, and select the best answer. Mark your answer in the appropriate row on your answer sheet.

6. Completely darken the oval of the letter that corresponds to the answer you choose.

7. If you wish to change an answer, erase the incorrect answer completely. An item that has more than one answer choice darkened will be scored as incorrect. An item that has no answer marked will be scored as incorrect.

8. Do not talk during the exam. If you have a question, raise your hand.

9. We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam. Please read the Honor Statement, which is on the front of your test booklet.

10. If you have a concern about an exam question, raise your hand and the proctor will come to you and note your question or concern about the item

and forward the note to the Alabama Fire College for review. The Proctor cannot provide any interpretation or clarification of test items, etc.

11. Exam items are multiple choice or matching.

12. As you exit the exam room, you will review & initial the Student Information Data Sheet for accuracy of your individual information as well as permission to release your test score via email:

    a. **Name** – verify name as to appear on your certification certificate

    b. **Address –** current residence

    c. **Email Address** – email verification is **HIGHLY IMPORTANT**! Your test score **AND** certification certificate(s) will be emailed to this address.

    d. **Initial the form –** by initialing the candidate is providing authorization for score and certification release to those email addresses provided.

    e. **Please write legibly**

13. Exam scores:

    a. will be emailed within 7-10 business days to the email address provided on the Student Information Data Sheet.

    b. Grades will **<u>NOT</u>** be released over the telephone.

    c. Release of scores for courses that are project based may take up to 10-14 business days.

    d. Do **<u>NOT</u>** call the Alabama Fire College for grades

14. A certification certificate (with the national seals, if applicable) will be issued for those candidates that have successfully completed the written exam, the skills exam and provided all prerequisite documentation within approximately 30 days.

15. Turn to the next page and read the sample test item silently. **[Proctor: Allow candidates time to read sample.]**

16. Do you have any questions about the test? (**Pause**) It is now [**say current time**]. Testing time will end at [**say ending time of the exam**]. Turn to the next page of the exam and begin. (**Write ending time of the exam on the board.**)

■ **At the Completion of the Exam**

- Complete and sign the Test Administration Report and Test Roster form (Show/No Show) making all applicable notes.

- Account for **ALL** test booklets, answer sheets, pencils, scratch paper and testing materials and return to the briefcase/test package.

- Place the following materials in the completed-forms folder (in briefcase).
    - Test answer sheets (Scantrons) (**<u>DO NOT BEND</u>**)
    - Scratch paper
    - Completed Test Administration Report
    - Test Packing Slip, Course Roster, and Student Information Sheet
    - Progress records, Grade Sheets, Skills sheets, etc. if applicable
    - Place completed Course Critique/Survey forms (DO NOT BEND) in the designated folder.
- Return all testing and other applicable materials to the Alabama Fire College – Certification Unit as soon as possible.

NFPA 1000 –
IFSAC 2018 -

ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS & EDUCATION COMMISSION

Policies and Procedures

Number	705.48	Unit	Certification
Subject	Proctor Instruction Sheet – Computer-Based Exams		
Revision Date	12/01/2017	Approved	*Matt Russell, Executive Director*

ALABAMA FIRE COLLEGE &
PERSONNEL STANDARDS & EDUCATION COMMISSION
PROCTOR INSTRUCTION SHEET
COMPUTER-BASED EXAMS
(Revised 07/26/17)

■ Proctor Responsibilities

- Safety and security are top priorities

- Familiarize yourself with the policies and procedures in the Certification Manual

- Introduce yourself and your role to the instructor and the candidates

- Ensure that no cell phones/electronic communication devices are brought into the exam room by examinees

- Verify documents provided in the exam package.

- Confirm with the instructor each candidate's testing eligibility
  - Make any necessary notes/adjustments on the Test Administration Report form of any discrepancies
  - Please indicate show/no show for attendance
  - Inform the Certification Unit of any discrepancies, so adjustments can be made prior to the exam administration

- Maintain strict control of all exam ID numbers, Individual ID numbers and passwords included in the Test Package
  - These items should only be accessible to approved Certification Staff only
  - Candidates should only have access once Test Registration has been completed
  - Verify candidate identity with positive photo ID; Candidates should sign in using Sign-In Roster
  - The printing, copying (to include taking pictures) or reproduction/distribution of exam questions in any form is prohibited

- Administer course survey (paper-based or computer-based form) prior to exam administration (instructor(s) not present)
- Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation, distraction free)
- After reading the test instructions, monitor candidate login; walk room to assist until all candidates are successfully logged into the survey & exam
- Monitor for cheating of any type. If a candidate is suspected of cheating, take up the examination materials and dismiss. Document on the Test Administration Report form and report the incident to your supervisor and the Certification Unit at the Alabama Fire College as soon as possible. A decision will be made and communicated to all involved regarding if the candidate can continue in the certification process from the Executive Staff at the AFC.
- Actively monitor candidates during the entire duration of exam by periodically walking the room
- Monitor that **ONLY** the Exam is open at any point during the time period (no other web browsers are open)
- Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (Check for student & evaluator signatures, end of subject grades (minimum 70%), etc.), legibility; clear up issues with Inst/Course Coordinator)
- Instruct students to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc.) to be completed after the exam
- Complete Test Administration Report
- Return to the Alabama Fire College – Certification Unit, all testing paperwork, examination materials, etc.

■ **Verify Documents provided in Package**
- Test Packing Slip (indicates Test Date; Time; Proctor; Test ID; etc.)
- Test Administration Report (to be completed for each test administration; denotes test details & any exam question discrepancies voiced by candidates)
- Test Roster (indicates eligibility: audits, note show/no-shows, ADA)
- Student Information Data Sheet (candidate must initial that information is accurate and permission is given for release of test score via email)
- Course Surveys (only use forms provided or computer based form)

- Certification Course Requirements – Test Breakdown Information Sheet (current version)
- Student Help Sheet – Exam Login/Password; program instruction sheet; can be used for Scratch Paper

■ Prior to Administering the Exam (completion order of steps determined by Proctor)

- Verify computer lab is set up and computers are in working order (disable any updates that are trying to install/run).

- Verify the functionality of the survey/exam link webpage: **testing.alabamafirecollege.org**

- Verify the link to the course survey **and** the link to the exam are both visible on the webpage.

- Notify students of our email address: **CERTIFICATION@ALABAMAFIRECOLLEGE.ORG**

- Set up paperwork for Test Registration (Test Sign-In roster, pen, Student Help Sheets (Password/Login)

- Verify eligibility of candidates to sit for the exam by using the Test Roster to confirm with the instructor that all candidates completed the required coursework (mark show or no show) Report any discrepancies to the Certification Unit immediately.

- Collect completed final roster and all course materials the instructor has that need to be returned in the test package - Progress Records, Skill Sheets, Evaluation Performance Grade Sheets (PEG sheet), Project work (if applicable), etc.

- Administer the Course Survey

■ At the Completion of the Exam

- Complete and sign the Exam Administration Report and Test Roster form (Show/No Show), making all applicable notes

- Account for **ALL** Student Help Sheets distributed

- Return all testing and other applicable materials to the Alabama Fire College – Certification Unit immediately after testing has ended.
  - Student Help Sheets (Exam Login/Password)
  - Completed Course Surveys forms (if utilized)
  - Completed Test Administration Report
  - Test Packing Slip, Testing Roster, and Student Information Sheet
  - Skills paperwork (Progress records, Grade Sheets, Skills Sheets, etc. if applicable)

1. Your certification exam and Course Survey will be administered through our Computer-Based Testing program.

    a. You will need to have your photo ID ready

    b. You will be required to sign in.

2. You will be provided with Student Help Sheet that contains your Login ID and Password for this test administration. This information is confidential for each candidate.

    a. The Student Help Sheet will assist you in navigating the exam.

    b. This sheet can be used as scratch paper. You must return the sheet to the proctor as you exit the test room.

3. You **MUST** take the Course Survey **first**. Please honestly and accurately comment on your experience with the Alabama Fire College.

    a. Lead Instructor comments should be listed in *Section One*

    b. If multiple instructors were involved, all other instructors should be listed together in *Section Two*. Please make your comments for instructors specific by name.

4. Cell phones, electronic communication devices, cameras, etc. are **<u>NOT</u>** allowed in test room by examinees. Your testing area must be clear of all items including books, notes, coats, food, and drink items.

5. Certification exams have time limits. You have one minute per question to complete the exam.

[Proctor: For example, for 25 test items you have 25 minutes. The computer-based exam has a visible timer and does not start until you log in to the program. Five additional minutes have been added for reading the informational pages at the beginning of the exam.

Check Certification Course Requirements sheet for number of questions and time limits.

Test breakdown information is also provided for skill information, projects & final test score breakdown.]

6. Your exam contains _____ questions.

7. You must correctly answer 70 percent of test items to pass a certification exam.

8. Read each test item carefully, and select the best answer by using your computer mouse or keyboard.

9. Do not talk during the exam. If you have a question, raise your hand.

10. We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam. Please read the Honor Statement, which is page 2 of your instructions.

11. If you have a concern about an exam question, raise your hand and the proctor will come to you and note your question or concern about the item and forward the note to the Alabama Fire College for review. The Proctor cannot provide any interpretation or clarification of test items, etc.

12. Exam items are multiple choice or matching.

13. At completion of your exam, click cover, then exit, until you have fully exited the exam.

14. As you exit the exam room, you will review & initial the Student Data Information Sheet for accuracy of your individual information as well as permission to release your test score via email:

   a. **Name** – verify name as to appear on your certification certificate

   b. **Address –** current residence

   c. **Email Address** – email verification is **HIGHLY IMPORTANT**! Your test score **AND** certification certificate(s) will be emailed to this address.

   d. **Initial the form –** by initialing, the candidate is providing authorization for score and certification release to those email addresses provided.

   e. **Please write legibly**

15. Exam scores:

   a. will be emailed within 7-10 business days to the email address provided on the Student Information Data Sheet.

   b. Grades will **NOT** be released over the telephone.

   c. Release of scores for courses that are project based may take up to 10-14 business days.

   d. Do Not call the Alabama Fire College for grades

16. A certification certificate (with the national seals if applicable) will be issued for those candidates that have successfully completed the written exam, the skills exam and provided all prerequisite documentation within approximately 30 days.

17. Do you have any questions? For any further questions or if you do not receive your grade or certificate, please email the AFC Certification Unit (see email address on the board)

18. If you need to use the restroom, do so now. You may take no breaks during testing. If you leave the room during the exam, your testing time is over. You must turn in all testing materials before leaving the room.

NFPA 1000 –
IFSAC 2018 -

Number	705.49	Unit	Certification
Subject	Evaluator Agreement Form		
Revision Date	12/01/2017	Approved	

ALABAMA FIRE COLLEGE
Evaluator Agreement Form

Thank you for your willingness to serve as an evaluator for an Alabama Fire College performance (skills) evaluation.
Please complete the following requirements to begin the process:
Step 1 (REQUIRED): Complete the Alabama Fire College Evaluator Training for Skills Testing power point.
Step 2 (REQUIRED): Submit the Alabama Fire College Evaluator Agreement Form

Should you have questions regarding this form, please call (205.391.3745 or 205.343.7402) or e-mail
certification@alabamafirecollege.org. Hours of operation are M-F, 8-5 CST.

PROCTOR INFORMATION					
Last Name		First		Middle Initial	
Title/Job Description					
Employer(s)					
Business Address					
	City		State	Zip	
Home Address					
	City		State	Zip	
Email		Work or Home Phone	( ) -		
Secondary Email		Cell Phone	( ) -		
Certification level of skill you are evaluating		Certificate #:		Certificate Date:	
I verify that I did not instruct the skill that I am evaluating.					
Date Completed Training Powerpoint					

By my signature below, I attest that I have completed all required training as set forth by the Alabama Fire College, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an Alabama Fire College evaluator of a performance (skills) exam. As an authorized evaluator, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in the Alabama Fire College Training for Skills Testing power point. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the safety, security, and administering of the State of Alabama certification exam. I also understand by this agreement that the Alabama Fire College may contact me for verification purposes and I grant permission for verification of my credentials. This form must be submitted annually for renewal.

Evaluator Signature		Date	

Please sign and submit this application form and return to the
Alabama Fire College – Certification Unit – 205.391.3757
or by email at certification@alabamafirecollege.org.

Revised 08/04/16

NFPA 1000 –
IFSAC 2018 -

Number	705.50	Unit	Certification
Subject	**Proctor Application Form (Traditional)**		
Revision Date	**12/01/2017**	Approved	

ALABAMA FIRE COLLEGE
Proctor Application Form (Traditional)

Thank you for your willingness to serve as proctor for the Alabama Fire College certification examination.
Please complete the following requirements to begin the process:
Step 1 (REQUIRED): Complete the Alabama Fire College Test Proctor Training
Step 2 (REQUIRED): Submit the Alabama Fire College Proctor Application Form

Should you have questions regarding this form, e-mail certification@alabamafirecollege.org. Hours of operation are M-F, 8-5 CST.

PROCTOR INFORMATION					
Last Name		First		Middle Initial	
Title/Job Description					
Employer(s)					
Agency Affiliations	AFC Policy 705.01 prohibits a proctor from administering tests for agencies with which they have/have had any affiliation. List all agencies with which you have had affiliation (work/volunteer/board member/etc. that may cause a conflict of interest in performing your duties as an AFC Proctor.				
Business Address					
	City		State	Zip	
Home Address					
	City		State	Zip	
Email		Work or Home Phone	( ) -		
Secondary Email		Cell Phone	( ) -		
Date Completed Training Powerpoint					
NOTARY PUBLIC INFORMATION					
Name			**Date**		
Signature			**Commission Expires**		

By my signature below, I attest that I have completed all required training as set forth by the Alabama Fire College, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an Alabama Fire College proctor of a written or online certification exam. As an authorized written/online exam proctor, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in the Alabama Fire College Test Proctor Training powerpoint. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the security, handling and administering of the State of Alabama certification exam. I also understand by this agreement that the Alabama Fire College may contact me for verification purposes and I grant permission for verification of my credentials. This form must be submitted bi-annually for renewal.

Proctor Signature		Date	

Please sign and submit this application form and return to the
Alabama Fire College – Certification Unit – fax: 205.391.3757; or by email at certification@alabamafirecollege.org.

Revised 04/08/16

NFPA 1000 –
IFSAC 2018 -

Number	705.51	Unit	Certification
Subject	**Proctor Application Form (Non-Traditional)**		
Revision Date	**12/01/2017**	Approved	

ALABAMA FIRE COLLEGE
Proctor Application Form (Non-Traditional)

Thank you for your willingness to serve as proctor for the Alabama Fire College certification examination.
Please complete the following requirements to begin the process:
Step 1 (REQUIRED): Complete the Alabama Fire College Test Proctor Training
Step 2 (REQUIRED): Submit the Proctor Knowledge Test (certification@alabamafirecollege.org)
Step 3 (REQUIRED): Submit the Alabama Fire College Proctor Application Form

Should you have questions regarding this form, e-mail certification@alabamafirecollege.org. Hours of operation are M-F, 8-5 CST.

CERTIFICATION EXAMINEE INFORMATION (complete for Per Individual Request Test Administrations)				
Last Name		First/Middle	Student ID	
Phone		Email		
Certification Exam				

PROCTOR INFORMATION				
Last Name		First	Middle Initial	
Title/Job Description				
Employer				
Agency Affiliations	AFC Policy 705.01 prohibits a proctor from administering tests for agencies with which they have/have had any affiliation. List all agencies with which you have had affiliation (work/volunteer/board member/etc. that may cause a conflict of interest in performing your duties as an AFC Proctor.			
Business Address				
	City		State	Zip
Home Address				
	City		State	Zip
Email		Work Phone	( ) -	
Secondary Email		Cell Phone	( ) -	
Relationship to Student				
Location of Exam				

NOTARY PUBLIC INFORMATION			
Name		Date	
Signature		Commission Expires	

By my signature below, I attest that I have completed all required training as set forth by the Alabama Fire College, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an Alabama Fire College proctor of a written or online certification exam. As an authorized written/online exam proctor, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in the Alabama Fire College Test Proctor Training powerpoint. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the security, handling and administering of the State of Alabama certification exam. I also understand by this agreement that the Alabama Fire College may contact me for verification purposes and I grant permission for verification of my credentials. This form must be submitted bi- annually for renewal.

Proctor Signature		Date	

Please sign and submit this application form and return to the
Alabama Fire College – Certification Unit – 205.391.3757 or by email at certification@alabamafirecollege.org.

Revised 04/08/16

NFPA 1000 –
IFSAC 2018 -

Number	705.52	Unit	Certification
Subject	JPR/Skills Test Administration Report		
Revision Date	07/25/2020	Approved	

ALABAMA FIRE COLLEGE
JPR/SKILLS Test Administration Report

Proctor (Skills) Name print		Test Date	
Certification Level(s)		Course/Test Location	
START Time		END Time (list all)	

JPR/SKILLS TEST ADMINISTRATION CHECKLIST
(Responsibilities can be performed in differing order than below)

		Safety and security are the top priorities! Proctor must:	✓	Notes
	1.	Verify Pre-Test Set-Up: to include assigning a Safety Officer; Equipment required for the test is in safe & working condition; Staging Set-Up		
	2.	Verify contents of package against JPR Report Form upon receipt (Skills Course Roster, Orientation Sign-In, Practical Skills & Exam Station Results Summary, Individual Skills Sheets, Evaluator Agreement Form)		
	3.	Verify candidate's eligibility to test using AFC Testing Roster & verifying with Course Coordinator/ Instructor that ALL training (hourly & skill) requirements have been completed		
	4.	Verify individual candidate identity by photo ID		
	5.	Administer Student Orientation for Skills Training (webpage) (use Student Orientation Sign-In) if not already completed.		
Proctor Responsibilities	6.	Provide candidates with Pre-Test Skills Briefing (page 2 of this form) (information on: staging areas, layout of stations, room assignments for tested & non-tested students; safety messages; proper PPE required for skill). Students should not be made aware of skills drawn until at skill station		
	7.	Administer Evaluator Orientation for Skills Training (webpage) to qualified Evaluators (Evaluator must sign Agreement Form) (Qualifications: certified to level evaluating & has not taught subject testing) (One evaluator per Candidate)		
	8.	NO CELL PHONES ALLOWED during testing by examinees (pre & post skills test)		
	9.	Verify that the Skill sheets are complete with the Evaluator and Student signatures and pass/fail (steps checked and overall pass/fail marked; any comments also noted)		
	10.	Maintain student confidentiality (ID on Skills Sheets, results, etc.)		
	11.	Monitor need for Retesting; if required, 2nd attempt must be completed by a different evaluator		
	12.	Monitor for cheating/ Supervise entire duration of skills exam; Tested candidates must be separated from non-tested candidates		
	13.	Complaints/Appeals must be directed to the Proctor		
	14.	Note student show/no shows, additions, corrections on Testing Roster/JPR Summary Sheet		
	15.	Remind students of timeframe of test results notification and certification		
	16.	Complete the Practical Skills & Exam Station Results Summary		
	17.	Verify by Certification Criteria Chart (webpage) for Final Documentation required		

Proctor Notes

I hereby attest that all Alabama Fire College policies were upheld in the administering of this skills exam.

Proctor Signature		Date	

Should you have questions regarding this form, please contact Alabama Fire College – Certification Unit – 205.391.3745 or by email at certification@alabamafirecollege.org. Hours of operation are M-F, 8-5 CST

Revised 11/15/19

Skills Proctor - The individual that is responsible for the certification written and skills examination administration. This individual is responsible for training of the Skills Evaluators as well as Candidates.

Evaluator - The individual who is responsible for observing practical examination candidates and for completing skills evaluation using established criteria.

SKILLS PRE-TEST BRIEFING
Proctor must read the following to the students prior to beginning of skills testing

- Candidates will be tested utilizing the current skills sheet packages which were provided at the beginning of the course. These are also available on our webpage and in AFC Online.
- Candidates will be directed when training has ended, and testing is beginning.
- Candidates will be tested individually on a skill, tested individually within a team, or both, depending on the skills that were randomly drawn for skills testing. This will be explained by the evaluator at each station.
- Candidate(s) are to communicate during any team skill as normally would occur to complete the JPR. Candidates are to complete their portion of the team skill.
- Candidates are not allowed to correct or assist others with a portion of the team skill that is not assigned to them.
- During skills testing appropriate PPE will be worn at all times by candidates and evaluators; skills testing will be stopped if an unsafe situation occurs. Candidates should notify the evaluator at any time of any safety concerns. Candidates will not be penalized for safety related questions.
- The same safety concerns will be followed in testing just as in training.
- Candidates will be assigned a number and a group.
- Candidates will be given an initial attempt at each skill. The evaluators will not indicate if passed or failed. Candidates should return to completed staging area after completion of skill station.
- If a candidate fails the initial attempt at any skill, a retest will be administered after all candidates have completed initial testing. Retesting will be conducted by a different evaluator than the initial attempt. Remediation can occur between attempts.
- Failure on the second attempt will require the candidate to retest at a different testing site after a 30-day waiting period.
- Candidates will now be assigned numbers and escorted to the pre-testing staging area. Once each candidate has completed skills testing, they will remain in a post-testing staging area. Any communication with candidates that have not tested will be considered cheating.
- Candidates with an appeal about the examination process should contact the Certification Office in writing listing the reason for the appeal.

Proctor: Orient the candidates to the Testing area layout prior to skills testing. (explain to the candidates where the pre-test staging area is, location of each skill station, how they will be escorted to the skill stations, and where the post-test staging area is.)

NFPA 1000 –
IFSAC 2018 –