

**Alabama Fire College  
& Personnel Standards & Education Commission  
Certification Manual  
2019**



**Table of Contents**

(click on title for policy/procedure)

**Introduction**

[Accreditation](#)  
[Accredited Certification Levels](#)  
[Definitions](#)  
[History/Governance/Authority](#)  
[Mission Statement](#)  
[Code of Ethics](#)  
[Purpose of Manual](#)

**Certification Program Administration**

[701.01](#) Performance Criteria/NFPA Standards  
[701.02](#) Record Keeping/Data Collection & Reporting  
[701.03](#) Confidentiality of Student Records/Information  
[701.04](#) FERPA-Release of Records  
[701.06](#) Challenge of Contents of Educational Records  
[701.07](#) Disclosure of Educational Records  
[701.08](#) Physical and Cognitive Requirements for Certification  
[701.09](#) Accommodations for Certification Exams \*\*\*  
[701.10](#) Justifiable Test Item Methodologies \*\*\*  
[701.13](#) Facilities and Equipment Requirements  
[701.14](#) Delegation of Authority  
[701.15](#) Undue Influence  
[701.16](#) Testing and Certification Eligibility

<a href="#">701.17</a>	Testing Sites & Locations
<a href="#">701.18</a>	Scheduling Certification Exams
<a href="#">701.19</a>	Delivery Program Types
<a href="#">702.01</a>	Statutory Compliance/Non-Compliance
<a href="#">702.02</a>	Non-Discrimination/Availability
<a href="#">702.04</a>	Safety and Health Requirements
<a href="#">702.05</a>	Certification Prerequisites
<a href="#">702.06</a>	High School Diploma Requirement
<a href="#">702.08</a>	Certification Issuance
<a href="#">702.09</a>	Medical Training Prerequisite
<a href="#">702.10</a>	Attendance
<a href="#">702.11</a>	Incumbents/Historical Recognition
<a href="#">702.12</a>	Reciprocity
<a href="#">702.13</a>	Current Knowledge and Recertification
<a href="#">702.14</a>	Re-Entry Certification Requirements
<a href="#">702.15</a>	Expiration of Certifications
<a href="#">702.17</a>	Audit Procedures (Accrediting Bodies)
<a href="#">702.18</a>	Issuance, Suspension, Revocation, and Denial
<a href="#">702.19</a>	Certification Certificate Requirements
<a href="#">702.20</a>	Student Conduct

### **Certification Test Development & Administration**

<a href="#">704.01</a>	Certification/Testing Program Access
<a href="#">704.02</a>	Scoring of Exams
<a href="#">704.03</a>	Release of Grades/Exam Result Notification
<a href="#">704.04</a>	Skill Documentation
<a href="#">704.05</a>	Test Bank Management-Cognitive
<a href="#">704.06</a>	Test Bank and Test Instrument Security
<a href="#">704.07</a>	Local Validation & Test Item Development
<a href="#">704.08</a>	General Administration of Testing
<a href="#">704.09</a>	Security During Test Administration
<a href="#">704.10</a>	Appeals (Training Programs/Skills Testing/Written Exam)
<a href="#">704.11</a>	Retest Policy
<a href="#">704.12</a>	Scheduling Certification Test *****
<a href="#">704.13</a>	Written Test Instrument Development & Validation
<a href="#">704.14</a>	JPR Testing-Skills
<a href="#">704.15</a>	Multiple-Level Exam Scoring
<a href="#">704.16</a>	JPR Testing-Simulation
<a href="#">704.17</a>	New Certification – Instructor Qualifications
<a href="#">704.18</a>	Test Room Activity Log
<a href="#">704.19</a>	Tests Instrument /Testing Document Disposal
<a href="#">704.20</a>	Testing Sites and Locations Approval
<a href="#">704.21</a>	Academic Fraud/Honor Statement
<a href="#">704.22</a>	Auditing of a Certification Course-Student

<a href="#">704.23</a>	Audit Procedure – Proctor/Evaluator
<a href="#">704.24</a>	Test Inventory
<a href="#">704.25</a>	Grading Criteria/Cut Score
<a href="#">704.26</a>	JPR Testing Overview-Projects
<a href="#">704.28</a>	Certification Test Booklets
<a href="#">704.29</a>	Test Instrument Replacement (Max Usage)
<a href="#">704.30</a>	Test Item Analysis
<a href="#">704.31</a>	Invalid Test
<a href="#">704.32</a>	Cell Phone Usage– Test Site
<a href="#">704.33</a>	Test Bank Management (Psychomotor, including Skills & Projects)
<a href="#">704.34</a>	Project Development and Validation
<a href="#">704.35</a>	Importing Test Questions
<a href="#">704.36</a>	Test Item Appeal/Review
<a href="#">705.01</a>	Cognitive Exam Proctor Selection Criteria
<a href="#">705.02</a>	Skills Evaluator Selection Criteria
<a href="#">705.03</a>	Skills Testing Orientation - Evaluators
<a href="#">705.04</a>	Skills Testing Orientation - Candidates
<a href="#">705.05</a>	Skills Testing Safety
<a href="#">705.06</a>	Test Time Limit
<a href="#">705.09</a>	Skill Selection for JPR Testing
<a href="#">705.10</a>	JPR/Skill Practical Examination - Candidate Eligibility
<a href="#">705.12</a>	Skills Evaluator Duties
<a href="#">705.14</a>	Proctor /Evaluator Discipline
<a href="#">705.15</a>	Test Shipment/Receipt
<a href="#">705.18</a>	Proctor Authority – Emergencies/Interruptions
<a href="#">705.19</a>	Student Test Preparation
<a href="#">705.20</a>	Return Shipment of Certification Exam Package
<a href="#">705.24</a>	No Show – Test Administration
<a href="#">705.26</a>	Candidate/Student IDs & Passwords
<a href="#">705.27</a>	Exam Security-Proctor/Student Roles
<a href="#">705.28</a>	Test Site Security
<a href="#">705.34</a>	Proctor/Evaluator Training/Evaluation
<a href="#">705.40</a>	Proctor/Evaluator Ethics
<a href="#">705.42</a>	JPR Skills Test Day Outline
<a href="#">705.43</a>	Proctor Duties – Test Package Receipt
<a href="#">705.44</a>	Examinee Instruction Sheet
<a href="#">705.45</a>	Paper-Based Exam Administration Report
<a href="#">705.46</a>	Computer-Based Exam Administration Report
<a href="#">705.47</a>	Proctor Instruction Sheet – Paper-Based Exams
<a href="#">705.48</a>	Proctor Instruction Sheet – Computer-Based Exams
<a href="#">705.49</a>	Evaluator Agreement Form
<a href="#">705.50</a>	Proctor Application Form –Traditional
<a href="#">705.51</a>	Proctor Application Form – Non-Traditional
<a href="#">705.52</a>	JPR-Skills Exam Administration Report