

OPERATIONAL GUIDELINES



JUSTICE INSTITUTE
of **BRITISH COLUMBIA**

SCHOOL OF PUBLIC SAFETY
FIRE & SAFETY DIVISION

ACCREDITATION OPERATIONAL GUIDELINES

2015

OPERATIONAL GUIDELINES

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PREAMBLE

This document outlines accreditation principles and operational guidelines as required by the National Board on Fire Service Professional Qualification System (Pro Board) and the International Fire Service Accreditation Congress (IFSAC). This document shall form part of the Justice Institute of British Columbia's Fire & Safety Division Operations Manual and will be available for all fire service personnel.

SCOPE

It shall be the guiding principles and practice of the Justice Institute of British Columbia (JIBC) Fire & Safety Division (FSD) to develop and deliver training and education, and administer a certification system which meets the **National Fire Protection Association Professional Qualification Standards** which meets the requirements of the Province of British Columbia. Certification will be conducted under the criteria and by-laws outlined by International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board).

PURPOSE

These criteria are designed for application by the JIBC Fire & Safety Division to administer programs designed to meet International Fire Service Accreditation Congress and National Board on Fire Service Professional Qualifications criteria for accreditation. The information is also designed to disseminate and make known all procedures, guidelines and methods to all stakeholders involved in the certification and accreditation process.

EMPOWERMENT

The JIBC Fire & Safety Division, operating under the Colleges and Institute Act, Provincial Cabinet Order in Council and the Fire Services Act provides the authority for certification of training for the fire service. Provincial certification is done in conjunction with the Fire Commissioner of British Columbia. All certification programs are offered on a voluntary basis and supported by the provincial fire service organizations.

PERFORMANCE CRITERIA

It shall be the principles and practice of the JIBC Fire & Safety Division to certify personnel to the current edition of the National Fire Protection Association Professional Qualification Standards or other standards adopted by the International Fire Service Accreditation Congress. Certification standards shall be updated within two years of the official date of adoption by the NFPA.

JIBC Fire & Safety Division: Accreditation	O.G. #: A-1
Title: Access to Testing and Re-Testing	Page: 1 of 2

Purpose: To outline the system for access to testing for all eligible individuals on a regular basis.

Scope: This guideline covers access to testing for the purpose of certification under the IFSAC and Pro Board accreditation criteria.

Training and certification testing shall be available to all members of the British Columbia fire service on a regular basis, in accordance with the job performance requirements contained in the various levels of the National Fire Protection Association's Standards.

Guidelines: The following guidelines apply to certification testing:

1. Training and testing will be available to all members of the British Columbia Fire Service through an open, accessible system.
2. Students must satisfy the pre-requisites contained in the relevant NFPA Standards, as appropriate.
3. Examinations will be conducted at the conclusion of a course of study leading to the appropriate level of certification.
4. Students who are unsuccessful in their first attempt in an examination will be allowed one re-write, if the candidate has achieved a minimum mark of 50%. If successful in the re-write, the candidate will achieve certification, but will only be awarded the passing grade for the course. If the candidate receives a mark below 50% on the first attempt, the candidate is not eligible for a re-write and must enroll to take the course over again.
5. If the student is unsuccessful in their second attempt, he/she will not be allowed to re-take the examination unless he/she has taken the course again.

Reference: JIBC Policy #3201 Admissions

Director:	Revised: November 2, 2015 September 24, 2013 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-2
Title: <i>Implementation of Certification Programs</i>	Page: 1 of 3

Purpose: To outline a written guideline as required for IFSAC and Pro Board Accreditation Procedures.

Scope: This will involve all JIBC Fire & Safety Division programs where certification to NFPA Standards is involved.

The JIBC will provide the number and range of courses sufficient to meet the demand of students and clients. Certificates bearing IFSAC and Pro Board seals will be issued to all students who satisfactorily complete the NFPA level, for which accreditation has been awarded by IFSAC and/or Pro Board.

Guidelines: 1. Availability of Certification Programs

The Fire & Safety Division monitors demand for certification programs by continuously assessing enrollments for each course. The number of deliveries for each course is adjusted in accordance with client demand.

In areas where courses do not currently exist and, therefore, no accreditation has been granted, the JIBC Fire & Safety Division seeks guidance and direction from BC Fire Service Associations (FCABC, BCFTOA, FPOABC, and BCPFFA) along with the BC Office of the Fire Commissioner regarding the suitability of adding courses and levels for accreditation.

2. Certification Process

All students who successfully complete evaluation for an accredited level will be issued a certificate that identifies the NFPA Standard and level achieved. The certificate bears both the Pro Board and IFSAC seal, when appropriate.

All students who successfully complete a course or program that is “Pro Board” accredited only will be issued a certificate bearing the “Pro Board” seal. Only those levels for which accreditation has been awarded by IFSAC bear the IFSAC seal.

Certificates are generated using the JIBC Registration and Records system. The Program Assistant responsible prints the certificate and inserts the electronic signature of the Director, Fire & Safety Division. The Program Manager, Curriculum & Accreditation Services, maintains the current lists of accredited levels.

Once the certificate has been generated, The Program Assistant affixes an IFSAC and/or Pro Board seal and records the information in the record system and in the appropriate seal log. A copy of the certificate bearing the seals is put into the class file.

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-2
Title: <i>Implementation of Certification Programss</i>	Page: 2 of 3

2. Certification Process (continued)

A seal log (electronic spreadsheet) is maintained which identifies the IFSAC and/or Pro Board seal number; the level of certification; the name of the candidate; the candidate's identification (JIBC) number; the date of achievement and the name of the administrative support staff creating the certificate and affixing the seal. The Curriculum/ Accreditation Program Manager is responsible for ensuring that the seal log is current. The log is forwarded to IFSAC and Pro Board management quarterly.

The IFSAC seals and blank Pro Board certificates are kept in a secure location at each of the two main campuses of the JIBC (New Westminster and Maple Ridge). The Curriculum/ Accreditation Program Manager, monitors use of the seals and orders additional seals as necessary.

3. Security of Seals and Seal Log Maintenance

Access to IFSAC seals and the Pro Board logo and seal numbering system is restricted as follows:

For the New Westminster Campus: The Program Assistant responsible for supporting the accreditation program shall ensure that the seals, the seal numbering system and the seal log are secure and kept up to date for those standards and levels for which certification is issued at the New Westminster Campus. The Program Assistant will allocate blocks of IFSAC seals and Pro Board seal numbers to the designated Program Assistant at the Maple Ridge Campus and record the number in the seal log.

For the Maple Ridge Campus: A Program Assistant will ensure that the seals, the seal numbering system and the seal log are secure and kept up to date. This Program Assistant will forward the completed log to the Program Assistant at the New Westminster Campus on a quarterly basis (see below) for compiling into a consolidated report.

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-2
Title: <i>Implementation of Certification Programss</i>	Page: 3 of 3

The Program Assistant responsible for the accreditation program shall compile records from both campuses and send the seal log to the Program Manager, Curriculum & Accreditation Services, for review and forwarding to the accrediting agencies on a quarterly basis. Submissions will be for periods ending, as follows: April 30 (period ending March 31); July 31 (period ending June 30); October 31 (period ending September 30); January 31 (period ending December 31)

Reference: JIBC Policy #3206 Student Records
JIBC Corporate Identity Manual

Director: 	Revised: November 2, 2015 September 24, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
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JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-3
Title: <i>Availability of Certification</i>	Page: 1 of 1

Purpose: To provide a written guideline outlining the availability of certification as required.

Scope: This will involve all certification programs offered by the JIBC Fire & Safety Division.

It shall be the practice of the JIBC Fire & Safety Division to create an inclusive, welcoming and supportive learning environment for all students.

Certification program examinations shall be available to students enrolled in courses and programs, for which accreditation has been granted for the associated NFPA standards and levels.

Testing and certification shall be made available to all students who meet the pre-requisites.

In cases where the JIBC holds accreditation, all certificates shall bear both IFSAC and Pro Board seals.

Guidelines: N/A

Reference: List of accredited levels and pre-requisites.
JIBC Policy #3201 Admissions

Director:	Revised: November 2, 2015 September 24, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
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JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-4
Title: <i>Notification of Examination Date, Time and Location</i>	Page: 1 of 1

Purpose: To provide written notification of examinations.

Scope: This will involve all examinations conducted by the JIBC Fire & Safety Division.

Upon receipt of a request from the IFSAC or Pro Board Administration Office, the JIBC Fire & Safety Division shall provide the date, time and location of any examinations and/or evaluations.

Guidelines:

1. Students will be notified of evaluation methods for each course via the course outline.
2. Upon enrollment in a FSD certification course, students will receive a Welcome Letter that outlines the date, time and location of written examinations and evaluations. Students enrolled in online courses will have the examination and assignment due dates embedded in the course in Blackboard.
3. For the Basic and Vocational Fire Fighter I and II Programs, students will register for written examinations via the online Examination Registration process on the FSD website.

Reference: N/A

Director: 	Revised: November 2, 2015 September 26, 2013 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-5
Title: <i>Availability of Certification Obtained Prior to Entity Accreditation</i>	Page: 1 of 1

Purpose: To address the impact of accreditation.

Scope: The effect accreditation will have on individuals who have completed certification program(s) prior to December 2007.

Guidelines:

1. Accreditation of programs will not affect the certification status of personnel certified in a program prior to accreditation being granted for the said program.

Reference: N/A

Director: 	Revised: November 2, 2015 September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: Accreditation	O.G. #: A-6
Title: Candidate Participation in Accreditation Program	Page: 1 of 1

Purpose: To establish a guideline for candidate participation in accredited programs.

Scope: This will apply to all personnel participating in JIBC Fire & Safety Division certification programs.

Guidelines:

The following outlines two ways in which an individual previously certified can participate in the accreditation system.

1. Where a program has been accredited and there is no change to the curriculum and/or standards prior to accreditation being granted, individuals shall be granted an equivalent certification upon request.

2. Where a program has been accredited and there has been a change to the curriculum and/or standard, individuals shall be examined to ensure they meet the current certification criteria.

Reference: A-5

Director:	Revised: September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-7
Title: <i>Pre-requisites to Take Exam</i>	Page: 1 of 2

Purpose: To provide a written guideline for eligibility to take JIBC Fire & Safety Division certification examinations.

Scope: Eligibility for examinations in all JIBC Fire & Safety Division certification programs.

Students meeting the eligibility criteria for certification programs will meet the examination requirements as outlined in the subject NFPA level.

Guidelines: For IFSAC Certification:

For certification to any level of a NFPA standard, the student must either:

- a) Be tested at the requisite level of skills and knowledge stated in the standard, or
- b) Be allowed to enter into the next level if he/she has met an equivalent recognized state or provincial standard. Proof of this can be from another IFSAC accredited entity recognized as meeting the same standard as the certification provided by the JIBC (Reciprocity), or from a recognized State or Provincial agency, or from a Pro Board certifying agency.

For Pro Board Certification:

Where the applicable NFPA Standard states that, “the candidate shall be a certified...” the Justice Institute of British Columbia will only allow personnel to advance to the next level of certification when proof of certification for pre-requisite requirements acceptable to the JIBC is provided. This can be from previous certification by the JIBC, or from another accredited entity, recognized as meeting the same standard as the certification provided by the JIBC (Reciprocity).

Where the applicable NFPA Standard stated that, “the candidate shall meet the requirements of...” the JIBC will allow personnel to advance to the next level of certification when it is deemed that the individuals have met the pre-requisite requirements through prior certification, previous training or, in limited cases, through relevant experience. The assessment process will fall under the Justice

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-7
Title: <i>Pre-requisites to Take Exam</i>	Page: 2 of 2

Institute of British Columbia's Policy on Prior Learning Assessment and Recognition.

Reference: JIBC Policy#3202 Prior Learning Assessment and Recognition

 Director:	Revised: November 2, 2015 September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
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JIBC Fire & Safety Division: Accreditation	O.G. #: A-8
Title: Testing Procedures	Page: 1 of 1

Purpose: To provide a written guideline outlining testing procedures as required in IFSAC and Pro Board Accreditation Procedures

Scope: This will apply to all certification programs offered by the JIBC Fire & Safety Division.

Guidelines:

1. Written Examinations

Written examinations will be administered by a qualified proctor

Proctors of written examinations may not be the same person who instructed the course of instruction leading to certification of level.

Written examinations will be conducted in accordance with written examination guidelines, the “Proctor Agreement”.

2. Practical Examinations

Practical examinations for certification levels of NFPA standards will only be conducted by a JIBC trained and approved Evaluator.

The Evaluator for all levels of certification shall not be the same individual who has trained the candidate in the subject being examined.

Reference: Proctor Procedures for Written Exams
Site Specific Operational Guidelines – Maple Ridge Campus

Director: 	Revised: November 2, 2015 September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-9
Title: <i>Facilities and Equipment</i>	Page: 1 of 1

Purpose: To provide a written guideline to ensure appropriate facilities and equipment are used and maintained for all certification programs.

Scope: This will apply to all certification programs offered by the JIBC Fire & Safety Division.

Guidelines:

All JIBC campuses and any remote site used for certification will be adequate for the full testing of the performance objectives required and test security is maintained during the administration of a written exam.

1. The building and classroom features will be maintained to ensure a comfortable testing environment.
2. All practical scenario props and components shall be maintained to ensure fair and accurate testing and to provide for the safety and well-being of the candidates.
3. Scheduling shall ensure proper and adequate spacing, equivalent to one empty chair space for all certification testing. All efforts will be made to ensure students shall be afforded the opportunity to test without reasonable delay.

Reference: Proctor Procedures for Written Exams
Site Specific Operational Guidelines – Maple Ridge Campus

Director: 	Revised: September 26, 2013
Issued: October 30, 2009	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-10
Title: <i>Test Question Bank</i>	Page: 1 of 1

Purpose: To identify a written guideline for maintaining a test question bank

Scope: This will involve all subject test banks.

Guidelines:

The JIBC Fire & Safety Division shall maintain test question banks for all levels of accreditation.

1. Test Bank Management will conform to both:
 - the IFSAC Criteria for Certificate Accreditation “Written Test Banks”, and
 - the Pro Board Committee on Accreditation Criteria (COA 3, Criteria M).
2. The test bank shall be of sufficient size to enable several different test instruments to be created.
3. Attention will be paid to test construct validity and reliability.

Reference: A-11 Test Bank Management

Director:	Revised: September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-11
Title: <i>Test Bank Management</i>	Page: 1 of 3

Purpose: To have a written procedure for:
a) referencing all test items to criteria used by the JIBC Fire & Safety Division and;
b) analysis of items for validity, reliability and disparate impact.

Scope: Referencing and identifying validation procedures for all examination questions utilized by the JIBC Fire & Safety Division.

Guidelines:

All examination questions will reference the standard on which the question is based.

1. Referencing of Examination Questions to Program Criteria

- Each examination question will have at least one reference.
- The reference will identify which section of the NFPA standard the question tests against.

2. Validity and Reliability

All test questions utilized by the JIBC Fire & Safety Division will be reviewed and approved by a Validation Committee. This Committee shall consist of a minimum of two people:

- At least one, but preferably more than one, subject matter expert. Program Managers and Coordinators may serve as the Subject Matter Expert (SME).
- The Program Manager responsible for certification testing of the specific standard

The Committee will review each question for the following:

- Relevance of the question to the standard being tested,
- Validity and reliability of questions in the test question bank; and,
- Sufficiency and completeness of the test question bank in order to ensure coverage of the entire standard.

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-11
Title: <i>Test Bank Management</i>	Page: 2 of 3

Procedure for Validating Test Items:

Subject Matter Experts (SME)

Test banks must be reviewed by individuals considered ‘expert’ in the subject area. SME qualifications shall be documented on the Validation Committee Form.

Test Item Review

Test bank questions must be reviewed to ensure the content is relevant to the JIBC Fire & Safety Division’s jurisdiction and reflecting Canadian terminology and best practices.

Question Modification

When modifying test questions the first option should be to edit existing questions. The second option is to rewrite questions, and the final option is to retire the question.

Ensuring Security

The review of the exam bank will be completed using secure access through Questionmark Live or Questionmark Authoring Manager.

3. Analysis of Test Questions

An analysis sheet may be generated after an examination, upon request and for audit purposes.

The analysis sheet will be in the form of a Coaching Report. The Report will identify each question by registration number and examination sequential number, candidate identification number, subject, and identify by answer, all questions answered incorrectly.

All questions will have a record of the number of times it was answered correctly and incorrectly and provide a percentage figure for correct responses.

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-11
Title: <i>Test Bank Management</i>	Page: 3 of 3

When the Program Manager sees a problem on the analysis sheet with a question, or the correct responses of a question falls below 70%, it will be brought to the attention of the Deputy Director , for the appropriate action.

Reference: A-13 Test Analysis Procedure
 A-10 Test Question Bank

Director: 	Revised: November 2, 2015 September 26, 2013 September 17, 2009 July 22, 2008 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-12
Title: <i>Availability of Test Questions</i>	Page: 1 of 1

Purpose: To identify a written policy regarding the availability and access to test questions for all examination levels, for which accreditation is approved.

Scope: This will be applicable to all JIBC Fire & Safety Division test questions.

Guidelines:

1. Test questions will be made available to the IFSAC and Pro Board representative(s) identified and restricted to review at the JIBC Fire & Safety Division office(s).

Reference: N/A

Director:	Revised: September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-13
Title: <i>Test Analysis Procedure</i>	Page: 1 of 1

Purpose: To provide a written guideline for reviewing written and practical examinations/evaluations.

Scope: This will apply to all examinations/evaluations conducted by the JIBC Fire & Safety Division.

Guidelines:

1. Written Examinations

Written examinations will have an analysis sheet generated upon marking of written examinations.

Where there may appear to be a problem, the Program Assistant will bring the potential problem to the attention of the appropriate Program Manager or Coordinator.

Analysis sheets will be reviewed for trends and patterns in responses.

The Program Assistant will keep on file analysis sheets for examinations that was conducted.

2. Practical Evaluations

Practical evaluation checklists will be reviewed by the Program Manager or Coordinator at the conclusion of a course/evaluation.

Practical evaluation checklists will be reviewed for trends and patterns in responses.

3. Evaluation Visitation

The JIBC Fire & Safety Division may from time to time have a representative attend an evaluation session to conduct a visual audit of the process.

Reference: N/A

Director:	Revised: September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-14
Title: <i>Observation of Testing Process</i>	Page: 1 of 1

Purpose: To provide a written guideline for observation of testing.

Scope: This will involve all examinations and testing procedures conducted by the JIBC Fire & Safety Division.

Guidelines:

1. The Fire & Safety Division will permit a representative designated by IFSAC Certification Assembly Board of Governors (CABOG) or the Pro Board Committee on Accreditation (COA) to observe any testing process.
2. The IFSAC Board of Governors or Pro Board Committee on Accreditation will provide a minimum of forty-eight (48) hour notice of intent to observe a test.

Reference: N/A

Director:	Revised: November 2, 2015 September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: Accreditation	O.G. #: A-15
Title: Record Keeping and Test Bank Management	Page: 1 of 1

Purpose: To identify data to be maintained in a student record system.

Scope: This will involve all individuals taking examinations at and through the JIBC Fire & Safety Division.

Guidelines:

1. All student records will be stored electronically in the JIBC Registration and Records System.
2. All students will be issued a registration number upon initial registration with the JIBC.
3. A record will be kept of all individuals having been tested.
4. A record will be maintained of the examination levels(s) taken by an individual in a given subject area.
5. The JIBC will maintain record of the IFSAC and Pro Board serial numbers for each certificate issued.

Reference: JIBC Policy #3206 Student Records

Director: 	Revised: November 2, 2015 September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-16
Title: <i>Release of Test Scores</i>	Page: 1 of 1

Purpose: To provide a written procedure for the release of test (examination) scores.

Scope: This will apply to examinations, written and practical, conducted by the JIBC Fire & Safety Division.

Guidelines:

1. Notification of Test Results

All students will be notified in writing as to whether he/she was successful or unsuccessful.

Students will receive written notification of exam and evaluation results within 30 days of course completion and assignment deadlines.

Students will be informed in writing, by a "Letter of Completion". This letter shows the status for the written portion of the examination and for the practical evaluations, where applicable. Where both a written and a practical component are involved, the aggregate is given as a "Final Mark".

Where a student is unsuccessful in a written examination or practical evaluation, he or she will be notified by letter. The letter will identify opportunities for re-testing, if applicable.

Student notification will be private and confidential and communication of status will adhere to the provincial legislation regarding Freedom of Information and Protection of Privacy and the JIBC Student Records Policy.

References: JIBC Policy #3106 Freedom of Information and Protection of Privacy
JIBC Policy #3206 Student Records

 Director:	Revised: November 2, 2015 September 26, 2013 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-17
Title: <i>Certification - Appeal Procedure</i>	Page: 1 of 1

Purpose: To outline a written guideline in accordance with IFSAC and Pro Board criteria requiring an Appeal Procedure

Scope: The following procedure applies to all certification programs offered by the JIBC Fire & Safety Division.

It covers evaluation procedures for all students in all JIBC Fire & Safety Division courses or programs where evaluation is required to ensure an adequate learning outcome.

Policy: The Fire & Safety Division will conform to the JIBC's Student Academic Integrity Policy and Student Code of Conduct.

Guidelines:

The procedures associated with the JIBC Student Academic Integrity Policy will be followed.

Reference: JIBC Policy #3207 Student Academic Integrity
JIBC Policy #3205 Student Code of Conduct

Director: 	Revised: November 2, 2015 September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-18
Title: <i>Certification of Evaluators</i>	Page: 1 of 1

Purpose: To provide a written guideline for the certification of Evaluators.

Scope: This will involve all Evaluators utilized by the JIBC Fire & Safety Division.

Guidelines:

1. Written Examinations

All personnel conducting written examinations will be abide by the testing procedures outlined in Operational Guideline A-8 and the JIBC Fire & Safety Testing Procedures.

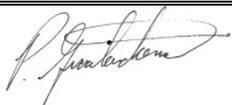
Exam proctors must be approved by the JIBC Fire & Safety Division and meet one of the following criteria:

- High school, university or college instructors
- An external professional not associated with the Fire Service
- JIBC certified evaluator who has been active during the last 12 months
- Other candidates accepted by the Fire & Safety Division.

2. Practical Skill Evaluations

All personnel conducting a practical skill evaluations and marking project/portfolio assessments will be JIBC trained and approved evaluators.

Reference: N/A

Director: 	Revised: November 2, 2015 September 26, 2013 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-19
Title: <i>Suspension of Evaluator Certification</i>	Page: 1 of 1

Purpose: To provide a written guideline for the suspension of Evaluator certification.

Scope: This will involve Evaluators who evaluate and proctor examinations for the JIBC Fire & Safety Division.

Guidelines:

1. Evaluator certification/status can be suspended or revoked by the Deputy Director and/or Director of the JIBC Fire & Safety Division for just cause.
2. Just cause may include, but is not limited to, failing to follow evaluation guidelines and proctor procedures.

Reference: N/A

Director:	Revised: September 26, 2013 September 17, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-20
Title: <i>Reciprocity</i>	Page: 1 of 2

Purpose: To identify a written guideline for reciprocity.

Scope: This will apply to all individuals applying for program credit as the result of an individual completing a program in another IFSAC or Pro Board jurisdiction.

Guidelines:

The JIBC Fire & Safety Division offers reciprocity for students that demonstrate competency and present documentation for testing/successful completion through an accredited agency for levels which the Fire & Safety Division is currently accredited.

Reciprocity will be granted through one of the following methods:

1. Review and Presentation of Documentation

The Program Assistant involved with Recognition of Prior Learning (RPL) will collect and verify certification credentials of all individuals certified by another accredited entity by checking the IFSAC or Pro Board Seal Registry.

The Program Assistant, RPL, will present findings to the Deputy Director or Program Manager, Curriculum & Accreditation Services, for approval to grant the applicant equivalence or approval to enter the next level of certification.

2. Challenge Examination and Evaluation

Upon approval of the Deputy Director, any student applying for program credit as a result of previous training and/or experience will have the opportunity to challenge the evaluation and assessment for a certification level.

If the student achieves the minimum passing grade or better on the examination and/or practical skills assessment, the student shall be issued a certificate for the level challenged with IFSAC and Pro Board seals.

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-20
Title: <i>Reciprocity</i>	Page: 2 of 2

3. Prior Learning Assessment and Qualification Recognition

The JIBC has an application process for evaluating student’s competence resulting from previous education or relevant career experience.

Students shall submit an application and provide supporting documentation for evaluation such as student portfolios and/or course work completed at other institutions.

Upon approval of the Deputy Director, the student shall be granted equivalence for a certification level. A certificate will not be issued, however, the student will receive a letter stating the certification level that equivalency has been granted for.

If there is a higher level of certification for the program, the student will be allowed to register and complete in the higher level and eligible for certification upon successful completion of the higher level.

Reference: JIBC Policy #3202 Prior Learning Assessment and Recognition

 Director:	Revised: November 2, 2015 September 26, 2013 November 3, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Examinations</i>	O.G. #: A-21
Title: <i>Administration of Practical Skill Evaluations</i>	Page: 1 of 2

Purpose: To provide a guideline for Fire Departments to administer JIBC Fire & Safety Division practical skill evaluations.

Scope: This will apply to practical skill evaluations approved for administration by Fire Departments.

Guidelines:

Upon receipt of an application for practical skill evaluation, the JIBC Fire & Safety Division will provide Fire Departments meeting eligibility criteria with the current practical skill evaluation checklist for administration to department members as required.

1. Eligibility

A Fire Department must have members registered in the programs as identified in the scope of this guideline.

Firefighters must be registered and have a JIBC Fire & Safety Division Student Number before writing any examinations.

2. Fire Department Administration of Practical Examinations

A JIBC Fire & Safety Division trained and approved evaluator must evaluate all practical examinations.

The Evaluator will complete the evaluation by filling in the front page of the practical checklist with the candidate name, candidate Student Number., session number, Evaluator's name, and signature.

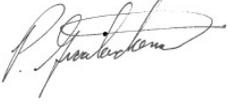
JIBC Fire & Safety Division: <i>Examinations</i>	O.G. #: A-21
Title: <i>Administration of Practical Skill Evaluations</i>	Page: 2 of 2

2. Fire Department Administration of Practical Examinations (continued)

Evaluators must be trained and approved through the JIBC FSD. Evaluators for practical skill evaluations shall not have been involved with the instruction.

Once completed, the evaluator will place the completed practical skill checklist in a sealed envelope and send to the FSD Program Assistant for the program.

Reference: N/A

Director: 	Revised: November 2, 2015 September 26, 2013 November 3, 2009 December 12, 2007 November 23, 2004 July 12, 2002
Issued: October 25, 1993	

JIBC Fire & Safety Division: <i>Accreditation</i>	O.G. #: A-22
Title: <i>Delegation of Certifying Authority</i>	Page: 1 of 1

Purpose: To identify the conditions by which the JIBC Fire & Safety Division may delegate its certifying authority.

Scope: This will be limited to the Province of British Columbia Fire Departments and other BC training entities.

Guidelines:

The JIBC Fire & Safety Division may delegate its certifying authority in accredited programs as outlined in the guidelines below and only where it is consistent with IFSAC and Pro Board Procedures.

1. Where the JIBC Fire & Safety Division may wish to delegate its certifying authority, the Division will inform IFSAC and Pro Board Administration.
2. Delegation of certification authority shall be conducted under the same procedures, criteria, and standards as those used by the JIBC Fire & Safety Division.
3. The JIBC Fire & Safety Division will be responsible for compliance with IFSAC and Pro Board criteria.
4. Delegation of authority shall be limited to organizations with responsibility within the Province of British Columbia.

Reference: N/A

	Revised:
Director:	November 2, 2015
	October 18, 2013
	September 17, 2009
Issued: October 25, 1993	December 12, 2007
	November 23, 2004
	July 12, 2002