

Audit Visit Worksheets For Training Centers

Institution of Fire Engineers



Canada Branch

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INSTITUTION OF FIRE ENGINEERS SITE VISIT WORKSHEETS FOR CERTIFICATE OF ACCREDITATION

This document is designed to be used by site visit teams during the accreditation site visit. As the name implies, this document is not required to be completed as a formal record. It is requested that site visit teams use this document and forward a copy to IFE Administration with the final report. This copy will be placed in the organization's file for historical purposes. Completed worksheets, complete with miscellaneous notes in margins, etc., are acceptable if not expected. These worksheets should not be redeveloped or formalized after the site visit. These worksheets are not considered part of the report to the IFE Administration.

CERTIFICATION ADMINISTRATION

1. The certifying organization shall have in place a written mission statement supported by various goals. Yes No

2. The certifying organization shall have available a listing of the job performance requirements and the requisites required for the various certification levels accredited, upon request by the applicant. Yes No

3. The certifying organization shall provide facilities and equipment that ensure the health and safety of participants.
 - A. The certifying organization shall provide documentation indicating that testing sites provide adequate space for written and manipulative skills testing. Yes No



- B. The certifying organization shall provide documentation indicating that the organization meets or exceeds applicable NFPA safety and health standards or their equivalents. Yes No
- C. The certifying organization shall provide documentation indicating that personal protective equipment, apparatus, and equipment meet or exceed applicable NFPA standards or their equivalent. Yes No
- D. The certifying organization shall provide any documentation where noncompliance with applicable statutes and/or other state, provincial, federal, or local regulations has occurred. Yes No
4. Certifying organizations shall establish policies and procedures to prevent undue or inappropriate influence over the certification system by any individual, organization, or interest group. Yes No



5. Accredited organizations shall have a written policy that addresses the impact of accreditation. Yes No
6. Accredited organizations shall have a written policy that specifies how persons previously certified or holding a position will be allowed to participate in the certification system. The policy shall address this matter in one of the following ways: (Explain your process)
- A. Personnel shall be granted an equivalent certification upon request; Yes No
- B. Personnel shall be examined to determine if they meet the certification requirements; Yes No
- C. Personnel shall be allowed to enter into a particular organization's next level of IFE accredited certification if they have a recognized provincial, or agency prerequisite certification level. Yes No



7. Any organization seeking initial accreditation or reaccreditation shall certify personnel to the current edition of standards adopted by the IFE Administration. Accredited organizations may continue to certify to previous editions of the recognized standard (including alternative standards) for a period of three (3) calendar years from the official date of adoption of the newest version. If the site visit occurs during the time that an organization is using a previously recognized standard, a recommendation for accreditation shall be contingent upon compliance with the three-year rule. Yes No
8. An accredited organization shall make all testing and certifying services available to all fire service personnel meeting published prerequisites. The organization shall make all testing and certifying services available to all of its constituents without regard to race, sex, or ethnic origin. Yes No



9. The certification system shall include a methodology for scheduling and administering testing to the preponderance of the constituency. Yes No
- A. Accredited organizations shall establish and publish the prerequisites required to take examinations at the various certification levels. Yes No
- B. Accredited organizations shall publish information that specifies (if required) a prescribed course of study prior to candidate taking certification exams. Explain the prerequisites for taking certification exams Yes No
- C. Written material regarding written and skills test descriptions, preparation, types of questions used in the written test, study references, and skills test criteria shall be accessible to the candidate. Yes No



- D. The organization seeking accreditation shall have a distribution plan relating to this item. Yes No
- E. Accredited organizations shall provide the date, time, and location of any testing process upon receipt of a request for such information from IFE Administration. Explain your procedures for scheduling of testing. Include your methods of approving site selection, safety, timing, proctoring, and adequacy of facilities. Yes No
10. Accredited organizations shall permit a representative designated by the IFE administration to observe any testing process upon receiving notice of intent to observe the test at least forty-eight (48) hours prior to the test. The certifying organization shall provide the dates, time, and location of any testing process upon request for such information from IFE Administration. Yes No
11. An accredited organization may delegate any or all of its certifying authority for accredited levels only after informing IFE Administration and under the following circumstances:
- A. The delegated certification authority shall be conducted under the same procedures, criteria, and standards as those used by the accredited organization. [For variations see (D)] Yes N/A



- B. The accredited organization delegating its authority shall be responsible for compliance with accreditation criteria. Yes N/A
- C. An accredited organization shall not delegate its certifying authority to another organization that has a broader geographical service area in terms of constituency. Yes N/A
- D. All materials for delegated levels shall be made available for site team review to ensure compliance with the accreditation criteria, or if the delegated organization uses a different set of criteria from the accredited organization, the accredited organization shall ensure a separate application is submitted to IFE. A separate site visit, along with appropriate fees, may be necessary as determined by IFE Administration Yes N/A
12. An organization may delegate any or all of its certification authority for non-accredited levels to another accredited organization with the approval of IFE Administration in concurrence with the. Yes N/A



A. IFE Administration must ensure that the empowered organization has approved the delegation and that the accredited organization receiving the delegation has sufficient resources and can continue to follow their accredited procedures in the new geographical area(s). Yes N/A

B. Certificates and seals will be issued under the IFE Administrations name. Yes N/A

13. Accredited organizations shall collect the following data and report it to IFE Administration at annually based on the organization's billing cycle. Yes No
- A. Names of candidates tested
 - B. Name/Birthday Identifier (See note below)
 - C. Certification level records
 - D. IFSAC seal number
 - E. Date of Certification

Note: International Registry Tracking Identifier

For all seals issued to individuals beginning April 1, 2008, organizations must report the seal as follows. The tracking identifier must include the:

- A. First seven letters of the individual's last name;
- B. The complete first name of the individual's;
- C. Individual's birth date in the following format YYYYMMDD;

Example - For an individual named Frank Smithstone with birthday of March 2, 1975, the identifier would be entered as "smithstfrank750302".



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14. Accredited organizations shall make test items for all levels available to site teams and administrative reviewers. Test items shall be reviewed in a secure setting, and shall not be copied by site team members or administrative reviewers in any way. Yes No
15. Accredited organizations shall have a written procedure to allow participants in their certification system to appeal certification decisions. Explain from beginning to end your appeal process. Yes No
16. An accredited organization shall agree to review the certification credentials of individuals certified by other IFE accredited organizations to determine which level of certification, if any, is applicable (Reciprocity). Describe the conditions under which certification would be granted to individuals certified by other IFE accredited organizations. Yes No
17. The certifying organization shall provide currency and recertification policies that address, at a minimum, the following: Yes No
- A. a period of time for which certification is valid;
 - B. procedures that address lapse of certification;
 - C. continuing education process – i.e., progression to next level of completion; and
 - D. if time-limited certification, establishing recertification requirements and criteria procedures, and administrative responsibilities.



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GENERAL ADMINISTRATION OF WRITTEN & SKILLS TESTING

The organization shall establish and utilize examination procedures which are valid. Examinations shall measure the performance of personnel consistent with the standards adopted by IFE to include the following:

- | | | |
|---|--------------------------|--------------------------|
| 1. Accredited organizations shall offer examinations for any level for which certification is offered. Examinations shall be subject to the following conditions: | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| A. JPRs, requisite knowledge and skills (to the extent possible) shall be examined through a process of objectively assessed examinations/tests. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| B. JPRs and requisite knowledge may be examined/tested through written or skills examinations/tests. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| C. JPRS involving skills and requisite skills shall be examined/tested through manipulative skills examinations/tests. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |



- | | | |
|---|--------------------------|--------------------------|
| 2. Correlation sheets in the IFE format must be prepared. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| A. A correlation sheet in the IFE format (provided by IFE Administration) shall be prepared by the organization for every level of accreditation being sought. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. As a minimum, each applicable component listed in the JPRs, requisite knowledge and skill shall have at least one associated test item. A test item (written or skill) may support more than one component, when relevant. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Each component listed under JPRs and requisite knowledge shall be covered by either a written item or skill sheet. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Each component listed under JPRs requisite skills shall be included in the skills sheet associated with that element. The skill sheet shall be listed in the block titled "Skill Sheet #". | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. For those standards that are not in the JPR format (e.g. NFPA 472, 473, 1521, Alternative Standards), it is incumbent upon the organization to demonstrate that they are meeting the intent of the standard. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| B. In the testing of requisite knowledge and skills, an organization may choose <u>one</u> of the following: | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Test requisite knowledge and skills as a pre-test prior to testing the job performance requirements for the level being tested. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Test the requisite knowledge and skills within the job performance requirement. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Test the job performance requirements provided there is reasonable assurance that a lack of requisite knowledge and skills would cause failure by the candidate. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |



- | | | |
|--|---------------------------------|--------------------------------|
| 3. If an organization is using a written test bank to test requisite knowledge, the organization shall have no less than one test question to support each component within the requisite knowledge. A test item may support more than one component, when relevant. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 4. The organization has the option to use a portfolio to show proficiency in the requisite knowledge and skills. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 5. Organizations shall ensure that the pre-requisite and/or co-requisite levels are successfully completed in conjunction with the level of certification itself to demonstrate participant competency. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 6. The organization shall be prepared to test all the JPRs and components of requisite knowledge and skills in the given standard. The actual testing process shall demonstrate that: | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |



- | | | |
|--|--------------------------|--------------------------|
| A. All JPRs and components of requisite knowledge and skills tested, or | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| B. A random selection of JPRs and components of requisite knowledge and skills are examined (this random selection shall be made from the items covering the entire standard). | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |



- C. A separate test bank shall be maintained for each level of certification. Yes No
- D. The standard and edition being tested are identified. Yes No
- E. The test bank shall test the same standard and edition as the accredited level. Yes No
- F. Each item shall include a reference to the standard being measured and to the reference source. Yes No



2. Test banks may be developed by the organization or purchased from an outside source. In either case, the following applies:
- A. Test items shall be reviewed by subject matter experts from the organization's jurisdiction. Yes No
- B. Each item shall be reviewed to ensure its applicability for use within the jurisdiction. Yes No
3. Test scores and test items shall be reviewed on a regular basis. In addition, procedures for analysis and corrective action shall be outlined for special circumstances, including but not limited to situations when questions are challenged, or a validation issue arises. Yes No
- A. The organization shall demonstrate their process for analyzing test items for validity and reliability. Yes No
- B. The organization shall analyze and maintain test statistics including the following: Yes No



1. Number of persons taking the test
2. Distribution of test scores
3. Average test score

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



WRITTEN/SKILLS TEST GRADING

1. An organization shall have identified criteria for the grading of all exams (written, skills, etc.). Yes No
- A. The scoring of exams shall be impartial. Yes No
- B. Any parts of an exam that are weighed shall be identified and explained. Yes No
- C. Knowledge examinations shall be graded with a predetermined grade level denoting the pass level (pass level shall be determined by the organization). Yes No
- D. Skills examinations shall be graded on a pass/fail basis. Yes No



2. The organization shall have a means by which candidates are notified of test scores. Yes No
3. Records shall be kept on all test results (e.g., hardcopy or electronic at the organization's discretion) for a period of time which the organization deems necessary. Yes No
4. Organizations shall establish a written policy regarding re-testing candidates. Yes No



TEST SECURITY

1. The certifying organization shall provide documentation of an evaluation security system that prevents compromising the evaluation instrument(s) and the evaluation process. Yes No
2. The security system shall identify the following:
- A. Restrictions limiting personnel access to the question sets, system, etc. Yes No
- B. Secure storage of test development materials and computer disks. Yes No
- C. Disposal/security of old exam development materials, disks, etc. Yes No



TEST PROCTORS/EVALUATORS

- | | | |
|---|---------------------------------|--------------------------------|
| 1. Accredited organizations shall have written procedures that govern test proctors/evaluators. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| A. Accredited organizations shall have written criteria for the selection of test proctors/evaluators. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| B. The guidelines issued to test proctors/evaluators for administering the test shall be clear, concise, and compatible with other procedures within the organization's policies and procedures document. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| C. The certifying organization shall adopt and publish the minimum criteria for proctors/evaluators used in its programs. The certifying organization shall maintain a process of periodic evaluation of proctors/evaluators to assess currency of skills and knowledge levels. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| D. The organization shall have written procedures for conducting evaluator training to include evaluation, policies and the record-keeping process. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |



E. Proctors/evaluators of skill examinations shall have adequate knowledge and skills for the subject matter. Yes No

F. Proctors/evaluators shall not be the same person who instructed a given prerequisite course of instruction, unless all of the following conditions are met: Yes No

1. The accredited organization shall have approved the examination process in advance. Yes No

2. The accredited organization shall have an audit procedure in place to ensure testing session creditability. Yes No



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3. The proctor(s) shall have signed an agreement acknowledging their intention to comply with the testing procedures of the accredited organization or shall have been certified by the accrediting organization as proctor(s). Yes No
4. The accredited organization shall have a policy establishing corrective actions for any proctor who fails to abide by the organization's testing procedures. Yes No
- G. The organization shall have a policy and/or procedure in place requiring the updating of evaluators on all policy and/or procedural changes. Yes No
- H. The certifying organization shall provide policies and procedures that ensure evaluators of manipulative skills testing perform their evaluations in an objective manner. Yes No
2. Organization shall establish procedures for proctors/evaluators to ensure that the candidates understand all instructions before proceeding with the exam. Instructions shall include: Yes No



A. Test time limits.

Yes No

B. Proper completion of all forms and answer sheets.

Yes No

C. Materials or equipment needed for the test.

Yes No

D. Proper handling of test interruptions (i.e. broken pencils, restroom needs).

Yes No

E. Limitations of proctor/evaluator assistance (i.e. definitions, rewording questions).

Yes No



F. General and life safety instructions.

Yes No



WRITTEN TESTS

1. If the organization uses a written test, information shall be documented for each level being accredited, including, and as a minimum:
- Yes No
- A. The standard and edition being tested.
- Yes No
- B. The number of questions on the exam.
- Yes No
- C. Types of questions.
- Yes No
2. Written tests may be generated manually or by using random question selection processes.
- Yes No



- A. Manually generated tests shall represent a fair evaluation of all components of cognitive knowledge in both the JPR and requisite knowledge areas. Different forms shall be constructed with no more than 75% redundancy. Yes No
- B. Randomly generated tests shall represent a fair evaluation of all components of cognitive knowledge in both the JPR and requisite knowledge areas. Tests constructed using random question selection processes will be exempt from the redundancy requirement. Yes No
3. Knowledge examinations shall be graded with a predetermined passing score determined by the organization. Yes No
4. The organization shall have more than one form of the test being used for each level. Yes No



SKILLS TESTS

- | | | |
|--|--------------------------|--------------------------|
| 1. The organization shall be prepared to test all the skills in the given standard.
The actual testing process shall demonstrate that: | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| A. All JPRs and requisite skills within the JPR are tested, or | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| B. A random selection of skills associated with the JPRs and requisite skills
are examined. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Any random selection process shall take into consideration the need
for a diverse degree of difficulty and a diverse range of job areas. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Any random selection process shall also produce the possibility for a
unique set of skills in each testing session. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| C. For those standards that are not in the JPR format (e.g., NFPA 472, 473,
1521, Alternative Standards), it is incumbent upon the organization to
demonstrate that they are meeting the intent of the standard. | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |



2. The organization shall demonstrate that skill evaluation scenarios ensure consistent skill evaluation by different proctors. This process shall include:
- Yes No
- A. The use of individual grading sheets for each candidate
- Yes No
- B. A written procedure for grading skill tests
- Yes No
- C. A pretest briefing for all evaluators involved in testing to include:
1. Review of acceptable test performance criteria
- Yes No
2. Proper completion of any forms used in the evaluation
- Yes No

