



*North Dakota Firefighter's
Association*
Organized June 6, 1984
Incorporated January 21, 1987

NORTH DAKOTA FIREFIGHTER'S ASSOCIATION



Certification Policy and Procedure Manual

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North Dakota
Firefighter's Association

MISSION STATEMENT

To promote the safety and welfare of the North Dakota Firefighter's Association members through uniform and established training standards.

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CHAPTER ONE – INTRODUCTION

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- Section 1-3: Empowerment
- Section 1-4: Scope

Section 1-1: Purpose

- 1.1.1 The purpose of this “*Certification Policy and Procedure Manual*” is to establish North Dakota Firefighter’s Association’s (NDFFA) policies and procedures for certification of fire and emergency service personnel, within the State of North Dakota. NDFFA’s certification program provides a mechanism for fire and emergency service personnel to gain certification recognized outside the State of North Dakota.

Section 1-2: Background

- 1.2.1 In March 2010, The NDFFA’s discussed the possibility of pursuing accreditation through the National Board on Fire Service Professional Qualifications (Pro Board®) for certifying fire fighters, in the State of North Dakota. As a result of that meeting, it was agreed NDFFA would pursue PRO BOARD certification accreditation.
- 1.2.2 In August 2013, NDFFA submitted an application for membership to the PRO BOARD® Certificate Assembly. Membership was granted by the Committee on Accreditation on October 15, 2013, and presented to the Association at the 2014 Annual Meeting in Orlando Florida to certify to the following levels:
- Fire Fighter I
 - Fire Fighter II
 - Hazardous Materials Awareness
 - Hazardous Materials Operations, including Mission Specific Competencies for Personal Protective Equipment and Product Control
- 1.2.3 Between NDFFA’s initial accreditation in October 2013 and the reaccreditation site visit in November 2019, NDFFA’s Advisory Committee and constituents from around the State of North Dakota requested NDFFA pursue the following additional levels of certification for inclusion in NDFFA’s accreditation status:
- Fire Instructor I
 - Fire Officer I
 - Technical Rescuer – Confined Space, Trench Rescue, Rope Rescue, and Collapse Rescue

Section 1-3: Empowerment

- 1.3.1 According to North Dakota Century Code, Section 18-03-01.1. North Dakota Firefighter's Association - Duties and Authority.

The North Dakota firefighter's association shall:

1. Develop and adopt a statewide fire education and training plan;
2. Coordinate fire service training at all levels; and
3. Establish procedures to govern the certification process for firefighter training.

Section 1-4: Scope

- 1.4.1 The NDFA fire fighter certification program is a voluntary program. There is no statutory requirement for fire fighters to be certified in the State of North Dakota. However, NDFA's fire fighter certification program fulfills the certification requirements imposed by fire departments, the Department of Defense (DOD) and all branches of the United States Government when required for a position when those entities recognize the accreditation awarded by the PRO BOARD®.

CHAPTER TWO – DEFINITIONS

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Section 2-1: Purpose

Section 2-2: Definitions

Section 2-1: Purpose

- 2.1.1 These definitions only apply to these policies and procedures and **DO NOT** in any way apply to the rules, regulations, practices, or procedures of any local fire service or organization.
- 2.1.2 All definitions which appear in the NDFA Certification Policy and Procedure Manual shall apply to the terms used in this policy and procedure manual. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings with the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

Section 2-2: Definitions

- 2.2.1 **ACCREDITATION** – The process by which a private, non-governmental, body evaluates an entity and formally recognizes it as having met certain predetermined criteria or standards.
- 2.2.2 **APPLICANT** – A person who has satisfied the requirements to be examined for certification or an entity that applies for recognition as an accredited academy.
- 2.2.3 **CANDIDATE** – A person performing written and/or practical examination for certification.
- 2.2.4 **CERTIFICATE** – An award recognizing completion of training, attendance, participation, achievement, et cetera. A certificate, in and of itself, IS NOT a certification. For example, one can be awarded a certificate for attendance or a certificate of certification (achievement). They represent two entirely different things. One indicates a person was in attendance at an activity, training event, class, et cetera. The other indicates a person demonstrated competence and, as a result, is officially recognized, certified, or licensed by a third party governing body. Certification is defined in 2.2.5.
- 2.2.5 **CERTIFICATION** – Formal procedure by which an accredited or authorized person, agency, or entity assesses and verifies the qualification or status of individuals in accordance with established requirements or standards and attests in writing by issuing a certificate. It can also be defined as, the confirmation that a person is certified as being able to competently complete a job or task as a result of passing an examination administered by an accredited entity.
- 2.2.6 **CERTIFICATION ADVISORY COMMITTEE** – A ten member board who hear certification program appeals. Responsibilities of the committee are listed in chapter 3.
- 2.2.7 **CERTIFIED** – Applicants who have successfully met or exceeded cognitive and psychomotor objectives of the NDFA fire service certification program.
- 2.2.8 **FIRE FIGHTER (FIREFIGHTER)** – A person whose vocation or avocation is fighting fires, a member of a fire service unit.

- 2.2.9 **FIRE SERVICE RELATED ACCREDITING BODY** – An organization that meets NFPA 1000, *Standard for Fire Service Professional Qualifications Accreditation and Certification Systems*, 2017 Edition (or current edition) and accredits entities empowered to grant certifications. Currently, the only recognized accrediting bodies are the National Board on Fire Service Professional Qualifications (Pro Board®) and International Fire Service Accreditation Congress (IFSAC).
- 2.2.10 **INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS (IFSAC)** – Peer driven, self-governing accrediting body that accredits both fire service certification programs and post-secondary fire related higher education degree programs.
- 2.2.11 **JOB PERFORMANCE REQUIREMENT (JPR)** – A JPR describes the performance required for a specific job. A JPR is the assembly of three critical components: task to be performed; tools, equipment, or materials that must be provided to successfully complete the task; and evaluation parameters and/or performance outcomes. JPRs are used to establish the evaluation criteria for certification at a specific job level. Psychomotor skills are those physical skills that can be demonstrated or observed. Cognitive skills cannot be observed but are rather evaluated by written assessment.
- 2.2.12 **LEAD EVALUATOR** – The qualified person designated by NDFA to oversee a given written and/or skills certification examination process. Only one Lead Evaluator will be designated for a written and/or skills certification test. Where both written and skills tests are conducted simultaneously, a single Lead Evaluator will be designated to oversee both tests. To be qualified as a Lead Evaluator, an individual must have served as a Skill Evaluator during a certification test.
- 2.2.13 **NATIONAL BOARD ON FIRE SERVICE PROFESSIONAL QUALIFICATIONS (Pro Board®)** – Non-profit corporation that accredits organizations that use NFPA professional qualification standards with certification programs.
- 2.2.14 **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA®)** – Organization that publishes standards for fire service professional qualifications and other fire and life safety codes and standards created through a consensus process.
- 2.2.15 **NORTH DAKOTA RESIDENT** – An individual who resides in the State of North Dakota and holds a valid North Dakota driver’s license.
- 2.2.16 **POLICIES AND PROCEDURES** – Formal guidelines promulgated by the NDFA program and/or the NDFA Certification Advisory Committee concerning the methods, procedures, and processes for implementing certification rules and administering the certification program.
- 2.2.17 **PRACTICAL EXAMINATION** – Actual psychomotor assessment consisting of random JPR selection and conducted in accordance with certification policies and procedures and NFPA standards.
- 2.2.18 **QUALIFIED** – A person that has been trained in the certification process and meets all relevant requirements of the certification policies and procedures.
- 2.2.19 **RECIPROCITY** – The recognition of certification, without any required testing, for those individuals who have been certified at a certification level by a PRO BOARD® or IFSAC accredited entity within the past five (5) years. This recognition of certification satisfies requirements defined in NFPA standards for prerequisite levels required for certification at a different level. For example, Hazardous Materials Operations Level Responder certification from a PRO BOARD® or IFSAC accredited entity satisfies the requirement found in section 5.1, of NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, for certification at the Fire Fighter I level.
- 2.2.20 **REVOCAION** – means to withdraw the certification of a fire service professional for mandatory grounds or ethical misconduct.
- 2.2.21 **REVOKE** – see revocation.

- 2.2.22 **SELF-CONTAINED BREATHING APPARATUS (SCBA)** – An SCBA that met NFPA Standard NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*, at the time acquired; including an “integrated” or “stand-alone” Personal Alert Safety System (PASS) that met NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)*, at the time acquired.
- 2.2.23 **SKILL EVALUATOR** – An individual qualified to assess certification skill tests.
- 2.2.24 **SKILL EVENT ASSESSMENT SET** – A set of skill events representing at least 25% of the skills identified in the NFPA standard for the level being assessed and representing a diverse range of difficulty. For each accredited level, skill event assessment sets are randomly selected for each skills assessment site.
- 2.2.25 **STRUCTURAL FIREFIGHTER PROTECTIVE CLOTHING (Turnouts)** – Multiple elements of compliant protective clothing, including helmet, coat, pants, gloves, boots, and hood, that met NFPA Standard NFPA 1971, *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*, at the time acquired.

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CHAPTER THREE – CERTIFICATION ADVISORY COMMITTEE

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Section 3-1: Purpose

- 3.1.1 The purpose of this section is to establish the administrative authority, responsibility, and policies for the North Dakota Firefighter’s Association Certification Advisory Committee (herein after referred to as the CAC).
- 3.1.2 The NDFA Certification Program will be governed by the NDFA Certification Advisory Committee, administered by the NDFA Training Director, with the NDFA Executive Board having inclusive responsibility over the program.

Section 3-2: Responsibilities

- 3.2.1 The CAC has the general responsibility for:
- Function as a liaison to all affected groups
 - Assist with program and examination and equivalency reviews as requested
 - Adoption of certification program appeals policies and rules
 - Conduct appeals hearings with regard to the certification program
 - Decide on appeals with regard to the certification program
 - Conduct certification revocation hearings
 - Decide on revocation of certification; and
 - Respond to challenges and complaints brought forth to the Committee.
- 3.2.2 The CAC shall have the responsibility to interpret certification program policies and procedures.
- 3.3.3 The CAC shall have the final authority in all certification program appeals.
- 3.3.4 The CAC shall have the final authority on revocation of certification.

Section 3-3: Organization

- 3.3.1 The CAC shall consist of ten members representing the following constituents:
- NDFA 1st Vice President
 - State Fire Marshal
 - A member from the North Dakota Fire Chief’s Association that will serve a 2-year term.
 - A member from the North Dakota Fire Prevention Association that will serve a 2-year term.
 - A member from the North Dakota Instructor Society that will serve a 2-year term.
 - Four NDFA members at large, one member elected from each of the 4 training regions: NW, SW, NE, and SE: (their terms will mirror the Trustee from their region).
 - A member of the Fargo Fire Department (as a delegated authority)

- 3.3.2 The NDFA Training Director shall serve on the CAC as an Ex-Officio member. The Training Director does not have voting rights.
- 3.3.3 The CAC shall elect a chairperson, hereafter known as the Chair. The Training Director shall serve as the Secretary and Compliance Officer for the CAC.
- 3.3.4 Meeting of the CAC shall be held as needed to address appeals or matters concerning the certification program. No meeting shall be held without a minimum of five (5) working days' notice.
- 3.3.5 Meetings shall be held in person if possible; however, due to the size of North Dakota, meetings may be held virtually as necessary. The Training Director shall notify all members of the CAC the location and time for each meeting.
- 3.3.6 The CAC Chair shall have the following responsibilities:
- (a) Conduct and chair all CAC meetings.
 - (b) Conduct meetings according to Robert's Rules of Order.
 - (c) Appoint CAC representatives to CAC committees as needed.
 - (d) Handle other duties as needed.
- 3.3.7 The CAC Secretary shall have the following responsibilities:
- (a) Call meetings upon request or as needed.
 - (b) Establish meeting agendas.
 - (c) Record minutes at CAC meetings.
 - (d) Ensure timely dissemination of all CAC minutes, actions, and business.
- 3.3.8 CAC members shall have the following responsibilities:
- (a) Maintain ethical standards and confidentiality in all CAC related matters.
 - (b) Represent the best interest of the CAC.
 - (c) Attend scheduled meetings.
 - (d) Be prepared for all CAC meetings by reviewing agendas and other related documents.
 - (e) Be fair and impartial in all appeals matters.

Section 3-4: Administration

- 3.4.1 At all meetings of the CAC, no vote shall be cast, and no decision made without a quorum of members present. If a quorum does not exist, issues may only be discussed for informational purposes. Issues must be carried over for vote until the next CAC meeting. A quorum shall exist when six (6) of ten (10) voting members are present.
- 3.4.2 A majority vote shall consist of a simple majority of the congruent vote of the voting members.
- 3.4.3 Notice of CAC meetings shall be made public at least five (5) working days prior to the scheduled meeting. The notice shall include date, time, location, and agenda of the meeting. It shall be the responsibility of the Training Director to make appropriate notifications.
- 3.4.5 One-on-one discussion between CAC members and/or individuals in the audience should be avoided. Discussion by a member should only take place when recognized by the Chair. All discussion shall be addressed to the Chair.
- 3.4.6 All meetings of the CAC or appointed committees shall have recorded/written minutes which shall be approved by the CAC.

- 3.4.7 The CAC shall keep confidential rulings, discussions, and et cetera, involving personnel records or matters of a sensitive nature. The Chair may move the CAC into executive session as necessary for personnel matters.
- 3.4.8 Any CAC member who violates the trust under 3.4.7 may be asked to resign from the CAC through a majority vote of the remaining CAC members. Any such request for removal shall be immediately reported to the Training Director in writing.
- 3.4.9 In accordance with the North Dakota Open Records Law, as currently written, all records of the CAC are deemed public. However, records on individual certifications and revocation are considered personal records. The release such personal records shall be in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

Section 3-5: Revocation of Certification

- 3.5.1 The CAC has the authority to revoke certification for any of the following reasons:
- (a) Conviction of felony or Class A misdemeanor “Attempt”, “Solicitation” or “Conspiracy” to commit a crime or a felony plea bargained down to a misdemeanor.
 - (b) Conviction of any crime that requires the individual to register as a sex offender.
 - (c) Makes any intentional material misstatement on application for certification.
 - (d) Falsifies training records or signatures on official documents.
 - (e) Intentionally misrepresents or violates the North Dakota Firefighters Association Certification program policies and procedures.
 - (f) Intentionally violates proctor’s instructions or is observed cheating to dishonestly pass an exam.
 - (g) Falsified any information submitted on the application for certification
- 3.5.2 When the CAC revokes the certification of any individual under the provisions of these policies, the revocation will encompass all fire service certificates NDFA has issued to that person.
- 3.5.3 Revocation Procedure.
- 3.5.3.1 *Agency Initiated:* When the entity utilizing an individual requests that the individual’s certification be revoked or denied, the entity must submit the request in writing to NDFA, including the reason for the requested revocation and all factual information supporting the request.
- 3.5.3.2 *NDFA Initiated:* Upon receipt of factual information from any source, and pursuant to these policies, NDFA may request that the individual’s certification be revoked.
- 3.5.3.3 When NDFA receives information, from any source, that an individual or entity may not meet the established standards as set forth in 3.5.1 of these policies, The Training Director or a special committee will investigate suspected or reported violations as deemed appropriate.
- 3.5.3.4 The investigation shall be conducted in a timely manner and in such a way as not to embarrass or demean a department or person.
- 3.5.3.5 The investigation shall begin by notifying the department and individual that an investigation is being conducted. At this time, the purpose of the investigation will be explained to the parties.
- 3.5.3.6 During the investigation, witnesses may be interviewed, and evidence collected.
- 3.5.3.7 The investigators shall seek firsthand information. Hearsay (one person’s report of what another person said) should be characterized as that and should generally be used only to ask the other person to come forward and be heard. No one will be “under oath,” but all should be counseled about the value of speaking fairly, accurately, and honestly.
- 3.5.3.8 The final report should be written and signed by the person conducting the investigation and /or committee members and presented to the CAC for consideration. It should summarize, analyze and briefly state the conclusions based on facts.

- 3.5.3.9 The CAC will review the report and the supporting factual information to determine if the request for further action meets the requirements of 3.5.1.
- 3.5.3.10 If the reason for the request does not meet the requirements for further action the CAC will notify the requestor.
- 3.5.3.11 If the reason for the request does meet the requirements, but is not supported by adequate factual information, the CAC will request further information from the initiator or conduct its own investigation of the matter.
- 3.5.3.12 If the CAC determines that an individual/entity may have engaged in a misconduct listed in 3.5.1, the CAC may conduct a revocation hearing.
- 3.5.3.13 The CAC will seek input from the affected individual, allowing him or her to provide, in writing, information for the CAC's review.
- 3.5.3.14 The CAC, in making a decision, will consider mitigating and aggravating circumstances.
- 3.5.3.15 If after considering the factual data, the individual's written response, and any mitigating circumstances, the CAC determines the requirements of 3.5.1 have been met, the CAC will vote on appropriate further action to be taken.
 - (a) If less than a majority of the CAC vote in the affirmative, the case will be deemed closed and no further action will be taken. The individual/entity will be notified in writing, within 15 days, of the CAC's decision.
 - (b) If a majority of the CAC vote in the affirmative, the individual/entity will be notified in writing, within 15 days, of the CAC's decision.

CHAPTER FOUR – CERTIFICATION

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- Section 4-2: General Certification Policies**
- Section 4-3: Test Banks Policies**
- Section 4-4: Skill Assessment Policies**

Section 4-1: Purpose

- 4.1.1 The purpose of this section is to establish policies and procedures for the NDFA, Fire Fighter Certification program.
- 4.1.2 The general purpose of the Fire Fighter Certification program is to measure the level of knowledge, skills, and abilities possessed by fire fighters seeking certification and to attest that these individuals meet nationally recognized standards.

Section 4-2: General Certification Policies

- 4.2.1 Under State of North Dakota Century Code (NDCC), the North Dakota Firefighter’s Association has the authority to certify fire service personnel in the State of North Dakota.
- 4.2.2 NDFA is the sole entity for awarding certification through the PRO BOARD® accreditation system and does not delegate its certifying authority to any political subdivision, local government entity, or state government agency unless specifically requested for in writing, recommended by the Certification Advisory Committee and given final approval by the Executive Board.
 - 4.2.2.1 By authority of the Executive Board, after application and recommendation of the Certification Advisory Committee, Fargo Fire Department is a recognized authority for the development of certifications within NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.
- 4.2.3 NDFA is solely responsible for establishing certification policies and procedures. No individual, entity, or interest group is permitted to establish certification policies and procedures or interpret policies and procedures as established by NDFA.
- 4.2.4 It is the policy of the NDFA Fire Fighter Certification program that the accreditation process will not affect the current certification status of any individual.
- 4.2.5 Certification written and skills testing under the PRO BOARD® accreditation system is only conducted under NDFA’s policies and procedures.
- 4.2.6 All applicants for certification, regardless of the level of certification sought, must meet the following criteria for certification:
 - 4.2.6.1 The applicant must be at least 16 years of age prior to testing for the requested level of certification.
 - 4.2.6.2 The applicant must be a member of a recognized North Dakota fire service organization and/or a member of the North Dakota Firefighter’s Association.
 - 4.2.6.3 The applicant must meet the required prerequisites for the requested level of certification.
 - 4.2.6.4 The applicant must complete all written and applicable skill testing, and any required retests, for the attempted level of certification within 12 months of application.

- 4.2.7 Certification testing will be made available to any individual who meets all the required criteria for certification, without regard to race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation except where a Bona Fide Occupational Qualification (BFOQ) applies.
- 4.2.8 Certification will only be granted to a candidate who successfully passes the certification examination process for the level of certification sought and who meets the required qualifications for the requested level(s) of certification, including any applicable pre-requisites and/or co-requisites.
- 4.2.9 It is the policy and practice of NDFA to certify personnel to the current edition of the National Fire Protection Association (NFPA) Standards and other standards as adopted by the PRO BOARD®.
- 4.2.10 It is the policy and practice of NDFA to update certification testing to current NFPA standards within two years of the official adoption of a standard, by the NFPA.
- 4.2.11 For each level accredited, it is the policy of NDFA to maintain written test banks and skill assessment sheets (where applicable) which test all JPRs, prerequisite knowledge, and prerequisite skills.
- 4.2.11.1 For each level accredited where the JPR format is not used, it is the policy of NDFA to maintain written test banks and skill assessment sheets (where applicable) which test all competencies identified in the standard.
- 4.2.12 It is the policy and practice of NDFA, where prerequisite requirements defined in other chapters and/or sections of an NFPA standard are required for qualification at the level sought, and those chapters and/or sections in and of themselves are not a level of certification accredited by the PRO BOARD® for NDFA to offer, the prerequisite requirements identified those chapters and/or sections shall be tested.
- 4.2.12.1 Where candidates hold certification(s) through a PRO BOARD® or IFSAC accredited entity for prerequisite requirements defined in other chapters and/or sections of an NFPA standard for at the level sought, the certification(s) may be accepted as meeting the prerequisite requirements through the reciprocity process (Chapter Ten: Reciprocity).
- 4.2.13 Once a certification level is attained, the individual remains current and retains that level of certification, without the necessity to recertify.
- 4.2.14 Certification can be revoked upon a vote of the Certification Advisory Committee (Section 3-5: Revocation of Certification).
- 4.2.15 NDFA Certification Standards are available on-line at:
<https://apps.nd.gov/NDFA/members/Home/Standards>

Section 4-3: Test Banks Policies

- 4.3.1 Test banks shall be made available to PRO BOARD® site teams for review at the time of the site visit.
- 4.3.1.1 Test banks will only be available for review by NDFA staff members and selected subject matter experts during test question validation.
- 4.3.1.2 Test banks will not be permitted to be removed from NDFA control apart from the validation process identified in section 13.4.3.
- 4.3.2 Certification written testing, for all levels of certification offered through NDFA, is based on a process of random sampling in assessing requisite knowledge for each level accredited. Random sampling will also be utilized where an NFPA Standard uses qualification competencies and not JPR format.

4.3.3 Written tests will be randomly generated from the test bank for the level and/or prerequisite chapters and/or sections to be tested.

4.3.3.1 Randomly selected written test items shall be of sufficient number to adequately cover the level and/or prerequisite chapters and/or sections being tested.

4.3.3.2 The following table contains information on test size for each chapter in for a certification level in addition to specifying how many questions relate to each chapter

Level: Fire Fighter I	Test Size: 100	Bank Size: 492
Level: Fire Fighter II	Test Size: 100	Bank Size: 284
Level: Hazardous Materials Awareness	Test Size: 30	Bank Size: 162
Level: Hazardous Materials Operations	Test Size: 50	Bank Size: 422
Level: Fire Instructor I	Test Size: 50	Bank Size: 301
Level: Fire Officer I	Test Size: 100	Bank Size: 394
Level: Technical Rescuer -Ropes I	Test Size: 50	Bank Size: 357
Level: Technical Rescuer -Ropes II	Test Size: 30	Bank Size: 228
Level: Technical Rescuer – Confined Space I	Test Size: 20	Bank Size: 83
Level: Technical Rescuer – Confined Space II	Test Size: 30	Bank Size: 109
Level: Technical Rescuer – Trench Rescue I	Test Size: 30	Bank Size: 193
Level: Technical Rescuer – Trench Rescue II	Test Size: 30	Bank Size: 139
Level: Technical Rescuer – Collapse Rescue I	Test Size: 30	Bank Size: 189
Level: Technical Rescuer – Collapse Rescue II	Test Size: 30	Bank Size: 235

Section 4-4: Skill Assessment Policies

4.4.1 Certification skill testing, for all levels of certification offered through NDFA, is determined by the certification level sought and is based on assessing the NFPA JPRs and requisite skills identified. Where a NFPA Standard uses qualification competencies rather than the JPR format, the competencies identified will be assessed.

4.4.2 NDFA will ensure the proper methodology is used to evaluate a candidate's performance based of the action verb s listed in the appropriate NFPA standard(s). These methodologies will include:

- Cognitive
- Psychomotor
- Process Assessment
- Product Assessment

- 4.4.3 For skill assessment of NFPA 1001, Fire Fighter I and Fire Fighter II levels, NFPA 1072, Hazardous Materials (Awareness and Ops), and NFPA 1006, Technical Rescuer (All Levels) certification skill testing is based on assessment of JPRs, and requisite skills identified.
- 4.4.3.1 Skill assessment for the above listed levels will be randomly sampled in clusters from the skill sheets for the level to be tested.
 - 4.4.3.2 Each randomly selected skill sheet cluster shall consist of skill sheets for assessing a minimum 25% of the JPRs and requisite skills identified for the level being tested.
- 4.4.4 For skill assessment of NFPA 1041, Instructor I level, certification skill testing is based on assessment of JPRs, and requisite skills identified.
- 4.4.4.1 Each instructional learning environment skill sheet shall assess 100% of the JPRs and requisite skills for Fire Instructor I level.
 - 4.4.4.2 To successfully pass an instructional learning environment skill sheet, all critical assessment items must be passed and 80% of the other assessment items scored must be passed. NOTE: Some assessment items are only scored when appropriate.
- 4.4.5 For skill assessment of NFPA 1021, Officer I level, certification skill testing is based on assessment of JPRs, and requisite skills identified.
- 4.3.6.1 Skill assessment for Officer I shall assess 100% of the JPRs.
 - 4.3.6.2 Evaluation of skill assessment sheets for Officer I shall be performed using a testing rubric to determine if competence is achieved. The testing rubric will be utilized to determine a passing score. The rubric will contain evaluative criteria, quality definitions for those criteria at levels of achievement, and a scoring strategy to identify satisfactory (passing) completion of skills.

Section 4-5: Knowledge Assessment Policies

- 4.5.1 Certification knowledge testing, for all levels of certification offered through NDFA, is determined by the certification level sought and is based on assessing the NFPA requisite knowledge identified. Where an NFPA Standard uses qualification competencies rather than the JPR format, the competencies identified that focus on knowledge will be assessed.

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CHAPTER FIVE – EXAMINATION PROCESS

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- Section 5-1: Purpose
- Section 5-2: Test Sites
- Section 5-3: Examination Policies
- Section 5-4: Notification of Certification Examination Results
- Section 5-5: Written Examination Policies
- Section 5-6: Skill Examination Policies
- Section 5-7: Certification Fee Structure

Section 5-1: Purpose

- 5.1.1 The purpose of this section is to establish policies and procedures for the NDFA, Fire Fighter Certification program examination process.
- 5.1.2 The general purpose of the examination process is to measure the level of knowledge, skills, and abilities, possessed by a candidate seeking certification, in an equal, fair, and nondiscriminatory manner.

Section 5-2: Test Sites

- 5.2.1 Effective 1 January 2023, NDFA will offer certification testing primarily through regional test sites.
 - 5.2.1.1 These test sites will be scheduled prior to October of each year to allow departments to coordinate their training academies to coincide with these test sites.
- 5.2.2 There will be no charge to attend a regional test site for initial certification testing.
 - 5.2.2.1 All retests, regardless of location, will require a non-refundable fee (see *Section 5.7: Certification Fee Structure*).
- 5.2.3 Departments who utilize NDFA approved in-house evaluators may continue to conduct certification testing as agreed upon.
- 5.2.4 Departments who wish to have NDFA host a regional test site must:
 1. Ensure their facilities meet the requirements of **Section 9-3: Certification of Facilities and Equipment**.
 2. Have a minimum of 10 candidates attend the test site from their training program. This includes candidates from other departments attending their academy.
 3. Notify the NDFA of their desire to host a regional test site no later than 6 months prior to their desired test site
- 5.2.5 Departments who want NDFA to conduct certification testing at their individual department:
 - 1) Must ensure their facilities meet the requirements of **Section 9-3: Certification of Facilities and Equipment**.
 - 2) Must have a minimum of 10 candidates attend the test site from their training program. This includes candidates from other departments attending their academy.
 - 3) Must submit their request for certification testing no later than **30 days prior** to their requested test date.
 - 4) Will be charged according to **Section 5-7: Certification Fee Structure**
- 5.2.6 Candidates wishing to test at a regional test site must have their request for certification testing submitted and approved by NDFA no later than 30 days prior to testing.

Section 5-3: Examination Policies

- 5.3.1 NDFA will oversee administration of all examinations. All examinations will be conducted equally, fairly, and without discrimination based on NDFA certification policies identified in Chapter 4.
- 5.3.2 NDFA will make accommodations for disabilities within the limits of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101) and JPRs identified in the NFPA standard for the level of certification sought.
- 5.3.3 Testing and certification are only available for North Dakota residents and individuals sponsored by a recognized North Dakota emergency service.
- 5.3.4 Certification testing will only be conducted in locations where suitable arrangements can be made for administering the written and/or skill test for the certification level to be tested. (See **Chapter 9: Facilities and Equipment Certification**)
- 5.3.5 A request for a certification examination to be administered by NDFA must meet the following requirements:
- 5.3.5.1 Certification examination requests must be received at least **30 days** prior to the requested test date.
 - 5.3.5.2 A certification examination request must include a statement regarding the level of certification sought to be tested.
 - 5.3.5.3 A certification examination request must include a request for both written and, when applicable, skills examination.
 - 5.3.5.4 A certification examination request must include a statement of ability to conduct all skill assessments identified in the NFPA JPRs for the level of certification sought.
 - 5.3.5.5 Certification of the location shall be based on NDFA policies and procedures found in **Chapter 9: Facilities and Equipment Certification**.
- 5.3.6 NDFA will notify the requesting department/organization/institution whether or not they are approved for testing at least 15 days prior to the requested examination date.
- 5.3.7 Testing events will be scheduled as required. Examination dates and registration cut-off dates will be posted on NDFA's web site.
- 5.3.8 NDFA will publish written material for each accredited level regarding the standard and edition the certification examination is based on, prerequisites, written and skills test descriptions, preparation for examination, types of test items used in written tests, study references, and skills test criteria. The material shall be available on NDFA's web site.
- 5.3.9 Candidate applications must be received by the posted registration cut-off date. **NO walk-in** applications will be accepted for examinations.
- 5.3.10 Applicants will be notified at least 15 days prior to the requested examination date as to their acceptance for examination.
- 5.3.11 An official, picture, ID is required for admittance to both written and skill certification examination events when positive identification is needed.
- 5.3.12 Where applicable, all testing material will be sent to the assigned Lead Evaluator prior to the testing event.
- 5.3.12.1 All testing materials will be sent by a shipping method capable of tracking the location of the material.
- 5.3.13 Security of the test items and skill event assessment sheets is the responsibility of NDFA until the material is received by the Lead Evaluator. After the material is received, the Lead Evaluator

becomes responsible for maintaining security until the materials are returned to NDFA.

5.3.13.1 If testing materials are shipped back to NDFA, the shipping method must be capable of tracking their location.

5.3.14 Written tests **ARE NOT** to be reproduced in the field unless approval is received from NDFA.

5.3.15 NDFA representatives will periodically visit test sites to ensure compliance with testing guidelines and policies.

5.3.16 Lead Evaluators and Skill Evaluators are responsible to ensure cheating does not occur during certification examinations.

5.3.17 Candidates that fail the written and/or skills assessment components of the certification process must retake the component or components (written and/or skills assessment) failed.

5.3.17.1 Candidates are permitted one opportunity to retest each skill component.

5.3.18 Candidates that fail either the written or skills assessment retest will be considered to have failed the certification process.

5.3.18.1 Candidates that fail the certification process may attempt the process 2 additional times. After the third attempt the candidate must wait 90 days from the time of the third examination attempt before reapplying for certification at the level failed. Refer to **Chapter 5.4.5** for additional failed attempts greater than three times

5.3.18.2 If the Candidate exceeds the one (1) year mark from beginning the certification process, the candidate must begin the process over.

Section 5-4: Notification of Certification Examination Results

5.4.1 Examination results (written and/or skill) will be made available to the candidate immediately following the examination event.

5.4.2 For results to be released to the candidate's fire chief or training officer, the candidate must complete a NDFA "*Waiver to Release Results*" form. If a completed and signed *Waiver to Release Results* is on file, the results will be released as indicated on the form.

Section 5-5: Written Examination Policies

5.5.1 Written examinations shall be of a length to adequately assess the candidate's knowledge for the level for which the candidate is seeking.

5.5.2.1 The test size and time limit, for each level for which NDFA is accredited, is identified in the guidebook for the accredited level.

5.5.2 A score of 70% or higher is required on written examinations to pass unless specifically identified within the appropriate standard being tested.

5.5.3 A score of less than 70% is considered a failing score unless specifically identified within the appropriate standard being tested.

5.5.4 In the event a candidate scores less than 70% on the first attempt of the written examination, the candidate will be permitted two retests (second/third test) to successfully complete the written examination (score a 70% or higher).

5.5.5 Retest procedures for written examinations:

5.5.5.1 Candidates that fail the initial written examination are responsible for contacting NDFA, after consulting with the chief or training officer of the department, to schedule a retest.

5.5.5.2 Candidates that do not successfully complete the initial written test will be charged a retest fee

(see *Section 5.6: Certification Fee Structure*).

- 5.5.5.3 The retest (second/or third) can be taken no sooner than **three (3)** calendar days after the previous written examination test date. This will allow the NDFA to process the results and reload the candidate into the NetExam program.
- 5.5.5.4 Candidates that score less than 70% on the third retest will be considered to have failed the certification process and must wait 90 days before reapplying for certification testing in the standard that was failed.
- 5.5.5.5 When reapplying for certification the candidate has another three retests (fourth/fifth/sixth attempt) to achieve a passing score.
- 5.5.6 After the sixth attempt the candidate must wait one year to reapply for certification and, if application is approved, must begin the certification process over.
- 5.5.7 Written examinations shall only be administered by NDFA Certification Program personnel using the Netexam online testing program.
- 5.5.8 Candidates scheduled to attend an examination event and who fail to show for the testing/retesting, will be scored as failing the test. The only exceptions are as follows:
 - 5.5.8.1 Exceptions to no show policy:
 - 5.5.8.1.1 Candidate calls NDFA and cancels at least 24 hours in advance.
 - 5.5.8.1.2 Candidate provides documentation of illness or injury with a physician's note within 7 days following the missed examination.
 - 5.5.8.1.3 Candidate provides documentation of family emergency or department conflict with a letter of explanation within 7 days' following the missed examination.
- 5.5.9 Once the testing begins, the test is considered closed, and no late arriving candidates will be admitted. Late arriving candidates will be scored as failing the test.
- 5.5.10 If a candidate or candidates is called out of the test due to an emergency, the candidate or candidates **will not** be permitted to continue the test upon return. The test will not be scored and will not count as the first attempt. The candidate must reschedule to take the test.

Section 5-6: Skills Examination Policies

- 5.6.1 Skill event assessment sets:
 - 5.5.1.1 NDFA will use skill event assessment sets to evaluate candidate skills.
 - 5.5.1.2 Skill event assessment sets shall represent at least 25% of the skills identified for an accredited level and shall represent a diverse range of difficulty.
 - 5.5.1.3 There shall be at least two unique skill assessment sets for each level accredited.
 - 5.5.1.4 Skill sets will be randomly selected for each certification skills examination.
- 5.6.2 All certification skill examinations shall be graded on a pass/fail basis.
- 5.6.3 Skill event assessment is based on “critical” and “non-critical” step assessment.
 - 5.6.3.1 All “critical steps” and a majority of the “non-critical steps” are required to be “passed” to receive a passing mark for a skill assessment event.
- 5.6.4 All skill assessments evaluated must be passed before the candidate is considered to have passed the skills assessment portion of the certification examination.

- 5.6.5 Each candidate will be provided skill assessment sheets for each skill to be tested.
- 5.6.6 Candidates will be given two opportunities (1st attempt and 2nd attempt) to pass each skill event in the skills assessment portion of the certification examination.
- 5.6.7 Candidates that fail both opportunities (1st attempt and 2nd attempt) are considered to have failed the first skill assessment (initial test).
- 5.6.8 Retest procedures for skill examinations:
- 5.6.8.1 Candidates that fail two or fewer skill assessment events during the first skill assessment (initial test) are required to retest the failed skill events and a corresponding number of new, randomly selected, skill events.
- 5.6.8.2 Candidates that fail three or more skill events during the first skill assessment (initial test) are required to retest using an entirely new, randomly selected, skill event assessment set.
- 5.6.8.3 Candidates that fail the first skill assessment (initial skill test) are responsible for contacting NDFA to schedule a retest.
- 5.6.8.4 Candidates that do not successfully complete the skills assessment portion of the first skill assessment (initial test) will be charged as follows:
- For a retest of up to two skill stations, a fee per station will be charged (see **Section 5.6: Certification Fee Structure**);
 - For retest requiring three or more stations, a fee will be charged for the entire retest (see **Section 5.6: Certification Fee Structure**).
- 5.6.8.5 The skill retest (second test) must be taken within 12 months of the original testing (written or skill) examination test date.
- 5.6.8.6 Failure to retest within 12 months of the original testing (written or skill) will be deemed failure of the certification process and the candidate must begin the entire certification process anew.
- 5.6.8.7 Candidates that fail any station during the skills retest (second test) will be considered to have failed the certification process.
- 5.6.9 Candidates that fail the certification process must wait three (3) months from the date of the second failed attempt before reapplying for certification
- 5.6.10 Initial skill assessment evaluation:
- 5.6.10.1 Candidates will be provided two attempts to pass each skill assessment event.
- 5.6.10.2 Candidates that fail the first attempt during the initial skill assessment will be provided a second attempt to pass the skill assessment event.
- 5.6.10.3 The second attempt will be evaluated by a different evaluator that is unaware of the reason for the first attempt failure.
- 5.6.10.4 Candidates that fail the second attempt will be considered to have failed that skill assessment event for the first time.
- 5.6.10.5 Candidates that fail one or more skill assessment events during the initial skill assessment test will be considered to have failed the initial skills assessment portion of the certification examination and are required to schedule a retest.
- 5.6.11 Retest procedures when two or fewer skill events are failed during the initial skill event assessment:
- 5.6.11.1 Candidates that fail two or fewer skill events during the initial skill assessment test will be provided one (1) attempt to pass each of the failed skill events from the initial skill assessment test.
- 5.6.11.2 Candidates that pass the one attempt provided for the previously failed skill event are required to pass an additional, randomly selected, skill event for each previously failed skill event. The randomly selected skill event(s) will be of similar difficulty, i.e., if an inspection and maintenance skill were failed initially, an inspection and maintenance skill will be randomly

selected. If a fire attack skill were failed initially, a fire attack skill will be randomly selected.

- 5.6.11.3 Candidates will be allowed two (2) attempts to pass each of the additional randomly selected skill event.
 - 5.6.11.4 Candidates that pass each of the previously failed skill events and the additional randomly selected skill events shall be considered to have passed the skills assessment portion of the certification examination.
 - 5.6.11.5 Candidates that fail a skill event during the retest, either the previously failed skill(s) retest or the additional randomly selected skill(s) will be considered to have failed the certification process.
- 5.6.12 Retest procedures when three or more skill events are failed during the initial skill event assessment:
- 5.6.12.1 Candidates that fail three or more skill events during the initial skill assessment test are required to pass an entirely new, randomly selected, skill event assessment set.
 - 5.6.12.2 Candidates will be provided two attempts to pass each skill assessment event.
 - 5.6.12.3 Candidates that fail both attempts during any one skill event will be considered to have failed that skill assessment event.
 - 5.6.12.4 Candidates that fail a skill assessment event during the retest will be deemed to have failed the certification process.
- 5.6.13 Candidates that fail the certification process must wait three months from the date of the second failed attempt before reapplying for certification.
- 5.6.14 Candidates who are scheduled to attend a test or retest, and do not show up for the test, will be scored as failing the test.
- 5.6.14.1 Exceptions to no show policy:
 - (a) Candidate calls NDFA and cancels at least 24 hours in advance.
 - (b) Candidate documents illness or injury with a physician’s note within 7 days following the missed examination.
 - (c) Candidate documents family or work emergency within 7 days following the missed examination.

Section 5-7: Certification Fee Structure

5.7.1 Certification levels will be put into one of the following categories based on the difficulty of preparing suitable testing site:

Level 1	Level 2	Level 3
Hazardous Materials Awareness Hazardous Materials Operations Instructor I Officer I	Fire Fighter II	Fire Fighter I Tech Rescue (all levels)

5.7.2 NDFA uses the following fee structures for Individual initial certification testing:
(Used when individual requests to be tested without attending a regional test site)

Level	Written	Skills	Written and Skills
1	\$14.00	\$52.00	\$66.00
2	\$14.00	\$140.00	\$154.00
3	\$14.00	\$200.00	\$214.00

- 5.7.3 NDFA uses the following fee structure for ORGANIZATIONAL initial certification testing:
(Used when a department wishes to have NDFA conduct a certification test instead of attending a regional test site)

Level	Written Only	Skills Only	Written and Skills
ALL	1-4 Candidates - \$14.00 per candidate	1-4 Candidates - \$146.00 flat fee	1-4 Candidates - \$160.00 flat fee
	5 candidates - \$12.00 per candidate.	5 candidates - \$30.00 per candidate.	5 candidates - \$42.00 per candidate.
	6-10 Candidates - \$11.00 per candidate	6-10 Candidates - \$26.00 per candidate	6-10 Candidates - \$37.00 per candidate
	11-15 Candidates - \$9.00 per candidate	11-15 Candidates - \$21.00 per candidate	11-15 Candidates - \$30.00 per candidate
	16-20 Candidates - \$8.00 per candidate	16-20 Candidates - \$17.00 per candidate	16-20 Candidates - \$25.00 per candidate
	21-25 Candidates - \$7.00 per candidate	21-25 Candidates - \$15.00 per candidate	21-25 Candidates - \$22.00 per candidate

- 5.7.4 NDFA uses the following fee structure for retesting when conducted during a regional test site:

Level	Written Retest	Skills Retest
1 – 3	\$10.00	\$20.00 per skill

- 5.7.5 NDFA uses the following fee structure for retesting when conducted outside of a regional test site:

Level	Written Retest	Skills Retest (up to 2 skills)	Skills Retest (requiring a whole new set of skills)
1	\$10.00	\$20.00 per retest skill	\$45.00
2	\$10.00	\$20.00 per retest skill	\$100.00
3	\$10.00	\$20.00 per retest skill	\$150.00

- 5.7.6 Reciprocity Evaluation Fees:

- 5.7.6.1 Reciprocity Evaluation - \$25.00 per request

Note: *If two levels are requested on one date, the fee is \$25.00, i.e., one request. If one level is requested on one date and another level is requested on another date, the fee is \$50.00, i.e., two requests (\$25.00 for the first request and \$25.00 for the second)*

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CHAPTER SIX – LEAD EVALUATORS AND SKILL EVALUATORS

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- Section 6-1: Purpose**
- Section 6-2: Responsibilities**
- Section 6-3: General Guidelines for Lead Evaluators and Skill Evaluators**
- Section 6-4: Criteria for Lead Evaluator**
- Section 6-5: Criteria for Skill Evaluators**
- Section 6-6: Guidelines for Test Administration**
- Section 6-7: Lead Evaluator and Skill Evaluator Evaluation**
- Section 6-8: Lead Evaluator/Skill Evaluator Training**

Section 6-1: Purpose

- 6.1.1 The purpose of this section is to establish policies and procedures for Lead Evaluators and Skill Evaluators in the NDFA, Fire Fighter Certification program.
- 6.1.2 The general purpose of Lead Evaluators and Skill Evaluators is to provide trained and nonbiased personnel for the administration of written and skills examination components of the certification process.

Section 6-2: Responsibilities

- 6.2.1 It is the Lead Evaluator's responsibility to make certain all paperwork for a testing event is in order before the event begins, all necessary equipment and props are ready for the event, determine if there are any potential cases where a Lead Evaluator/Skill Evaluator should recuse their self from assessing a candidate or from the entire process, and all paperwork is submitted to NDFA within 5 days following an event.
 - 6.2.1.1 The Lead Evaluator is responsible for making the on-site determination as to the resolution of any conflicts arising during a certification examination event.
- 6.2.2 The Lead Evaluator is responsible for supervising the administration of written and/or skills examinations, including test security, submittal of all records and reports, and ensuring all certification procedures are followed.
- 6.2.3 A Skill Evaluator is responsible for assessing the assigned psychomotor skill event, as a component of the certification examination process. Skill Evaluators function under the direction of the Lead Evaluator.

Section 6-3: General Guidelines for Lead Evaluators and Skill Evaluators

- 6.3.1 To qualify and maintain qualification as a Lead Evaluator and/or Skill Evaluator, personnel must meet the following criteria:
- (a) Be certified at the level being evaluated,
 - (b) Have attended NDFA evaluator training within the past two years,
 - (c) To be qualified as a lead evaluator, the person must serve a minimum of two times as a skill evaluator, and
 - (d) Shall be evaluated periodically as described in section 6.7.
- 6.3.2 Lead Evaluators and Skill Evaluators for certification examinations must be selected from the qualified evaluator list. Lead Evaluators and Skill Evaluators are not eligible to serve when any of the following occur:
- (a) The evaluator has more than a casual knowledge of the individuals to be tested. For example, the student is not a family member, roommate, spouse, employee, etc;
 - (b) The evaluator instructed any portion of the course candidates took to prepare for the certification examination except for instructing at State or Regional Fire School; or
 - (c) The evaluator is aware of any situation that could pose an ethical dilemma.
- 6.3.3 Anytime policy and/or procedure changes are made, Lead Evaluators and/or Skill Evaluators will be notified in writing and updates for manuals will be provided.
- 6.3.4 The Lead Evaluator and/or Skill Evaluator must recuse their self from the evaluation of any candidate when the candidate is more than a mere acquaintance, for example, the Lead Evaluator/Skill Evaluator was a direct supervisor the candidate or the candidate was enrolled in a course in which the Lead Evaluator/Skill Evaluator instructed.
- 6.3.5 All Lead Evaluators and Skill Evaluators have the responsibility for ensuring the objectivity and integrity of the certification examination process.
- 6.3.6 All Lead Evaluators and Skill Evaluators must follow established policies and procedures, including written and skill test administration instructions, when conducting a certification examination.

Section 6-4: Criteria for Lead Evaluators

- 6.4.1 All Lead Evaluators are required to comply with all rules, guidelines, policies, and procedures in place for the examination or examinations being administered.
- 6.4.2 Lead Evaluators are responsible for maintaining test security throughout the certification examination process.
- 6.4.3 Lead Evaluators are responsible for preventing cheating during the certification examination process and are authorized to take any steps necessary to prevent cheating from occurring.
- 6.4.4 Lead Evaluators are responsible for resolving on-site appeals made during the certification skill event examination process. All written examination appeals must be referred to the NDFA for resolution.
- 6.4.5 Lead Evaluators are responsible for certifying the facilities and equipment to be used for certification.
- 6.4.6 Lead Evaluators are responsible for establishing safety protocols for all certification skill event examinations.
- 6.4.7 Lead Evaluators are responsible for reading all written and skills testing instructions to the candidates for the test being administered.

Section 6-5: Criteria for Skill Evaluators

- 6.5.1 All Skill Evaluators are required to comply with all rules, guidelines, policies, and procedures in place for the examination or examinations being administered.
- 6.5.2 Skill Evaluators are responsible for preventing cheating during the skills examination. Skill Evaluators may take any steps necessary to prevent cheating from occurring.
- 6.5.3 Skill Evaluators are not permitted to explain how to perform a skill event. If asked by a candidate for clarification, the Skill Evaluator can repeat the “*Read to Candidate*” directions and/or scenario identified on the skill event sheet for the skill being assessed.
- 6.5.4 Candidates retesting a skill assessment, will be assessed by a Skill Evaluator other than the one who previously assessed the candidate.

Section 6-6: Guidelines for Test Administration

- 6.6.1 Prior to the certification examination, the Lead Evaluator shall verify that the material is correct for the level to be tested and that there are sufficient materials for administering the test.
- 6.6.2 The Lead Evaluator shall certify the facility and equipment to be used for administering the certification examination (see Chapter Nine: Facilities and Equipment Certification).
- 6.6.3 Once all test candidates are present, the Lead Evaluator must determine if there is any potential conflict of interest or ethical issue with any of the assigned Skill Evaluators. Refer to 6.3.2.
- 6.6.4 All written examinations for Certification are to be conducted according to the test administration guidelines for the level(s) being tested.
- 6.6.5 All skills examinations for Certification are to be conducted according to the test administration guidelines for the level(s) being tested.
- 6.6.6 Failure to follow test administration policies:
 - 6.6.6.1 An Evaluator that fails to follow test administration guidelines will receive a written warning for the first offense and will be placed on probation for 6 months.
 - 6.6.6.2 An Evaluator that fails to follow test administration guidelines while on probation will be removed from the certified evaluator list for one year.
 - 6.6.6.3 An Evaluator that knowingly violates test administration guidelines will be permanently banned from the qualified evaluator list and an investigation will be conducted as per **Section 3-5: Revocation of Certification** and results will be forwarded to the chief of the individuals department.
- 6.6.7 Periodically NDFA will conduct test site surveillance to observe and ensure testing procedures are followed and to conduct evaluator evaluations. **See Section 6-7: Lead Evaluator/Skill Evaluator Evaluation.**

Section 6-7: Test Site Surveillance/ Evaluator Evaluations

- 6.7.1 Test sites will be observed periodically or as determined by the Training Director. Surveillance visits are to ensure testing protocols are adhered to and to allow for evaluation of assigned evaluators.
 - 6.7.1.1 Surveillance will be conducted by NDFA staff or certified evaluators who have been trained and appointed as surveillance evaluators.
- 6.7.2 All Lead Evaluators and Skill Evaluators shall be evaluated periodically or as determined by the Training Certification Policy & Procedure Manual

Director.

- 6.7.3 Lead Evaluator and Skill Evaluator evaluations shall be conducted using the Lead Evaluator and Skill Evaluator Evaluation form.
- 6.7.4 Each Lead Evaluator and Skill Evaluator shall be evaluated separately.
- 6.7.5 The results of the evaluation survey will be given to the individual Evaluators within 30 days.
- 6.7.6 Lead Evaluators and Skill Evaluators that receive an evaluation of two or less out of five on two evaluations within one calendar year shall be removed from the qualified list for one year and are required to attend training again before being reinstated.
- 6.7.7 Lead Evaluators and Skill Evaluators removed from the qualified list two times within a 5 year period shall be permanently barred from serving as a Lead Evaluator or Skill Evaluator.
- 6.7.8 Each person's results will be maintained in their personnel file for five years.

Section 6-8: Lead Evaluator/Skill Evaluator Training

- 6.8.1 Lead Evaluators and Skill Evaluators shall participate in certification test methodology class at least once every two years.
- 6.8.2 Lead Evaluator and Skill Evaluator training shall include the following:
 - (a) Certification policies and procedures
 - (b) Written test administration procedures
 - (c) Skill test administration procedures
 - (d) Skill test assessment practicum exercise
 - (e) Record keeping requirements
 - (f) Ethics
- 6.8.3 Changes to certification policies and procedures, written test administration procedures, and/or skill test administration procedures will be sent to Lead Evaluators and Skill Evaluators by e-mail.

CHAPTER SEVEN – REQUEST FOR ACCOMMODATIONS

INDEX:

Section 7-1: Purpose

Section 7-2: Responsibilities

Section 7-3: Guidelines for Requesting Accommodations

Section 7-1: Purpose

7.1.1 The purpose of this section is to establish policies and procedures for accommodating candidates requiring accommodations in the certification examination process.

Section 7-2: Responsibilities

7.2.1 NDFA is responsible for making all reasonable accommodations necessary to enable the candidate to take written and/or skills examinations.

7.2.2 Lead Evaluators and Skill Evaluators are responsible for following the accommodations as directed by NDFA.

Section 7-3: Guidelines for Requesting Accommodations

7.3.1 Candidates may make a request for accommodations for certification examinations.

7.3.1.1 Accommodations will only be made for the written examination and only be in the form of providing a reader to assist with the exam, a separate testing room, or by allowing additional time to complete the written exam.

7.3.2 Candidates must make the request for accommodations in writing, using the “Accommodation Request” form, to NDFA at least 14 days prior to the certification examination for which accommodations are being requested.

7.3.3 Candidates requesting accommodations must meet all other requirements and prerequisites for the level of certification being requested.

7.3.4 NDFA will make accommodations within the limits of the Job Performance Requirements (JPR) identified in the National Fire Protection Association (NFPA) professional qualifications for the level of certification being requested, e.g., if the NFPA JPR indicates the job requires a person to climb a ladder, the candidate will be required to climb a ladder.

7.3.5 If the request is approved, the candidate will be notified as to the accommodations that will be permitted.

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CHAPTER EIGHT – CERTIFICATES AND SEALS

INDEX:

Section 8-1: Purpose

Section 8-2: Responsibilities

Section 8-3: Distribution of Certificates

Section 8-1: Purpose

8.1.1 The purpose of this section is to establish policies and procedures for creating certificates and registering PRO BOARD® numbered seals.

Section 8-2: Responsibilities

8.2.1 Upon satisfactory completion of the certification examination process, NDFA is responsible for creating the certificate.

8.2.2 NDFA is responsible for affixing a numbered and registered PRO BOARD® seal to the certificate.

Section 8-3: Distribution of Certificates

8.3.1 Certificates will be mailed to successful candidates within 30 days following completion of both written and skills examinations and all prerequisite for the level testing.

8.3.2 Duplicate certificates are available for download through the members area on the NDFA website.

8.3.3 No certificate will be awarded without successfully completing the certification process through NDFA.

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CHAPTER NINE – FACILITIES AND EQUIPMENT CERTIFICATION

INDEX:

- Section 9-1: Purpose**
- Section 9-2: Responsibilities**
- Section 9-3: Certification of Facilities and Equipment**
- Section 9-4: Suspension of Testing**

Section 9-1: Purpose

- 9.1.1 The purpose of this section is to establish policies and procedures for the certification of facilities and equipment to be used in the administration of written and skills certification examinations.

Section 9-2: Responsibilities

- 9.2.1 The Lead Evaluator is responsible for certifying that facilities provide adequate, safe, and secure space for administration of the testing to be conducted.
- 9.2.2 The local entity sponsoring the certification examination is responsible for certifying the facilities and equipment meet all applicable NFPA safety and health standards and applicable local codes/ordinances.
- 9.2.3 The Lead Evaluator is responsible for determining if all protective clothing and SCBA to be used during skills examination meet or exceed all relevant NFPA standards.

Section 9-3: Certification of Facilities and Equipment

- 9.3.1 All facilities shall be assessed prior to a certification examination to ensure compliance the following:
- 9.3.1.1 Sufficient and appropriate space for testing (skills and/or written)
- 9.3.2 All equipment shall be assessed prior to certification skills examination to ensure the following:
- 9.3.2.1 Equipment is appropriate for skills testing and safe to use
 - 9.3.2.2 Sufficient quantity for testing
- 9.3.3 Failure to achieve certification of facilities and equipment will result in cancellation of the certification examination (skills and/or written).
- 9.3.4 Each candidate's personal protective equipment (PPE), including protective clothing, SCBA, and Personal Alert Safety System (PASS), required for the certification skills examination shall be assessed prior to the examination to ensure they comply applicable NFPA standards, function properly, and are serviceable, i.e., no tears, no holes, proper fit, et cetera.
- 9.3.5 A candidate whose PPE is deemed unsatisfactory will not be permitted to participate in the certification skills examination component.
- 9.3.5.1 A candidate whose PPE is deemed unsatisfactory for the skills examination component will be permitted to participate in the written examination component.
 - 9.3.5.2 Any candidate who is not permitted to participate in the certification skills examination due to unsatisfactory PPE must reschedule for another examination as soon as possible.
 - 9.3.5.3 No additional fee will be charged for rescheduling due to unsatisfactory PPE.
- 9.3.6 If a candidate's PPE is damaged during the testing process and deemed unsatisfactory to continue the skills examination process must reschedule for another examination as soon as possible.
- 9.3.6.1 Any candidate who must reschedule as a result of damage to PPE incurred during the skills examination will only be required to complete the number of skill events, randomly selected, and not completed during the skills examination where the PPE was damaged.
 - 9.3.6.2 No additional fee will be charged for rescheduling due to PPE damaged during skills testing.

Section 9-4: Suspension of Testing

- 9.4.1 The Lead Evaluator has the authority to suspend an examination event for any of the following reasons:
- (a) Safety issues with equipment that arise after testing begins.
 - (b) Safety hazards not present when testing began.
 - (c) Weather related safety concerns.

- 9.4.2 If an examination is suspended, candidates that have not completed the examination prior to suspension of testing will be rescheduled for another examination event as soon as possible and at no expense.
- 9.4.2.1 Candidates testing as a result of suspension of testing will only be required to complete the number of skill events not completed prior to suspension of testing. For example, if a candidate only needs to complete one skill, the candidate will only be required to complete one skill during the next examination. That skill must be different from the ones completed prior to suspension of testing.
- 9.4.2.2 If a candidate failed a skill event prior to suspension of testing, the candidate will be required to retest the failed skill (candidate will be provide one attempt) plus one randomly selected skill. In addition, the candidate will be required to complete the number of skills not tested as a result of suspension of testing. These skills will be randomly selected.

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CHAPTER TEN – RECIPROCITY

INDEX:

Section 10-1: Purpose

Section 10-2: Responsibilities

Section 10-3: Reciprocity

Section 10-1: Purpose

10.1.1 The purpose of this section is to establish policies and procedures for awarding reciprocity to candidates certified by entities other than NDFA.

Section 10-2: Responsibilities

10.2.1 NDFA is responsible for determining reciprocity on an individual case-by-case basis.

10.2.2 The candidate is responsible for submitting all required applications and documentation to NDFA for use in determining if reciprocity will be awarded.

Section 10-3: Reciprocity

10.3.1 NDFA will only grant reciprocity for those levels which NDFA is accredited.

10.3.2 Reciprocity will only be granted for certification levels issued through a PRO BOARD® or IFSAC accredited entity and where written and (where applicable) skills testing was performed in granting the original certification for which the candidate is seeking reciprocity.

10.3.3 Candidates seeking reciprocity to meet prerequisite requirements to obtain certification must submit a Request for Reciprocity application with all required documentation before NDFA will award certification for any level for which prerequisite certification is required.

10.3.4 Candidates seeking reciprocity shall fulfill the following requirements:

- (a) Candidates must be a current resident of North Dakota and a member of an North Dakota fire department/district/agency.
- (b) Submit a completed Request for Reciprocity for each level reciprocity is being requested for.
- (c) Pay a non-refundable processing fee for *Evaluation of Reciprocity* (see *Section 5.7: Certification Fee Structure*).
- (d) Provide a copy of the PRO BOARD® and/or IFSAC certificates for each level being requested (to include **all** prerequisite levels not already in the NDFA database system) and proof it was awarded within the past five (5) years. All certificates **must** have a legible PRO BOARD® and/or IFSAC seal and number on them. *Certificates issued by the accredited entity under their reciprocity provision (secondary certificates) will not be accepted.*

10.3.5 After reviewing the Request for Reciprocity application, NDFA will notify the candidate regarding the results of the application. If reciprocity is granted, an email will be sent to the candidate verifying reciprocity.

- 10.3.6 A separate Request for Reciprocity application and application fee (see *Section 5.7: Certification Fee Structure*) is required each time a candidate seeks reciprocity.
- 10.3.7 NDFA will not issue a NDFA certificate of certification for any level attained through the reciprocity process and will not affix a PRO BOARD® seal or number to the reciprocity letter.
- 10.3.8 Intentionally falsifying of documents submitted as part of the reciprocity application process will result in denial of reciprocity and the reason for denial will be sent to the applicant's chief of department.

CHAPTER ELEVEN – CERTIFICATION APPEALS PROCESS

INDEX:

Section 11-1: Purpose

Section 11-2: Responsibilities

Section 11-3: Appeals Policies and Procedures

Section 11-1: Purpose

11.1.1 The purpose of this section is to establish policies and procedures for the certification appeals process.

Section 11-2: Responsibilities

11.2.1 The Lead Evaluator is responsible for on-site decisions.

11.2.1.1 Written Test question challenges must be referred to the NDFA for resolution.

11.2.2 The NDFA Training Director is responsible for appeals not resolved on-site, appeals arising from the application process, and appeals arising from the certification process.

11.2.3 The NDFA Certification Advisory Committee is responsible for appeals not resolved by the NDFA Training Director.

Section 11-3: Appeals Policies and Procedures

11.3.1 Issues that arise during the testing process will be addressed by the Lead Evaluator.

11.3.1.1 Candidates that wish to appeal the decision of a Skill Evaluator shall make the appeal verbally to the Lead Evaluator.

11.3.1.2 Decisions by the Lead Evaluator made during the testing process are final.

11.3.2 Appeals of decisions made as a result of the application process or the certification examination process must be made in writing within 30 days of the date of certification examination.

11.3.3 All appeals, with the exception of those made on-site, must include the following:

- (a) Name of person initiating request for appeal
- (b) Examination date
- (c) Type of examination
- (d) Reason for the appeal

11.3.4 The NDFA Training Director will make a decision on the appeal based on a review of the candidates written appeal, report by the Lead Evaluator for the examination being appealed (where applicable), and any relevant documentation.

- 11.3.5 If the candidate disagrees with the decision of the NDFA Training Director, the candidate may appeal to the Certification Advisory Committee.
 - 11.3.5.1 Appeals to the Certification Advisory Committee must be submitted in writing, within 14 days of when the decision by the NDFA Training Director was handed down.
 - 11.3.5.2 The Certification Advisory Committee will make a decision based on the policies and procedures as identified in this document. (*Chapter 3: Certification Advisory Committee*)
 - 11.3.5.3 All decisions by the Certification Advisory Committee are final.
- 11.3.6 Decisions by the Certification Advisory Committee will be reviewed by the NDFA Training Director. Where it is determined corrections or revisions are required in policies, procedures, test banks, or skill sheets, the Training Director will take steps immediately to correct the problem.

CHAPTER TWELVE – CANDIDATE RECORDS

INDEX:

Section 12-1: Purpose

Section 12-2: Responsibilities

Section 12-3: Record keeping

Section 12-1: Purpose

12.1.1 The purpose of this section is to establish policies and procedures for recording and keeping documents associated with the certification process.

Section 12-2: Responsibilities

12.2.1 NDFA is responsible for maintain all records associated with the certification process in accordance with the State of North Dakota Records Management Policy.

12.2.2 PRO BOARD® is responsible for maintaining the certification registry.

Section 12-3: Record Keeping

12.3.1 It is the policy of NDFA to maintain an electronic summary record for each candidate that includes the following information:

- (a) Name
- (b) Address
- (c) Candidate certification records, including test date for each level attempted and date of certification for each level where certification was awarded, and PRO BOARD® seal number for each level where certification was awarded
- (d) Equivalency and Reciprocity decisions (if applicable)
- (e) Appeal decisions (if applicable)

12.3.2 It is the policy of NDFA to send PRO BOARD® the following information. The information shall be sent prior to June of each year.

- (a) List of names of candidates tested since previous report
- (b) Certification level records
- (c) PRO BOARD® Seal Number for each candidate certified at each level
- (d) Date of certification for each candidate at each level
- (e) Last four of the candidates Social Security Number

12.3.3 The following statistical information will be generated and maintained within the Netexam program:

12.3.4.1 Written Examination:

- (a) Level of testing
- (b) Date of testing
- (c) Location of testing
- (d) Number of candidates tested
- (e) Median average score
- (f) High score and low score
- (g) Test used

12.3.4.2 Skills Examination:

- (a) Level of testing

- (b) Date of testing
- (c) Location of testing
- (d) Number of candidates
- (e) Number of Skill Evaluators
- (f) Skill sheets used

12.3.4 Test event records are kept for three (3) years.

12.3.5 Candidate summary records are electronically kept indefinitely.

- (a) All candidates must be members of the NDFA. Members have the ability to upload certificates to their profile on the NDFA website which will be kept indefinitely and at their disposal.

CHAPTER THIRTEEN – TEST BANKS

INDEX:

Section 13-1: Purpose

Section 13-2: Responsibilities

Section 13-3: Written Test Banks

Section 13-4: Validity and Reliability of Test Banks

Section 13-5: Test Item Challenges

Section 13-1: Purpose

13.1.1 The purpose of this section is to establish policies and procedures for maintaining test banks.

Section 13-2: Responsibilities

13.2.1 NDFA is responsible for keeping and maintaining secure written test banks.

13.2.2 The Lead Evaluator is responsible for maintaining security of the written test when in his/her possession as part of the certification examination process.

Section 13-3: Written Test Banks

13.3.1 NDFA will maintain a test bank for each PRO BOARD® certification level for which NDFA is accredited.

13.3.2 NDFA will identify the standard and edition being tested for each level accredited.

13.3.3 Test banks shall test the same standard and edition as the accredited level.

13.3.4 Test banks will be revised as needed to comply with changes to NFPA standards.

13.3.5 NDFA will use commercially available test bank software for creating written exams.

13.3.6 NDFA will evaluate all test banks for validity and reliability before using them in the certification process.

13.3.7 NDFA written examination versions for each test bank are randomly created by the NetExam software for each PRO BOARD® certification level NDFA is accredited.

13.3.8 When a commercially available test bank is used, NDFA will create or edit test items to cover any areas of the NFPA standard the test bank does not address.

13.3.9 Each test bank shall not have less than two test items for each requisite knowledge statement identified in the NFPA standard for each PRO BOARD® certification level for which NDFA is accredited.

13.3.10 To the extent practical, all components listed under requisite knowledge for each NFPA JPR, or as a cognitive competency where the JPR format is not used, shall be measured through objective written testing. This shall be done for each certification level for which NDFA is accredited.

- 13.3.11 Each test bank shall contain, at a minimum, twice the number of active test items as will be tested.
- 13.3.12 Each randomly selected test shall include the standard and edition being tested.
- 13.3.13 Test Security:
 - 13.3.13.1 Access to the test bank shall be limited to the NDFA office staff through password protection.
 - 13.3.13.2 All test banks shall only be maintained on the Netexam Online Program and the secured network server.
 - 13.3.13.3 Access to the tests banks shall use a password system, e.g., a password must be used to access the computer to access the test banks.

Section 13-4: Validity and Reliability of Test Banks

- 13.4.1 All test items in the test banks shall be referenced to both the applicable NFPA standard and the reference manual adopted by NDFA.
- 13.4.2 All test items shall be reviewed by subject matter experts to insure they, in fact, test the applicable NFPA standard (validity).
- 13.4.3 The process for test bank validation is as follows:
 - 13.4.3.1 The Training Director shall assemble a review team that consists of an adequate number of NDFA staff and Subject Matter Experts.
 - 13.4.3.2 Each team member will be given a block of questions and/or skills sheets and a test bank confidentiality agreement that will be returned to the NDFA office once signed.
 - 13.4.3.3 After reviewing each question and/or skill sheet the reviewer will mark the material appropriate or inappropriate. The same procedure will be used for all material and by all evaluators.
 - 13.4.3.4 The reviewers' task is to ensure that the material is appropriate for the geographical area and that the material is relevant. The reviewer will also draft replacement material to be validated during the group session.
 - 13.4.3.5 After all materials have been initially reviewed, the evaluators shall gather as a group with the Training Director as facilitator. The purpose is to review all the materials that were marked inappropriate; review replacement test questions; and make a final decision on test bank content.
- 13.4.4 All written tests and test items shall be evaluated to measure consistency in assessment (reliability). This shall include average, high, and low score for the test.
- 13.4.5 Annually the NDFA will analyze pass/fail percentages as they pertain to each question.
 - 13.4.5.1 Any question or skill that has been used 20 times and is identified with a greater than 65% failure rate, is made inactive by the NDFA office, to ensure they will not be used until review process completed.
 - 13.4.5.2 The questions/skills are then reviewed by the NDFA office staff for reliability and/or submitted to the SMEs to verify validity. Once these questions/skills are verified and or corrected they may be returned to the active test bank.
 - 13.4.5.3 Test items found to be inconsistent with recommend test item construction practices shall be revised or removed from the test bank.
 - 13.4.5.4 Test items found to be "not valid" based on the NFPA standard, shall be revised or removed from the test bank.
- 13.4.6 NDFA will maintain the following from each test:
 - (a) Number of persons taking the test
 - (b) Distribution of test scores (high and low score)
 - (c) Average test score

Section 13-5: Test Item Challenges

- 13.5.1 A candidate can challenge any test item included in the test.
- 13.5.2 Challenges to test items must be submitted in writing before the candidate leaves the testing area.
- 13.5.3 Challenges must include the following:
 - (a) Name of person submitting the challenge.
 - (b) Date of the challenge to easily look up the question in question in Net Exam.
 - (c) Test item number for the item or items being challenged.
 - (d) Rationale for the challenge.
- 13.5.4 Challenges to a test item or items will be reviewed by the Training Director for resolution.
- 13.5.5 A candidate can appeal the decision by the Training Director, about resolution of the challenge to the Certification Advisory Committee.
- 13.5.6 Decisions by the Certification Advisory Committee, about a challenge, are final.

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CHAPTER FOURTEEN – SKILL ASSESSEMENTS

INDEX:

Section 14-1: Purpose

Section 14-2: Responsibilities

Section 14-3: Skill Test Sheets

Section 14-4: Validity and Reliability of Skill Sheets

Section 14-1: Purpose

14.1.1 The purpose of this section is to establish policies and procedures for maintaining skill assessment sheets.

Section 14-2: Responsibilities

14.2.1 NDFA is responsible for keeping and maintaining skill assessment sheets for all accredited levels.

14.2.2 The Lead Evaluator is responsible for maintaining test security during skills assessment portion of the certification examination process.

Section 14-3: Skill Test Sheets

14.3.1 NDFA will maintain skill sheets for each PRO BOARD® certification level for which NDFA is accredited, where skill assessment is required.

14.3.2 Skill Sheets will be revised as needed to comply with changes to NFPA standards.

14.3.3 To the extent practical, all components listed under the JPR and requisite skill for the JPR, or as a performance competency where the JPR format is not used, shall be measured through performance skill testing. This shall be done for each certification level for which NDFA is accredited, where skill assessment is required.

14.3.4 Where NFPA standards are not written in JPR format for an accredited level, NDFA will, to the extent practical, measure identified psychomotor skills through objective performance evaluation.

Section 14-4: Validity and Reliability of Skill Sheets

14.4.1 NDFA will evaluate all skill sheets for validity and reliability before using them in the certification process.

14.4.2 All skill sheets shall be referenced to the applicable NFPA standard.

14.4.3 All skill sheets shall be reviewed by subject matter experts to insure they, in fact, test the applicable NFPA standard (validity).

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CHAPTER FIFTEEN – NOTIFICATION OF TESTING

INDEX:

Section 15-1: Purpose

Section 15-2: Responsibilities

Section 15-3: Notification Procedures

Section 15-1: Purpose

15.1.1 The purpose of this section is to establish policies and procedures for providing notification of certification examinations, including notice to prospective candidates and PRO BOARD®.

Section 15-2: Responsibilities

15.2.1 NDFA is responsible for providing notice of scheduled certification examination events. This notice shall occur through the NDFA web site.

Section 15-3: Notification Procedures

15.3.1 NDFA will maintain a schedule, on-line, indicating the date, location, and levels of certification to be tested for all certification examination events.

15.3.1.1 Entities requesting an initial certification examination for any standard must submit an Application for Examination at least 30 days prior to the examination date desired.

15.3.1.2 Entities requesting to re-sit a written certification examination must submit a request at least 7 days prior to the examination date desired. A formal request through email is acceptable.

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CHAPTER SIXTEEN – CODE OF ETHICS

INDEX:

Section 16-1: Purpose

Section 16-2: Responsibilities

Section 16-3: Code of Ethics

Section 16.4: Sanctions

Section 16-1: Purpose

16.1.1 The purpose of this section is to establish a Code of Ethics for the North Dakota Firefighter’s Association, Fire Fighter Certification System.

Section 16-2: Responsibilities

16.2.1 NDFA certification evaluators, proctors, subject matter experts (SMEs), and anyone else involved in the management or implementation of the NDFA Firefighter Certification should be committed to honorable behavior, even at the sacrifice of personal advantage.

Section 16-3: Code of Ethics

16.3.1 I recognize that I serve in a position of public trust that imposes responsibility to use NDFA owned resources effectively and judicially.

16.3.2 I will not use my public position to obtain advantages or favors for friends, family, personal business ventures, or myself.

16.3.3 I will demonstrate sensitivity and professionalism in all activities with clients, colleagues, and the public at large.

16.3.4 I will make no claim to professional qualification which I do not possess.

16.3.5 I will perform all professional responsibilities with the highest sense of integrity and confidentiality

16.3.6 I will seek no favor and accept no form of personal reward for influence or official action.

16.3.7 I will carry out policies established by NDFA to the best of my abilities.

16.3.8 I will continually improve my competencies and quality of service.

16.3.9 I will put aside any personal opinions, biases, and beliefs when interacting with the candidates that I am evaluating.

16.3.10 I will not cheat or plagiarize or participate in cheating or plagiarism.

16.3.11 I will not furnish false information with the intent to deceive any organization, person, or agency.

16.3.12 I will not forge, alter, or misuse documents or records whether in written or electronic form.

16.3.13 I will not use or access without authorization files, data, or equipment.

- 16.3.14 I will not abuse, harass, intimidate, or threaten by any means a candidate, staff member, visitor, invited guest, or member of the public I serve.
- 16.3.15 I will not steal, misuse, or maliciously damage NDFA or private property entrusted to me.
- 16.3.16 I will follow published policies and procedures.

Section 16-4: Sanctions for Violation of the Code of Ethics

- 16.4.1 Removal from participation in the certification program on a temporary or permanent basis.

First/Last Name _____

Signature _____

Role in the Certification Process _____

Date Signed _____