



## Evaluator Qualifications

Operational Guideline #001

References:	Pro Board Criteria: TA5
Revised:	January 23, 2018

### 1.0 General Information

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- 1.1 Purpose:** To ensure that all Evaluator's selected for use at the FPOABC meet the minimum prerequisite qualifications required to conduct practical skills evaluation in a fair and consistent manner.
- 1.2 Responsibility:** It is the responsibility of FPOABC ProBoard Certification Coordinator to ensure that these minimum qualifications are met and the responsibility of the Evaluator's to abide by these requirements.

### 2.0 Procedures

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#### Required Qualifications for NFPA Courses:

- Evaluators must hold a combination of:
- Certification to at least the standard to which they are evaluating, and
- Either Five (5) years' service in the Fire Service or equivalent experience deemed appropriate by the FPOABC.
- Persons having a minimum of 15 years of experience in the relevant field, and who wish to become an Evaluator, may apply in writing to the FPOABC ProBoard Certification Coordinator who will send the information to the Board of Directors to be designated as an expert in the field. The Board will then review this application, and, if expert status is granted to the applicant, s/he will be permitted to continue the process to become an Evaluator.

#### Evaluators

- Any applicants interested in becoming an Evaluator must submit a resume to the FPOABC ProBoard Certification Coordinator.
- All successful applicants must take the mandatory Evaluator training course.
- New Evaluators will be trained individually by an FPOABC ProBoard Certification Coordinator in practical skills evaluations until s/he deems the new Evaluator competent, at which time an experienced Evaluator will sign the new Evaluator off as qualified, and the Evaluator will sign the 'FPOA007 Evaluator Agreement'.
- Acceptance as an Evaluator may be restricted to specific NFPA Standards, based on qualification, skills, and experience of the individual. Evaluators must have the necessary knowledge and experience to make competent and accurate judgments.

- Before an Evaluator can deliver an evaluation they first must review the Evaluators Evaluation Testing criteria with the FPOABC ProBoard Certification Coordinator, unless they are delivering a lesson plan that they have already reviewed in the past year.



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Gayanne Pacholzuk  
President, FPOABC

January 23, 2018

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