



Course Timeframe Requirements

Operational Guideline 030

References:	Pro Board Criteria: PA1, TD3
Revised:	January 23, 2018

1.0 General Information


- 1.1 Purpose:** To provide a written, formal policy to ensure online requisite course material, and practical skills evaluations are conducted in a timely matter following the conclusion of a training program.
- 1.2 Responsibility:** It is the responsibility of all Evaluators to be familiar with this guideline to ensure Students are properly informed of the Cognitive Test and Practical Skills evaluation dates following the conclusion of a training program.

2.0 Procedures

- 2.1** From the date of registration, the student will have 5 (five) calendar months to complete the online portion of the course material. If an extension is needed it may be approved by the FPOABC ProBoard Certification Coordinator.
- 2.2** Students not meeting the requirements of 2.1 will have their names removed from the course registration. Students will be notified by email of the cancellation. Students must re-register and pay full course tuition if they wish to restart the course.
- 2.3** Notwithstanding OG062, once the student has completed the online part of the course, an Evaluator will be assigned by the FPOABC ProBoard Certification Coordinator. The Cognitive Test and the Practical Examination must be taken within 21 (twenty-one) days from the date that the student receives their evaluation notices via email, unless an extension is approved by the FPOABC ProBoard Certification Coordinator.
- 2.4** Once the Cognitive Test is marked and the Evaluator returns the completed Practical Evaluation check-sheet and related documentation, Students will be notified via email whether they have passed or failed.
- 2.5** Any student requiring a re-examination, Cognitive Test and/or Practical Exam, must complete the re-examination within 21 days of receiving notification of their initial examination marks, unless approved by the FPOABC ProBoard Certification Coordinator.
- 2.6** Registration costs for both the NFPA1033 Fire Investigator and NFPA1031 Level 1 Fire Inspector courses include course tuition, course manual, and the first write of the written and practical examinations. Reasonable costs incurred for Evaluator travel will be charged to the student or department as required. Such additional costs shall be discussed and

invoiced to the student or department, and the invoice paid, prior to the written and practical exams taking place.

- 2.7** If an organization has arranged a special training course exclusively for their employees, evaluation dates suitable to the client may be arranged directly with the FPOABC ProBoard Certification Coordinator.



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January 23, 2018

Date