



CERTIFICATION EXAM

Agency Evaluator Agreement

Agreement Information (complete before signing):

Effective Date: _____

Agency Name: _____

Agency Designation: _____ (i.e., ARTP or ALA)

This Certification Examination Agency Evaluator Agreement ("Agreement") is made and entered into as of the Effective Date set forth above, by and between the California Department of Forestry and Fire Protection, Office of the State Fire Marshal, State Fire Training Division ("SFT"), and the Agency identified above ("Agency").

WITNESSETH

Whereas, each party administers a program focused on delivering training for California fire service personnel; and
Whereas, SFT administers a training and certification system recognizing members of the California fire service for their professional qualification achievements; and

Whereas, SFT is accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board) to confer position certifications based upon the professional qualification standards of the National Fire Protection Association (NFPA); and

Whereas, the Agency has achieved the Agency Designation identified above and has agreed to participate with SFT by administering certification examinations to satisfy the requirements of SFT, IFSAC, and Pro Board.

NOW, THEREFORE, the parties agree as follows:

(1) General provisions, SFT

- a. SFT authorizes the Agency to conduct certification examinations consistent with the minimum standards and course curricula developed by SFT, in accordance with SFT policies and procedures as published in the SFT Procedures Manual at their accredited facility for the following positions:
 - i. **Fire Fighter 1 and 2, and Fire & Emergency Services Instructor 1 and 2.**
- b. SFT will maintain a validated certification examination question database and validated written certification examinations for all positions for which SFT is accredited by IFSAC and Pro Board.
- c. SFT will maintain validated skills sheets for all positions for which they are required, and for which SFT is accredited by IFSAC and Pro Board.
- d. SFT will promptly notify the Agency when changes have been made to policies and procedures that might impact the agreement, the minimum standards developed by SFT, and/or the certification examinations or course curricula developed by SFT.
- e. SFT will periodically conduct site visits to evaluate the Agency's compliance with the minimum standards and course curricula developed by SFT, and with SFT policies and procedures.

(2) General Provisions, Agency

- a. Agency agrees to comply with this agreement, the minimum standards and course curricula developed by



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SFT, and with SFT policies and procedures.

- b. Agency agrees to conduct certification examinations in accordance with SFT policies and procedures as published in the SFT Procedures Manual at their accredited facility using validated written and skills exam materials provided by SFT.
- c. Agency agrees to utilize only Lead Evaluators and Skills Evaluators that have been properly trained and approved by SFT.
- d. Agency agrees to conduct examinations in a confidential manner and to supervise the exam process. The Agency shall account for all examinations and all examination materials before and after the examinations are conducted.
- e. Agency agrees to maintain all examination materials under its control in a secure manner consistent with SFT policies and procedures, and shall notify SFT within five business days of a known or suspected breach in exam security. A "breach in exam security" shall include, but not be limited to, lost, stolen, or unaccounted for examinations or examination materials, or incidents of actual or suspected disclosures of examination questions, examinations, or examination materials by persons taking the examinations.
- f. Agency agrees that prior to conducting examinations at a location other than their previously accredited site, they shall inspect the alternate site and ensure that it is fully equipped and capable of hosting a certification examination.

(3) Accountability, Suspension or Revocation, Appeals and Audits

In the event that an Agency fails to comply with the provisions herein, or should an Agency be found in noncompliance with the minimum standards and course curricula developed by SFT or with SFT policies and procedures, SFT will enforce the provisions of Title 19, CCR, §1990.07, 1990.08, 1990.09, and 1990.10.

(4) Integration

This Agreement contains all of the terms and conditions agreed upon by the parties relating to the matters covered by this Agreement, and supersedes any and all prior and contemporaneous agreements, negotiations, correspondence, understandings, and communications of the parties, whether oral or written, respecting the matters covered by this Agreement. This Agreement may be amended or modified only by a writing signed by the parties to this Agreement or their authorized representatives.

(5) Term

- a. The term of this Agreement shall remain in effect until modified or terminated by written agreement of the parties.
- b. Either party may withdraw from this Agreement upon ninety days written notice to the other party. Withdrawal shall be effective on the ninetieth day after the written notice is received.

Authorized Agency Signature

Date

Authorized Agency Printed Name

Title