

your search you may contact the Certification Registrar from this page.

I HAVE LOST MY PRO BOARD CERTIFICATE, HOW DO I OBTAIN A DUPLICATE CERTIFICATE?

Duplicate certificates will be issued at a charge of \$17.50 per certificate by contacting the Certification Registrar at 617-984-7474.

HOW CAN I RECEIVE A PRO BOARD CERTIFICATE FOR MY DEPARTMENT OF DEFENSE CERTIFICATION?

There are two methods that may be utilized to convert your Department of Defense certification to a Pro Board certificate. First Method: Log on to the Pro Board website at www.theproboard.org and click on 'Documents'. On the Documents page click on 'Application for a Pro Board Certificate for DOD applicants'. Download the form, complete the Applicant Information section and submit the form to the address listed with \$17.50 for each certificate desired. Second Method: Contact the Certification Registrar at 617-984-7474.



Frequently Asked Questions

National Board on Fire Service Professional Qualifications

FREQUENTLY ASKED QUESTIONS:

WHAT IS THE DIFFERENCE BETWEEN ACCREDITATION AND CERTIFICATION?

Accreditation is the stamp of approval from a third party (Pro Board) review of an agency's certification system. The review includes all aspects of certification testing including; completeness, fairness, security, validity and correlation to the national standards. Agencies such as state/provincial certification agencies, educational institutions, governmental entities, and national and oversea organizations may be accredited.

Certification is the verification that a candidate has successfully completed an evaluation of his/her knowledge, skills and abilities against the national standard. Individuals that successfully pass a certification exam are certified.

Candidates that are certified by an accredited agency have the value added of the assurance that the test they took accurately measured them against the standard.

HOW DOES AN AGENCY BECOME ACCREDITED?

State/Provincial certification agencies, educational institutions, governmental entities, and national organizations may seek accreditation by contacting a Pro Board representative at 413-267-5140 or 617-984-7420

or by going to the Pro Board's website at www.theproboard.org. The Pro Board may consider the Accreditation of Oversea Agencies on a case by case basis. Such Agencies should contact the Accreditation Manager at 413-374-8051 or fpiechota@theproboard.org to discuss options for Accreditation.

WHAT DOES THE ACCREDITATION PROCESS INVOLVE?

The agency applying for Pro Board accreditation must electronically complete and submit an *Application for Accreditation*; an *Accreditation Self-Assessment Document*, and required supporting document to substantiate that the agency meets the Pro Board's accreditation criteria. After review of those materials, the agency receives a site visit evaluation of the agency's testing processes by the Pro Board.

HOW DOES A PERSON RECEIVE A PRO BOARD CERTIFICATE AND GET ENTERED INTO THE PRO BOARD'S NATIONAL REGISTRY?

A person can receive a Pro Board certificate and be Internationally Registered only if he or she has been tested and certified through a Pro Board accredited agency. The Pro Board does not test and certify individuals.

HOW CAN I CONVERT MY STATE/ PROVINCIAL CERTIFICATION TO A PRO BOARD CERTIFICATE?

First, check to make sure that your certification was received from a Pro Board accredited

agency. If your certification was received from a Pro Board accredited agency you may request the accredited agency to issue you an *Application for National Registration and National Certification, COA-7* and submit the completed form to the address listed on the form.

IF I COME FROM A STATE/PROVINCE or AGENCY THAT IS NOT PRO BOARD ACCREDITED HOW CAN I OBTAIN A PRO BOARD CERTIFICATE?

To receive a Pro Board certificate you must be certified through a Pro Board accredited agency. Log on to the Pro Board website and determine if there is an accredited agency that is close to you. Contact that agency to ascertain your eligibility through them. Some national organizations are Pro Board accredited and may offer the certification test that you seek. Lastly, contact your state's/province's certification/training office and ask them when they will become Pro Board accredited.

HOW CAN I CHECK TO SEE IF I AM LISTED IN THE PRO BOARD'S NATIONAL REGISTRY?

Step One: Log on to the Pro Board website at www.theproboard.org.

Step Two: On the left side of the Home Page click on Certification Search.

Step Three: On the page titled 'Search the Pro Board National Registry' type in your last name and last four digits of your social security number.

If you have additional questions regarding