DEPARTMENT OF THE ARMY
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR SCHOOL
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14030 MSCOE LOOP, SUITE 3021
FORT LEONARD WOOD MISSOURI 65473-8926

ATSN-CZ (621-5c1)   13 April 2023

MEMORANDUM FOR RECORD

SUBJECT: Approved USACBRNS IFSAC/Pro-Board Certification Testing Standard Operating Procedures (SOP).

1. The USACBRNS, IFSAC/Pro-Board Certification Testing SOP (Appendix A) is approved for immediate distribution and implementation.

2. Approval of this SOP formalizes and updates training management policies, procedures, and requirements for IFSAC/Pro-Board Certification Testing.

3. Point of contact for this memorandum is Mrs. Sandra Adams; Chief Compliance Officer; 573-563-7201; Sandra.a.adams25.civ@army.mil.

Appendix
SOP, IFSAC/Pro-Board Testing,
13 Apr 2023

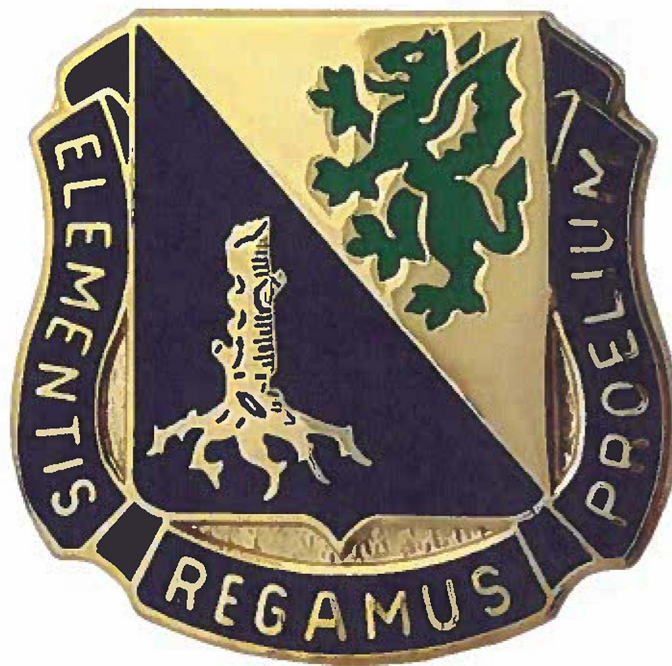TYWANA D. ROBINSON
COL, US Army CBRN School
Director, DOT&LD

CF:
Program Manager/Compliance Officer
DOT&LD
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Appendix A

United States Army
CBRN School

IFSAC/Pro-Board Certification Testing
Standard Operating Procedures (SOP)
13 April 2023

Approved:

Tywana D. Robinson

TYWANA D. ROBINSON
COL, US Army CBRN School
Director, DOT&LD

14 April 2003
Date

Table of Contents

1. General Information

1.1 Purpose

To define the roles, responsibilities, and duties of personnel working with testing material and the procedures for procurement, validation, administration, and safeguarding of all testing material under the control of the United States Army Chemical, Biological, Radiological, Nuclear School.

1.2 Scope

The Army's rationale for the determination and application of test administration is summarized as follows:

a. In accordance with references (a) and (c), testing organizations will ensure test administrative policies and procedures are in place to reduce the possibility of test compromise.

b. All staff and faculty members of the administering activity are in a trusted position and expected to exercise due caution in the handling of sensitive test materials.

c. Access is limited to the recipients that must have access to the information to perform their official duties, also known as "need to know". Rank or position is not a primary deciding factor in determining a member's status as "need to know".

d. In accordance with reference (c), and as outlined in enclosure (1) and (2), the student will not compromise test information through inappropriate disclosure or acquisition.

1.3 References, Forms and Enclosures

1.3.1 References

a. AR 611-5. *Personnel and Classification Testing*. 25 Apr 2022.

b. AR 623-3. *Evaluation Reporting System.* 14 Jun 2019.

c. DoD. *Fire & Emergency Services Certification Program Procedural Guide.* 1 Oct 22.

d. FLW Reg 10-5. *Organization and Functions*. 10 Oct 2019.

e. IFSAC. *Criteria for Certificate Accreditation*. 9 Apr 2021.

f. TRADOC PAM 350-70-3. *Faculty and Staff Development.* 4 Oct 2018.

g. TRADOC PAM 350-70-14. *Training and Education Development in Support of The Institutional Domain.* 15 Apr 2021.

h. TRADOC Reg 350-18. *The Army School System.* 1 May 2018.

i. TRADOC Reg 350-70. *Army Learning Policy and Systems.* 10 Jul 2017.

j. DODD 6055.06-M. DoD Fire and Emergency Service Certification Program. 22 Jan 2020.

k. DoDI 6055.06. DoD Instruction Fire and Emergency Service Certification Program. 3 Oct 2019.

1.3.2 Forms

a. DA Form 7633: Army Personnel Testing Material Check-In and Check-Out Log.

b. DA Form 3964: Classified Document Accountability Record.

c. DA Form 200: Transmittal Record.

NOTE: All forms can be retrieved from https://armypubs.army.mil

1.3.3 Enclosures

1. Assessment Administration Guidance (AAG): Blackboard & Paper Test.

2. Assessment Administration Guidance (AAG): IFSAC/Pro-Board Certification Skills Test.

3. Memorandum for DoD Fire Certificate Authority.

4. Inventory of USACBRNS DOT&LD Testing Material.

5. USACBNS DOT&LD Compliance Testing Request.

6. USACBRNS DOT&LD Student Testing Roster.

7. USACBRNS Certification Standards Review, Calendar Year 2023.

1.4 Responsibilities

This section provides guidance and procedures for the proper administration of tests, test items, and related sensitive material.

1.4.1 Compliance Officer (CO)

a.   Shall be designated by the USACBRNS DOT&LD Technical Director utilizing enclosure (3). The designation letter must include a statement that reads "The following individuals are designated as Test Program Manager/Compliance Officers. I certify that all appointed Test Program Managers/Compliance Officers have read and understand the United States Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS) IFSAC/Pro-Board certification testing Standing Operating Procedures (SOP)." A copy of this letter must be forwarded to the DOD Administration Center.

b.   Possess the appropriate security clearance-level and need-to-know of the material handled.

NOTE: Classified material will be handled properly IAW reference (I).

c.   Input students into the appropriate test level for testing.

d.   Unlock and Lock test database using the Black Board security applications.

e.   Disable applicable test bank questions as required.

f.   Conduct training evaluations on compliance procedures, skills tests, and knowledge (blackboard & written) test procedures.

g.   Determine test versions.

h.   Coordinate test material reproduction and destruction.

i.   Post all examination changes and updates as required.

j.   Conduct Scheduling meetings for all certification testing.

k.   Ensure 100% security of all tests is maintained by locking out access to electronic tests and securing written tests in locked cabinet.

l.   Administer, monitor, and proctor student testing as required.

m. Review all reclamas (also known as challenges) to test questions. Update test bank as needed. For test correlation purposes "ALL" changes must be approved by the Chief, Compliance Officer.

n.   Conduct an inventory of all testing material quarterly, utilizing enclosure (4).

NOTE: Skills Tests. This is only required for controlled skills information such as scenarios, fill in the blank, grading and testing directions and rubrics, or reference type skills tests.

o.   Verify Testing Proctors have been designated in writing, completed training with a testing officer and has read and understands this SOP.

p.   Document/track all required data for the certification process to include certification logs, test scores, and other required documentation.

q.   Notify Chief Compliance Officer if a paper test is required due to computer errors/malfunction. Approval for paper tests will only be granted by Chief Compliance Officer or DOT/LD Technical Director.

1.4.2 Testing Proctor (TP)

a.   Designated in writing by the Battalion Commander, NCOA Commandant, the Director DOI, and Director HDCSO. All proctors must meet the following criteria:

1.   Completed CFD-IC Common Faculty Development Instructor Course.

2.   Be a graduate of the course of the proctored test.

3.   Completed the instructor proponent certification process.

4.   Attend a compliance brief with DOT&LD compliance section.

5.   Be certified one level above the level they are instructing.

6.   If the level being evaluated does not have a higher level, the evaluator must be certified at that level for one year.

NOTE: Based on the uniqueness of the USACBRNS program at Ft Leonard Wood and per guidance provided from the IFSAC program Manager. The USACBRN school will ensure that all instructors delivering instructions meet the requirements at the highest level of certification before conducting any instruction to students. Therefore, waiving the one year on the job experience, verifying the new instructors' hires are validated by senior instructors.

Example: Since there is no higher level than Technician, Technician certified instructor may proctor that level. This applies to US&R Levels I and II as well.

b.   Possess the appropriate security clearance-level and need-to-know.

NOTE: Classified material will be handled properly IAW reference (l).

c.   Administer performance examinations.

d.   Maintain constant supervision and control of all skills test material while signed out from the senior instructor.

e.   Proctor will immediately contact the Compliance Officer if issues, questions, or problems arise for action/guidance.

f.   Not only is a proctor responsible for monitoring students taking certification tests, but they must also ensure that these tests are not compromised in any way. This means making sure students:

    1. Do not have access to reference materials during the test.

    2. Do not receive any assistance during the test.

    3. Do not copy or duplicate test materials.

g. Assist the Compliance Officer as required.

h.   Review this test control SOP upon designation, release of an updated version, periodically, or as directed by the Compliance Officer. SGL/Lead Instructors shall utilize enclosure (8) to document review of this testing SOP.

i.   Maintain constant control of test facility access, including all persons entering and exiting test facility. Ensure NO ONE enters the testing room except currently assigned proctors and Compliance Officers.

***NOTE:* Testing proctors will not be the same person who instructed the course being tested. This includes knowledge and skills test. All instructors are responsible for the security and compliance of testing material.**

1.4.3 Senior Instructor/Senior Small Group Leader (SGL)

a.   Attend scheduling meetings quarterly, provide at least 3 months of exams schedule to the Compliance Office (NOT A TRAINING SCHEDULE) utilizing enclosure (5). The exam schedule must include dates, times, and location for testing.

b.   Utilize enclosure (6), provide a student testing roster no later than 1300 the working day prior to the first test and inform the Compliance Office immediately of any changes.

Important*: Before students are scheduled for any testing, Certification Seal numbers must be verified by each instructional department for any levels of certification that students have already accomplished through other agencies or DOD. Reciprocity through the USACBRNS certification and testing program will only be requested by the Compliance Officer after receipt of a Pro-board or IFSAC certificate.*

c.   Provide compliance office with copies of each student's Awareness certificate from TFLVC. Students must pass a proctored knowledge and skills test and sign the

awareness report card acknowledging completion of all requirements to complete awareness certification.

d.   Prior to testing, all students should log into blackboard to ensure accounts are working properly prior to testing.

e.   Be available if needed to discuss reclama' d questions. A decision for all reclamas is determined by the Compliance Officer. Once a decision is determined the Compliance Officer will notify the Chief Compliance Officer and the primary instructor.

f.   Utilize the approved testing rubric, ensure that all steps are completed by the student during skills tests. Student names will be placed on the grading rubric and on the hazmat suit for identification purposes during testing.

g.   Ensure that all packets for certification are submitted no later than two training days after completion. Verification and validation of all student data is the responsibility of the Senior Instructor and the student signing the report card.

h.   Ensure all report cards are signed and completed by having each student sign individually. Report cards will not be passed around the class but will be signed by each student individually approaching the instructor and verifying all information on the report card is correct.

i.   Maintain integrity of the Certification process by ensuring all applicable rules and regulations are implemented and followed by instructors, students, and proctors.

j.   Ensure skills test books, grading rubrics, and answer keys are secured in accordance with reference (a).

k.   Retest - All retests will be completed within two training days of the initial test failure unless there is a Federal Holiday following the retest. The Senior Instructor/Senior SGL will provide the total number of students scheduled for retests, if applicable. See section 2.5.2 of this SOP for additional information concerning retesting requirements and procedures.

1.4.4. Students

a.   Comply with all examination instructions.

b.   Possess the appropriate security clearance-level and need-to-know to take the examination.

c.   Ensure all information on report cards and other training documents are correct, i.e. spelling of names, SSN, and other information. Student signatures needs to be legible and sign within the line.

d. Will not bring any type of electronic devices into the test facility including cell phones, I-Watches or similar electronic devices that may photograph or record.

NOTE: International students with English as a Second Language may use a translator to interpret to English only after approved by a Compliance Officer. The student may not use a laptop or Smart Phone for this purpose.

2. Exam Instructions

2.1 Pre-Exam Instructions

　　a.　Issue of Test Material: Only the Compliance Officer can issue Test Booklets for paper-based tests.

　　b.　Exam Version Rotation: When utilizing blackboard testing, testing questions are randomly chosen from the approved test question bank maintained by compliance. When utilizing paper tests, test versions shall be staggered among students ensuring no versions are being tested side-by-side. During retesting utilizing paper tests, ensure students are provided with alternate test version then utilized during primary test.

　　c.　Proctors will ensure all students leave cell phones and any other electronic media devices outside of the test room.

NOTE: Foreign military personnel may use language conversion devices (no cell phone apps) at the discretion of the Compliance Office.

　　d.　During skills tests each station will be briefed to the student IAW with the skills test sheets. Students must be briefed on safety, what they must do to pass and what will cause them to fail. Students will be able to ask questions up to the start of the Skills Test. Once the test begins students may not ask questions in relation to testing.

2.2 During Exam Instructions

2.2.1 Compliance Officer

Will always be accessible during the knowledge (blackboard and paper) test/retest to resolve any computer issues that may arise.

2.2.2 Proctor

Be present in classroom or other test area during the entire test period. Proctor must be able to observe all students always taking tests. The proctor responsibilities include the following:

　　a.　Ensure only authorized personnel are in the test area. Proctor to student ratio will mirror the instructor to student ratio utilized during the classroom training. Proctors and the test administrators are the only individuals permitted in the testing area during a testing session. During skills tests, all students will be in a designated holding area restricting their view of the testing area. Proctors will maintain 100% control of all students before, during, and after testing to prevent unauthorized disclosure of test items.

b. Students will not re-enter test facility once they leave without approval from the proctor. Only those instructors proctoring tests will be in the test facility. Proctor to student ratios will be always followed. All other instructors must remain outside of the testing room during testing.

c. Issue Failure to Comply Warning: The proctor will ensure students are told that failure to comply with any exam instructions will result in the following.

    1. A counseling statement being forwarded to the course Chief.

    2. May result in disciplinary action.

    3. If cheating is involved, may be grounds for dismissal from the course.

d. Ensures that students are logged into the computer and do not log into test until instructed to do so by the Compliance Officer.

e. Issue Test Material and Test Instructions:

    1. The proctor, upon issuance of test material to the students, will read aloud the test instructions VERBATIM. The Test Instructions will not be recited from memory.

    2. Issue all required materials to the students if necessary. (Paper tests and Skills Tests).

    3. Determine if there are any questions concerning the administration of the test.

    4. Post, and clearly announce the start and stop times for the test. At a minimum, announce the time remaining at the following intervals: 15 minutes, 5 minutes and 1 minute. If the posting and announcing are impractical due to a unique testing environment, ensure that every student knows the "official" start and stop times.

    5. During skills tests, students will be graded using the approved grade sheet containing student's name, skills test steps, and indication of go or no-go for each step.

    6. Students are authorized to carry their individual test sheet to each station or evaluators may have one sheet at each station listing all students, the skills test steps and go/no-go.

    7. Student names will be placed on the grading rubric and on the hazmat suit for identification purposes during testing.

    8. Evaluators will always have the Skills Test book available in the testing area during Skills Testing.

f.   Explain Test Completion Instructions: Upon test completion, each student will quietly leave the area. They will not communicate procedures, questions, or the results of their tests with other students.

g.   Student assistance during testing:

1.   Other than procedural or administrative comments, proctors or compliance officers will not engage in any conversation with students during testing, this includes debating question reclamas.

2.   Do not lead, coach, or provide negative or positive comments on a student's progress.

3.   Proctors will not provide answers, reference numbers, paragraphs, or any guidance assisting a student to answer a question.

4.   Proctors will not provide definitions or alternate versions of words or reword questions for students.

h.   All students will do their own work and will not attempt to gain information from another student concerning the contents of the test in any form. If this occurs, it constitutes cheating, and the student examination will be terminated / confiscated, and the incident will be reported immediately to the Compliance Officer. There will be no talking during an examination.

2.3 After-Exam Instructions

2.3.1 Compliance Officer

a.   Conduct a review of all reclama' d test questions and notify the Chief Compliance Officer of items requiring solutions/decisions.

b.   At no time will the Compliance Officer discuss questions with the students.

c.   If further information from the instructor is needed to assess reclamad questions, the primary instructor for this iteration will be contacted for input and then informed of the decision.

d.   Only reclamad questions will be considered for credit. At no time will an instructor reclama a question for a student. Only the Compliance Officer can award credit for a question based on references and research of course materials.

e.   Record the results of test item analysis.

2.3.2 Proctor

a. Gather all materials used for the testing. Ensure that the students do not remove any materials related to the test or its solutions.

b. Immediately return any materials to the Compliance Officer.

2.4 Reclamas

Students who want to reclama an examination question must reclama the question during the test session. At no time will test questions be discussed or debated during testing. The following procedures must be followed once reclamas have been submitted:

a. The Compliance Officer will download question reclamas and identify valid responses.

b. Conduct a review of all reclama'd test questions and notify the Chief Compliance Officer of items requiring solutions/decisions.

c. At no time will the Compliance Officer discuss questions with the students. If further information from the instructors is needed to assess reclama'd questions, the primary instructor for this iteration will be contacted for input.

d. The Compliance Officer will contact the primary instructor no longer than 24 hours of the conclusion of the test to inform them of the decision on the reclama'd question. Only reclama'd questions will be considered for credit.

e. At no time will an instructor reclama a question for a student. Only the Compliance Officer can award credit for a question based on references and research of course criteria.

f. The senior instructor or SGL is responsible for notifying the student of the final decision. The students will not approach a Compliance Officer about a reclama or score at any time.

g. In the event a paper-based test is given, each student will be provided (10) minutes to reclama test questions following the grading and return of the test. This will be done on the back of the student grade sheet. At no time during the review will the question be debated by any student.

h. The student will write the reclama questions on their own and submit to the Compliance Officer for review and validation. Students will not talk to anyone during this time, this is still considered a test.

2.5 Failures

2.5.1 Counseling

a.   For a first-time testing failure, the student will receive a written counseling statement from the senior instructor or SGL. The respective chief instructor will be notified, who in turn will ensure the appropriate Chain of Command is aware of the "NO GO".

b.   Written counseling for "NO GOs" will be wrote to specifically identify the area of concern and include the amount of retraining provided, the SGL or instructor conducting the retraining, the method of retraining, and the time and place the retest will be administered. Retraining is mandatory for all initial test failures and will be conducted for no less than one hour.

2.5.2 Retests

a.   Retests for knowledge and skills test failures will be conducted within two training days of the initial test. If a student fails the retest, they will receive a written counseling from their respective Instructor and are referred to the Commander/Director for consideration of release from the course.

b.   Students may attempt the knowledge and skills test no more than two times for each test during a single course offering. If unsuccessful on a first attempt, student may review results on knowledge test and will be notified by the evaluators what they performed incorrectly for skills tests. Student/s will be retrained, at a minimum, on the failed sections and will reattempt the test within two training days. The reason for evaluating the attempt as unsuccessful shall be noted in the counseling statement.

c.   If a student is rescheduled for training after two subsequent test failures, they must meet the same attendance requirements as a first-time student and will take all tests for that level again with the maximum of two testing attempts for knowledge and skills test to achieve successful certification.

Example: Student passes Awareness and Operations but fails Technician II. They will be certified to Operations but must re-attend all of Technician in a new course, take and pass all exams and perform all performance evaluation before certification can be awarded.

3. Testing Security

3.1 Storage

All paper-based knowledge and performance skills test material will be secured in accordance with references (a) and (g)**.**

a.   Knowledge tests will be secured in the designated area in a secured container, accessible to and controlled only by Compliance officers.

b.   In Bldg. 2130, the cipher lock will be changed immediately upon the departure of any outgoing Compliance officer/s. Contact the 3rd Chemical BDE Security Office and request the combination change and provide a sealed copy of the change to the Chemical School security manager office located in the MSCOE.

3.1.1. Compliance Officer

a.   Will follow this testing SOP for control and security of all testing materials during any traveling or in support of any MTT.

b.   Will maintain 100% control of all testing materials while traveling. Testing materials will be always locked and stored in a secure area. When not secured, the Compliance officer will always have possession of the testing material.

3.2 Inventory

The Compliance Officer will conduct a complete inventory of all testing materials every quarter (3 months) utilizing DA Form 7633.

3.3 Reproduction

All reproduction of test material will be controlled by the Compliance Officer, who will reproduce and distribute as needed. Upon completion and posting of the material, inventory sheets will be updated. DA Form 3964, Sections A, B, and E will be utilized to annotate the reproduction.

3.4 Destruction

If circumstances warrant the destruction of test material, the Compliance Officer will conduct the destruction of the test material by shredding or burning paper testing material, or the best method for the media on which the material is saved. Material scheduled for destruction will remain in secure storage until destruction takes place. Destruction is to be witnessed by the secondary Compliance Officer and DA Form 3964, Sections A and C will be utilized to annotate the destruction information.

3.5 Test Compromise

Upon discovery of loss, compromise, or possible compromise, the proctor will notify the Chief Compliance Officer who will in turn:

    a.   Immediately notify the Technical Director DOT&LD. The notification will include the following:

        1.   Description of the materials lost or compromised.

        2.   Identity of releasing party.

        3.   Identity of the recipient.

        4.   Identify all other persons involved.

        5.   Circumstances surrounding the loss or compromise.

    b.   If applicable, stop all use of the test that is suspected of being compromised. Testing may continue with alternate forms of the test as authorized IAW this SOP.

    c.   Impound all copies of the compromised form of the test.

    d.   Place these materials in a locked container.

    e.   Resume testing with the test concerned only when directed to do so by the Technical Director DOT&LD.

    f.   If an instructor/cadre member compromises or provides test materials/answers to unauthorized personnel, the instructor will be immediately suspended from instructor duties pending an investigation by the appropriate commander.

4. Student Information

4.1 Student Records

Compliance Officers will maintain the student's record in Black Board until graduation from their respective course before deleting it from the computer. Print a copy for the "student record." Keep the copy of the "student record" on file locally and destroy all paper copies after 3 years. An electronic copy will be maintained indefinitely.

4.2 Reciprocity

Non-attendance at a resident course: DOD will provide reciprocity for individuals certified under Pro-Board or another IFSAC accredited entity.

      a.   Before scheduling any students for any testing, Certification Seal numbers must be verified by each instructional department for any level of certification that students have already accomplished through other agencies or DOD.

      b.   Students requesting reciprocity must challenge and pass at least one of the tests conducted by the USACBRNS DOT&LD Compliance Department. Reciprocity through the USACBRNS certification and testing program will only be requested by the Compliance Officer after receipt of a Pro-board or IFSAC certificate.

Example: If a student arrives with Awareness, and attends a course that begins with Operations, the Awareness certification must be validated by the compliance department before the student can be tested and certified to Operations. If a student attends a Rope Level II course the Level I course, and all other pre- requisite courses must be verified. It is important that those students completing certifying Distance Learning courses for Hazmat ensure the certifications are in the DOD system prior to taking a higher level.

      c.   Once the Pro-Board or IFSAC certificate are provided to the Compliance Officer the Compliance Officer will submit a request to AFCEC explaining exactly what levels are being requested. The request cover letter must be signed by the Compliance Officer. The request will include a copy of all prerequisite certificates for the requested levels. These certificates must have the IFSAC or Pro-Board seal on them.

5. Special Instructions

5.1 Program Errors

If a program error occurs, write down the information exactly as it appears on the computer screen and then contact the blackboard administrative representative located on the blackboard site for assistance. Once you report your problem contact the Chief Compliance Officer and report the issue.

5.2 Personally Identifiable Information (PII)

Controlling Personally Identifiable Information (PII) is any information about an individual which can be used to distinguish or trace an individual's identity such as name, social security number (SSN), date and place of birth, mother's maiden name, and biometric records. This information can be in hard copy (paper copy files) or electronic format, stored on personal computers, laptops, and personal electronic devices such as blackberries and found within databases. This includes but is not limited to, education records, financial transactions, medical files, criminal records, or employment history. All correspondence with any PII will be handled in accordance with references (a) and (b).

5.3 Email Security

Ensure all necessary precautions are taken when controlled testing materials are used. The regulations and policies for storage and handling/transporting are in affect and should be always adhered to.

　　a. E-mail containing sensitive information must be digitally signed and encrypted. Such e-mails should include, but are not limited to those containing: PII, PHI or other personal information as defined by the references (a) & (b).

　　b. PII will not be transmitted from a government server to a private server i.e., .mil to a .com email address.

　　c. As a best practice, ensure the e-mail subject line contains "CUI" if email contains sensitive information.

　　d. The subject line of an email should never contain PII because only the body of an email is encrypted when sent.

　　e. Ensure the body of the email containing sensitive information includes the following warning: "Controlled Unclassified Information".

DEPARTMENT OF THE ARMY
UNITED STATES ARMY CBRN SCHOOL
FORT LEONARD WOOD, MISSOURI 65473-8959

ASSESSMENT ADMINISTRATION GUIDE
(Blackboard & Paper Test)

This document has been reviewed and found to be functionally correct.

SECTION 1: GENERAL INFORMATION.

1.1 The passing score for all Urban Search & Rescue and Hazmat Technician knowledge tests shall not be less than 80% to achieve certification. For Hazmat Awareness and Operations, the student must score at least a 75% to pass. Skills tests are examined through a process of practical evaluations, which are graded on a GO/NO-GO basis. See Course Management Plan for course graduation requirements.

1.2 The training and certification program is a two-part process that requires both computer- based and skills test.

1.3 Students must successfully pass the required Computer based/paper test(s) before a skills test can be administered.

1.4 Exception to Policy: In the interest of time management, teaching efficiency, and the fact that Some Haz-Mat Level Skill Tests are administered in a classroom. (Awareness-ERG; Operations/Tech Containers and Haz-Mat Information) these Skills Tests can be administered prior to completing the required computer-based test(s).

1.5 General Test Bank Information: There are several accredited certification Levels. Each level has an "A" and "B" test. These tests are parallel forms of the same test and questions are generated from a pool in randomized order.

NOTE: Hazmat Technician is a two-part course due to the amount of information required to meet the qualification.

1.6 Test Administration: All performance-based tests must be proctored by a designated Test Proctor certified above the level being tested Absolutely no study materials (pens, pencils, paper, Cell Phones, I-Watches etc.) are not allowed in the test room/area during computer testing.

NOTE: Foreign military personnel may use language conversion devices (no cell phones or laptops) at the discretion of the Compliance Office.

1.7 Only one test per student (the level being tested) is allowed to be unlocked / available at a time.

1.8 All tests must be administered in a proctored environment and all computers used for testing must be monitored while testing is in progress.

SECTION 2: PROCTOR DIRECTIONS

The Instructors/Proctors are responsible for the test administration/security (prior to, during, and after the test).

2.1 Duties **BEFORE** the test period.

2.1.1   The day prior to each test ensure all students can log into computers and access Black Board using CAC cards.

2.1.2   Tests/Test Material. The Proctor is responsible for the SECURITY OF TESTS/TEST MATERIAL.

2.1.3   Test Facilities. Ensure sufficient space is available for the students, so they can work and perform comfortably. The testing room must be well lighted, properly heated/cooled, adequately ventilated, and free of excessive noise. Turn on all computers prior to bringing students in the testing facility.

2.1.4   For computer and paper-based tests the Compliance Officer will assemble all Proctors and ensure they know their duties and the testing procedures.

2.1.5   For all skills tests the lead instructor will assemble all Proctors and ensure they know their duties and the testing procedures.

2.1.6   Proctors cannot be the same individuals who instructed the material being tested.

2.1.5   Clearly notate on the whiteboard in the testing room: Test Start: (Actual Time) Test Finish: (Actual Time). These times are for paper testers.

2.2 Duties **DURING** the test period:

2.2.1   Ensure unauthorized personnel are NOT permitted to enter the testing area. Only students testing, the authorized proctor(s), and Compliance Officer will be in the test lab once testing has commenced. At no time during the indicated test session will instructors be in the test room unless they are official proctors or supervisors.

2.2.2   Brief Students. The Proctor must brief the students on test site procedures. The Proctor will read verbatim to the students the INSTRUCTIONS TO STUDENTS (Section 3 of this AAG).

2.2.3   If (in the opinion of the designated authority) any aspect of the security or administration is uncertain or unmanageable, proctors must immediately contact the Compliance Officer for additional guidance before administration.

2.2.4   Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture-identification cards. This is also verified using the AKO/CAC card log in process during computer testing.

2.2.5   Testing Times: Record the starting and stopping times where all students can see them. Each test is allotted a set time for completion. International students can be given 15 or 30 additional minutes' bases on the allotted time to complete the tests IAW this testing policy. When half of the test period has elapsed, the Proctor will say "YOU HAVE 30 MINUTES TO FINISH YOUR TEST "The Proctor must give a similar warning verbally when there are 15, 5, and 1 minutes remaining in the test period.

2.2.6   Monitor Testing. Students taking the test will be always monitored by at least one Proctor (1 Proctor for every 24 students IAW CMP). Maintain no talking and movement discipline. No more than the required number of proctors will be in the testing room at any time.

2.2.7   Students are allowed to leave the test room one student at a time to use the latrine or as deemed necessary. Before leaving, however, they must receive permission from a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above. Students will minimize their computer screens prior to departing.

2.2.8   In accordance with AR 611-5, students may only ask routine questions concerning the test.

    a. Routine questions are defined as questions regarding testing procedures, time limits, purpose, and uses of the test.

    b. Questions about specific test questions should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION."

    c. Proctors will not re-read questions, provide wording definitions or assist students in any way that will lead them to an answer.

    d. Students WILL NOT debate questions with proctors or compliance officers.

    e. Proctors are responsible for all of their own actions in the test room,

    f. For students taking a paper test: the Proctor will inform the paper testers that the test time has elapsed, and they must immediately submit for a score.

    g. For students taking a blackboard test: All testing, scoring, and reclamas must be submitted prior to the conclusion of the testing period.

2.3 Duties **AFTER** the Test Period:

2.3.1   Collect Materials: When finished with the test, the student will log out of Black Board and then log off the computer and remove their CAC card.

2.3.2   Test Review: Immediately after submitting for a score Proctors should highly recommend that students review their questions to know what questions were missed and learn from their mistakes. This is the student's opportunity to identify areas they were weak in.

2.3.3   Remedial Training/Retesting: The Senior Instructor/SGL will schedule mandatory remedial training for students who failed any initial test or skills test. The senior instructor/SGL will identify the student/s who failed and conduct retraining for those student/s. Retraining will be conducted by a certified instructor for at least one hour, Drill Sergeants will not conduct retraining.

2.3.4   RECLAMA: If a Reclamas of a question is required, consult the section in this SOP on Reclamas procedures.

SECTION 3: INSTRUCTIONS TO STUDENTS

3.1 <u>TEST BRIEF</u>: The Proctor will read this section of the AAG verbatim to the students. Compliance Officer will explain the reclama procedures for blackboard and paper tests during their brief.

3.1.1   Do not begin testing until I have read the following instructions.

3.1.2   At this time all personnel not taking or proctoring the test must leave the testing room. This includes instructors not required for proctoring IAW this SOP Instructor/Student ratio. Student may leave the test room during the test and only one student at a time and must be approved by the proctor.

3.1.3   Upon entering the (TCF) Test Control Facility the only website that must be accessed is Blackboard. Do not access any other websites or links.

3.1.4   The following items are not authorized in the testing room; Cell phones, I-Watches, or other similar electronic devices, writing utensils, any paper, or reference materials.

3.1.5   At no time will a student print, copy, transmit, or save any portion of this test.

a. Violations of any items mentioned in this paragraph may be considered as cheating if found with any of these items it will result in the termination of your test and a failing grade.

b. At this time if you have any of these items you may take them from the test room and put them away. NOTE Proctors will not use cell phones at any time during testing.

3.1.6   If you have any questions during the test, raise your hand and a proctor will come to you. Students may only ask routine questions concerning the test.

a. Routine questions are defined as questions regarding testing procedures, time limits, purpose, and uses of the test.

b. Proctors are not authorized re-read questions, provide wording definitions or assist students in any way that will lead them to an answer.

3.2 <u>RECLAMA</u>: You must reclama questions through the reclama process DURING the timed testing session.

a. Students will not debate questions with the proctors or Compliance Officer during or after testing.

b. Compliance officers or instructors will not review or discuss scores or test

questions with students in the testing room.

3.2.1   All reclamas will be reviewed by the Compliance Officer alone, after testing is completed. Compliance Officer will then notify the senior instructor of results. All discussion will be with the primary instructor after the test who will notify the Soldier/s of the results.

3.2.2   You have 60 minutes to finish the test (international students 90 minutes). You will be informed when half of the testing period has elapsed and given a similar warning at 15, 5, and 1 minute before the end of the testing period.

3.2.3   Computer testers will get official test results immediately after finishing the test and selecting "save and submit" for scoring. At this time, you should review the test results to identify areas you missed questions in and submit reclamas. Quietly leave the testing room once you have completed everything and Do NOT re-enter the testing room after the test.

3.2.4   Paper testers will remain in the testing room for the duration of allotted testing time.

a. After all testing is completed and scored you will be allowed 10 minutes to review the test and submit reclamas. No discussion about test questions is permitted with anyone. This is an individual task that must be completed individually. Reclamas will be reviewed by the Compliance Officer and results will be communicated to the instructor.

b. Do not discuss this test with other students. It is your duty to report any observation of a student providing test information to another student of your class or another class.

3.2.5   You must make a score of 80 percent to pass this test (75% for HAZMAT, AWN & 76% for OPNS). If you should fail this test; you will receive remedial training. You will be allowed one retest with an alternate version of the test.

3.2.6   If this is your re-test, you must pass this test to advance to the next certification level of testing.

3.2.7   Failure to comply with any exam instructions may result in disciplinary action. If cheating is involved, dismissal from the course may occur.

3.2.8   Are there any questions about the test instructions?

3.2.9   Please pay attention to the Compliance Officer as they provide a compliance brief.

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DEPARTMENT OF THE ARMY
UNITED STATES ARMY CBRN SCHOOL
FORT LEONARD WOOD, MISSOURI 65473-8959

ASSESSMENT ADMINISTRATION GUIDE (AAG)/ (IFSAC/Pro-Board Certification Skills Test)

This document has been reviewed and found to be functionally correct.

SECTION 1: GENERAL INFORMATION

1.1 Performance evaluations have been developed for each of the certification levels. Each objective is evaluated through the accomplishment of task completion. Performance evaluations are part of the testing process and are administered to follow specific guidelines, checklists, procedures, and policies. Like the written evaluations, the Skills Tests are based on references such as NFPA 1072, NFPA 1006 standards and TRADOC Regulation 350-70.14

1.2 Skills Tests are part of every IFSAC/Pro-Board Certification Course and have been developed for each objective that requires demonstration per the NFPA Standards.

1.3 Skills Tests are designed to measure a student's competence in completing specific tasks measured against predetermined standards. Each student is individually evaluated based on the materials and guidance provided in the Course Management Plan, LPs, and this SOP.

SECTION 2: DIRECTION TO THE PROCTOR

2.1 The Proctor is responsible for the test administration/security (before, during, and after testing).

2.1.1   For all skills tests, the lead instructor will assemble all Proctors and ensure they know their duties and the testing procedures.

2.1.2   Proctors cannot be the same individuals who instructed the material being tested.

2.1.3   Proctors will ensure all required skills tests are conducted and administered to each student.

2.2 Duties **BEFORE** the test.

2.2.1   Tests/Test Material. Pick-up and inspect the test materials for the test to be administered. The Proctor is responsible for the security of all testing material while it is signed out from the testing storage location. The Proctor will use only proponent test materials in preparation for or during the administration of tests.

2.2.2   Test Facilities: The skills tests should be conducted exclusively in the hands-on test mode.

a. The Proctor is responsible for making every effort to obtain the equipment and support personnel required for the performance evaluation.

b. The Proctor will ensure that a secure staging area for students is used to ensure unevaluated students cannot observe candidates being tested; evaluated

and unevaluated students will not communicate with each other during the evaluation process.

2.2.3   The Proctor will integrate safety, risk management, and force protection always. Proctors will follow all safety rules and regulations as required, and apply mitigation procedures during heat and adverse weather conditions.

2.2.4   During skills tests, students will be graded using the approved grade sheet containing student's name, skills test steps, and indication of go or no-go for each step.

2.2.5   Students are authorized to carry their individual test sheet to each station or evaluators may have one sheet at each station listing all students, the skills test steps and go/no-go.

2.2.6   Student names will be placed on the grading rubric and on the hazmat suit for identification purposes during testing.

2.2.7   On the performance sheet, ensure the students' name, (LAST, FIRST, MI) are in their corresponding space for each student being evaluated. Fill in your name under the "instructor" block of the performance sheet.

2.2.8   Mark only one correct response (GO/NO GO) on the student performance sheet for each student based on the outcome of the evaluation sheets contained in the instructor test booklet.

2.2.9   The Proctor must brief the students on test site procedures. The Proctor will read verbatim to the students the INSTRUCTIONS TO STUDENTS (Section 3 of this AAG).

2.3 Duties **DURING** the test period:

2.3.1   Ensure unauthorized personnel are NOT permitted to enter the testing area.

2.3.2   Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture identification cards. Each student will be identifiable by name placed on the hazmat suit.

2.3.2   Issue Test: Issue instructor test booklets to the evaluators NOT the students, and any special test materials (equipment, etc.) to each student before testing.

2.3.3   Ensure that students have all the necessary/authorized test material (for example: student handouts, publications, personal notes, calculators, etc.).

2.3.4   Ensure that they have removed all unauthorized material from the staging area and have turned off and secured their cell phones.

2.3.5   The Proctor will state the following to the student:

"You will be scored with a GO/NO GO for each performance step. You will be scored GO if all steps are passed and NO GO if any steps are failed. If you score a "NO GO" on a task you will be told what was done wrong and may be given the chance to do the task correctly. However, your official NO GO score for the task will not be changed."

2.3.6   Brief Students: The Proctor must brief the students on test site procedures. The Proctor will read verbatim to the students the INSTRUCTIONS TO STUDENTS (Section III of this TAG).

a. Ensure students are briefed on each station and what is required to achieve a passing score of "GO". Students must also be briefed on what will justify a failure or "NO GO".

b. Ensure each station is properly equipped with required tools etc. for student to complete tasks.

c. Do not leave students unattended while in SCBA or in PPE. Safety is top priority of all students and instructors must always monitor students while in PPE.

d. Tested and non-tested students will remain separated throughout the testing period. Pre-established staging areas should be utilized.

e. Maintain constant control of students. No horseplay etc. on training grounds.

f. Students should not be grouped so that any are standing around during an evaluation. All should participate in the testing. If a task requires only two students, then four students should not be testing.

2.3.7   If (in the opinion of the designated authority) any aspect of the security or administration is uncertain or unmanageable, proctors must immediately contact the IFSAC Compliance Officer for additional guidance before administration.

2.3.8   Students taking the test will be always monitored by at least one Proctor in the staging areas. Proctors may take students to each station as a group, or each station may have a proctor waiting for students. Follow the course CMP for student to instructor ratios. Maintain all testing requirements as stated in the assessment administrative guide.

2.3.9   Students are not allowed to leave the staging area until their evaluations are completed, at that time they may leave the staging area to use the latrine or as

deemed necessary. Before leaving, however, they must receive permission from a Proctor. No student will be permitted to leave the staging area for any reason other than those mentioned above.

2.3.10 Students may only ask routine questions concerning the test.

a. Routine questions are defined as questions regarding testing procedures, time limits, purpose, and uses of the test.

b. Proctors are not authorized to explain procedures or assist students in any way that will lead them to an answer.

2.3.11 When the test time has elapsed, the Proctor will state: Time has elapsed please stop all evaluations.

2.3.12 At this time the Proctor will direct the evaluators to escort the students to post testing staging area and escort the next group of students to the testing area.

2.4 Duties **AFTER** the Test Period:

2.4.1   Inventory Test Materials: The Proctor will inventory all testing material for accountability at the conclusion of the skills test. All testing material must be accounted for and signed back into the controlled storage location.

2.4.2   Lost or Compromised Test: Report any lost, compromised, or possible compromised tests to the Compliance Officer immediately. The commander or designated representative will conduct a thorough investigation and initiate proper actions to prevent a reoccurrence of lost or compromised tests.

2.4.3   Remedial Training/Retesting: The SGL/instructor will schedule remedial training for students who failed any initial skills test. The SGL/instructor will identify the performance steps that the student failed and retrain the student. The student will be retested only once.

2.4.4   During the certification phase, students must perform the tasks individually unless a task requires additional personnel to complete. For example, over packing a 55-gallon drum to stop the spread of contaminant at the Technician Level requires at least two individuals to complete this task. Each student will be graded individually.

SECTION 3: INSTRUCTIONS TO STUDENTS

3.1 TEST BRIEF: The Proctor will read this section of the AAG verbatim to the students.

3.1.1   Students will not leave the staging/classroom area without permission from the proctor; this includes but is not limited to utilizing the latrine. You will NOT take anything with you. You may not leave the evaluation once in progress.

3.1.2   You must not ask for or accept assistance from another student unless the skills tests require multiple students to complete a task. If you are observed using or attempting to acquire unauthorized material or assistance, your evaluation will be terminated, and you will be subject to administrative and/or disciplinary action IAW TRADOC Regulations 350-6, 350-1, and the Course Management Plan (CMP).

3.1.3   If you have any questions during the skills test, either raise your hand or approach a proctor for assistance. They will only be able to answer routine questions about the test.

3.1.4   Do not discuss this test with other students in your class or any other classes. It is your duty to report any observation of a student providing test information to another student of your class or another class.

3.1.5   When you have completed the test, you will be escorted to a staging area. You may NOT reenter the testing area until all evaluations have been completed or as directed by an instructor/proctor.

3.1.6   You must score a GO in all areas to pass this test. If you should fail this test, you will receive remedial training on those performance steps you performed incorrectly. You will be allowed one retest.

3.2 RETEST: If this is your retest, raise your hand if you have NOT been retrained.

3.2.1   If a student was not re-trained, they will not test until they have received proper retraining.

3.2.2   You will get your official test results upon completion of your evaluation.

a. Are there any questions about the test instructions? Begin testing.

[Date]

MEMORANDUM FOR DOD FIRE CERTIFICATE AUTHORITY

FROM: [Unit Name and Office Symbol]

SUBJECT: DoD F&ESCP Program Manager Appointment Letter

1. The following individuals are designated as primary (P) and alternate (A) program managers for the following organization:

Organizational Information:

Installation Name: _____ DSN: _____

Unit Designation: _____ COMM: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ ZIP: _____ Country: _____

Authorized Managers:

(P) Name: _____ Email: _____

(A) Name: _____ Email: _____

2. The individual identified as the primary (P) program manager will serve as the official proctor for all certification test on the Air Force Civil Engineer Center Virtual Learning Center (AFCEC VLC) and will coordinate required information with the alternate program manager IAW established policies and procedures.

3. I certify that all appointed Program Managers have read and understand the DOD Fire and Emergency Service Certification Program Procedural Guide, latest edition as published on the DoD F&ESCP website.

4. This letter supersedes our previous letters on this matter. Point of contact for this memorandum is [Name / Title]; [COMM Phone]; [Email].

[Signing Name]
Fire / Flight Chief
[Unit Name]

INVENTORY OF USACBRNS DOT&LD TESTING MATERIALS

Building #: _____   Room #: _____   Cabinet #: _____

FORM NUMBER	TITLE OF TEST	ORIGINAL # PRODUCED	TOTAL # INVENTORIED	COMMENTS

TEST CONTROL OFFICER OR AUTHORIZED REPRESENTATIVE CONDUCTING INVENTORY		MEMBER VERIFYING INVENTORY		
Name	Date:	Name		Date:
Signature		Signature		

USACBRNS DOT&LD COMPLIANCE TESTING REQUEST				
Course Name:	Date	Requested. Time	Est. # of Students	POC:

USACBRNS DOT&LD STUDENT TESTING ROSTER										
Class #:			**Course Name:**				**POC:**			
MOS	**Rank**	**Last**	**First**	**MI**	**SUFF:**	**SSN#**	**Student ID**	**Username:**	**Military Email Address:**	**Comp:**

CBRNS Certification Standards Review
Calendar Year 2023

1. Purpose. This memorandum supplements the USACBRNS Compliance Testing SOP and outlines the established standards of the U.S. Army Chemical, Biological, Radiological and Nuclear School (USACBRNS), Department of Defense (DoD) Fire and Emergency Services Certification Program (F&ESCP) in accordance with DOD 6055.06M, DoD Fire and Emergency Services Certification Program.

2. Responsibilities. The U.S. Army Chemical, Biological, Radiological and Nuclear (CBRN) School has been granted delegated authority and is accredited under the F&ESCP. The CBRN School's Directorate of Training and Leader Development (DOT&LD) is responsible for implementation, administration of the USACBRNS, IFSAC/Pro-board, DoD, F&ESCP certification program for Fort Leonard Wood Missouri and Camp Dawson WV, Hazardous Material and Urban Search and Rescue (USR), Technician/ Extractor course credentialing.

3. Program Management. The certification levels listed in the table below are offered at the USACBRN School and are dual accredited by the International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (Pro Board). Students who successfully complete the performance-based (written) tests with a passing score and achieve "GO"s on all performance (skills test) tests receive DoD certification for those specified levels through the DoD F&ESCP program.

4. Effective as of date of this memorandum, the levels, pre-requisites and required passing scores for DoD certification through the CBRNS program are as follows:

2017 Hazmat Response Certification Requirements

Certification Level	Pre-Requisite	Minimum Standard for Certification
NFPA 1072 Chap 4 (Hazmat Awareness)	N/A	75%
NFPA 1072 Chap 5 & 6.2 (Hazmat Operations/Core PPE)	**NFPA 1072 Chap 4** (Hazmat Awareness)	76%
NFPA 1072 Chap 7 (Hazmat Technician)	**NFPA 1072 Chap 5 & 6.2** (Hazmat Operations/Core PPE)	80%
NFPA 1072 Chap 6.3 (Mass Casualty Decontamination)	**NFPA 1072 Chap 5 and 6.2** (Hazmat Operations/PPE)	80%

2017 Search & Rescue Certification Requirements

Certification Level	Pre-Requisite	Minimum Standard for Certification
NFPA 1006 Chap 5 (JPRs)	None	80%
NFPA 1006 Chap 6.1 (Rope Rescue)	NFPA 1006 Chap 5 (JPRs)	80%
NFPA 1006 Chap 7.1 (Confined Space Rescue)	NFPA 1006 Chap 5 & Chap 6.1 (JPRS) & (Rope Rescue I)	80%
NFPA 1006 Chap 8.1 (Trench Rescue I)	NFPA 1006 Chap 5 & Chap 6.1 (JPR) & (Rope Rescue I)	80%
NFPA 1006 Chap 9.1 (Structural Collapse I)	NFPA 1006 Chap 5 & Chap 6.1 (JPR) & (Rope Rescue I)	80%
NFPA 1006 Chap 10.1 (Vehicle Rescue I)	NFPA 1006 Chap 5 & Chap 6.1 (JPR) & (Rope Rescue I)	80%
NFPA 1006 Chap 19.1 (Machinery Rescue I)	NFPA 1006 Chap 5 & Chap 6.1 (JPR) & (Rope Rescue I)	80%
NFPA 1006 Chap 6.2 (Rope Rescue II)	NFPA 1006 Chap 5 & Chap 6.1 (JPR) & (Rope Rescue I)	80%
NFPA 1006 Chap 7.2 (Confined Space Rescue II)	NFPA 1006 Chap 5, 6.1, & 7.1 (JPR), (Rope Rescue I), and (Confined Space Rescue I)	80%
NFPA 1006 Chap 8.2 (Trench Rescue II)	NFPA 1006 Chap 5, 6.1, & 8.1 (JPR), (Rope Rescue I), and (Trench Rescue I)	80%
NFPA 1006 Chap 9.2 (Structural Collapse II)	NFPA 1006 Chap 5, 6.1, & 9.1 (JPR), (Rope Rescue I), and (Structural Collapse I)	80%
NFPA 1006 Chap 10.2 (Vehicle Rescue II)	NFPA 1006 Chap 5, 6.1, & 10.1 (JPR), (Rope Rescue I), and (Vehicle Rescue I)	80%
NFPA 1006 Chap 19.2 (Machinery Rescue II)	NFPA 1006 Chap 5, 6.1, & 19.1 (JPR), (Rope Rescue I), and (Machinery Rescue I)	80%

2021 Search and Rescue Certification Requirements

Certification Level	Pre-Requisite	Minimum Standard for Certification
NFPA 1006 Chapter 5.1 (Rope Rescue Awareness Level)	**None**	80%
NFPA 1006 Chapter 5.2 (Rope Rescue Operations Level)	**NFPA 1006 Chapter 5.1** (Rope Rescue Awareness Level)	80%
NFPA 1006 Chapter 5.3 (Rope Rescue Technician Level)	**NFPA 1006 Chapter 5.2** (Rope Rescue Operations Level)	80%
NFPA 1006, Chapter 6.1 (Structural Collapse Rescue Awareness Level)	**None**	80%
NFPA 1006, Chapter 6.2 (Structural Collapse Rescue Operations Level)	**NFPA 1006 Chapter 6.1** (Structural Collapse Rescue Awareness Level)	80%
NFPA 1006, Chapter 6.3 (Structural Collapse Rescue Technician Level)	**NFPA 1006 Chapter 6.2** (Structural Collapse Rescue Operations Level)	80%
NFPA 1006, Chapter 7.1 (Confined Space Rescue Awareness Level)	None	80%
NFPA 1006, Chapter 7.2 (Confined Space Rescue Operations Level)	**NFPA 1006 Chapter 5.2 and 7.1** (Rope Rescue Operations Level) and (Confined Space Rescue Awareness Level)	80%
NFPA 1006, Chapter 7.3 (Confined Space Rescue Technician Level)	**NFPA 1006 Chapter 7.2** (Confined Space Rescue Operations Level)	80%
NFPA 1006, Chapter 8.1 (Common Passenger Rescue Awareness Level)	**None**	80%
NFPA 1006, Chapter 8.2 (Common Passenger Rescue Operations Level)	**NFPA 1006, Chapter 8.1** (Common Passenger Rescue Awareness Level)	80%
NFPA 1006, Chapter 8.3 (Common Passenger Rescue Technician Level)	**NFPA 1006, Chapter 8.2** (Common Passenger Rescue Operations Level)	80%
NFPA 1006, Chapter 9.1 (Heavy Vehicle Rescue Awareness Level)	**None**	80%
NFPA 1006, Chapter 9.2 (Heavy Vehicle Rescue Operations Level)	**NFPA 1006, Chapter 8.3 and 9.1** (Common Passenger Rescue Technician Level) and (Heavy Vehicle Rescue Awareness Level)	80%
NFPA 1006, Chapter 9.3 (Heavy Vehicle Rescue Technician Level)	**NFPA 1006, Chapter 9.2** (Heavy Vehicle Rescue Operations Level)	80%

Certification Level	Pre-Requisite	Minimum Standard for Certification
NFPA 1006, Chapter 12.1 (Trench Rescue Awareness Level)	**None**	80%
NFPA 1006, Chapter 12.2 (Trench Rescue Operations Level)	**NFPA 1006, Chapter 5.1 and 12.1** (Rope Rescue Awareness Level) and (Trench Rescue Awareness Level)	80%
NFPA 1006, Chapter 12.3 (Trench Rescue Technician Level)	**NFPA 1006, Chapter 12.2** (Trench Rescue Operations Level)	80%
NFPA 1006, Chapter 13.1 (Machinery Rescue Awareness Level)	**None**	80%
NFPA 1006, Chapter 13.2 (Machinery Rescue Operations Level)	**NFPA 1006, Chapter 13.1** (Machinery Rescue Awareness Level)	80%
NFPA 1006, Chapter 13.3 (Machinery Rescue Technician Level)	**NFPA 1006, Chapter 13.2** (Machinery Rescue Operations Level)	80%

SOP/TAG DoD Testing Review

Program/Area:	*DoD IFSAC/Pro-Board Certification Testing SOP*		
Purpose:	*To document Instructor/Proctor review of SOP* *By signing you confirm you have read the SOP*		

Date	Printed Name- Last/First/MI	Signature	Unit/Section/Organization