



LOCAL VALIDATION PROCESS

Scope

The general idea is to ensure that the test instrument used is developed with the concerns of the fire service in mind. A cross section of individuals from around Georgia are invited to take part in the process, the committee will consist of Subject Matter Experts (SEM), who serve in the fire service in Georgia at some capacity such as full-time, part-time, or volunteer, who have demonstrated a level of understanding for the identified level being validated through experience, knowledge, and/or certifications.

Purpose

This set of responsibilities is provided to make the National Professional Qualifications System evaluation process easier, to decrease the possibility of problems for firefighter candidates, evaluators, and proctors. To ensure that each evaluation is conducted in a fair and consistent manner regardless of where it is given or irrespective of which proctor is serving during an evaluation.

The Georgia Firefighter Standards and Training Council (GFSTC) will evaluate personnel for National Professional Qualification (NPQ) certification by: (1) a written examination and (2) a performance evaluation.

GFSTC VALIDATION MEMBERS ARE RESPONSIBLE FOR:

- Prior to meeting gathers all the required resource materials, in order to validate the test instruments such as the standard, identified reference material, current skill sheets, and any other related materials. Setting up an agenda for the committee, and sending it out prior to the meeting.
- Ensures that a roster is developed for each day of the validation process that records such information as name of committee members attended, date, associated department, and contact information (phone number and e-mail address).
- Ensure that throughout the process that all reference materials used and notes taken during the validation process are not allowed to leave the room with committee members. Test questions are only displayed by digital projection equipment operated by GFSTC staff members.
- Ensure that each member reviews the test item and/or skill checklist one at a time and it is discussed and approved before moving on.
- Ensures that the use of computers by committee members is forbidden during the validation process. All validation review notes and scrap paper used must be turned in to GFSTC staff members, before anyone is allowed to leave the room.

Validation Procedures

- **All reference material is available and assigned to a panel member.**
 - Copy of the applicable standard
 - Reference material identified by the test bank
 - Matrix for the level validating
 - A matrix will have to be filled out to identify that the test instrument used for that level covers the standard.
 - A completed matrix must have a total number of times that the test instrument covers each section of the standard in the cognitive and manipulative area.
- **Validate Test Banks**
 - Each member reviews the test item and/or skill checklist one at a time and it is discussed and approved before moving on.
 - Before a test question and/or skill sheet is repaired, replaced or approved, the review committee must discuss, reference, and approve the changes to ensure that it will meet the standard.
 - At the completion of the test bank, the committee will determine the number of test questions for the level testing.
- **Validate Skill Sheets**
 - Each member reviews the test item and/or skill checklist one at a time and it is discussed and approved before moving on.
 - Before a test question and/or skill sheet is repaired, replaced or approved, the review committee must discuss, reference, and approve the changes to ensure that it will meet the standard.
 - In some cases, it will be required that the validation committee will have to develop and validate the skill sheets.
 - Identify the grading criteria for the skill sheets, however it must be objective based, consistent, and fair for the candidate and evaluator.
- **Identify How the Skills Testing will be Conducted**
 - How many skills a candidate must pass to obtain certification
 - Individual Skills
 - Group skills
 - Identify the method in which the skills process should be conducted
- **Identify the Required Facilities and Equipment for an Approved Skills Testing Site (ASTS)**
 - Determine the facilities and Equipment that will be required at a site to conduct a skills test
- **Validate Prerequisite Form**
 - Determine what a candidate must complete prior to testing