

**Friday, January 16**

13:15-15:00	1/2 hr BREAK	15:30-17:00
<p><b>PART A: COA Update</b>  <b>13:15 – 14:00</b>                      Over the last year, the COA has been busy updating forms and issuing COA opinions that affect the entire advisory committee. These changes will be discussed, as well as any other COA updates, that occurred in the previous year.</p> <p><b>PART B: Re-Certification Panel Discussion</b>  <b>14:00 – 15:00</b>                      This panel discussion will be focused on the topic of re-certification of NFPA professional qualifications. The panel discussion will include different perspectives on the pros and cons of re-certification. Comments and questions from the advisory committee are welcome on this important topic.</p>		<p><b>Innovative Concepts in Certification Programs: A Multi-Agency Presentation</b>                      This workshop gives 4 agencies the opportunity to give presentations on innovating concepts within their certification programs. The workshop will be facilitated by a COA member with an opportunity for questions and discussion.</p> <p><b>Introduction to the Pro Board</b>                      This workshop is designed for those who are interested in learning more about the history, mission, and purpose for the Pro Board system. It takes you from the evolution of accreditation to its current state. This session will be valuable for those new to the Pro Board system, or those who would like more in depth understanding of the system.</p> <p><b>Organizational Change</b>                      This session will provide an overview of culture and organizational culture, how to change culture, and provide a case study of how one organization successfully changed its culture related to exam development and certification testing.</p>

## Saturday, January 17

08:30-10:00	1/2 hr BREAK	10:30-12:00
<p><b>Preparing for a Site Visit</b> Do you have a site visit coming up? Whether it is a re-accreditation or initial accreditation, this workshop will prepare you for what to expect during the site visit process. You will be given an overview of the self-assessment process, information on what to expect prior to the site visit (forms and documents), during the site visit, and following the site visit. Come ready with questions!</p>		<p><b>Use of Simulation in a Testing Environment</b> In this ever changing world, technology comes closer to simulating real world experiences everyday. This workshop will further expand upon the keynote speaker discussion at the advisory committee meeting relating to the use of simulation in testing environments. Representatives from companies who create simulation software and/or equipment will also be there to talk about what simulation can do, and what it cannot do.</p>
<p><b>Round Table Discussions</b></p> <ul style="list-style-type: none"> <li>• Now that my agency is accredited – what do I need to know?</li> <li>• Online testing security considerations</li> <li>• Develop a usable skill sheet</li> <li>• Constructing effective test questions</li> <li>• Review new Pro Board forms</li> </ul> <p>This workshop provides an opportunity for networking and sharing of information. A COA member, or other technical expert, will facilitate a discussion based on a topic and provide any applicable Pro Board policies, criteria, or COA opinions.</p> <p>This year, we have expanded the time at each table from 15 minute rotations to 25 minutes. You will be given the opportunity to select 3 of the 5 discussion topics, so make sure you sit at the tables you are most interested in and be ready to discuss. This workshop is 100% participant driven!</p>		<p><b>Preparing for a Site Visit</b> Do you have a site visit coming up? Whether it is a re-accreditation or initial accreditation, this workshop will prepare you for what to expect during the site visit process. You will be given an overview of the self-assessment process, information on what to expect prior to the site visit (forms and documents), during the site visit, and following the site visit. Come ready with questions!</p>
<p><b>Statistical Analysis of Test Banks</b> The Pro Board requires that we have a procedure for test item and instrument analysis and a procedure to use the analysis to make decisions on the items and instruments. What does this mean to the accredited entity? This session will examine the concept of test item analysis and the tools available within LXR to review test item performance. It will also provide a process for evaluating the performance of test items and identify some elements that can contribute to poor test item performance. Participants will have opportunities to apply these concepts on test items during the session.</p>		<p><b>Innovative Concepts in Certification Programs: A Multi-Agency Presentation</b> This workshop gives 4 agencies the opportunity to give presentations on innovating concepts within their certification programs. The workshop will be facilitated by a COA member with an opportunity for questions and discussion.</p>