



Washington State Fire Marshal's Office

Test Control Officers, Senior Evaluators, Evaluators & Proctors

Test Administration Personnel Training

*This training is **mandatory** for all test administration personnel. If you do not attend one of the scheduled training sessions before **April 1, 2014**, you will be removed from the Test Administration Personnel Program. Reentry to the program will require you to begin at the Evaluator level as outlined in the updated policies and procedures.*

Course Description:

The course will cover Accreditation & Certification policies and procedures; the updated Test Administration Personnel Program to include: task books, qualifications, renewal procedures, etc; the new online testing system; candidate test progression matrix; practical skills evaluation requirements; and updated forms.

Course Length:

Dates, Times & Locations

Morning: 0800-1200
Afternoon: 1300-1700
Evening: 1800-2200
All dates have a morning and afternoon session unless otherwise indicated.

- > January 7, 2014—Olympia
- > January 22, 2014—Spokane (Afternoon & Evening Sessions)
- > **Cancelled—January 25 & 26, 2014—Skagit Valley College (Morning Sessions Only)**
- > January 29, 2014—Spokane (Afternoon & Evening Sessions)
- > January 30, 2014—Clark # 11
- > February 5, 2014—Port of Seattle
- > February 10, 2014—Burlington
- > February 24, 2014—Lakewood
- > March 5, 2014—Yakima (Morning Only)
- > March 11, 2014—Snohomish (Morning Only)
- > March 25, 2014—Olympia

Register at:

<https://www.surveymonkey.com/s/LQ2NCCR>

Registrations must be received at least two weeks prior to your selected training date & confirmation emails will be sent approximately 10 days prior to the class. *If you do not register, you will not be admitted to the class.*

For questions contact:

Accreditation & Certification
210 11th Ave SW, Rm 101
PO Box 42600
Olympia WA 98504-2600

Phone: 360.596.3945
Fax: 360.596.3936
E-mail: ifsacquestions@wsp.wa.gov

Target Audience:

CURRENT Washington State certified Test Control Officers, Senior Evaluators, Evaluators and Proctors ONLY.

Separate dates/times will be scheduled for personnel desiring to enter the Test Administration Personnel Program.