



Test Administration Personnel Agreement

The Washington State Patrol State Fire Marshal's Office (SFMO) is accredited by the International Fire Service Accreditation Congress (IFSAC). The SFMO shall establish and maintain a program for the selection and training of Test Administration Personnel. A list of current Test Administration Personnel shall be maintained and published by the SFMO.

Test Administration Personnel must abide by all SFMO policies and procedures pertaining to the testing process. By signing this agreement, you are committing to:

- Follow all Accreditation and Certification policies and procedures.
- Serve as Test Administration Personnel at the level approved by the SFMO.
- Participate as Test Administration Personnel on exams for which certifications are held, or Equivalency or Reciprocity has been granted. A minimum of Instructor I is required.
- Uphold the ethical responsibilities of Test Administration Personnel and maintain awareness of the discipline policies and procedures established by the SFMO.

Indicate Level(s)

- Evaluator** – Acting as an impartial professional (knowledgeable about and experienced with the components of an evaluation).
- Senior Evaluator** – Acting in the supervisory capacity and site management responsibilities.
- Test Control Officer** – Holds the overall responsibility for test and site management.
- Proctor** – Stand-alone designation for the administration of written exams only.

Contact Information

Full Name			
Date of Birth		Last 4 of SSN	
Mailing Address		City	State ZIP Code
Phone Number		E-mail Address	
Fire Department		Department Phone	
Signature			Date

By signing this agreement, I attest that I have read the State Fire Marshal's Office Certification policies and procedures and understand the expectations and requirements of those policies and procedures.

I will allow SFMO staff to release my contact information to Test Control Officers seeking evaluators. Yes No

The most current version of the SFMO certification policies and procedures can be found [here](#).