



IFCA

# ASSESSMENT & CONSULTING SERVICES



*A Division of the Illinois Fire Chiefs Association*

The Joint Labor Management Committee plans to offer a **BASIC ASSESSOR CERTIFICATION COURSE** commencing on June 7, 2021 and ending on June 9, 2021. The class will be held at the Normal Fire Department located at 606 S. Main Street in Normal, Illinois 61761

## **Assessor Certification Course - Public Act 95-956 (Effective 8/29/2008)**

In August of 2003, the Fire Department Promotion Act (50 ILCS 742) became law. This act specifically modified the terms of the Board of Fire and Police Commissioners Act (65 ILCS 5/10-2.1-1) the Civil Service Commission Act (65 ILCS 5/10-2-1), and the Fire Protection District Act (70 ILCS 705/16.01) as they pertained to the promotion of personnel in the fire service.

The changes enacted by P.A. 95-956 on August 29, 2008, do not restrict the use of the assessment centers, but rather focus on the qualifications of the assessors. Effective January 1, 2010, only individuals who are certified in accordance with the provisions approved by the Office of the State Fire Marshal may be employed to grade candidates participating in the assessment center testing process. Further, the Act pertains to all full-time municipal fire departments that are subject to a collective bargaining agreement or the fire department operated by a full-time fire protection district. The terms do not include fire departments operated by the State, a university, or a municipality with a population over 1,000,000 or any unit of local government other than a municipality or fire protection district. The terms also do not include a combined department that was providing both police and firefighting services on January 1, 2002.

It is important to note that these certification requirements do not apply to persons employed or appointed by the jurisdiction administering the test. This means that your departmental staff or your fire commissioners who oversee the testing process are not required to be certified.

### **To Participate in the Basic Assessor Certification Course**

The JLMC wants to emphasize that to become a Certified Assessor, an individual needs to possess **a minimum of ten years of service as a full-time sworn firefighter including at least three years of service as a company officer or higher.**

An individual can attend the Basic Assessor Certification Course but will not be certified until the requirement of both ten years of service as a full-time sworn firefighter including at least three years of service as a company officer or higher.

### **Assessor Certification Requirements**

An individual desiring to be a certified assessor must apply to the Joint Management Labor Committee (JMLC) and meet the following minimum requirements established by the JLMC:

- **Possess a minimum of ten years of service as a full-time sworn firefighter including at least three years of service as a company officer or higher;**
- Successfully complete the Basic Assessor Training Course administered by a JLMC approved provider which shall conform to the training syllabus established by the JLMC;
- Successfully complete the practical requirements established by the JLMC consisting of participation in two Assessment Centers as a non-grading assessor and approval by the lead-assessor: **and**
- Sign a pledge to comply with the Code of Ethics for Illinois Assessors with the JLMC.

## **JLMC Basic Assessor Certification Course (BACC)**

The 24-hour BACC complies with the JMLC minimum initial standard for the qualification of certified assessors covering both lecture and practical components based upon the approved syllabus and Assessor Job Performance Requirements.

Attendees will be educated and trained in the numerous exercises that are used in promotional process. Using assessment center practical exercises in small breakout groups, the attendees will learn the skills needed to be a certified assessor.

All coursework will be in electronic format and each attendee must bring their own laptop computer.

Meals and hotel reservations during the three day course will be the responsibility of each individual.

**OFFICE OF THE STATE FIRE MARSHAL  
TITLE 41: FIRE PROTECTION  
CHAPTER I: OFFICE OF THE STATE FIRE MARSHAL  
PART 145  
CERTIFIED ASSESSORS FOR  
FIRE DEPARTMENT ASSESSMENT CENTERS  
Section 145.50 Roster of Certified Assessor and Request for Roster**

a) The Office shall establish and maintain a Roster of the certified assessors that the JLMC has provided to the Office.

b) The parties to the promotion (the authority that administers and grants promotions and the labor organization that represents the candidates for promotion), may agree to their own process to select certified assessors, enter into their own contract with a particular testing company to provide certified assessors, or permit non-certified assessors that have a specialized technical expertise to participate.

c) Should either party request a list of certified assessors from the Office, *the Office shall select at random a panel numbering not less than 2 times the number of assessors required and provide such list within 7 days after receiving the request. The parties shall augment the number by a factor of 50% by designating certified assessors who may serve as alternates to the primary assessors.* [ 50 ILCS 742/50(h)]

d) The parties shall select certified assessors from the list supplied by the Office and shall notify the Office within 7 days following the receipt of the list, of the assessors they have selected. If the parties fail to notify the Office of their selection of certified assessors within the 7 days, the Office shall appoint the certified assessors required from the list of certified assessors provided.

e) In the event a certified assessor is not able to participate in the assessment center process for which he was selected, either of the parties involved in the promotion process may request that additional names of certified assessors be provided by the Office.

### **Section 145.60 Assessor Selection**

Unless the parties agree on an alternate selection procedure, each party shall alternatively strike a name from the list provided by the Office until the required number of assessors remains. *A coin toss shall determine which party strikes the first name.* [50 ILCS 742/50(h)]

***Disclaimer: The Basic Assessor Course is being offered to those qualifying individuals who wish to become a State of Illinois Certified Assessor. Certified Assessor names will be posted on the OSFM website but it is important to note that becoming a certified assessor does not guarantee employment with a certified vendor or participation in any promotional process.***



# JLMC Basic Assessor Certification Course

**Dates:** June 7, 8, 9, 2021

**Location:** Normal Fire Department  
606 S. Main Street  
Normal, Illinois 61761

**Times:** Registration @ 0730 hours Starting time @ 0800 hours Ending time @ 1700 hours

**Cost:** Registration Fee: \$450

- ❖ All coursework will be in electronic format and each attendee must bring their own laptop computer.
- ❖ Meals and hotel reservations during the three day course will be the responsibility of each individual.

Name: \_\_\_\_\_

Rank: \_\_\_\_\_ Date of Rank: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please answer the following questions:**

- **How many years of experience do you have as a fulltime Firefighter: \_\_\_\_\_**
- **How many years of experience as a Company Officer or higher: \_\_\_\_\_**

**I understand that I must have three years of experience as a company officer or higher to be a Certified Assessor:**

**Signature:** \_\_\_\_\_

Send registration form and fee to:  
JLMC Basic Assessor Certification Course  
927 S Second, Springfield, IL 62704

Or

Email registration to :  
[JLMChire@gmail.com](mailto:JLMChire@gmail.com) and call 217 522-8180 with a credit card for payment

**Must have 20 participants or class will be cancelled and refunds given - class size will be limited to 30 depending on COVID restrictions at time of class.**

Deadline for registrations:  
**May 24, 2021**