# **L-481 Supplemental Evaluation Process Information**

This document describes the L-481 program evaluation process that will be used by the NWCG Leadership Subcommittee (LSC) when evaluating and approving potential providers for the L-481 program.

## **Certification Process Overview**

The goals of the certification system will be to:

* Minimize costs associated with failed evaluation attempts through more robust due diligence and critical review of course materials, processes, and design documentation of a potential program prior to scheduling of any live certification event.
* Reduce prescriptive instructional guidance within the course design criteria by providing clear end state and intent that describes what the LSC is seeking with regard to workforce development. This approach will enable new providers more latitude and creativity in the way that they design their programs, and reduce prescriptive guidance which is loosely inherited through the production of the first specification for any specific course.
* Provide a more robust and efficient performance monitoring system on existing providers and programs. This will include collecting more data and reporting requirements from providers and using data to discriminate between good and poor performing providers.

The L-481 program certification process:

1. Potential provider reviews and completes the steps outlined in [Becoming an NWCG Approved L-Course Provider](http://www.fireleadership.gov/courses/L_481/L481_Becoming_an_LCourse_Provider.docx).
2. Under Step 3 of [Becoming an NWCG L-Course Provider](http://www.fireleadership.gov/courses/L_481/L481_Becoming_an_LCourse_Provider.docx), the potential provider submits design and development documents to the NWCG L-course point of contact (POC) for evaluation and comment. The list of required review material will be agreed upon by the provider and the POC.
3. The POC (usually the appointed curriculum management unit lead for L-481) will manage a program review of the provider’s material and documentation. The CMUL may us internal or contract reviewers to insure that all the required elements of the Instructional Design Criteria have been met.
4. NWCG L-Course POC provides feedback to potential provider regarding package.
5. Potential provider re-submits all course materials, logistical documents, and other products associated with the delivery to the POC for review.
6. NWCG L-Course POC approves package or returns with comment for resubmission.
7. Once the course design documents are approved and agreed upon, the potential provider and the POC will proceed to Steps 4, 5, and 6 outlined in [Becoming and NWCG L-Course Provider](http://www.fireleadership.gov/courses/L_481/L481_Becoming_an_LCourse_Provider.docx) and initiate contact with a GATR or sponsoring agency and schedule an initial test course delivery date. The potential provider is responsible for coordinating and obtaining a hosting agency or GATR. (The GATR or sponsor agency must submit a written request to the NWCG L-Course POC for an Evaluation Team at least four (4) months prior to that initial test course date).
8. The NWCG L-course POC will assemble an Evaluation Team. Travel costs reimbursement for the evaluation team is the responsibility of the sponsoring agency or organization.
9. Deliver live test course. The potential provider will deliver the approved materials, or an updated set of materials agreed upon between the NWCG L-Course POC and the provider.
10. The LSC evaluation team will evaluate the program and render one of the following decisions:

* Program and provider approved as is.
* Program and provider approved, with recommended changes.
* Program and provider approved conditional upon some mandatory changes being made.
* Program and/or provider is denied, with recommendations for future improvement and for potential future evaluation.

1. If the course content, materials, and lead instructor are approved, notification will be given by the NWCG Leadership Subcommittee through a letter to the provider and to the GATR or sponsoring agency contact. The provider will then be added to the list of L-481 Approved Providers, and specific lead instructors identified if applicable.
2. If program and/or provider are denied approval, the LSC evaluation team may recommend actions or changes to provide a pathway to certification. In all cases of denial, certification cannot be obtained without demonstration of capability through another live test.

* If another test is pursued by the potential provider, the process described above should be followed again.
* In the event of a second live test course, the provider will be responsible for the travel costs for the evaluation team.
* Failure to certify after two live attempts will terminate the process and the LSC will not be obligated to consider future applications.