



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: 07/20/2021 Date of This Proposal: 06/28/2021

SUBJECT (item as it will appear on agenda):

Approve WCJC to become a State Firefighters' and Fire Marshals' Association (SFFMA) testing site effective September 21, 2021.

RECOMMENDATION:

Approve WCJC to become a State Firefighters' and Fire Marshals' Association (SFFMA) testing site effective September 21, 2021. Approval includes a \$25 proctoring fee for SFFMA examinations.

BACKGROUND/RATIONALE:

The Executive Director of SFFMA has requested that the WCJC Richmond Testing Center to become a certified exam site for their new online testing. They also welcomed the opportunity to provide their exams at the Wharton campus for those volunteer firefighters in more rural locations.

SFFMA exams will be available at the Richmond Testing Center on a schedule that mirrors the TCFP exams. Prospective testers will be approved for testing by SFFMA staff before scheduling individual exams at a WCJC Testing Center. This opportunity will also benefit WCJC EMT-Paramedic students/graduates who will be able to extend their professional qualifications to include fire service certification.

Estimated Cost and Budgetary Support (how will this be paid for?): There will be no added cost. It is estimated that the Testing Centers will administer 75 tests per year, resulting in a revenue of \$1875.00.

RESOURCE PERSON(S) [name(s) and title(s)]: Tina Kollmann, Coordinator of Testing Services

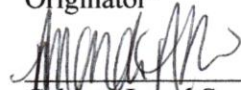
SIGNATURES:



Originator

6/28/21

Date

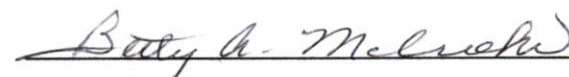


Cabinet-Level Supervisor

06/28/2021

Date

PRESIDENT'S APPROVAL:



7-1-21



MEMORANDUM OF UNDERSTANDING
between
the State Firefighters' and Fire Marshals' Association of Texas
and
Wharton County Junior College

This memorandum of understanding sets forth the responsibilities of the above partners for the delivery of internet-based certification examinations at the testing center's location.

Background

The State Firefighters' and Fire Marshals' Association of Texas (SFFMA) provides for the credentialing of participating fire protection personnel throughout the state. Following required training, individuals must successfully pass an established testing process to gain SFFMA certification in their area of expertise. SFFMA is honored to partner with the above testing center for online delivery of certification exams.

Responsibilities

The responsibilities of the partners for online testing are as follows:

SFFMA will:

- Develop and maintain all test questions, examinations, and records of examinations.
- Provide the online testing interface used by examinees.
- Make the interface and applicable exam available to the examinee upon input of the proper authorization information at the testing center.
- Retrieve and store all exam results, and provide appropriate results to the examinee.

TESTING CENTER will:

- Verify the identity of an examinee upon their arrival at the testing center.
- Ensure that the examinee successfully accesses their exam.
- Provide the examinee with a secure testing station to access the SFFMA examination.
- Provide all necessary security during the testing process, to include ensuring that SFFMA exams are conducted using a secure/restricted access browser.
- Ensure that the examinee has properly closed and exited the examination interface upon completion of their exam.
- Administer any fee that may be charged by the testing center for use of its facility.

Duration

This memorandum of understanding may be modified by mutual consent of the authorized persons listed on this document. It will become effective upon signature by both partners and will remain in effect until termination by either partner.

CONTACT INFORMATION:

Partner Name: State Firefighters' and Fire Marshals' Association of Texas

Address: PO Box 1709, Manchaca, TX 78652

Telephone: 512-454-3473

Authorized Person(s): Tim Rutland, Executive Director

Kevin Creamer, Certification Administrator

Partner Name: Wharton County Junior College

Authorized Person(s): Betty McCrohan, President

Address: 911 Boling Hwy

Telephone: 979-532-6304

Email: bettym@wcjc.edu

Signatures:

SFFMA

Date

Betty L. McCrohan
WHARTON COUNTY JUNIOR COLLEGE

6-23-2021
Date