



Certifying Officer Code of Ethics Compliance Form

Certifying Officer Instructions

Every Certifying Officer is required to read this Code of Ethics prior to his or her initial CO Endorsement.
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Certifying Officers must sign this Code of Ethics and return it to the AFSC office for each assignment.

Certifying Officer Code of Ethics

1. As a Certifying Officer (CO) for the Alaska Fire Standards Council (AFSC), I acknowledge that providing a consistent and high-quality test is my primary responsibility to candidates and the organizations they serve.
2. I have carefully reviewed and agree to comply with the policies and procedures outlined in the current AFSC Certifying Officer Manual.
3. I understand my role involves managing certification tests that ensure objective, fair, and consistent experiences for all students.
4. It is my duty to exercise good judgement in choosing appropriate attire that projects a professional image suitable for both observation and classroom activities.
5. If I am unable to fulfill an assigned exam, I will promptly notify the AFSC Administrator.
6. In situations where I am already familiar with a candidate prior to their testing session, I will take steps to minimize interactions that create potential conflicts of interest as a representative of AFSC.
7. I will maintain professionalism by refraining from making comments, that display personal bias, or sharing offensive jokes or stories.
8. I will request that safety protocols set in place by the testing agency be strictly observed during test site examinations, including coordination with test site coordinators, safety officers, instructors, evaluators, and candidates; and that any violations of these protocols may require my stoppage of the testing.
9. I understand that any concerns or feedback regarding instructors, candidates, or staff members are expressed to the AFSC Administration, rather than to other individuals or groups.
10. I commit to not review, reproduce, or disclose any testing materials or contents of the test bank unless explicitly instructed by the AFSC Administrator for a specific assignment.
11. Furthermore, I understand that any deviation from the AFSC test policy and procedures that compromises security, or the integrity of an examination will constitute a breach of my agreement with AFSC. In such instances, the AFSC Administrator may initiate disciplinary action, which could include revocation of CO endorsement, forfeiture of other relevant AFSC certificates, and loss of assignment reimbursement.

Acknowledgement

I acknowledge that I have read and will comply with the Certifying Officer Code of Ethics defined by the Alaska Fire Standards Council. I agree to abide by the policy and procedure specified in the Certifying Officer manual and specific instructions as directed by the AFSC administrative staff.

Certifying Officer Printed Name *Certifying Officer Signature* *Date*