

## **QUESTIONS AND ANSWERS FOR FLUID POWER CERTIFICATION**

### **I. Role of Fluid Power Certification Board (FPCB) in Certification**

1. What is the Fluid Power Certification Board and what does it do?

The Fluid Power Certification Board is composed of leaders from the Fluid Power industry who are actively involved in education and Certification. The FPCB is lead by the IFPS Vice President of Certification. The FPCB meets periodically throughout the year and establishes policies and procedures which guide the Certification process.

2. What is FPCB Certification?

FPCB Certification is recognition by a national professional organization that a person has met a standard of achievement. Certification carries with it the status of IFPS since the FPCB is an operating unit of IFPS.

3. What are the benefits of certification?

Some employers will use Certification as a tool in hiring and advancement. Others may use it as a condition to retain employment. Some state agencies recognize IFPS Certification.

4. How many job titles have been identified for Certification?

Nine: Fluid Power Engineer  
Hydraulic Specialist  
Pneumatic Specialist  
Industrial Hydraulic Technician  
Mobile Hydraulic Technician  
Pneumatic Technician  
Industrial Hydraulic Mechanic  
Mobile Hydraulic Mechanic  
Pneumatic Mechanic

The IFPS conducts Instructor Training Workshops (ITWs) and Job Performance Test Workshops (JPTWs) for Accredited Instructors. The IFPS also sponsors Review Training Sessions (RTSs) for all Certification levels. RTSs are conducted for employees of private companies upon request or publicly where a need is identified.

## **II. How a candidate becomes certified**

### 1. Why does someone express interest in becoming certified?

Some companies promote Certification of their employees and most Fluid Power professionals wish to excel in their chosen field for the satisfaction, recognition, and merit rating it generates. Companies commonly provide incentives, but it is often the individual who wants to achieve Certification status.

### 2. How does a candidate express an interest in becoming certified?

By contacting IFPS headquarters, responding to promotional flyers, or informing Accredited Instructors of their interest.

### 3. How does a candidate know when he or she is ready to take the test?

There are two ways – by knowing the answers to the review questions or by scoring well on the pre-test and being encouraged by an Accredited Instructor.

### 4. How does a company sponsor a candidate start the process?

The process can be started by contacting IFPS headquarters or any Accredited Instructor and expressing interest.

### 5. Who sets up the test?

IFPS headquarters sets up the test in response to a request from an Accredited Instructor or from a number of candidates. A minimum of 10 people must register to offer a certification test at an individual location. Fewer than ten can be accommodated if special fees are acceptable. There are also more than 20 test sites available each month for an individual to take the written exam only.

### 6. Who arranges for the Authorized Job Performance Test Proctor to set up, administer, and grade the Job Performance Test?

IFPS headquarters makes an arrangement with an Authorized Job Performance Test Proctor, or the AJPP will initiate the arrangement.

### 7. Who identifies the written test proctor?

IFPS headquarters controls and confirms all proctors for the administration of the written tests. IFPS headquarters has the responsibility to maintain the confidentiality of the written test.

### **III. How are Job Performance tests arranged?**

1. Only Authorized Job Performance Test Proctors are allowed to administer and proctor the Job Performance test, because of this testing can only be arranged by a request of a hosting company or an AJPP. A minimum of 10 participants are required for Job Performance testing.

All test arrangements are handled through IFPS headquarters. Most requests come through the Accredited Instructor who is usually teaching a review session that will conclude with certification testing.

### **IV. Role of the Authorized Job Performance Test Proctor**

1. Who are the Authorized Job Performance Test Proctors?

The Authorized Job Performance Test Proctors are a sub-group of the Accredited Instructors. The FPCB wants to maintain quality standards and uniformity in the administration and grading of the Job Performance test. Only Authorized Proctors administer and grade the Job Performance test.

Authorized Job Performance test Proctors are required to first become Accredited Instructors, pass at least one Mechanic, or Technician Certification test, and participate in a Job Performance test Workshop where test grading and administration are covered. In practice, Job Performance Test Workshops are offered in conjunction with all Instructor Training Workshops. Accredited Instructors are not required to become Authorized Job Performance Test Proctors, but most do.

2. What materials and supplies are required to administer the Job Performance Test?

One basic test kit per six Mechanic/Technicians tested, plus expendable supplies such as tubing and handouts. Test kits contain necessary hardware for all six stations. Specifications for the test kit hardware are provided to Authorized Job Performance Test Proctors. Authorized JPT Proctors may assemble their own test kits if they so desire. A bill of materials for the kit is available through IFPS headquarters. IFPS provides the test booklets.

3. How does the AJPP Test Proctor get paid for proctoring and grading the Job Performance Test?

See AJPP proctor form enclosed in this manual.

4. When does the Job Performance test Proctor grade the Job Performance Test?

Each Job Performance station in the test must be completed in 30 minutes or less. They are also self contained, so each can be completed without close supervision. Thus, the tests can be graded at a later time. The AJPP reports scores directly to IFPS Headquarters.

Individual test scores must be kept confidential. No discussions or indications of scores are permitted during or after the test.

5. Are Accredited Instructor/Job Performance Test Proctors required to have a public school affiliation?

No, public and private school instructors as well as company trainers may qualify equally as Accredited Instructors/Authorized Job Performance Test Proctors. However, the FPB controls administration of the written test with an outside proctor.

6. How does an AI/AJPP become involved?

a. Pre-test students in your school to determine readiness and appropriate certification strategy.

b. Pre-test candidates in local industry to determine certification readiness certification strategy.

c. Set up, administer, and grade Job Performance Test.

d. Interpret Job Performance test scores to certification candidates.

e. Teach courses to prepare students or industry candidates for the test.

f. Teach a review training session to prepare students or industry candidates for the test.

## **V. Accredited Instructors Role**

1. What certification strategies can the Accredited Instructor implement?

a. Inform the candidate he/she is prepared to take the test.

b. Inform the candidate he/she is not prepared for the test and should take a review training session (RTS).

c. Inform the candidate he/she is borderline and should take the RTs to review the subject matter.

2. Who are the Staff Accredited Instructors and what is their role?

Staff Accredited Instructors are selected by the FPCB to conduct review Training Sessions (for certification candidates) and Instructor Training Workshops (for instructors) under IFPS sponsorship. Staff Accredited Instructors must first be an Accredited Instructor and meet additional criteria. They make application to FPCB for consideration as a Staff Accredited Instructor.

3. Is the IFPS the only agency that can offer a Review Training Session (RTS)?

No, an RTS may be sponsored by schools, private companies, IFPS chapters or other organizations. The sponsoring agency must make all arrangements, handle registration, and arrange for an instructor. The sponsor sets the fee, if any agencies sponsoring RTSs are also permitted to collect Certification Test fees and register the individuals for the test as a group.