

# IAFF CPAT NEW PROCTOR TRAINING

EFFECTIVE JAN. 1, 2026



**WFI**  
WELLNESS-FITNESS  
INITIATIVE

## DAY ONE

- The new proctor will watch the IAFF orientation video.
- The new proctor will be paired with a lead/event proctor.
- New proctor will shadow their paired lead/event proctor during a candidate test.
- The new proctor will shadow lead and event proctor positions during a scheduled test day.
- The senior proctor will mentor and train the new proctor throughout the test day.

## DAY TWO

*The difference between day one and day two is the new proctor will assume the role of the lead/event proctor, while the senior proctor shadows and makes sure all test elements are being correctly proctored by the new proctor.*

- The new proctor will be paired with a lead/event proctor.
- The new proctor will rotate through lead and event proctor positions, performing multiple repetitions to ensure competence with each role. Senior proctors will answer any questions from the new proctor and provide immediate, constructive feedback to new proctors throughout the two days.
- At the end of day two, the main administrator will meet with the senior proctors to ascertain the progress of each new proctor's training. If the senior proctors state the new proctor is competent and ready, the new proctor will be approved to lead/event proctor on their own. If further training is required for the new proctor, a plan will be discussed and implemented.

If an organization is looking to train multiple new proctors and cannot facilitate the above steps, they have the option to hire a third-party company to do a full series of proctor trainings in a one- or two-day format.