

COMMITTEE DESCRIPTION AND OPERATING POLICIES AND PROCEDURES

Certification Commission of NAMSS (CCN)

#	Topic	Text/Comments
1	Type of Committee	Operational Committee (see NAMSS Bylaws, Article 10, Section 1)
2	Definitions	CCN is used interchangeably with Certification Commission. Board is used interchangeably with Board of Directors.
3	Purpose and Scope of Committee	Develop and implement a comprehensive and valid professional certification program. It provides all the necessary components of an overall, voluntary certification program to include mechanisms to evaluate individuals' competence in the profession, which are objective, fair and based on the knowledge and skills necessary to perform the roles of NAMSS certificants. It continually assesses and develops a methodology to ensure current relevance and reliability of the evaluation mechanisms used to assure individual competence and on-going competence. The CCN publishes all pertinent information relative to the certification program, its processes and requirements, and it supports the marketing efforts of both the certification program and NAMSS. The CCN negotiates contractual agreements, as necessary and in consultation with the NAMSS Board, to ensure appropriateness/validity of the certification examinations and adequate management resources of the certification program (i.e., administrative staff, professional testing company, etc.).
4	Composition <ul style="list-style-type: none"> ▪ Number of members ▪ Qualifications of members ▪ How appointed/selected ▪ Rotations (if any) 	The CCN consists of eight members elected to three-year terms, and one Public Member appointed to a one-year term, who may be reappointed for up to two additional one-year terms. All members hold voting rights. There will be three officers of the CCN, elected to one-year terms with succession: Chair, Immediate Past Chair and Vice Chair. Following a nomination process, CCN members are elected by majority vote of the certificants, and Officers are elected by majority vote of the CCN.

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	<ul style="list-style-type: none"> ▪ Quorum 	<p>The majority of voting members of the CCN must be active members of NAMSS, and hold dual certifications (CPMSM/CPCS). These members will represent a cross section of the industry and a cross section of the country's regions. Terms of membership shall begin on January 1st of the upcoming year following election. Membership shall be staggered to assure continuity of the program. All members are required to sign conflict of interest/ confidentiality statements. Further qualifications, terms and vacancies will be addressed in CCN policies and position descriptions.</p> <p>A quorum is defined as a majority of voting members of the CCN.</p>
5	<p>Relationships (Internal and External)</p> <ul style="list-style-type: none"> ▪ To NAMSS Board ▪ To Other Committees/Groups 	<p>As its parent association, the CCN maintains a collaborative relationship with the NAMSS Board in its governance of the certification program, in order to support the goals and objectives of NAMSS. The CCN Chair sustains an open dialogue with the NAMSS Executive Committee to ensure appropriate awareness and endorsement of issues (i.e., budget, CCN governance, scope of certifications, etc.). The CCN Chair participates, as appropriate, in Board activities/decisions.</p> <p>The CCN interacts with and supports the missions of other NAMSS committees (i.e., Education, Marketing, etc.) on an on-going basis and dependent upon the current issues.</p>
6	Responsibilities/Duties	<p>General duties of a NAMSS Committee/Commission</p> <ol style="list-style-type: none"> 1. In coordination with the Bylaws Committee, recommend revisions to the NAMSS Policies and Procedures relevant to the CCN's work. 2. In coordination with the Governance, Management & Manpower Committee, develop volunteer job descriptions to support the work of the CCN. 3. In coordination with the Governance, Management & Manpower Committee, evaluate the performance of the CCN members and sub-committee members. 4. Review the Strategic Plan to ensure that strategies and tactics relevant to the work of the CCN are being fulfilled and to ensure that major aspects of the

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		<p>certification program are reflected in the strategic plan.</p> <ol style="list-style-type: none"> 5. Prepare quarterly status reports and minutes of meetings or conference calls for review by the President of NAMSS. 6. Operate within budgetary parameters and provide guidance to the preparation of the budget for the certification program. 7. Develop article(s) for publication in Synergy as appropriate for the CCN and the certification program. 8. Communicate with the President of NAMSS prior to taking action or sending out correspondence that impacts on NAMSS and involves States and/or members. <p>Specific duties of the CCN</p> <ol style="list-style-type: none"> 1. Establish/administer policies and procedures to assure the effective functioning of the CCN and of the certification program. 2. Develop and administer valid and reliable certification examinations, through a comprehensive test development process in consultation with the contracted testing company, to include setting of cut scores. 3. Determine overall eligibility requirements of candidates for certification in accordance with the goals of the CCN and of NAMSS, for the benefit of both NAMSS members and non-members. 4. Develop and publish a comprehensive handbook and related materials to adequately convey all aspects of the certification program to candidates, certificants and the public. 5. Establish fees for certification examinations and for all related certification processes/materials. 6. Establish requirements and administer the mechanism by which certificants maintain certification status. 7. Establish and administer a grievance process for candidates and certificants. 8. Establish and administer a code of ethics for certificants and a disciplinary policy. 9. Establish and administer an effective registry and an effective communication system to support the program.

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		<p>10. Establish and administer an appropriate process for revocation of certifications, when necessary.</p> <p>11. Oversee appropriate staffing, management and resources to conduct the certification program.</p> <p>12. Submit periodic reports to certifiants, general membership of NAMSS and NAMSS Board, and to the public.</p> <p>13. Establish effective working relationships and consults as appropriate with NAMSS Board, Committees and Councils.</p> <p>14. Communicate all pertinent decisions, goals and strategies to the NAMSS Board in a timely manner.</p> <p>15. Comply with all applicable laws and regulations, including nondiscrimination, disabilities, and other issues which may affect fairness to candidates and certifiants, or protection for consumers.</p>
7	Authority/Decision-Making	<p>While maintaining a joint relationship and an effective collaborating affiliation with its parent association, the CCN holds independent authority in decision-making in its responsibilities for establishing the standards for certifications and its operating policies. The CCN serves as this autonomous certifying arm of NAMSS in order to protect against undue influence that could compromise the integrity of the certification program.</p>
8	Meetings/Schedules	<p>The CCN typically holds two/three face-to-face meetings and telephone conference calls, throughout the year as necessary, to perform its functions. Likewise, some issues are discussed and resolved via email communications. Some tasks are delegated to other CCN committees (Test Development, Ethics, etc.), who may or may not, require meetings depending upon their functions.</p>
9	Support Services for Committee Activities	<p>The Certification Department within the Executive Office of NAMSS provides the overall program with administrative support. The Certification/Education Director provides leadership for this department, and provides levels of expertise in certification for the CCN and facilitates CCN activities.</p>

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10	Fiscal Management/Budget	The certification program functions under a separate sub-account of the NAMSS budgeting system. It includes specific line items for revenues and expenses. This budget is developed by the CCN annually, for approval by the NAMSS Board. The CCN Chair and the Certification Director are accountable for revenue/expense management.
11	Listing of policies/procedures that are the responsibility of this committee.	A comprehensive Governance Charter and appropriate operating policies are developed and implemented by the CCN.
12	Other Forms/Templates and Related Instructions	<ol style="list-style-type: none"> 1. Golden Key award criteria and application 2. Maintaining Certification brochure 3. Certline email publication 4. Candidate Handbook 5. Exam application form 6. Recertification application and CE tracking form 7. Certificants' Code of Conduct