

Certification Commission of NAMSS Policies and Procedures

Governance Charter

Number: 300.01
Effective Date: March 2003

Purpose and Authority: The Certification Commission of NAMSS (CCN) was formed in 1984 to develop and implement a professional certification program, in support of goals of the National Association of Medical Staff Services. While maintaining an effective affiliation with its parent association, the CCN is solely responsible for the voluntary certification program. The CCN serves as an autonomous certifying arm of NAMSS, in order to protect against undue influence that could compromise the integrity of the certification program. The two certifications, CPCS and CPMSM, are accredited by the NCCA and are designed to:

1. Establish professional standards for provider credentialing specialists and medical services professionals;
2. Provide a means for measuring knowledge against a predetermined standard;
3. Identify the specialists/professionals who are knowledgeable in the field of provider credentialing and/or medical services;
4. Provide prospective health care employers with a means to identify qualified candidates who have met a predetermined standard of knowledge;
5. Provide the opportunity for professional growth and personal satisfaction; and
6. Promote the image and professionalism of provider credentialing specialists and/or medical services professionals.

The CCN holds independent authority in decision-making and is responsible for establishing the standards for certifications and the operating policies of the CCN. All official documents governing the CCN and the certification programs (i.e. charter, operating policies, candidate handbook, etc.) will be accessible by the parent association, certificants and the public. All such documents will be reviewed and revised as necessary and at least every two years. **

These standards and policies govern every aspect and construction of the overall certification program, to include test content/administration, eligibility qualifications, criteria for maintaining certifications, marketing of the program, application processes, ethics, grievances, fees, funding/spending, management resources, CCN members' position descriptions, etc. In order to avoid conflicts of interest, the CCN holds no responsibility for or involvement in the development of educational programs related to preparation for certification examinations.

Composition: The CCN shall consist of ten voting members representing the industry, including a Public Member with vote. There will be three officers of the CCN: Chair, Vice Chair and Immediate Past Chair. The CCN Chair, the CCN Vice Chair, and the CCN Immediate Past Chair will serve a two (2) year term. The voting members must be active members of NAMSS. In addition to NAMSS contracted management representatives, the CCN may ask additional experts in the field to serve in an advisory capacity with voice but without vote. They may include, but not be limited to, representatives from the testing vendor, The Joint Commission, NCQA, as needed.

Terms of membership shall begin on January 1st of the upcoming year following election and shall be staggered to assure continuity of the program. The voting members of the CCN, except the Public Member, must hold current, dual certification as CPMSM/CPCS, and maintain dual certification throughout their term on the CCN. Members must also receive endorsement of their CCN membership from their employer(s). Members may not hold voting positions on the NAMSS Board of Directors. Current members of CCN may run for a position on the NAMSS Board while in their final year of their term as a member of CCN, but must immediately resign their term if elected. The Public Member is not required to be a NAMSS member. Upon election, members are required to sign conflict of interest/disclosure/confidentiality statements which shall remain in effect throughout the term. Further qualifications, terms and vacancies will be addressed in CCN policies and position descriptions.

A quorum is defined as a majority of voting members of the CCN.

Current CCN members may not teach or participate in the development of any type of educational program for medical services professionals related to exam content.

Following the end of Commission membership or committee assignment, former CCN and committee members may not teach or participate in the development of any type of educational program for MSPs related to exam content until such time as another JTA/exam development process has been completed, but no less than three years following completion of the member's term.

Functions:

1. Provide a comprehensive certification program and 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.
2. Continually assess and develop a methodology to ensure current relevance, validity and reliability of the evaluation mechanisms used to assure initial and on-going competence.
3. Publish all pertinent information relative to the certification program, and its processes and requirements.
4. Negotiate contractual agreements, as necessary and in consultation with the NAMSS Board, to ensure appropriateness/validity of certifications and adequate management resources of the certification program (i.e. professional testing vendor, exam development activities, etc.).

Duties and Responsibilities:

1. Establish and administer policies and procedures to ensure the effective functioning of the CCN and the certification program.
2. Develop, approve and administer valid and reliable certification examinations, in consultation with the contracted testing vendor.
3. Determine 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 cut scores for each examination.
6. Establish fees for certification examinations and for all related certification processes/materials.

7. Establish requirements and administer the mechanism by which certificants maintain certification status.
8. Establish and administer a grievance process for candidates and certificants.
9. Establish and administer a code of ethics for certificants and a disciplinary policy.
10. Establish and administer an appropriate process for revocation of certifications when necessary.
11. Establish an annual budget and maintain an accounting of all financial operations.
12. Establish and administer an effective registry and an effective communication system to support the program.
13. Establish and oversee staffing, management and resources to conduct the certification program.
14. Submit periodic reports to certificants, general membership of NAMSS and NAMSS Board, and to the public.
15. Establish effective working relationships and consults as appropriate with NAMSS Board and Committees.
16. Communicate all pertinent decisions, goals and strategies to the NAMSS Board in a timely manner.
17. Comply with all applicable laws and regulations, including nondiscrimination, disabilities, and other issues which may affect fairness to candidates and certificants, or protection for consumers.

* This document is linked and should reference the “NAMSS Committee Description and Operating P&Ps”, written in August 2006.

** *Charter was created as a revision to the NAMSS Certification Commission policy. Certain elements of the original NAMSS policy have been incorporated into CCN operating policies.*

Originating Work Group and/or Committee	Certification Commission
Bylaws And Other References	N/A
NAMSS Bylaws	N/A
Pertinent documents or other policy/procedure	N/A
Communication Methodology	<ul style="list-style-type: none"> • To be made available to applicants/candidates/certificants upon request • To be posted on the NAMSS website in the policy repository

Amended Date	Bylaws Committee Review Date	Board Approval Date
1/2004, 1/2005, 8/2005, 6/2006, 6/2008, 3/2011, 11/2012, 5/2013, 4/2014		