

<b>Committee</b>	<b>Accreditation Committee</b>
<b>Committee Charge</b>	Oversee the NAMSS Accreditation Center.
<b>Committee Goals/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Review and approve or decline CE accreditation applications by vendors and state affiliates.</li> <li>2. Review, evaluate, and recommend to the Professional Development Council updates to accreditation application process and policies.</li> </ol>
<b>Committee Composition</b>	The Accreditation Committee is comprised of: a Chair, Vice Chair, and a minimum of four (4) additional members.
<b>Membership Term</b>	All committee members, including the Chair, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 <sup>st</sup> – December 31 <sup>st</sup> .
<b>Expected Commitment</b>	The Accreditation Committee meets at least monthly by virtual conference. All members are expected to regularly review accreditation applications via online shared files. Time commitment is 3-4 hours per month (approximate). Time commitment is a bit higher during March-June and September-November due to increased applications, typically 5-6 hours per month (approximate).
<b>Selection/Appointment</b>	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President-Elect with input from the committee Chair. Committee member selections are approved by the Board.
<b>Reporting</b>	The Accreditation Committee reports to the Professional Development Council, providing verbal or written updates as needed.
<b>Committee Requirements</b>	<p><b>Committee Members:</b></p> <ol style="list-style-type: none"> <li>1. Express desire to serve with an interest/background in education.</li> <li>2. Must be able to carry out the work of the committee.</li> <li>3. Desire to advance the mission of NAMSS.</li> <li>4. Active in the medical services or managed care profession.</li> <li>5. Ability to work well with others.</li> <li>6. Ability to make the necessary time commitment.</li> <li>7. NAMSS member in good standing.</li> <li>8. Ability to attend and actively participate in conference calls.</li> <li>9. The Chair may identify specific needs based on committee need (i.e. MCO, CVO, Hospital representatives or members with an interest in Industry Updates, Executive Leadership, etc.).</li> </ol> <p><b>Committee Chair:</b> In addition to the qualifications listed above, the Chair must hold CPCS, CPES, or CPMSM certification.</p>
<b>Committee Roles and Authorities</b>	<p><b>Makes Decisions</b></p> <ol style="list-style-type: none"> <li>1. Approve or decline CE accreditation applications.</li> </ol>

	<p><b><u>Makes Recommendations (to the Professional Development Council)</u></b></p> <p>1. Updates to application process or policies.</p> <p><b><u>Provides Input</u></b></p> <p>1. Opportunities to expand accreditation center.</p> <p><b><u>Monitors</u></b></p> <p>1. Application compliance.</p>
<p><b>Staff Liaison(s)</b></p>	<p>Shannon Cullen, Membership &amp; Operations Sr. Coordinator <a href="mailto:scullen@namss.org">scullen@namss.org</a>, (202) 367-2361</p> <p>ShaLisa Peterson, Membership &amp; Operations Sr. Associate <a href="mailto:speterson@namss.org">speterson@namss.org</a>, (202) 367-2387</p>

<b>Amended Date</b>	<b>Board Approval Date</b>
12/6/2021	12/6/2021
11/10/2022	12/5/2022
10/17/2023	12/6/2023
10/29/2024	12/9/2024
10/20/2025	11/17/2025