



## **AVIXA Independent Certification Committee Guidelines for the Certification Committee**

### **Mission:**

The mission of the AVIXA independent Certification Committee “Certification Committee” is to provide oversight to the development and administration of credible Certified Technology Specialist™ certifications (CTS®, CTS®-D, CTS®-I), and to assure the credentials meet high standards of ethical and professional practice for the audiovisual industry that assures the proficiency and competency of AV professionals.

### **Purpose:**

The Certification Committee is to provide oversight to the development and administration of credible Certified Technology Specialist certifications and to assure the credentials meet and maintain best industry practices in credentialing. Members of the Certification Committee shall collectively possess the certifications the committee provides oversight to, and shall through education and experience represent the stakeholder interests served by the certifications.

### **Responsibilities:**

The Certification Committee has the authority and autonomy to act in all matters related to the certification program as provided for in the by-laws and policies of the AVIXA Board of Directors and shall include the establishment and implementation of policies related to granting, maintaining, renewing, suspending, withdrawing, expanding and reducing the scope of certification. All matters and decisions of the Certification Committee shall relate specifically to the operations and administration of the certification program. The Certification Committee may act as the scheme committee or appoint as needed a scheme (exam) committee for each certification. The chair of the Certification Committee shall appoint the chair of any committees required to serve its mission and execute its purpose. The chair of the Certification Committee and the chair of a committee reporting to the Certification Committee shall collaborate in appointing mutually agreeable qualified individuals as members of the committee.

### **Procedures of the Certification Committee:**

1. Develop and implement policies and procedures to assure the operations and functions of the certification program are executed in conformity with best certification practices and legal requirements. Policies and procedures should be developed in conformity with accreditation standards.
2. Delegate tasks to the various committees reporting to the Certification Committee, the certification staff and contracted services who participate in the development, delivery and maintenance requirements of the CTS examinations.
3. Responsible for assuring the conduct, review and consideration of the psychometric reports provided for examination development and delivery, including item analysis reports, cut scores, job analysis reports and other psychometric services.
4. Take under advisement and address any changes to the examination and its administration pending review of psychometric reports and recommendations of contracted test development experts.

5. Recruit and maintain an active community of Subject Matter Experts (SME's) for use in maintaining examination items.
6. Assure that the item bank is adequately maintained.
7. Establish eligibility and renewal requirements and shall provide oversight to these programs while implementing the policies associated with eligibility and renewal.
8. In conjunction with the certification staff, develop the annual operating budget for the certification programs. The Certification Committee shall make recommendations that assure all commitments of the certification programs are served. Such commitments shall include funds to develop and administer all programs components, including the examinations, eligibility, renewal, disciplinary and appeals program. The Certification Committee shall advise the Board of Directors on funding required for any special projects.
9. Provide oversight to the administration of any contracted services for the test development and administration, and shall monitor the performance of all contracted services.
10. Establish the Code of Conduct required of certificants and shall be responsible for the administration of the disciplinary program.

#### **Statement of Qualifications and Areas of Expertise Required for Service on the Certification Committee:**

The qualifications of members of the Certification Committee shall include but not be limited to the following: work experience, education, employment setting, working knowledge of standard setting practices, and credentials held. Members of the Certification Committee who have earned certifications must be in good standing with the certification bodies awarding the credentials. Other factors such as geographic representation may be considered. Members of the Certification Committee must possess an understanding of conflict-of-interest, fiduciary responsibility and good stewardship. Members of the Certification Committee must sign and adhere to a Committee Conflict of Interest Agreement and Non-Disclosure Agreement. Members must also agree to not serve on an AVIXA or other organization's educational committee while on the committee and for a period of two years after leaving the committee. Certification Committee members must also agree to not take an AVIXA certification exam or teach exam prep while serving and for two years after leaving the committee.

#### **Policy on Security:**

Each member of the Certification Committee must sign and adhere to a Committee Code of Ethics & Conflict of Interest Agreement and a Non-Disclosure Agreement. Due to the nature of exam development and activities of the Certification Committee special emphasis is placed on strict control of all documentation including intellectual property. All materials used including draft documents to develop items, cut scores, statistical analysis and validations studies shall be given to the certification staff for filing or destruction.

**Policy for Appointment of Certification Committee Members and Chair:**

The Certification Committee shall be comprised of 3 persons representing each certification for a term of two to three years (for the initial staggered appointment, thereafter two year terms) and are limited to a maximum of two consecutive terms of two years. Terms will be staggered to assure continuity and to offer new members the opportunity to learn roles and responsibilities while working with more experienced members. Initially Certification Committee members will be appointed by the President of AVIXA for a term commensurate with the staggered schedule. Thereafter the Committee members will be elected following the AVIXA independent Certification Committee election policy. Members of the Certification Committee shall collectively possess the certifications the committee provides oversight to, and shall through education and experience represent the stakeholder interests served by the certifications.

**Policy for Certification Committee Attendance and Meetings:**

Committee members are requested to actively participate in at least 75% of all meetings or decisions as called for by the chair. Meetings shall normally be held via audioconference. Committee members whose participation falls below the 75% level shall be contacted by the chair for the purpose of determining continued interest and availability of serving as a member.

**Policy Regarding Conflict of Interest:**

Each member of the Certification Committee shall sign an NDA and Code of Ethics Agreement. Members shall also agree and adhere to a Committee Member Conflict of Interest Agreement. Members must also agree to not serve on an AVIXA or other organization’s educational committee while serving on the Certification Committee and for a period of two years after leaving the committee. Members also must agree to not take an AVIXA sponsored certification exam while serving and for two years after leaving the committee. Members of the Certification Committee may not teach courses related to exam preparation while on the committee and for a period of two years after leaving the committee.

**Policy on Length of Term on Committee:**

Initial appointed terms shall be staggered in two or three year terms to assure continuity and to offer new members the opportunity to learn roles and responsibilities while working with more experienced members. Thereafter, Certification Committee members will be elected following the AVIXA independent Certification Committee election policy. Elected terms shall be for two year terms for a maximum of two consecutive terms if re-elected.

**Agreement:**

I have reviewed and agree to the requirements and/or policies regarding membership on the Certification Committee:

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_