

Certification Services Council (CSC) Certified Member

Term

3 years, Appointed

Position Specifications

Individuals who hold the ICE-CCP® credential and meet all or some of the following criteria:

- Credentialing experience
- Executive/Leadership experience
- Critical, strategic, and innovative thinking
- Knowledge of/experience with accreditation standards
- From an underrepresented industry sector and/or demographic

Voting membership of the CSC are representative of the certification program constituency and have the following areas of expertise. Applicants do not need all areas of expertise, but must have at least one:

- Primary experience in the domain of governance and resources
- Primary experience in the domain of credentialing program operations
- Primary experience in the domain of assessment development and validation
- Experience working in or with NCCA-accredited certification programs is a plus

Position Responsibilities and Expectations

Specific Responsibilities

- Contribute to establishing, maintaining, and enforcing the ICE-CCP certification program, policies, and procedures.
- Develop and monitor the plan for certification activities.
- Appoint CSC members
- Appoint subject matter expert committees, panels, and working groups as needed to support examination development tasks
- Oversight of quality control measures

Engagement

- Sign and abide by the Confidentiality and Conflict-of-Interest statement.
- Attend all meetings prepared to contribute to the discussions having read the agenda and materials.
- Be guided by the I.C.E. mission in all policy decisions.
- Be willing to serve on a committee, working group, or task force formed by the Council.
- Represent ICE-CCP at the request of the I.C.E. Executive Director, I.C.E. Staff, the CSC Chair, or the CSC as a whole.
- Review documents and correspondence generated by or on behalf of the CSC.
- Prepare articles and reports as needed.

- Perform other related duties as required.

Time Commitment

- Participation in monthly virtual meetings throughout the year, 60-90 minutes in length.
 - Commit 1-2 hours monthly to prepare for discussions at either live or virtual meetings.
- Service on a Council subcommittee, working group, or task force will involve additional meeting or preparation time.
- Service as a Council officer (Chair or Vice Chair of Council) will involve additional planning time.