

National Commission for Certifying Agencies (NCCA) Administrative Commissioner, Representing an organizational member with an NCCA accredited certification program (Accredited Organizational Member)

Term

3 years, Appointed

Position Specifications

Qualified candidates must demonstrate the following:

- Experience and/or knowledge of certification programs
- Executive and/or leadership experience
- Critical, strategic and innovative thinking skills
- Knowledge of or experience with accreditation standards
- Strong commitment to meeting deadlines and fulfilling assigned responsibilities

The NCCA identified the following qualifications as underrepresented in its current composition:

- Operations-level experience within a certification organization
- Employment within an industry or organization underrepresented in I.C.E. membership or the NCCA
- International credentialing experience

Note: Applicants are not required to have experience in each area.

Position Responsibilities and Expectations

Specific Responsibilities

- Establish and maintain the NCCA standards, mission, policies, and procedures.
- Perform Commissioner duties as outlined by the NCCA.
- Review NCCA accreditation applications and compliance plans for adherence to the NCCA Standards.
- Apply the NCCA standards consistently in evaluation of new applications, renewals, and appeals.
- Participate in accreditation decisions through discussion and voting.
- Maintain confidentiality of NCCA activities.
- Monitor ongoing compliance and enforce continued compliance with the NCCA Standards.
- Engage in Commission discussions to develop consensus responses to inquiries from credentialing organizations regarding the interpretation of NCCA Standards and NCCA policies and procedures.

Engagement

- Sign and abide by the Confidentiality and Conflict-of-Interest statement.
- Attend all scheduled meetings prepared to contribute to the discussions having reviewed all relevant materials.

- Collegially discuss applications, and after a decision is made, speak with one voice.
- Demonstrate commitment to the credentialing community and I.C.E.'s mission.
- Contribute to the growth of the NCCA accreditation program.
- Represent NCCA externally at the request of the I.C.E. Executive Director, I.C.E. Accreditation Services Staff, the NCCA Chair, or the Commission as a whole.
- Review and provide feedback on documents and correspondence generated by or on behalf of the NCCA.
- Serve as a resource on quality certification practices.
- Author articles and reports as needed.
- Perform other related duties as required.

Time Commitment

- Attend 3 in-person or virtual meetings a year, each typically 2 days in length (reasonable expenses are reimbursed).
 - Participate in NCCA discussions to make accreditation determinations
- Prepare for meetings, including review of assigned applications for NCCA accreditation, which may require:
 - About 5 hours per application; 5 - 8 applications to complete, 3 times a year
- Participate in conference calls (approximately 10-12 calls annually) for 1.5 hours per call.
 - Prepare for conference calls, including review of meeting materials for 1-2 hours per call.
- 1-3 hours monthly to participate in subcommittees, respond to email correspondence, review ongoing compliance of accredited programs.