

# Assessment-based Certificate program Accreditation Council (ACAC) Administrative Reviewer

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## Term

3 years, Appointed

## Position Specifications

Qualified candidates must demonstrate the following:

- Experience and/or knowledge of assessment-based certificate 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 ACAC identified the following qualifications as underrepresented in its current composition:

- Operations-level experience within a credentialing organization, especially assessment-based certificates
- Employment within an industry or organization underrepresented in I.C.E. membership or the ACAC
- International credentialing experience

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

## Position Responsibilities and Expectations

### Specific Responsibilities

- Establish and maintain the ACAC policies, and procedures.
- Perform Council Member duties as outlined by the ACAC.
- Review ACAP accreditation applications for adherence to the ICE 1100 Standard for Assessment-based Certificate Programs.
- Apply the ICE 1100 Standard consistently in evaluation of new applications, renewals, and appeals.
- Participate in accreditation decisions through discussion and voting.
- Maintain confidentiality of ACAC activities.
- Monitor ongoing compliance and enforce continued compliance with ICE 1100 Standard.
- Engage in Council discussions to develop consensus responses to inquiries from credentialing organizations regarding ACAC 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 Assessment-based Certificate Accreditation Program (ACAP)
- Represent ACAC externally at the request of the I.C.E. Executive Director, I.C.E. Accreditation Services Staff, the ACAC Chair, or the Council as a whole.
- Review and provide feedback on documents and correspondence generated by or on behalf of the ACAC.
- Serve as a resource on quality credentialing practices.
- Author articles, reports and training resources as needed.
- Perform other related duties as required.

#### Time Commitment

- Attend monthly Council meetings, virtually (typically 1 hour/month) or in-person (reasonable expenses are reimbursed for any travel)
- Prepare for meetings, including review of assigned applications for ACAP accreditation, which may require:
  - About 5 hours per application; 1-3 applications to complete, 3 times a year
  - Participate in small group or full Council discussions to make accreditation determinations