

Call for 2025 I.C.E. Leadership

Dear I.C.E. Member:

One of the many benefits of belonging to I.C.E. is the opportunity to have a positive impact on the credentialing community by serving in a leadership position. As stated in I.C.E.'s [DE&I Statement](#), I.C.E. welcomes and respects the unique perspectives, opinions and experiences of each I.C.E. member, as this is a pillar of our ability to serve our stakeholders.

If you are interested in sharing your leadership, vision, and expertise to make a positive impact on the future of credentialing, please **email the following materials to info@credentialingexcellence.org by May 31, 2024:**

1. Current CV and Biography
2. Completed Leadership Application (provided below)
3. Responses to the questions listed below in a separate document.

At I.C.E., we prioritize accessibility for all our members. Email I.C.E. staff at info@credentialingexcellence.org if you require any accommodations or have specific needs to facilitate completion of the application package.

2025 I.C.E. Leadership Positions

A description of each position is provided in this packet after the leadership application.

ELECTED POSITIONS

Available Positions	Position Name	Position Requirements	Initial Term Length
3	Board Director, At-Large	I.C.E. Accredited Organizational or Organizational Member <i>*One vacancy must be filled by an Accredited Organizational Member.</i>	3 years*
1	Nominating Committee Member	I.C.E. Accredited Organizational, Organizational, or Sustaining Member	2 years

All elected I.C.E. Board Members are required to attend the in-person I.C.E. board meeting held directly preceding the I.C.E. Exchange on November 17-20, 2024, in Miami Beach, FL, along with attending subsequent annual I.C.E. Exchange conferences. I.C.E. will cover the cost of travel and accommodation(s) for the night(s) of the scheduled meeting dates.

APPOINTED POSITIONS

Available Positions	Position Name	Position Requirements	Initial Term Length
1	Public Member, Certification Services Council	The public member should have a track record of advocacy on behalf of the public interest, and previous experience serving on the governing or advisory board of a business or civic organization, or similar entity. While it is preferred that the CSC Public Member have knowledge of the professional certification industry in order to fulfill these duties, he or she should not be a current member of the profession. Nonmembers of I.C.E. are eligible to serve.	3 years

Available Positions	Position Name	Position Requirements	Initial Term Length
1	Public Member, National Commission for Certifying Agencies	The public member should have a track record of advocacy on behalf of the public interest, and previous experience serving on the governing or advisory board of a business or civic organization, or similar entity. Non-members are eligible to serve. While it is preferred that the NCCA Public Member have knowledge of the professional certification industry in order to fulfill these duties, he or she should not be a current member of the profession. Nonmembers of I.C.E. are eligible to serve.	3 years
1	Assessment-based Certificate Accreditation Council Member	Understanding of assessment-based certificate programs and knowledge of credentialing organization administrative operations.	3 years

CALL FOR NCCA COMMISSIONER INTEREST (FOR POTENTIAL FUTURE VACANCIES)

Available Positions	Position Name	Position Requirements	Initial Term Length
1	NCCA Administrative Commissioner	Organizational member with NCCA accredited program	TBD
1	NCCA Psychometric Commissioner	Organizational, Accredited Organizational, Sustaining or Affiliate Member	TBD

NOMINATION PROCESS FOR ELECTED POSITIONS

The I.C.E. Nominating Committee will review all leadership applications received by the May 31, 2024 deadline.

Applicants for elected positions should plan to participate in a 30-minute virtual interview with members of the Nominating Committee between June 24-28, 2024. Applicants will be notified if selected for an interview by June 21, 2024. Applicants should hold these dates on their calendars upon submitting their application. The interview will occur with two or more members of the Nominating Committee and will be recorded for all committee members to review. The committee will select candidates for each elected vacancy for inclusion on the I.C.E. election ballot. I.C.E. will notify all applicants whether they were selected for the election ballot or not.

BALLOT PROCESS FOR ELECTED POSITIONS

An electronic ballot will be distributed by email in July 2024 to the primary contact of all I.C.E. Organizational, Accredited Organizational, and Sustaining members, who are responsible for casting the vote on behalf of their organization. Candidates selected for the election ballot agree that their bio and responses to the application questions will be displayed on the ballot. Candidates on the ballot will have a final opportunity to review their bio and responses prior to distribution to the voting membership.

NOMINATION PROCESS FOR APPOINTED POSITIONS

The I.C.E. Nominating Committee will review all appointed leadership position applications received by the May 31, 2024 deadline. The Nominating Committee is responsible for conducting an initial qualification screening of each application and forwarding qualified applicants to the corresponding body for consideration. Individuals applying for appointed positions should plan to participate in a 30-minute interview with members of the I.C.E. body they are seeking to join during the months of July and August 2024.

Individuals applying for an appointed position agree that their application materials will be shared with the members of the corresponding I.C.E. body for which they are applying, who will manage the interviews and appointment after the Nominating Committee has completed the initial application screening.

NOTIFICATION PROCESS

Individuals will be notified of the results no later than September 30, 2024. The results will be announced publicly in November 2024 at the I.C.E. Exchange. The elected and appointed individuals will begin their term on January 1, 2025.

I.C.E. Leadership Application

Select up to three positions and rank them by your preference. To rank the positions, insert the number 1, 2, or 3 in the blank space before each position, with 1 being your top choice.

Elected Positions

___ At-Large Board Director, representing an I.C.E. Organizational Member

___ At-Large Board Director, representing an I.C.E. Accredited Organizational Member

___ Nominating Committee Member, representing an I.C.E. Accredited Organizational, Organizational, or Sustaining Member

Appointed Positions

___ Public Member, Certification Services Council, representing the public or consumer

___ Public Member, National Commission for Certifying Agencies, representing the public or consumer

___ Member, Assessment-based Certificate Accreditation Council

Call for NCCA Commissioner Interest

___ Administrative Commissioner, National Commission for Certifying Agencies, representing an I.C.E. Accredited Organizational Member

___ Psychometric Commissioner, National Commission for Certifying Agencies, representing an I.C.E. Accredited Organizational, Organizational, Sustaining, or Affiliate Member

Contact Details

Applicant Full Name and Credentials: _____

Organization (no acronyms): _____

Title: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone Number: _____ Email Address: _____

Please attach a bio and current CV along with responses to the following questions. Individuals should review the position specifications detailed in the position description(s) for which they are applying to ensure their responses address how the individual fulfills the desired criteria. Position descriptions are included in this packet.

NOTE: Public Member applicants only need to respond to the five (5) questions in the section labeled "Public Member Questions Only". All other positions require a response to the eight (8) questions directly below.

1. What are your reasons for wishing to volunteer in the role(s) for which you are applying?
2. What volunteer activities have you been involved in with I.C.E. and/or the credentialing community at-large?
3. What leadership experience or strategic and innovative thinking experience do you have?
4. What challenges or opportunities do you believe I.C.E. is currently facing? What challenges or opportunities do you

anticipate I.C.E. confronting in the future?

5. What are some examples of ways you or your organization have supported or contributed to diversity, equity, and inclusion, including diversity of thought or ideas, in credentialing?
6. Do you have any potential conflicts of interest in your current professional role or another volunteer role that could affect your capacity to serve in any of the positions for which you are applying? If so, please disclose.
7. What other qualifications and experiences relevant to the role(s) for which you are applying (e.g., experience with accreditation standards, research experience, international issues) would you like to share?
8. I.C.E. welcomes and respects the unique perspectives, opinions, and experiences of each I.C.E. member, as this is a pillar of our ability to serve our stakeholders. What unique experience or perspective can you offer to I.C.E.?

Public Member Questions Only

1. What are your reasons for wishing to volunteer in the role(s) for which you are applying?
2. What qualifications and experiences relevant to the role(s) for which you are applying would you like to highlight (e.g., leadership or strategic thinking, experience with accreditation standards, industry trends)?
3. Do you have any potential conflicts of interest in your current professional role or another volunteer role that could affect your capacity to serve in any of the positions for which you are applying? If so, please disclose.
4. What are some examples of ways you or your organization have supported or contributed to diversity, equity, and inclusion, including diversity of thought or ideas, in credentialing?
5. I.C.E. welcomes and respects the unique perspectives, opinions, and experiences of each I.C.E. member, as this is a pillar of our ability to serve our stakeholders. What unique experience or perspective can you offer to I.C.E.?

Agreement

By signing below, applicants agree to the terms, including but not limited to:

- Reserving June 24-28, 2024, for a potential 30-minute virtual interview with members of the I.C.E. Nominating Committee (elected positions); or
- Being available for a 30-minute virtual interview with members of the corresponding I.C.E. body for which they are applying in July/August 2024 (appointed positions).
- Acknowledging and understanding the time commitment, term length, and responsibilities required to fulfill the applied-for position(s).
- Attending the I.C.E. Board meeting to be held directly preceding the I.C.E. Exchange, November 17-20, 2024, in Miami Beach, FL (Board Member Candidates) and subsequent annual I.C.E. Exchanges.
- Obtaining employer support to serve in the role and dedicate the time needed to fulfill responsibilities.

Name of Applicant (Print) _____

Signature of Applicant _____

Date _____

Position: Elected I.C.E. Board Director

Term: 3 years (maximum of two consecutive terms)

Elected Directors representing an I.C.E. Accredited Organizational Member or Organizational Member.

Position Specifications

- Credentialing experience
- Executive/Leadership experience
- Critical, strategic, and innovative thinking
- Diversity of thought (ability to engage in discussions supporting differing viewpoints, considering and discussing viewpoints of those not represented, and comfortable sharing dissenting opinions)

I.C.E.'s Board of Directors has highlighted perspectives that it believes are underrepresented in its current composition. Though not required, the board is hopeful that individuals who meet all or some of the following criteria will apply:

- Knowledge of/experience with accreditation standards
- International experience
- Experience with research and/or government affairs/legislative experience
- From an underrepresented demographic and/or sector, in I.C.E. membership and current [Board](#) composition
- Experience with organizational growth

Position Description

Responsibilities and Expectations

- Review and understand the I.C.E. Bylaws and policies and procedures.
- Learn and understand the Policy Governance® model and follow the policies and procedures as noted.
- Assist officers in oversight of the management and direction of I.C.E.
- Attend all scheduled meetings of the Board of Directors (virtual attendance is not permitted for in-person meetings) and be prepared to actively participate and fully engage during the meetings.
- Serve as a resource to the I.C.E. staff, committees, and other Board members.
- Always represent I.C.E. in a positive and supportive manner.
- Introduce membership needs and suggestions to the Board of Directors.
- Assist in locating and developing funding sources for I.C.E.
- Perform tasks as assigned by the Chair and/or Board of Directors.
- Review and respond to all action and information requests from I.C.E.
- Attend I.C.E. events when possible.
- Sign and abide by the Conflict of Interest and Confidentiality statement.
- Commitment to board responsibilities and the credentialing community.
- Be guided by the I.C.E. mission in all policy decisions.
- Provide input and vote on board decisions.
- Observe parliamentary procedures and display courteous and professional conduct in all board meetings.
- Respect the opinions of peers and leave personal prejudices out of all meeting discussions.
- Support all actions taken by the board, even when in a minority position on such actions.
- Maintain the confidentiality of board discussions.
- Be willing to serve on a subcommittee of the Board of Directors (e.g., Finance or Governance).

Time Commitment

Serving on the Board includes the following time commitment for attending meetings.

- Attend two (2) in-person meetings a year: one in Washington, D.C. (typically 2 days), the second at the location of the I.C.E. Exchange (1 day).
- Participate in five (5) Board conference calls throughout the year: 60 - 90-minute meetings with 1 hour preparation time (10 - 12 hours).
- Serve on a board subcommittee, requiring approximately seven (7) additional virtual meetings: 1 hour meeting with 1 hour preparation time (14 hours).

Note: All elected I.C.E. Board Members are required to attend the in-person I.C.E. Board meeting held directly preceding the I.C.E. Exchange, November 17-20, 2024, in Miami Beach, FL and subsequent I.C.E. Exchanges. If elected, I.C.E. will cover the cost of travel and accommodations for the night(s) of the scheduled meeting dates. A board orientation will be held virtually beforehand.

Position: Elected I.C.E. Nominating Committee Member

Term: 2 years

Nominating Committee Member to represent an I.C.E. Organizational member, Accredited Organizational member, or a Sustaining member.

Position Specifications

The Nominating Committee performs work integral to the stability and growth of I.C.E. Qualified applicants must demonstrate as many of the following characteristics as is practicable:

- Connected in the credentialing community
- Connected to an underrepresented sector, from I.C.E. membership and the current [committee](#)
- Familiarity with I.C.E., NCCA, and the Accreditation Services Council (ASC)
- Previous credentialing industry volunteer experience
- Diversity across membership representation

Position Description

Specific Responsibilities

- Recruit applicants for open positions.
- Review all applicant responses to Call for I.C.E. Leadership.
- Interview elected position applicants during the designated interview window.
- Conduct an initial evaluation of all appointed position applicants to ensure they are qualified.
- Collaborate collegially with other Nominating Committee members to select a slate of qualified candidates for each elected vacancy.
- Conduct elections in compliance with applicable I.C.E. Bylaws, policies, and procedures.
- Maintain objectivity while evaluating applicants.

General Responsibilities

- Attend all meetings, review all meeting materials, and come well prepared to contribute to meeting discussions.
- Provide feedback on the Call for Leadership packet and position descriptions.
- Perform other tasks as assigned by the committee chair and/or committee.
- Sign and abide by the Confidentiality and Conflict-of-Interest statement.

Time Commitment

- Four (4) conference calls (1 hour each) between March and July to prepare the election ballot.
- Approximately three (3) hours between April and May to review documents via email and perform other preparatory tasks related to opening the Call for Leadership.
- Approximately five (5) hours in June to review candidate nominations and conduct virtual interviews.



Position: Appointed Public Member, Certification Services Council

Term: 3 years (maximum of two consecutive terms)

Position Specifications

The role of the Public Member is to champion the public or consumer interest; bring forward new ideas and goals; contribute an unbiased perspective; encourage consumer-oriented positions; and bring additional public accountability and responsiveness. The Public Member should have a track record of advocacy on behalf of the public interest, have a basic understanding of credentialing and accreditation, and have previous experience serving on the governing or advisory board of a business or civic organization, or similar entity.

The Public Member will **not** be a certification organization employee or Board member (except Public Members serving on Boards), or a vendor/consultant to certification organizations. Non-members of I.C.E. are eligible to serve. The Public Member is not required to hold the ICE-CCP® credential.

While it is preferred that the CSC Public Member have knowledge of the professional certification industry in order to fulfill these duties, he or she should not be a current member of the profession.

Certification Services Council Description

The Certification Services Council (CSC) is established as a standing committee of the Institute for Credentialing Excellence (I.C.E.). The CSC is empowered by the I.C.E. Board of Directors and I.C.E. Bylaws to provide oversight and governance for the I.C.E. certification program.

Through the CSC, I.C.E. offers the I.C.E. Certified Credentialing Professional (ICE-CCP) certification program. The CSC shall be the official body for establishing and enforcing all I.C.E. certification policies and procedures. The CSC is solely responsible for all essential decisions related to the development, administration, and ongoing maintenance of the certification program. For further information, please refer to the Council Charter, available [here](#).

The CSC is dedicated to ensuring a diverse composition of individuals to serve on the Council.

Composition

The I.C.E. Certification Services Council shall be composed of a minimum of nine (9) and not more than eleven (11) voting members. One member of the I.C.E. Board of Directors shall be appointed annually by the I.C.E. Board to serve on the CSC as a non-voting member.

Voting membership of the CSC shall be representative of the certification program constituency and determined as follows.

- Certificant Representatives (ICE-CCP Certified Members):
 - At least two members whose role is primarily in the domain of governance and resources
 - At least two members whose role is primarily in the domain of credentialing program operations
 - At least two members whose role is primarily in the domain of assessment development and validation
 - At least one certified member who is not an I.C.E. member
- At least one member who has experience working in or with NCCA-accredited certification programs
- Public Member: At least one member who represents the public or non-employer consumer of credentialing services



Responsibilities

- Make attendance at all meetings of the Council a high priority.
- Actively contribute to discussions, having read the agenda and all background material relevant to the agenda.
- Sign and abide by the Confidentiality and Conflict-of-Interest statement.
- 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.

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 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.



Position: Appointed Public Member, National Commission for Certifying Agencies

Term: 3 years (maximum of two consecutive terms)

The role of the Public Member is to champion the public or consumer interest; bring forward new ideas and goals; contribute an unbiased perspective; encourage consumer-oriented positions; and bring additional public accountability and responsiveness. The Public Member should have a track record of advocacy on behalf of the public interest, have an understanding of credentialing and accreditation, and have previous experience serving on the governing or advisory board of a business or civic organization, or similar entity. The Public Member will **not** be a certification organization employee or Board member (except Public Members serving on Boards), or a vendor/consultant to certification organizations. Non-members of I.C.E. are eligible to serve.

While it is preferred that the NCCA Public Member have knowledge of the professional certification industry in order to fulfill these duties, he or she should not be a current member of the profession.

Position Specifications

Qualified candidates must demonstrate the following:

- Experience and/or knowledge of certification programs
- Executive/Leadership experience
- Critical, strategic and innovative thinking
- Knowledge of/experience with accreditation standards

Position Description

Specific Responsibilities

- Demonstrate commitment to the credentialing community.
- Maintain confidentiality of NCCA activities.
- Contribute to establishing and maintaining the NCCA standards, mission, policies, and procedures.
- Carry out the functions of a Commissioner as delineated by the NCCA.
- Apply the NCCA standards consistently when evaluating new and renewal accreditation applications and appeals.
- Evaluate compliance with the NCCA standards.
- Recognize programs that demonstrate compliance with the NCCA standards.
- Monitor and enforce continued compliance with the NCCA standards.
- Serve as a resource on quality certification practices.
- Sign and abide by the Confidentiality and Conflict-of-Interest statement.

General Responsibilities

- Review NCCA accreditation applications and compliance plans against NCCA Standards for the Accreditation of Certification Programs.
- Attend scheduled meetings prepared to contribute to the discussions having read the agenda and materials.
- Provide input and vote on accreditation decisions.
- Answer credentialing organizations' questions about NCCA accreditation as they relate to NCCA standards and



NCCA policies and procedures.

- Represent NCCA at the request of the I.C.E. Executive Director, I.C.E. Director of Accreditation Services, the NCCA Chair, or the Commission as a whole.
- Review documents and correspondence generated by or on behalf of the NCCA.
- Prepare articles and reports as needed.
- Perform other related duties as required.

Time Commitment

- Attend 3-4 in-person or virtual meetings a year, each typically 2 days in length (reasonable expenses are reimbursed).
- Participate in conference calls (approximately 8-9 calls annually).
- Allow one hour every few weeks to review and/or to respond to email correspondence.
- Prepare for meetings, including review of assigned applications for NCCA accreditation, which may require:
 - a. About 3 to 5 hours per application, for approximately 10-15 applications per cycle, 3 times a year; and
 - b. 2 hours to review meeting materials/agenda workbook, 3 times a year



Position: Appointed NCCA Administrative Commissioner

Term: To be determined, currently gathering individual interest for potential future vacancies

NCCA Administrative Commissioner to represent an Organizational member with an NCCA accredited certification program (Accredited Organizational Member).

Position Specifications

Qualified candidates must demonstrate the following:

- Experience and/or knowledge of certification programs
- Executive/Leadership experience
- Critical, strategic and innovative thinking
- Knowledge of/experience with accreditation standards

[NCCA](#) has highlighted the desired experiences that it believes are underrepresented in its current composition.

Applicants are not required to have experience in each area. NCCA is hopeful that individuals with all or some of the following experiences will apply:

- Operations-level experience
- From an underrepresented industry or organization in I.C.E. membership and the [NCCA Commission](#)
- International credentialing experience

Position Description

Specific Responsibilities

- Demonstrate commitment to the credentialing community.
- Maintain confidentiality of NCCA activities.
- Contribute to establishing and maintaining the NCCA standards, mission, policies, and procedures.
- Carry out the functions of a Commissioner as delineated by the NCCA.
- Ability to collegially discuss applications, and after a decision is made, speak with one voice.
- Apply the NCCA standards consistently when evaluating new and renewal accreditation applications and appeals.
- Evaluate compliance with the NCCA standards.
- Recognize programs that demonstrate compliance with the NCCA standards.
- Monitor and enforce continued compliance with the NCCA standards.
- Serve as a resource on quality certification practices.
- Sign and abide by the Confidentiality and Conflict-of-Interest statement.

General Responsibilities

- Review NCCA accreditation applications and compliance plans against NCCA Standards for the Accreditation of Certification Programs.
- Attend scheduled meetings prepared to contribute to the discussions having read the agenda and materials.



- Provide input and vote on accreditation decisions.
- Answer credentialing organizations' questions about NCCA accreditation as they relate to NCCA standards and NCCA policies and procedures.
- Represent NCCA at the request of the I.C.E. Executive Director, I.C.E. Director of Accreditation Services, the NCCA Chair, or the Commission as a whole.
- Review documents and correspondence generated by or on behalf of the NCCA.
- Prepare articles and reports as needed.
- Perform other related duties as required.

Time Commitment

- Attend 3-4 in-person or virtual meetings a year, each typically 2 days in length (reasonable expenses are reimbursed).
- Participate in conference calls (approximately 8-9 calls annually).
- Allow one hour every few weeks to review and/or to respond to email correspondence.
- Prepare for meetings, including review of assigned applications for NCCA accreditation, which may require:
 - a. About 3 to 5 hours per application, and there will be 5 - 6 applications to complete, 3 times a year; and
 - b. 2 hours to review meeting materials/agenda workbook, 3 times a year



Position: Appointed NCCA Psychometric Commissioner

Term: To be determined, currently gathering individual interest for potential future vacancies

Representing an I.C.E. Accredited Organizational, Organizational, Sustaining, or Affiliate Member.

Position Specifications

Qualified candidates must demonstrate the following:

- Experience and/or knowledge of certification programs
- Executive/Leadership experience
- Critical, strategic, and innovative thinking
- Knowledge of/experience with accreditation standards

Position Description

Specific Responsibilities

- Review NCCA accreditation applications and compliance plans against NCCA Standards for the Accreditation of Certification Programs.
- Attend meetings prepared to contribute to the discussions having read the agenda and all background support materials relevant to the meeting.
- Ability to collegially discuss applications, and after a decision is made, speak with one voice.
- Answer questions about NCCA accreditation as they relate to NCCA standards and NCCA policies and procedures.
- Represent NCCA at the request of the I.C.E. Executive Director, I.C.E. Director of Accreditation Services, the NCCA Chair, or the Commission as a whole.
- Review documents and correspondence generated by or on behalf of the NCCA.
- Prepare articles and reports as needed.
- Follow all NCCA policies and procedures.
- Perform other duties as requested.
- Complete or participate in periodic subcommittee work as assigned.
- Sign and abide by the Confidentiality and Conflict-of-Interest statement.

General Responsibilities

- Contribute to defining the NCCA standards, mission and policies and procedures.
- Carry out the functions assigned as a Commissioner as delineated by the Commission consistent with the bylaws, policies, and procedures.
- Consistently apply NCCA standards to evaluation of new and renewal accreditation applications and appeals
- Maintain confidentiality of NCCA activities.

Time Commitment

- Attend 3-4 in-person or virtual meetings a year, each typically 2 days in length (reasonable expenses are reimbursed).
- Participate in conference calls (approximately 8-9 calls annually).



- Allow an hour every few weeks to review and/or to respond to email correspondence.
- Prepare for meetings, including review of assigned applications for NCCA accreditation, which may require:
 - About 3 to 5 hours per application x 5 to 6 applications x 3 times a year; and
 - 2 hours to read meeting materials/agenda workbook x 3 meetings a year

Position: Appointed Assessment-based Certificate Accreditation Council Member

Term: 3 years

The Assessment-based Certificate Accreditation Council (ACAC) is seeking to fill the position of Administrative Reviewer. This role involves assessing accreditation applications against the ICE 1100 Standard for Assessment-based Certificate Programs and contributing to the growth and maintenance of the Assessment-based Certificate Accreditation Program (ACAP).

Position Specifications

Qualified candidates must demonstrate the following:

- Demonstrated experience and/or knowledge of assessment-based certificate programs
- Knowledge of/experience with accreditation standards and processes
- Leadership experience
- Critical, strategic and innovative thinking
- Commitment to meeting deadlines and following through on assignments

Position Description

Specific Responsibilities

- Demonstrate commitment to the credentialing community.
- Maintain confidentiality of ACAC activities.
- Apply the ICE 1100 Standard for Assessment-based Certificate Programs consistently when evaluating new and renewal accreditation applications.
- Contribute to the growth of the Assessment-based Certificate Accreditation Program (ACAP).
- Monitor and enforce continued compliance.
- Serve as a resource on quality credentialing programs.

General Responsibilities

- Review accreditation applications against the ICE 1100 Standard for Assessment-based Certificate Programs.
- Attend scheduled Council meetings prepared to contribute to the discussions having read the agenda and materials.
- Provide input and vote on accreditation decisions.
- Answer credentialing organizations' questions about accreditation as they relate to the ACAP program.
- Review documents and correspondence generated by or on behalf of the ACAC.
- Prepare 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 accreditation, which may require:
 - a. About 3 to 5 hours per application x 1-3 applications x 3 deadlines a year; and
 - b. Participating in small group or full Council discussions to make accreditation determinations