



ICE Fundamental Topics in Certification: Online Modules

Content Outline

1. Business of Certification

- What is professional certification?
- The certification system
- Pertinent standards for certification programs
- Who benefits from certification and how
- How certification differs from other association products/services
- Financial performance of certification programs

2. Program Governance and Operations

- Governance
 - Types, Documents Required, Elements Documents
 - Certification Body Board, Structure, Function, Responsibilities
 - NCCA Accreditation Standards
- Operations
 - Primary and Secondary Functional Areas
 - Allocation of Human Resources

3. Policies and Procedures

- Defining Policies and Procedures
- Guiding Principles for Policies and Procedures
 - Decision Accuracy
 - Fairness
 - Legal Defensibility
 - Program Efficiency
 - Making Exceptions to Policy
- Certification System Policies
 - Eligibility Requirements
 - Assessment Policies
 - Passing Standard
 - Assessment Scoring
 - Reporting of Results
 - Recertification
- Other Program Policies

4. Psychometric Concepts & Analyses

- Purpose of Certification Assessments
- Item Analysis
- Item Response Theory
- Reliability
- Scoring and Equating
- Standard Setting
- Public Information

5. Assessment Development & Delivery: An Introduction

- Overview of the Assessment Development Process
 - Phases: Job Task Analysis, Test Specifications, Item Writing, Item or Alpha Review, Beta or Field Testing, Item Analysis and Selection, Standard Setting, Forms Assembly, Test Administration, Scoring and Reporting, Ongoing Maintenance
 - Definitions
 - Importance
- Scoring
 - Scoring Different Item Types
 - Objectively vs. Subjectively Scored Items
 - Development Guidelines
 - Scoring Rubrics Key Components
- Test Delivery
 - Mode of Delivery
 - Location
 - Schedules

6. Legal Concepts Related to Credentialing

- Corporate Structure
- Tax Exemption
- Antitrust
- Tort Liability
- Due Process
- Intellectual Property
- Contracts
- Americans with Disabilities Act
- Confidentiality
- Insurance