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

3. Policies and Procedures
   • Defining Policies and Procedures
   • Guiding Principles for Policies and Procedures
     o Decision Accuracy
     o Fairness
     o Legal Defensibility
     o Program Efficiency
     o Making Exceptions to Policy
   • Certification System Policies
     o Eligibility Requirements
     o Assessment Policies
       ▪ Passing Standard
       ▪ Assessment Scoring
       ▪ Reporting of Results
     o 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
     o 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
     o Definitions
     o Importance
   • Scoring
     o Scoring Different Item Types
     o Objectively vs. Subjectively Scored Items
     o Development Guidelines
     o Scoring Rubrics Key Components
   • Test Delivery
     o Mode of Delivery
     o Location
     o 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