

ICE RESEARCH & DEVELOPMENT COMMITTEE

# Small Program Issues Part 2

October 2019

Lawrence Fabrey, PhD (Chair)  
PSI Services, Retired

Susan Davis-Becker, PhD  
ACS Ventures

Nicole Risk, PhD  
American Medical Technologists

Andrew Dwyer, PhD  
American Board of Pediatrics

Published by

Institute for Credentialing Excellence  
2025 M Street, NW, Suite 800  
Washington, DC 20036

Copyright © 2019 Institute for Credentialing Excellence

Printed in the United States of America

## 2019 Research & Development Committee

**Chair:** Patricia Muenzen, MA, ACT ProExam

**Vice-Chair:** Anthony Zara, PhD, Pearson VUE

Kirk Becker, PhD, Pearson VUE

Susan Davis-Becker, PhD, ACS Ventures LLC

Kevin Bradley, PhD, Human Resources Research Organization

Andrew Dwyer, PhD, American Board of Pediatrics

Lawrence Fabrey, PhD

Matthew Ferris, MA, MBA, ELS, NBCRNA

Michelle Gross, MBA, MEd, NCC, NCSC, LPC, National Board for Certified Counselors

Peg Harrison, MS, CPNP-PC, CAE, Pediatric Nursing Certification Board, Inc.

Kari Hodge, PhD, NACE International

Adrianna Lagunas, American Board of Oral and Maxillofacial Surgery

James Magruder, Board of Registered Polysomnographic Technologists

Lisa Nepi, EdM, SeaCrest Consulting

Nicole Risk, PhD, American Medical Technologists

John Weiner, MA, PSI Services LLC

Patricia Young, MA, Kryterion, Inc.

Thank you to Morgan Manghera for her professional editorial services and to ICE staff member Doug Weinbaum for his support of the Research and Development Committee.

## Thank you to our 2019 Research and Development contributors

### **Dennis Faulk Ambassador**

American Academy of Nurse Practitioners Certification Program  
National Board for Certification in Occupational Therapy  
National Board of Certification and Re-certification for Nurse Anesthetists

### **Benefactor**

National Commission for Health Education Credentialing

### **Patron**

Dental Assisting National Board  
Donald A. Balasa, JD, MBA  
National Council of Architectural Registration Boards  
Oncology Nursing Certification Corporation  
Prometric  
PSI Services  
Seacrest Consulting

### **Partner**

Board of Pharmacy Specialties  
Construction Manager Certification Institute  
Denise Roosendaal, CAE  
National Commission on Certification of Physician Assistants

### **Friend**

Claudia Zacharias, MBA, CAE  
Erica Brown  
Grady Barnhill, MEd  
Johnna Gueorguieva, PhD  
Leon Gross, PhD  
Sara Blair Lake, JD, CAE  
North American Registry of Midwives  
Todd Philbrick, CAE



## Table of Contents

Introduction .....	6
Recruitment of Subject Matter Expert (SMEs).....	6
Job Analysis .....	8
Starting New Programs .....	11
Item Analysis .....	13
Test-Level Analysis .....	16
Test Form Development and Equating.....	17
Conclusion .....	20
References .....	21

**Disclaimer:** The Institute for Credentialing Excellence (ICE) is the professional organization that provides education, networking, research, and other resources for credentialing professionals. ICE's research may include evaluation of emerging practices in the credentialing community, coverage of practices that credentialing organizations have undertaken in response to challenging situations, or promotion of exemplary best practices. Every product of the R&D committee represents the consensus judgment of the individuals on the respective task force and is reviewed by the committee as a whole.

ICE's research products are not necessarily intended to be a guide for obtaining accreditation or for complying with the Standards offered through ICE: the National Commission for Certifying Agencies (NCCA) Standards for the Accreditation of Certification Programs, the ISO/IEC 17024:2012 standard on conformity assessment programs, or the ICE 1100 Standard for Assessment-Based Certificate Programs.