

## Certification Program Accreditation Standards

Accreditation Standard	Components
<b>Standard 1.</b> A Clear and Well-Defined Job Description	A. The professional or paraprofessional designation being certified is clearly defined.
	B. There is a job analysis that describes performance domains.
<b>Standard 2.</b> Autonomy in Certification Decisions	A. Autonomy exists in eligibility decisions, test development, administration and operational processes.
	B. Certification decisions are separated from education/training.
<b>Standard 3.</b> A Certification Board	A. Policies exist for the selection of members of the certification board and general board procedures.
	B. The majority of members should be certified, and there should be representation of the geographic areas from which candidates are drawn.
<b>Standard 4.</b> A Stable Certification Test	A. The certification test should be in use for at least 1 year prior to accreditation.
	B. Certification test programs must be staffed with sufficient consultants, subject matter experts and support staff to ensure conduct of standards 5-14.
<b>Standard 5.</b> Established Certification Policies and Procedures	A. Published documentation and/or Web site information give a complete description of the certification process and certification tests.
	B. Policies exist to maintain candidate confidentiality.
	C. There are guidelines for challenging eligibility determination, test results and certification status.
<b>Standard 6.</b> Criteria for Awarding Certification	A. The criteria for awarding certification and rationale for exemptions are clearly stated.
<b>Standard 7.</b> A System for Maintaining Records of Certified Individuals	A. A list of current and previous certified individuals is maintained.
<b>Standard 8.</b> Appropriate and Relevant Test Specifications	A. Test specifications including test domains and weightings are linked to the job analysis and the knowledge and skills required for competency.

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<p><b>Standard 9.</b> Relevant and Psychometrically Sound Certification Exam</p>	A. Tests are designed using a process that ensures content validity.
	B. The test item-sampling plan corresponds to the table of specifications/job analysis.
	C. Test revision procedures conform to the table of specifications/job analysis or its updates.
	D. The item-writing process and/or test validation procedures document accepted references for each test question and answer.
	E. The test is constructed with awareness of fairness issues related to differences in gender, ethnicity, race, geographic region, culture, reading level and socioeconomic status.
	F. Item formatting and reading load conform to psychometric standards.
<p><b>Standard 10.</b> Acceptable Psychometric Procedures for Scoring, Interpreting and Reporting Results</p>	A. Appropriate and accepted procedures are used to compute reliability and other essential item analysis.
	B. Appropriate and accepted analytic procedures are used to examine test fairness across varied populations of candidates.
	C. Systematic training materials and standards are used for training judges of performance tests.
	D. Meaningful feedback is provided to candidates about their performance.
<p><b>Standard 11.</b> Equivalent Forms that are Reliable</p>	A. Equating procedures are documented.
	B. Acceptable methods of translating or adapting tests across languages or cultures are used.
<p><b>Standard 12.</b> Defensible Pass-Point Setting</p>	A. Accepted methods of establishing the pass-point that relate test performance with standards of competence are used.

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<b>Standard 13.</b> Secure Tests, Answer Keys, and Results	A. Tests are administered securely.
	B. There is a policy clearly stating the methods for securely storing items, tests, and answer keys; test materials are only accessible to authorized personnel.
	C. There is a policy relating to the duration that test results will be maintained.
<b>Standard 14.</b> Established Recertification Policies and Procedures	A. There is a policy clearly stating the basis, purpose (measuring vs. enhancing competence), and rationale for recertification and recertification requirements.
	B. Published documentation and/or Web site information give a complete description of the recertification process.