



Ten-Step Certification Development Process

- 1) **Convene Subject Matter Experts (SMEs):** SMEs are recognized experts in the community who bring a deep knowledge of the value, purpose, duties and processes of the role under review
- 2) **Develop a Job Task Analysis (JTA):** In facilitated discussion, SMEs deliberate these issues with a view to identifying the unique scope and limits of the role
- 3) **Identify Knowledge/Skills/Abilities (KSAs):** From this JTA profile, the SME panel inventories specific characteristics and competencies required by the role. These identified KSAs are considered to be the essential attributes an individual must have in order to safely and competently perform the functions associated with his/her role. This inventory forms the basis of the work/lived experience, specialized training content and competency-based exams deemed appropriate to the role.
- 4) **Set Certification Standards:** The certifying board (NYCB) examines the JTA and KSAs to determine standards for identifying role-qualified candidates for professional certification. These standards constitute the minimum requirements for candidates to demonstrate that they are prepared to perform competently in the role. When these standards have been adopted, the Board publishes them in the interest of transparency:
 - a) **Personal:** What are the personal qualifications required for the role; for example, is there a defined “lived experience” profile attached to the role?
 - b) **Educational:** Are there any educational prerequisites? What specialized training is required? Is there an exam attached?
 - c) **Experiential:** Does the role require direct experience in the field before competence can be assessed?
 - d) **Examination:** Will candidates be required to demonstrate competency through a formal, psychometrically-sound testing process?
 - e) **Ethical:** What are the specific ethical requirements of the role? What disciplinary procedures will be followed in cases of complaint?
- 5) **Approve Role Training:** A certifying board such as NYCB has primary responsibility for safeguarding the integrity of its certifications. Accordingly, board review specialized training program to confirm that they deliver content appropriate to the role knowledge/skills/abilities inventory. Additionally, board may require trainers to be approved as competent to deliver this content.
- 6) **Create Certification Application Forms:** The certifying board is responsible for each stage of the certification process from setting certification standards through publishing a searchable database of its certificants. The certification Application Form will elicit relevant information from candidates in a format allowing for Board consideration. Processing fees will also be assessed.
- 7) **Review Candidates:** The certifying board, meeting in quorum, determines whether candidates have satisfactorily demonstrated that they meet the Board’s standards,
- 8) **Issue Certifications:** The Board arranges for the awarding of certifications to successful candidates.
- 9) **Determine Continuing Education Requirements:** As guardian of role integrity, the Board determines appropriate content and volume of continuing education required for certificants to demonstrate continued competence and adherence to the code of ethical conduct in the face of a continuously evolving field.
- 10) **Manage Renewals:** The certifying board posts these standards and manages the certification renewal process.