



Ten-Step Certification Development Process

- 1) **Convene Subject Matter Experts (SMEs):** SMEs are recognized experts in the community/field who bring a deep knowledge of the value, purpose, duties and processes of the role under review
- 2) **Develop a Role Delineation Study (RDS):** SMEs deliberate these issues with a view to identifying the unique scope and limits of the role under development. These deliberations are facilitated by a professional psychometrician who ensures that the process is psychometrically-sound and legally-defensible, and includes a statistically-driven validation protocol (usually an industry/community-wide survey). The psychometrician produces the resulting formal Role Delineation Study.
- 3) **Identify Knowledge/Skills/Abilities (KSAs):** In this RDS profile, the SME panel develops an inventory of specific competencies required by the role. These identified KSAs are grouped under content headings (“domains”), and are considered to be the essentials for competent and ethical performance of the functions attached to this role. Thus, this KSA inventory forms the basis of:
 - (i) Content of specialized role training
 - (ii) Role competency-based assessment exams
 - (iii) Role specific credentials
- 4) **Set Certification Standards:** The certifying Board (e.g. ASAP-NYCB) examines the RDS and KSAs to determine standards for identifying qualified candidates for professional certification in the role. 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 interests of full transparency. Standards will include such elements as:
 - a) **Personal:** What are the personal qualifications required for the role - for example, is there a defined (e.g. age, “lived experience”) profile attached to the role? How will candidates demonstrate these qualifications?
 - b) **Educational:** Are there any educational prerequisites? How many hours of specialized training are required under each of the domains?
 - c) **Experiential:** Does the role require direct experience (through internship, work, etc.) in the field before competence can be assessed?
 - d) **Ethical:** What are the specific ethical requirements of the role? What disciplinary procedures will be followed in cases of complaint?
 - e) **Examination:** Will candidates be required to demonstrate competency through a formal, psychometrically-sound testing process?
- 5) **Approve Role Training:** A certifying Board has primary responsibility for safeguarding the integrity of its certifications. Accordingly, the Board reviews training programs to confirm that they deliver content appropriate to the role KSA inventory. Boards may require individual trainers to be identified as competent to deliver this content, as is the case with the ASAP-NYCB Trainer Registry.
- 6) **Create Certification Application Forms:** The certifying Board is responsible for managing each stage of the certification process from setting certification standards (Step 4) through publishing a searchable database of its current certificants. The certification Application Form will elicit relevant information from candidates in a format allowing for Board review. These data are confidential unless the right to privacy is waived. Processing fees will also be assessed and levied.
- 7) **Review Candidates:** The certifying Board, meeting in quorum, determines whether candidates have satisfactorily demonstrated that they meet the Board’s eligibility standards.
- 8) **Issue Certifications:** The Board awards formal certification to successful candidates.
- 9) **Determine Continuing Education Requirements:** As guardian of role integrity, the Board determines and publishes standards of required hours and appropriate training content for continuing education/professional development for demonstrating continued competence and understand of, and adherence to, the profession’s Code of Ethical Conduct.
- 10) **Manage Certification Renewals:** The certifying Board posts these standards and manages the certification renewal process.