

PCC Examination Development Committee Member Position Description

Updated on 04 Jan 2012

PCC Examination Development Committee Overview:

The Examination Development Committee (EDC) is charged with assisting the Professional Certification Commission (PCC) in its responsibilities to develop CPIP™ examination Items (exam questions), ensure examination content validity, monitor the performance of examinations, and other duties requested by the PCC.

Responsibilities of this Position:

The key tasks of the EDC area as follows.

Item (Examination Question) development

1. Identify subject matter experts (SMEs) for consideration as examination item-writers.
2. Qualify and accept/reject SMEs for item writing.
3. Determine knowledge area assignments for each SME.
4. Review/modify items after SMEs have completed their assignments.

Examination score-setting and monitoring

5. Participate in cut-score workshops to determine exam-passing scores.
6. Monitor the performance of examinations and items written by the SMEs.

Skills/Experience Requirements for this Position:

Committee Members must have a basic understanding of the CPIP™ Credential (visit: www.ispe-pcc.org), and be seasoned professionals (> 15 years in the industry or 15 years of combined education and industry experience) with knowledge in at least one of the [7 Knowledge Elements](#) which are the subject of the CPIP examination.

To Join: Submit a current CV (WORD document) and write a short statement (WORD document) explaining what part of your education/work experience is most applicable to the mission of the committee and why you feel you will add value to the committee.

Submit WORD documents to Michael Phelan, Director Professional Certification mphelan@ispe.org

Length of Service: May serve 2 TERMS OF 2 YEARS each.

Resource Requirements

Provided by ISPE staff or volunteers: Staff project Manager

Expected from the volunteer (or his/her employer): Funding for travel expenses to attend meetings; time to participate in conference calls and Committee projects during regular business hours.

Meeting Schedule:

Meets in person two times per year in the U.S.A. during a June ISPE meeting and at the ISPE Annual Meeting.

Monthly conference calls are held throughout the year.

Attendance Requirement:

Must attend a minimum of 75% of the meetings and conference calls throughout the year.

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ <i>Actively participate in meetings</i> ✓ <i>Read materials and come prepared to each meeting</i> ✓ <i>Listen to people and ideas</i> ✓ <i>Become knowledgeable of the Society's policies and procedures</i> ✓ <i>Complete assignments on time</i> | <ul style="list-style-type: none"> ✓ <i>Respond to communications in a timely manner</i> ✓ <i>Develop a good relationship with Staff</i> ✓ <i>Respect confidentiality</i> ✓ <i>Fully support all decisions of the Board and Committee</i> ✓ <i>Always act in the best interests of ISPE</i> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>