



CERTIFICATION GOVERNANCE 2019 COMMITTEE CHARTER

COMMITTEE PURPOSE:

The Certification Governance Committee (“CGC”) has been established by the Association of Change Management Professional's (“ACMP”) Board of Directors (“BOD”) to validate compliance with policies related to the Certified Change Management Professional (CCMP) Certification of the Association.

COMMITTEE JOB DESCRIPTION:

It is the duty of the CGC to carry out the purposes and objectives in accordance with the CGC Charter. Collective responsibilities of the members of the CGC are to:

- Review the CCMP policies on an annual basis, identify areas for improvement or new policies required and make proposals on changes to the BOD. Review amended policies and recommend BOD approval. In order to achieve this, set approach and criteria for CCMP policy review process. If necessary, provide guidance and inputs on examination content and passing point determinations.
- Review and act on any complaints or appeals related to ACMP certification programs brought to the CGC in accordance with ACMP policies and procedures.
- Provide recommendations to the BOD and Executive Committee on all matters related to the Certification Program operating model.
- Review psychometric work and how exam questions are performing.

In conjunction with the Certification Manager and if required, identify work required beyond the remit of the CGC and outside the scope of the Certification Manager’s annual plan that is necessary to the operation of the certification service. Develop Business Case for BOD approval

COMMITTEE OPERATIONAL DELIVERABLES for 2019:

- Reviewed policies and procedures related to ACMP certification programs in alignment with an ISO methodology and guidelines with BOD approval secured.
- Report submitted quarterly to the BOD on any decisions made in relation to complaints and appeals cases brought to the CGC.
- Review psychometric work and how exam questions are performing. Make recommendations on any changes/updates to the exam questions.

COMMITTEE MEMBER TIME COMMITMENT:

- Three-year term
- Minimum of monthly committee meetings via voice or on-line meeting. Two meetings in the first month, one for familiarization with Committee purpose and deliverables, second to develop workplan for the year.
- Expectation of a minimum of four hours per month in addition to meetings.
- Occasional virtual or face to face meetings timed with a specific need or event may be required.



COMMITTEE COMPOSITION:

Eight (8) individuals who are ACMP members who provide global representation (with a membership to be provided based on approval by the BOD)

CGC members cannot be a Qualified Education Provider (QEP) to avoid a conflict of interest.
The CGC will follow a three-year term and rotation off cyclically.

COMMITTEE ANNUAL PLANNING AND BUDGETING:

- The 2018/2019 budget for ACMP certification-related activities has been approved. The CGC will be supported by the Certification Manager in verifying what is covered in this budget.
- Should budget be required for activities in 2018/2019 other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration.

APPROVAL DATE: September 28, 2018