Certifying Board

Charge:
NALS National Certifying Board (CB) is responsible for all issues directly relating to the certification exams and credential governance. The Board meets monthly online, and participants are required to complete a high number of complex tasks. Certifying Board members should have expertise in the subject areas tested, deep interest in the legal profession, recognition in their fields, leadership ability, and willingness to devote time to the very active certification program. The Certification Manager works closely with the Certifying Board on all phases of the program. As Certifying Board members are exposed to a variety of confidential exam material they agree to not engage in any of the following activities for five years upon conclusion of their term:
- CB members may not sit for any NALS exam;
- CB members may not prepare students to take any of the exams;
- CB members cannot conduct a study course to prepare for the exams.

Composition
The Certifying Board is a chaired Board composed of up to eight active members of the NALS community who hold a valid PLS, CLP, or PP Certification. Board members will serve staggered 3-year terms, with the option to serve two consecutive terms. The Board is assisted by an attorney and an educator.

Benefits
- Skill development
- Earn CLE credit towards your NALS Recertification
- Establish a network of professional peers
- Shape the future of the NALS Certification Program

Board Responsibilities & Tasks
- Review requests for exceptions to exam application eligibilities
- Review recertification extension requests beyond standard length
- Ensure recertification guidelines are relevant to changing industry demands
- Develop new questions (‘items’) for certification exams
- Evaluate performance of items on exams to determine validity
- Suggest improvements to NALS certifications based on industry trends and research
- Serve as resource to NALS certification manager on matters of exam administration
- Determine required reference texts for all exams
- Review and respond to candidate complaints and appeals
- Review flagged candidate exam session recordings to evaluate irregularities
- Set and maintain exam passing point/scoring method
- Responsible for maintenance and update of master copy of NALS exams
- Other tasks and responsibilities as necessary for the advancement of NALS certification
**Staff Responsibilities**

- Maintain Board roster
- Schedule Board meetings, work with chair to develop agendas
- Provide exam results for review on a consistent basis.
- Oversee implementation of Board initiatives/policies throughout the Association.
- Serve as program liaison to exam platform and ALP Partner schools.
- Present requests for policy exceptions to the Board for discussion.
- Advise on administrative processes and best practices in certification
- Obtain and manage digital repository of reference materials, item statistics, etc.
- Offer support and additional reports as needed by the Certifying Board.

**Board Liaison**

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**Staff Liaison**

- Natalie Shryock, Certification & Education Manager (natalie@nals.org)