



## Certifying Board

### Charge:

NALS National Certifying Board is responsible for all issues directly relating to the certification exams. 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.

### Composition

The Certifying Board is a chaired Board composed of at least 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.

\*Note: To re-established staggered terms, some 2020 appointees will have varying term lengths.

### 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
- 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 certification 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
- Oversee pricing for NALS certification exams and educational resources
- Review 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 and complete meeting recaps.
- Provide exam results for review on a consistent basis.
- Oversee implementation of Board activities in the Certification Department.
- Offer support and additional reports as needed by the Certifying Board.

## **Board Liaison**

- Julie Abernathy, Emeritus PP, PLS

## **Staff Liaison**

- Natalie Shryock, Certification & Education Manager ([natalie@nals.org](mailto:natalie@nals.org))