

NPMA Executive Board

VICE PRESIDENT - CERTIFICATION

The Vice President - Certification is elected by the National Board in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board for establishing and overseeing the activities of the Certification Program and the Consulting Fellows Program. The following specific duties and responsibilities are delegated to the Vice President - Certification. This list is not intended to be all inclusive.

Position Duties

- Works with the Certification Governing Board (CGB) to oversee the NPMA Certification Program. Ensures that the Certification Governing Board has adequate appointments.*
- Establishes the policies, procedures, rules and regulations for the certification and Consulting Fellow recognition programs. Changes to these programs shall be approved by the Executive Board and CGB where appropriate.
- Strives to continuously enhance visibility of the certification program. Develops informational material for promoting/publicizing the certification program and ensures the Website is updated as needed. Ensures the NPMA Certification Program is outlined in detail on the website.
- Works with the VP- Professional Development to oversee the publication of training/educational materials, including study guides and teaching slides. Ensures distribution of these materials is documented for control purposes.
- Revises and publishes the certification manuals, and oversees the establishing of new manuals as needed.
- Revises exams as needed when material is up-dated, ensuring exams are of the highest quality, and quality reviews are conducted. (e.g., accuracy of questions, answer keys).
- Maintains Proctor guidelines and instructions, and ensure all Proctors are approved.
- Revises and publishes the certification forms (e.g. testing application, Certification Continuance application, etc.).
- Works with the Membership and Certification Manager at the National Office to ensure all aspects of the certification program are performed in a quality and timely manner.
- Establishes a Consulting Fellow Review Committee to review all applications received in accordance with the established guidelines. The Consulting Fellow Review Committee will notify the applicant, the VP - Certification and the National Office when a CF designation is awarded.
- Works with the Consulting Fellow elected officers to establish and promote an effective Consulting Fellow Program to the benefit of NPMA.
- Awards the Consulting Fellow Designation to successful applicants at the annual NES.
- Develops informational material for promoting/publicizing the Consulting Fellow Program and ensures the website is updated as needed.
- Periodically publishes "Certification Updates" to be distributed to each chapter president as part of the President's Package or for publication in the national magazine and the e-newsletter.
- Annually provides information to the VP - Finance for the development of the budget. Reviews revenues and expenditures made in support of the Certification Program.
- Coordinates and works with the VP- Professional Development to secure instructors for the certification training that precedes NES.

*The Certification Governing Board consists of 10 to 12 members, 1 of which is not a certified member. The CGB's role is to achieve and maintain accreditation for the NPMA Certification Program and provide continuing review and updating or revision of all certification materials. In accordance with the Governing Board Charter, the CGB shall also:

- Review all Certification and Examination Appeals;
- Report progress or issues through the Director to the VP - Certification; and
- Review and revise certification exams no less than every two years to ensure high quality and up-to-date requirements.

- Continued -

Appointments

- (none)

Committees/Associations

- Serves on the Certification Governing Board

Administrative Responsibilities

VP's Responsibilities	National Office's Responsibilities
Provide or approve form letters	Complete and distribute form letters
Provide content for Certification Promotional Material	Distribute as requested, in new member packet, and at other promotional functions. Maintain, update and publish the certification program information on the website.
Provide three samples of signature on white paper with a fine tip black marker, for scanning into computer.	Assign VP's signature to appropriate form letters, certificates, etc.
Monitor policies and procedures for the standardization, security and quality controls of the certification program and certification renewals	Maintain accurate records of certification status. Ensure Work Experience Summaries submitted with the CPPA and CPPM applications are reviewed in a timely manner. Forward appeals and questions concerning the Work Experience Summaries to the VP-Certification for handling instructions.
Monitor the Certification Continuance activity quarterly. Work closely with the National Office in reconciling activity and notifying members of the withdrawal of certification, in accordance with the certification requirements as published on the website.	Maintain certification data (certification status and numbers, issue dates, and expiration dates). Issue certification certificates on a timely basis and ensure current certification levels are used on correspondence. Forward list of expiring and revoked certificates to the VP - Certification. For all expiring CPPMs and CPPAs, notify them via email of the impending expiration three months prior and on date of expiration; if they choose not to renew their certificate, remove their certification level from the database and mail a letter informing them of this action, keeping a copy of the letter on file.