

Officer & Committee Report Form : Entry # 4236**Executive Committee Meeting Date**

June

Name of Committee or Office

Certification Committee*

Activities/Decisions Since Last Executive Meeting

- * Developed and submitted - Certification Committee Charge descriptions- for Lab Practices Subcomm and Collection System Subcomm and SOP Task Force.
- * Comm members agreed to remove the term "Voluntary" from the title of the Lab Practices and Collection System certification programs.
- * NEWEA website updates were made to share information on the formation of the Ad Hoc Certification Comm and how the certification program is to evolve.
- * Lab Practices subcomm continues to review and update their exam question bank
- * Developed draft Exam Procedure documents- primary focus is maintaining the integrity of exam content. The documents' purpose is merging and consolidating the Lab Practices and Collection System certification programs' guidelines with respect to Exam Proctor Application process; Proctor Qualifications, performance requirements; and expectations. Guidelines also developed for Test Takers to uphold the integrity of exam content, and permit exam question review. Also incorporating guidance for the NEWEA Office Admin with regard to the certification exam's distribution, collection, and exam score notification procedures.

Meetings/Conference Calls Held

Meetings and Conference calls have been minimized out of respect for our committee members' upholding the mandatory workplace restrictions and their limited availability.

Our approach is now through e-mail requests for input and reviews.

This is an effective approach and we appreciate our members providing written responses as they are able.

Action Plan Committee/Officer Assignments

Additional information will need to be requested from the potential electronic exam provider service (Pro-V). We will need to apply their exam procedures and protocols into the exam administration process and reflect that in our NEWEA exam protocols in the near future.

Committee Member School Outreach Activities

No such activities were conducted.

General Comments

Recent virus-related restrictions continue to cause training class and exam scheduling changes and cancellations. The first Collection system certification exams will be conducted in mid-June. Social distancing requirements issued by the New England States vary, and many require smaller sized classes with fewer exams offered per session. Revenue loss impacts for NEWEA can be expected.

Report Submitted by

Mary Jane Meier

Submitter's Emailmjlmeier@aol.com**Date Submitted**

05/18/2020

Notes**Admin Notification (ID: 545255393dd75)**

added May 18, 2020 at 5:50 pm

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**Confirmation (ID: 5995be03ca886)**

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