



## CERTIFICATION COMMITTEE

### General Responsibilities

1. File two reports per year. Submit to Region Executive Committee.
  - a. First report due January 10 - Report on Chapter efforts to promote Certification exams and study sessions.
  - b. Second report due June 30 - Report on results of Chapter Certification programs, including number of candidates, successful candidates, attendees in certification study sessions, etc. may include individual Chapter reports, and make recommendations for next year's committee.
2. Maintain records of activities. At end of term, turn files over to incoming chair. Copy all appropriate correspondence to Region Secretary.
3. Present workshops at annual Region Conferences. Workshop content shall include orientation for incoming chapter chairs, new Institute materials, and procedural techniques. Provide appropriate hand-out materials for attendees.
4. Write one article per year for the Region newsletter, review and edit posting on website if posting exists.
5. Attend orientation and training conducted by CSI Institute.

### Composition

1. Chair: Current or immediately past Chapter certification chair.
2. Members: One minimum as Co-chair, current Chapter certification chairs to be used as resources.

### Duties

1. Develop detailed action plans and strategies to promote participation by Chapters. Promote CDT, CCS, CCPR, and CCA certification to the Region and its Chapters.
2. Visit chapters when possible and if permitted by budget.
3. Establish and maintain communication with Institute Certification Committee (CertCom) and Chapter Certification Chairs (CCC's). Provide status report to CertCom by October 1 if requested.
4. Provide guidance and assistance to the CCC's.
5. Assist CCC's in establishing chapter study sessions for the certification examinations. Coordinate education and technical programs with Region Education and Technical Chairs as they pertain to the certification examinations.
6. Assist CCC's in locating test sites and providing proctors for exams.
7. Report names and numbers of person in the Region passing the examinations.
8. Collect each CCC's study guide materials for future CertCom database.
9. Assist Region Awards Chair in identifying potential recipients of Chapter certification commendation awards.
10. File for certification exam to be held at Region Conference site, coordinate exam site at Region Conference. Arrange for proctors at the exam site.

11. Participate in Institute training program for Region Chairman
12. Identify future Region Certification leadership, and Institute committee members.

**Resources**

1. Institute Administration References, Certification Programs - Page Series B2

**Suggested Budgeted Reimbursement Items**

1. Region Conference: Presentation Materials