

How to Use the DITEB Certification Job Aids

Designing	Conferring
Developing	Accrediting
Implementing	Maintaining



Functional Manager	PMO
Component	Candidate

PURPOSE: The purpose of this job aid is to provide guidance and instruction on the layout and understanding of the job aid dashboard. The job aid dashboard is the common labeling structure you will see in the header and footer of each job aid. Please see the annotated example below:

Phase(s) of certification development for which the job aid applies (highlighted in green)

Outline of Technical Reports Based on Revised NCCA Standards

Designing	Conferring
Developing	Accrediting
Implementing	Maintaining

Functional Manager	PMO
Component	Candidate

PREFACE: The NCCA standards were recently revised and will be released in January 2016.

PURPOSE: The purpose of this job aid is to provide detail and guidance for responding to the 2016 NCCA standards. This job aid is targeted for individuals supporting certification development functions and/or the application process for NCCA accreditation.

PROCEDURE:

LIST OF REPORTS ALIGNED TO REVISED NCCA STANDARDS

- SME UTILIZATION REPORT - SUR (Standard 13: Panel Composition):** The revised standards document "requires" more granular information about the SMEs and SME utilization. As such, GSX suggests that there be a separate report that focuses solely on required SME information. The proposed structure for the SUR includes:
 - An **Introduction** section that describes the purpose of the report and its relationship to other reports.
 - A **Process Map** section that presents a table (with relevant supporting language) that: (1) depicts each step of the four major phases of the criterion-referenced test development process (i.e., Job Analysis, Assessment Specification, Test Construction, Cut-Score Setting) in the rows of the table; and (2) rationale for SME participation and general description of SME recruitment/selection process used for each step in the columns of the table.
 - A **SME Utilization** section that presents a table similar to the process map (in terms of rows), but the columns will address: (1) SME roles and responsibilities, (2) instructions and/or training provided to SMEs, (3) eligibility criteria used to evaluate appropriateness of SMEs, and (4) demographic information associated with participating groups of SMEs, and (5) general description of SME decisions and recommendations.
 - An **Enclosure** section that provides (for example): (1) sample SME Demographic Worksheet, (2) Lists of SMEs (first name, last name initial) and critical demographic information – years of experience, types of experience, certifications, organization, and (3) description of SME recruitment/selection process.
- JOB ANALYSIS REPORT – JAR (Standard 14: Job Analysis):** The revised standards document "requires" more granular information about the job analytic approach the program uses. In particular, there is an emphasis on the use of a survey instrument to validate identified domains and tasks that characterize proficient performance. As such, GSX suggests the proposed structure for the JAR:

Title of the job aid

Organization(s) for which the job aid is most relevant (highlighted in green)

Description of the purpose and use of the job aid

Page number

Date of last update

ADM 01 (Version A) Page 1 of 4 21 May 2015

Job aid file name (maps to primary certification phase) and version number

ADM=Admin
DES=Design
DEV=Develop
CON=Conferring
ACC=Accredit
MAN=Maintain

ADM 02 C:
Means admin phase; second job aid in series; third version.

