

**IECA will consider recognition of certifications that meet the following:**

## **BASIC CRITERIA FOR CERTIFICATION ORGANIZATIONS AND CERTIFICATION**

### Definitions

A professional certification, trade certification or professional designation, often called *certification*, is a designation earned by a person to assure qualification to perform a job or task. Certifications are based on comprehensive and generally accepted standards that provide a common set of objectives, terminology, and processes. Most certifications indicate a level of compliant assurance towards commonly accepted principles and are used as post-nominal letters indicating an earned privilege from an oversight professional body acting to safeguard the public interest. Certifications should strive for continuous improvement, long term viability, and repeatability in the industry.

The certification body should be affiliated with like professional associations and trade organizations interested in raising industry standards and to aid in differentiating similar associations.

### Application and Renewal

Certifications must have a verifiable application process for all applicants and a means of tracking and verification of an applicant's work and education history to insure credibility of the applicant and registrant.

Certifications are earned from an organization and, in general, must be renewed periodically, or may be valid for a specific period of time. Certifications may be revoked for cause with an appeal process that allows for an adequate hearing of facts.

As part of renewal of the certification, the individual must show evidence of continued learning-often termed continuing education-or an earned PDH (professional development hour) or a CEU (continuing education unit).

### Accountability

Certification applicants should go through a thorough review process prior to testing or examination in order to ensure their individual qualifications, and at the time of exam show proof of identity, including some form of a photo id to ensure the person taking the exam matches the applicant.

Certifications must model industry standards demonstrating the appropriate ability and knowledge that is required by practice and by law before being allowed to perform a task or job.

Certification organizations must demonstrate the highest form of discipline and accountability by establishing a code of ethics and a process for violators to be disciplined in a fair and accountable manner.

Certification organizations must have a Board of Directors and a peer review process to maintain standards and performance within the organization and its testing process.

## Content and Testing

Certification material and examinations must be reviewed and updated periodically to maintain credibility in the industry as standards change.

Certification testing must have a fair, secure and confidential process, with a fair minimum standard grade for passing the certification test or exam.

The certification organization should require standards and certification for their instructors by establishing instructor guidelines and standard program content.

The testing process should establish a means for rotation of the question and answer bank to minimize the possibility of test archiving and copying by anyone outside the organization.

Approved by the Board of Directors, 10/22/2010