

National Council of Building Designer Certification

BOARD OF EXAMINERS Description and Responsibilities

DESCRIPTION: Consists of three officers (president, vice president and secretary/treasurer) and a minimum of six to a maximum of fifteen supporting examiners. One-third of the examiners are appointed yearly for a term of **three-years**¹.

QUALIFICATIONS: All examiners must be certified by the Council (minimum one year) and be an **AIBD member**² to serve.

PURPOSE: The NCBDC Board of Examiners is the governing body of the American Institute of Building Design's professional certification examination programs. Its objectives are to delineate the minimum qualifications, performance standards, and verification procedures designed to assess an applicant's ability to meet the minimum requirements of certification.

MEETINGS:

- a. There are at least three required meetings annually. Examiners must attend at least two meetings annually to maintain their position on the board.
- b. One of the required meetings is held face to face in conjunction with the AIBD annual membership meeting (usually in July or August). Basic travel expenses are reimbursed. This meeting is usually three to four hours.
- c. Other meetings are conference calls or web-meetings and last approximately 90 minutes.
- d. Officers meet at the call of the president.

COLLECTIVE BOARD RESPONSIBILITIES

- a. Establish policies and procedures related to the operations of the Council.
- b. Enforcing and overseeing implementation of these policies and procedures.
- c. Ensuring resources for certification activities.
- d. Directly overseeing the development and maintenance of the certification program, including ensuring the standard is being met for frequency of test development activities (such as a job analysis) and approving the output of key test development activities (e.g., new examination specification; new cut / passing score).
- e. Being the final arbiter for decisions on certification, including granting, maintaining, expanding, reducing, suspending, or withdrawing certification.

COMMITTEES AND TASK FORCES

General

- a. Board members are expected to serve on at least one committee or task force at any one time.
- b. Committee chairs must be examiners and will act as committee liaison reporting to the examiners.
- c. Committees and Task Forces meet as needed and committee chairs are asked to update the president on a monthly basis.
- d. Committee and Task Force members do not have to be board members, nor do they have to be members of AIBD or CPBDs. Although those who are not certified may have certain restrictions after serving.

Committees

- a. **Annual Review Committee** – Reviews staff performances and the applicant evaluation procedures.
- b. **Continuing Education Committee** – Periodically reviews the recertification requirements and makes recommendations to the board.
- c. **CPBD Relations Committee** – Manages Council communications to stakeholders.
- d. **Evaluation Committee** – Handles all applicant portfolio reviews according to the NCBDC minimum plan standards. Committee members primarily work individually as applications are received. This committee requires approximately 2 hours per week and membership is rotated as much as possible.
- e. **Finance and Funding Committee** – Helps establish and monitor the annual budget.
- f. **Marketing Committee** – Develop strategies and encourage industry involvement and investment in the Council's purpose.

1 – The AIBD Board of Directors is currently entertaining a motion to change the term to one year. The motion will be heard on July 6, 2016

2 – The AIBD Board of Directors is currently entertaining a motion to remove the requirement that an examiner be a member of AIBD. The motion will be heard on July 6, 2016

Task Forces

- a. **Content Review** – Meets three to four times online for three to four hours. Work is performed two to three weeks annually.
- b. **Item (i.e. question) Development**
 - i. **Item Writing** – Attends one or two one-hour training webinars. Meets online three to four times for one to two hours. Work is performed one to two months annually.
 - ii. **Item Revision** – Attends one two to three day face to face meeting with travel required. Also has one follow up meeting online for two to three hours. Work is performed one month annually.
 - iii. **Item Results Review** – Meets one to two times online for two to three hours. Work is performed for one to two weeks annually.
- c. **Job Analysis**
 - i. **Strawman Committee** – Meets online once or twice online for one to two hours. Work is performed for two to three weeks every five to seven years.
 - ii. **Focus Group** – Meets face to face for approximately two days with travel required. Also meets two to three times online for one to two hours each meeting. Works for two to three months every five to seven years.
 - iii. **Survey Pilot Group** – Meets online once or twice online for two to three hours. Work is performed for two to three months every five to seven years.
 - iv. **Test Specifications Committee** – Meets online once or twice online for one to two hours. Work is performed for one to two weeks every five to seven years.
- d. **Standards Setting** – Meets two to three times online for two to three hours. Work is performed for two to three weeks annually.