



## CREDENTIALING

### MAKE YOUR OPINION MATTER – JOIN AN ICC EXAM DEVELOPMENT COMMITTEE

EDC members are appointed by the Certification Committee of the Professional Development Council (PDC) for three-year terms. Applications are reviewed for experience, education, certifications held, previous committee experience, and geographic diversity to ensure appropriate balance.

EDC membership is a three-year commitment (three-year terms; maximum of two consecutive terms) with high performance standards expected of the volunteers. Being part of an EDC requires work within a close team, adherence to attendance and timely completion of assignments, and dedication to the development and maintenance of psychometrically rigorous examinations.

EDC membership carries an obligation to actively participate in all work of the EDC throughout the life of your term. No testing experience is necessary; ICC will provide comprehensive initial training and ongoing assistance as needed.

These expectations include, but are not limited to the following:

- Contribution and generation of information in a working team environment
  - Regular attendance of virtual meetings (WebEx, Teams, Zoom) throughout the term
    - Generally two-hour meetings
    - Access to Internet and a computer (laptop, desktop, tablet)
    - Microphone and webcam required
  - Attendance at an in-person meeting depending on business needs
    - Typically, once every three – five years
    - In-person meetings will require 3 – 4 days of time away from your workplace
    - Travel expenses covered by ICC
- Application of subject matter knowledge for the development, validation and maintenance of examinations
  - Prompt completion of homework assignments

If appointed as an EDC member, you will become an instrumental part of a team entrusted with the quality of high stakes examinations. Therefore, your commitment to abide by the expectations set forth is imperative, and you may be removed from the EDC should you be unable to fulfill these obligations.

In addition, EDC members are required to sign a copyright and confidentiality agreement as well as a conflict of interest statement to protect examination security and to avoid actual or apparent conflicts of interest by those involved in the preparation, validation, or administration of its examinations.

As an EDC member, you are integral to ensuring the validity, reliability, fairness, defensibility, and promotion of its certification exams. Your participation in an EDC also earns CEU credits toward renewal of your certifications.

If you have additional questions about the duties and responsibilities of an EDC member, please feel free to contact us at 888-422-7233, ext. 5524 or at [accommittees@iccsafe.org](mailto:accommittees@iccsafe.org).