



## **National Commission for Certifying Agencies**

*The Accreditation Body of the National Organization for Competency Assurance*

2025 M Street, NW, Suite 800, Washington, DC 20036-3309  
PH. (202) 367-1165 FAX (202) 367-2165

Dear Prospective NCCA Applicant:

Thank you for your interest in National Commission for Certifying Agencies (NCCA) accreditation. The NCCA Commission has prepared a sample application for you to use as a general guide when preparing an accreditation application. The guide provides examples of the type of documentation expected to demonstrate compliance with the *NCCA Standards for the Accreditation of Certification Programs*. Please note that it does **not** represent the **only way** to document compliance with the *Standards*. Each applicant should thoroughly review the *Standards* and provide supporting materials as requested by the NCCA Commission.

In addition, using the language in this sample application is not required for nor does it guarantee a positive accreditation decision. NCCA evaluates each certification program application for accreditation independently, and all explanations, descriptions, and documentation must accurately reflect the facts of the certification program making application. If the application demonstrates that the certification program is in compliance with NCCA *Standards*, then the program will be accredited.

Since the implementation of the revised *NCCA Standards* in January 2003, the Commission has identified common errors including: applying before eligibility standards are met; not following directions; not including complete documentation with the application; leaving all or parts of the required forms blank; and poorly organizing materials. The purpose of the sample application is to eliminate common mistakes that may delay an accreditation decision.

The sample has three components:

- (1) Completed application – The completed application contains a sample response illustrating compliance with each of the *Standards* for a hypothetical program. Please note that the accreditation application form is modified occasionally. Visit [www.noca.org/ncca/accreditation.htm](http://www.noca.org/ncca/accreditation.htm) to download the most current version.
- (2) Appendices – Samples of exhibits are included in the appendices; in many cases these exhibits are only intended to provide a general description of what could be provided with an actual application. Actual examples of documents that have been used to lead to accreditation may often be found on the web site of an accredited program. For example, many programs will make the *Candidate Handbook*, job/practice analysis results, aggregate assessment data, and other resources available on their web sites, and these sites are accessible through <http://www.noca.org/ncca/accredorg.htm>.
- (3) Completed required forms (Form I and II)

Other resources are available online at [www.noca.org/ncca/accreditation.htm](http://www.noca.org/ncca/accreditation.htm) to help you prepare your application such as the *NCCA Standards*, Frequently Asked Questions documents, and the Accreditation Application Packet.

NCCA has a strict confidentiality policy that applies to all information submitted with a program's accreditation application. Therefore the Commission has modified information and/or created fictional documents and responses to protect the proprietary property of programs that volunteered their applications for this project.

Please contact me at 202/367-1165 or e-mail [info@noca.org](mailto:info@noca.org) for more information or for questions on the accreditation process.

Sincerely,

Wade Delk  
Executive Director

© 2005 NCCA Sample Application for Accreditation



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PH. (202) 367-1165 FAX (202) 367-2165

NCCA Accreditation Applicant:

Thank you for your interest in NCCA accreditation. The purpose of NCCA accreditation is to provide the public and other stakeholders the means by which to identify certification programs that serve their competency assurance needs. The NCCA uses a peer review process to establish accreditation standards, to evaluate compliance with these standards, to recognize organizations/programs that demonstrate compliance, and to serve as a resource on quality certification.

The attached application form will guide you in providing the needed documentation and other evidence to demonstrate your certification program's compliance with the *NCCA Standards*. **Before applying for accreditation you should carefully review the *NCCA Standards for the Accreditation of Certification Programs*.** Copies of the *Standards* and the application form are available in electronic format on the NOCA Web site at [www.noca.org](http://www.noca.org), under the NCCA tab.

Throughout the accreditation process please feel free to contact the NOCA office at 202/367-1165 or [info@noca.org](mailto:info@noca.org) with your questions.

Sincerely,

Wade Delk  
Executive Director

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### **September 2004**

If the date of this application form is more than six months old, please call NCCA to verify its current acceptability before completing the application.



## **National Commission for Certifying Agencies**

*The Accreditation Body of the National Organization for Competency Assurance*

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PH. (202) 367-1165 FAX (202) 367-2165

Application for Certification Program Accreditation

Submitted By

[The Sample Certification Program Association](#)

To

National Commission for Certifying Agencies (NCCA)

[April 1, 2004](#)

### **Check One**

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New Application

Renewal Application

Current accreditation expiration: mm/dd/yyyy

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### **September 2004**

If the date of this application form is more than six months old, please call NCCA to verify its current acceptability before completing the application.

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## **INSTRUCTIONS**

When preparing to submit this Application for Certification Program Accreditation to NCCA, please follow the instructions below:

### GENERAL

- Explanations and/or documentation, with appropriate page numbers noted, must be provided for each Essential Element.
- Applications must be submitted in typewritten form and must follow the format provided. An electronic version of this form is available at [www.noca.org](http://www.noca.org). Each certification program application should be submitted in a separate binder. A program may refer to one master binder of exhibits if all programs are submitted at the same time. The application form itself must be completed separately for each program.
- A separate application must be submitted to NCCA for each certification program that a sponsoring organization wishes NCCA to consider for accreditation. If the sponsoring organization submits more than one application for NCCA to review at any given time, Exhibits that these multiple certification programs have in common (organizational Bylaws, for example) should be provided to NCCA only once, in one central Exhibits binder.

### ELECTRONIC SUBMISSION GUIDELINES

Effective January 1, 2005, the NCCA will require certification programs applying for accreditation submit the following for review by the NCCA Commission:

- (1) Letter of intent 90 days prior to the application deadline. Letters of intent should be sent to: Wade Delk, NCCA Executive Director, 2025 M Street, NW, Suite 800, Washington, DC 20036
- (2) 3 hard copies of completed application form
- (3) 3 hard copies of ALL exhibits
- (4) 9 compact discs (CDs) with the complete application and ALL exhibits scanned and bookmarked (tabbed) in a PDF file. **Please note:** The PDF file must be bookmarked (tabbed) to correspond to the tabs in the hard copy application (i.e. Tabs A – HH) **or** each file must be clearly titled to indicate the tab it corresponds to in the application.

PLEASE NOTE: NCCA must receive a total of 12 copies of each program application, exhibits and required forms.

*If my program is unable to scan documents and create a PDF and CDs, how do I apply for accreditation?*

There are a number of vendors that provide scanning and CD creation services to accommodate your programs' needs. Or, you may choose to send in a fourth copy of your complete application and exhibits and the NCCA will create the PDF and CD for an administrative fee of \$250 per 500 pages (i.e. all applications up to 500 pages cost \$250, applications of 501 – 1000 pages cost \$500, etc).

*How will the NCCA review my application under the new submission guidelines?*

Nothing about the actual NCCA review process will change. The administrative and psychometric reviewers responsible for reviewing your application will receive two of the three hard copies of the application and exhibits. The final copy will be filed with the NCCA office. The remaining commissioners will receive and review a CD containing your application and exhibits.

*Why has the NCCA changed its submission policies?*

The NCCA changed its submission policies to take advantage of the cost and convenience benefits technology offers. Reducing the number of hard copies required helps programs limit costs to prepare and ship their application.

*If I am submitting an application for the September 30<sup>th</sup>, 2004 deadline can I submit following the new guidelines?*

Yes. If your program is submitting an application for Sept. 30<sup>th</sup>, 2004 you may submit 3 hard copies and 9 CDs with your complete application and exhibits. However, you are not required to until January 1, 2005.

*Who should I contact if I have other questions about the electronic submission guidelines?*

Please contact Janice Moore in the NCCA office at 202/367-1165 or via e-mail at

[jmoore@smithbucklin.com](mailto:jmoore@smithbucklin.com).

### APPLICATION PROCESS

- Organizations submitting an application for the first time should submit a letter of intent to the Executive Director of NCCA 90 days prior to submitting the application. Organizations that submit a letter of intent will receive priority in the scheduling of NCCA review of their application(s). Organizations that submit an application without a letter of intent will be scheduled for review after those that did submit a letter. The Commission reserves the right to delay the review of an application to the next review cycle.
- When completed, the application will consist of three components: 1) Application Form: Responses to the Required Documentation by Standard, 2) Appendix: Exhibits, and 3) Required Forms.
- Although the application form follows the *NCCA Standards*, the applicant is expected to review the full *NCCA Standards for the Accreditation of Certification Programs*. The full text of the *Standards* is available at [www.noca.org](http://www.noca.org) or by request from the NCCA office at 202/367-1165.
- Materials submitted by the organization are confidential and for review by NCCA Commissioners only. Documentation provided by the sponsoring organization may include public documents and internal confidential documents (e.g., technical reports, financial statements) to support the application. It is the sponsoring agency's responsibility to supply all related information to support the application.
- Applications are reviewed at least three times annually and should be submitted by January 31, April 30, and September 30 for review at the next regularly scheduled Commission meeting.
- **Twelve copies** must be submitted to: National Commission for Certifying Agencies, 2025 M Street, NW, Suite 800, Washington, DC 20036-3309.

### ADDITIONAL INSTRUCTIONS

- The evaluation of printed matter that is available to applicants, certificants, employers, regulators, the general public, and other stakeholders is an important part of the NCCA accreditation process; however, only one copy of each document or publication should be part of the application. If a particular document or publication provides information to demonstrate compliance with more than one standard, refer to the document or publication by identifying the previously labeled exhibit. Do not include additional copies.
- *If a report or document does not directly respond to the Essential Element, please provide an explanation. Explain "How" your program meets the Essential Elements. Do not simply restate the Element.*
- Some standards include "Required Documents". If the document the applicant provides does not completely respond to the Essential Element, provide further explanation in the comments section.
- *If there are no existing reports or documents to support compliance with a standard, an explanation in the comment area must be provided.*

- If a sponsoring organization has information on the Web, e.g., candidate handbooks, this material should be provided in hard copy as part of the supporting documentation. A sample page of a directory (not the entire directory) should be provided.

### **ADDITIONAL INFORMATION**

- Eligibility: Any certification program may apply for accreditation after one year of assessment instrument administration **or** administration to at least 500 candidates using the current assessment mechanism, whichever comes first. A “certification program” uses a particular assessment instrument to issue a credential. The intent of this eligibility requirement is to ensure that a sufficient number of candidate responses have been collected to determine the appropriateness of the psychometric characteristics of the assessment instrument.
- Submitting an application for a new certification program sponsored by the same agency/sponsoring organization at a different time: If a sponsoring agency establishes a new certification program prior to the renewal date of its first approved certification program, and the governance and resources have not changed, standards 2, 3, and 4 can be completed by stating “refer to Primary Application, XXX Program, Date Submitted.”
- Renewal: In general, if a certification program is accredited, NCCA grants accreditation for five years. To maintain accreditation, an annual report form attesting to the status of the certification program must be submitted to comply with standard 21.
- Additional Information Requests: A sponsoring agency may be contacted by NCCA, at its option, to provide additional clarification prior to the application review.
- Accreditation of Additional Programs: If organizations or agencies apply for NCCA accreditation of additional programs following accreditation of the original program(s), any new programs will be accredited until the date the organization’s initial accreditation expires. All of an organization’s accredited programs will then be eligible for renewal on the same five-year renewal cycle.
- The Commission recommends that the applicant retain a copy of all materials submitted to the Commission.

The Commission is asking for specific information in a specific format so that it can fairly and consistently determine compliance with its *Standards*. Suggestions for improvement of the process are encouraged.

**All information submitted in connection with an application for accreditation, both initial and renewal, is deemed to be confidential. NCCA shall not disclose such information to any third person without the consent of the applicant.**

## EXHIBIT DOCUMENTATION LIST

This list provides functional titles for documents. The specific title may vary by organization. Please follow the documentation list below so that Appendix A is Mission Statement, Appendix B is Bylaws, Appendix V is Cut Score Study, etc. Sponsoring programs often use their own titles and combine some of the documents below into one report or handbook. For example, the Technical Report may include procedures for test construction, item development, and equating; or the Mission Statement and Bylaws may all be included together.

If a description is included in another document, include a note. For example, if *Procedures for ADA Compliance* are included in the Candidate Handbook, complete the “Refer” column.

### Suggested/Required documents to be submitted in support of NCCA Accreditation:

Included	Required	Appendix	Title/Description	Refer Also To:
<input checked="" type="checkbox"/>		A	Mission Statement/Purpose	
<input checked="" type="checkbox"/>		B	Bylaws	
<input checked="" type="checkbox"/>		C	Articles of Incorporation	
<input checked="" type="checkbox"/>	*	D	Policies and Procedures Document	Rules and Regulations
<input checked="" type="checkbox"/>	*	E	Candidate Brochure/Handbook/Information	
		F	Strategic/Business Plan	
		G	Advisory Committee Chart/Description	
<input checked="" type="checkbox"/>		H	Organizational Chart	
<input checked="" type="checkbox"/>		I	Financial Statement	
<input checked="" type="checkbox"/>		J	Resumes of Key Staff	
<input checked="" type="checkbox"/>		K	Resumes of Consultants	
<input checked="" type="checkbox"/>		L	Procedures for ADA Compliance	D; page 2 and E: page 1
<input checked="" type="checkbox"/>		M	Directory of Certified Individuals	<a href="http://www.scpa-sample.org">www.scpa-sample.org</a>
		N	Other Public Documents	<a href="http://www.scpa-sample.org">www.scpa-sample.org</a>
<input checked="" type="checkbox"/>	*	O	Renewal/Recertification Publication	E: pages 51-52, 63-71
<input checked="" type="checkbox"/>	*	P	Job/Practice Analysis Report	
<input checked="" type="checkbox"/>	*	Q	Assessment Instrument Specifications	E: pages 25-31; P: pages 101-106
		R	Assessment Training Manuals: examiners, proctors, raters	
<input checked="" type="checkbox"/>	*	S	Procedures for Test Construction	
<input checked="" type="checkbox"/>	*	T	Technical Report with Statistics	
<input checked="" type="checkbox"/>		U	Item Development Report/Procedures	
<input checked="" type="checkbox"/>	*	V	Cut Score Study Report	
		W	Quality Control Procedures	D: page 14
<input checked="" type="checkbox"/>		X	Equating or Other Procedures	
		Y	Security Procedures	D: page 18
<input checked="" type="checkbox"/>	*	Z	Sample Score Reports – Pass and Fail	
<input checked="" type="checkbox"/>		AA	Examiner's/Proctor's Materials	
<input checked="" type="checkbox"/>	*	BB	Disciplinary Policy	D: page 64; E: page 53
<input checked="" type="checkbox"/>	*	CC	Appeals Policy	D: page 22; E: page 21
		DD	Organization/Program's annual report to stakeholders	Appendix T, page 1-5 <a href="http://www.scpa-sample.org">www.scpa-sample.org</a>
<input checked="" type="checkbox"/>	*	EE	Recertification Policies and Procedures	E: pages 51-52, 63-71
<input checked="" type="checkbox"/>	*	FF	Confidentiality Policy	D: page 17; E: page 19
<input checked="" type="checkbox"/>	*	GG	Records Retention Policy	D: page 19
<input checked="" type="checkbox"/>		HH	Other	<i>Standards of Ethics</i> flyer, Annual Newsletter articles

Program Name: Sample Certification Program Association

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## GENERAL INFORMATION

### 1. Program Information

Name of Certification Program: Sample Certified Professional

Acronym and title used to identify credential SCP

Name of Certification Program Sponsoring  
Agency/Organization: The Sample Certification Program Association

Acronym used to identify certification  
program/sponsoring agency: SCPA

Mailing Address: 1234 Fake Road

Washington, DC 20036

E-Mail: yourname@scpa.org

Phone: 202/555-1212

Fax: 202/555-1213

Web Site: www.scpa-sample.org

### 2. Contact person for questions about this application

Name John Doe

Title Executive Director

Address 1234 Fake Road

Washington, DC 20036

E-mail [yourname@scpa.org](mailto:yourname@scpa.org)

Phone 202/555-1212

Fax 202/555-1213

Program Name: Sample Certification Program Association

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**3. Highest ranking member of certification board or governing committee**

Name Jane Smith  
Title President  
Address 1234 Fake Road  
Washington, DC 20036`  
E-mail [jsmith@scpa.org](mailto:jsmith@scpa.org)  
Phone 202/555-1212  
Fax 202/555-1213

**4. Assessment Instrument History**

Name of assessment instrument(s): **Sample Certification  
Professional Examination**  
Acronym of assessment instrument(s): **SCPE**  
Date(s) of first administration of current assessment  
instrument(s): **1988**  
Number of candidates to whom current assessment instrument  
has been administered since the first administration: **5,000**

**STATEMENT OF UNDERSTANDING**

VERIFICATION

By our signatures below, we represent that the Applicant has read, understands and will comply with the *NCCA Standards for Accreditation*; that all information provided by the Applicant in connection with this Application for Program Accreditation is true, correct and complete to the best of our knowledge and belief; and that in the event of a material change in the subject Program after submission of this Application but before the Commission renders its decision, the Applicant will notify the Commission of the existence and nature of any such change.

AGREEMENT

In consideration of the Commission's decision, if any, to grant Accreditation, the Applicant acknowledges and agrees that it shall:

- A. Annually complete and submit information requested on the current status of the accredited certification program(s).
- B. Report any material change in purpose, structure, or activities of the accredited certification program(s).
- C. Report any material change in examination administration procedures for the program(s).
- D. Report any material change in examination techniques or in the scope or objectives of the examination.
- E. Furnish any and all information that the Commission may require to investigate whether the program complies with *NCCA Standards for the Accreditation of Certification Programs*.

Jane Smith

Signature of Highest Ranking Member  
of Certification Body or Governing Unit

John Doe

Signature of Chief Staff Member of  
Certification Program

Jane Smith

President

John Doe

Executive Director

04/01/2004

Date Signed

04/01/2004

Date Signed



**Standard 2**

The certification program must be structured and governed in ways that are appropriate for the profession, occupation, role, or skill that ensure autonomy in decision making over essential certification activities.

Suggested Source and Documentation:

- Appendix B: Bylaws
- Appendix C: Articles of Incorporation
- Appendix D: Policies and Procedures
- Appendix G: Advisory Committee Chart/Description
- Appendix H: Organizational Chart

***Essential Elements:***

- A. The certifying program must show that the governance structure, policies, and procedures that have been established protect against undue influence that could compromise the integrity of the certification process.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix C, page 1	The SCPA is incorporated under the Delaware Nonprofit Corporation Act and qualifies under the Internal Revenue Code of 1986 as a Section 501(c)(6).
Appendix C, page 1	The SCPA is not legally affiliated with any other organization. The Articles of Incorporation specify that the “management and direction of the business and affairs of this corporation shall be vested in a board of directors which shall be known as the ‘Board of Trustees’.”
Appendix B, page 1	Article IV of the SCPA Bylaws describes the structure of the nine-member Board of Trustees. At least five Trustees must be certified by the SCPA. One Trustee must represent the consumers of the SCP’s services; this public member is selected by a vote of the Trustees among applicants that have responded to an open call for nominees.
Appendix B, page 3	The Bylaws addresses undue influence from two directions. First, it specifies organizations on which the SCPA Trustees may not serve as an “officer, employee, director or Trustee” concurrent to their term on the SCPA Board. Second, it specifies that once appointed, Trustees may not be recalled by the appointing organization. The Public Member Trustee may not be removed during his/her term of office, unless he/she is not fulfilling the responsibilities of the office. Trustee orientation emphasizes that Trustees are responsible for making decisions consistent with the mission of the SCPA. Although the SCPA seeks input from other organizations, its decisions regarding certification are not subject to approval by any other organization.

- B. The governance structure, policies, and procedures must provide for autonomy in decision making regarding important aspects of the certification program, such as eligibility standards; the development, administration, and scoring of the assessment instruments; selection of personnel; and operational processes.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix B, page 4	Article XII of the Bylaws gives the Board the authority to adopt and revise "Rules and Regulations relating to the qualification, examination and certification of SCPs." The Rules and Regulations are not subject to approval by any other organization. The Rules and Regulations describe the ethical, educational and examination requirements for certification. Article XIII of the Bylaws authorizes the Board to revise the Bylaws by a two-thirds vote of the Board.
Appendix B, page 2	Article IV, Section 6 of the Bylaws lists the duties and responsibilities of the Board. These include employment of an executive director. The executive director is delegated the responsibility to hire additional personnel to carry out the operations of the SCPA.

- C. The development, administration, and scoring of assessment instruments must promote the purpose of the certification program.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix E, page 2	The purpose of the SCPE is to assess the knowledge and skills underlying the performance of the tasks typically required of the entry-level SCPs. This statement of purpose for the examination supports the mission of the SCPA, and it is published in the <i>Candidate Handbook</i> .

- D. To avoid conflicts of interest between certification and education functions, the certification agency must not also be responsible for accreditation of educational or training programs or courses of study leading to the certification.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix D, page 48	Article II, Section 5.02 of the SCPA Rules and Regulations specifies that completion of an educational program accredited by a mechanism recognized by the Sample National Accrediting Board (SNAB) is required. SCPA does not provide accreditation for educational programs nor does it provide a course of study leading to certification. SCPA has no legal or financial connection to the organizations that it recognizes for accreditation.
Appendix E, page 62	The accreditation mechanisms currently recognized by SCPA are listed in the <i>Candidate Handbook</i> .

**Standard 3**

The certification board or governing committee of the certification program must include individuals from the certified population, as well as voting representation from at least one consumer or public member. For entities offering more than one certification program, a system must be in place through which all certified populations are represented, with voting rights, on the certification board or governing committee.

Required Documentation:

- NCCA Form 1: Public Member Declaration Form
- NCCA Form 2: Certification Board or Governing Committee Form
- Appendix B: Bylaws **or** Appendix D: Policies/Procedures document **or** both

Suggested Source and Documentation:

- Appendix B: Bylaws
- Appendix D: Policies and Procedures Document
- Appendix G: Advisory Committee Chart/Description
- Appendix H: Organizational Chart

***Essential Elements:***

- A. A system or structure must be established for ensuring appropriate stakeholder involvement by designating certain representative positions on the governing body. To ensure a balance of program input, the governing body may implement a rotating system of representation over a set period of time.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix B, page 1 Form 2  Form 1	As noted in the Bylaws, five positions on the Board of Trustees must be filled by SCPs certified by the SCPA. All Trustees serve staggered terms as specified by Article IV of the Bylaws. One position must be filled by a Public Member Trustee selected as specified in the Bylaws. The other three Trustees are selected by the Board to provide expertise to best meet the needs of the SCPA.

- B. The certification program must establish bylaws and/or policies and procedures for the selection of individuals who serve on the board or governing committee. This information must show that the selection of these individuals prevents inappropriate influence from a parent or outside body.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix B, page 1 and page 3	Article II of the SCPA Bylaws describes the structure of the nine-member Board of Trustees. Any SCP in good standing with the SCPA is eligible for nomination and they are selected by a vote of the SCPs to serve staggered terms specified by the Bylaws. One position must be filled by a Public Member Trustee selected as specified in the Bylaws. The other three Trustees are selected by the Board.  Article IV of the Bylaws also addresses undue influence from two directions as noted in the application response to Standard 2, Essential Element A.

**Standard 4**

The certification program must have sufficient financial resources to conduct effective and thorough certification and recertification activities.

Suggested Source and Documentation:

Appendix I: Financial Statement or Independent Audit

Appendix DD: Organization’s Annual Report to Stakeholders

Note: If no financial statement is provided in the exhibits, provide an explanation of compliance and clarification below.

***Essential Element:***

- A. Financial reports of the certification program must demonstrate adequate resources available to support ongoing certification and recertification processes.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix I	A copy of SCPA’s audited financial statement for fiscal year 2002-2003 is included as evidence of sufficient financial resources. Revenues for the year were [insert amount] with expenses of [insert amount]. This fiscal year was typical of those in the recent past.

**Standards 5-9: Responsibilities to Stakeholders**

**Standard 5**

The certification program must have sufficient staff, consultants, and other human resources to conduct effective certification and recertification activities.

Suggested Source and Documentation:

Appendix I: Financial Statement, Independent audit

Appendix J: Resumes of key staff

Appendix K: Resumes of consultants or names, addresses and description of consulting firm

**Essential Elements:**

- A. Key staff and non-staff consultants and professionals must possess adequate knowledge and skill to conduct certification program activities.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix H	The SCPA has a staff of 20. The organizational chart in Appendix H illustrates the staff structure. Staff has been headed by John Doe for the past three years. Other key staff members include Sally Dixon, (Director of Testing), Sam Clark (Director of Candidate Issues), Bill Park (Director of Information Systems), and Sue Ring (Business Manager).
Appendix J	Brief resumes of these key staff members are included in Appendix J. Each of these individuals has appropriate educational preparation and experience to perform the duties required.
Appendix K	SCPA contracts with the XYZ Testing Agency for test development, administration and scoring services. Brief resumes of XYZ's key staff are included in Appendix K. The SCPA's primary contact at XYZ is the program director; this individual holds a Ph.D. in educational psychology and has twelve years of experience with psychometrics related to certification programs.

- B. The certification program must have adequate resources to conduct the activities (e.g., processing of applications, administering the assessment instrument, storage of records) of the certification program.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix J Appendix K	The Director of Testing is responsible for monitoring the psychometric activities performed by the XYZ Testing Agency. The Director of Candidate Issues is responsible for processing applications and communicating with applicants and candidates. The Director of Information Systems is responsible for ensuring appropriate, secure access to candidate records and assessment materials. The Business Manager is responsible for providing administrative support, as well as building maintenance and security.  All examinee records are stored in a database maintained by the

	<p>SCPA, on a password protected computer system owned and maintained by the SCPA.</p> <p>The SCPE Examination is administered as a fixed form, computer based examination. The examination administration is conducted under contract by the XYZ Testing Agency. XYZ maintains the master copy of the item bank and is responsible for ensuring security. The SCPA maintains a duplicate copy of the item bank and all records, and they are stored securely within the SCPA offices.</p>
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**Standard 6**

A certification program must establish, publish, apply, and periodically review key certification policies and procedures concerning existing and prospective certificants, such as those for determining eligibility criteria, application for certification, administering assessment instruments, establishing performance domains, appeals, confidentiality, certification statistics, discipline, and compliance with applicable laws.

Required Source and Documentation:

- Appendix D: Relevant Policies and Procedures
- Appendix E: Candidate Brochure/Handbook
- Appendix O: Renewal/Recertification Handbook
- Appendix BB: Discipline Policy
- Appendix CC: Appeals Policy
- Appendix FF: Confidentiality Policy

Suggested Source and Documentation:

- Appendix L: Procedures for ADA
- Appendix N: Other public documents

***Essential Elements:***

- A. Published documents which clearly define the certification responsibilities of the organization must include the following:
- The purpose of the certification program
  - Eligibility criteria and application policies and procedures
  - Materials outlining all examination processes and procedures
  - A detailed listing and/or outline of the performance domains, tasks, and associated knowledge and/or skills
  - A summary of certification activities (number of candidates examined, pass/fail statistics, and number of individuals currently certified) for each program
  - Discipline, nondiscrimination, and confidentiality policies and procedures
  - Appeals policies and procedures

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix E, page 2	The purpose of the SCP is described on page 2 of the <i>Candidate Handbook</i> : to assess the knowledge and skills underlying the performance of the tasks typically required of the entry level SCP. This statement of purpose for the examination supports the mission of the SCPA.

Appendix E, pages 7-8	The eligibility requirements for SCP certification are described in the <i>Candidate Handbook</i> . Requirements for ethics, didactic and clinical education and examination are included.
Appendix E, pages 9-14	Application procedures are noted in the in the <i>Candidate Handbook</i> . The handbook includes the application form, a full explanation of procedures and a checklist of steps.
Appendix E, pages 16-18	Procedures for the examination are described in the <i>Candidate Handbook</i> section entitled "Testing Procedures."
Appendix E, pages 25-34	The content outline for the SCPE is in the <i>Candidate Handbook</i> . Each of the six major areas is subdivided to provide a detailed map for both test development purposes and the candidate.
Appendix P, pages 97-100	The list of tasks from which the content outline was developed is included in the SCP Practice Analysis report.
Appendix T, page 5	An annual report of examinations is published in the Technical Report, for review by the examination committee and the Board. Approximately 1,000 examinations were administered in 2003.
Appendix DD, pages 34-35 Pertinent pages from <a href="http://www.scpa-sample.org">www.scpa-sample.org</a> , see Appendix HH	The Annual Newsletter includes an overview of examination statistics. The total number of candidates tested, and the number passing and failing is noted, along with general information about examination development and scoring processes, including standard setting. There are currently 5,000 certified SCPs. This newsletter is sent to all certified SCPs, as well as to any interested party requesting a copy, and it is posted on the website: <a href="http://www.scpa-sample.org">www.scpa-sample.org</a> .
Appendix D, page 64 Appendix E, page 53 Appendix BB: Discipline Policy	The Standards of Ethics describes SCPA's disciplinary procedures in detail. A summary of the procedures is in the <i>Candidate Handbook</i> ; upon the request of any interested party a copy of the full disciplinary procedures included in Appendix BB will be provided.
Appendix E, page 1	As noted in the SCP <i>Candidate Handbook</i> , it is the policy of SCPA not to discriminate against any applicant for certification because of race, color, religion, creed, age, gender, national origin or ancestry.  Confidentiality and Appeals procedures are discussed in relation to Essential Element B and C.

- B. Confidentiality policies must (a) ensure that candidate application status and examination results are held confidential, and (b) delineate the circumstances under which this information may be disclosed or made public.

Documentation	Provide explanation below to support compliance.
Appendix D, page 17 Appendix E, page 19	Information provided by candidates for certification is treated as confidential, as described in detail in Appendix FF. As noted in the

Appendix FF	<p><i>Candidate Handbook</i>, candidates may opt to not share exam results with their educational program director, and if certified, individuals may elect to have their name withheld from publication in the online directory of certificants.</p> <p>As a condition of their employment, all SCPA employees must sign an acknowledgement of agreement to this statement: "It is the policy of the SCPA to provide only that information necessary to determine whether an individual is currently certified with the SCPA. No other information (scores, certification dates, et cetera) may be released on an individual (addresses can be released, for certificants only, unless restricted). Requests for additional information on certificants should be directed to the Candidate Issues Department and include a signed letter from the certificant releasing the specific information requested."</p>
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- C. Policies and procedures must be published and must include guidelines by which candidates may question eligibility determination, assessment instrument results, and certification status.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix CC Appendix E, page 21 Appendix D, page 22	Details of the appeals procedures for eligibility and certification decisions are described in Appendix CC. The <i>Candidate Handbook</i> provides a summary of the appeals policy and indicates that the full policy may be obtained from the SCPA office.

- D. Disciplinary policies must include procedures to address complaints which may concern conduct that is harmful to the public or inappropriate to the discipline (e.g., incompetence, unethical behavior, or physical/mental impairment affecting performance). These policies must ensure appropriate treatment of sensitive information and fair decision making.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix E, pages 54 Appendix HH	The SCPA's <i>Standards of Ethics</i> include a Code of Ethics which is intended to establish ideal ethical principles for SCPs, as well as Rules of Ethics which are enforceable, and Administrative Procedures which detail the procedures by which SCPA investigates and evaluates alleged violations. A general statement describing the <i>Standards of Ethics</i> is included in the <i>Candidate Handbook</i> , and the flyer provided in Appendix HH includes the complete <i>Standards of Ethics</i> document, with commentary regarding its use.

### Standard 7

The certification program must publish a description of the assessment instruments used to make certification decisions as well as the research methods used to ensure that the assessment instruments are valid.

Required Source and Documentation:

Appendix E: Candidate Brochure/Handbook

Suggested Source and Documentation:

Appendix N: Other Published Documents

**Essential Element:**

- A. Procedures related to assessment instruments must address development and validation, eligibility requirements, and administration (e.g., availability and location, fees, reporting of results).

Documentation	Provide explanation below to support compliance.
Appendix E	<p><b>Please note that the Standard requires that this information must be published. Note here where this information is published.</b></p> <p>The <i>Candidate Handbook</i> provides a full description of all processes necessary to obtain the SCP. The <i>Candidate Handbook</i> is provided at no charge to all interested parties, it is routinely distributed to all accredited educational programs, and it is also available on the website.</p>
Appendix E, pages 25-30	<p>A detailed description of the content of the SCPE is provided by the content specifications in the <i>Certification Handbook</i>. A summary of the practice analysis is also provided.</p>
Appendix P, pages 1-3	<p>The practice analysis approach is used to assure content validity. Upon request, SCPA will send a copy of the executive summary of the <i>Practice Analysis Final Report</i> to any interested party, and it is also available on the website.</p>

**Standard 8**

The certification program must award certification only after the knowledge and/or skill of individual applicants have been evaluated and determined to be acceptable.

**Essential Elements:**

- A. If any current certificants (at the time the application for accreditation is made) were granted certification without having to meet the examination requirements established for certification, a rationale must be provided to explain how the competence of those individuals was evaluated and found to be sufficient. The period during which such test exemptions were granted must have been terminated before the certification program is eligible for accreditation.

Documentation	Provide explanation below to support compliance.
	<p>When the SCP program was first developed in 1988, a total of ten individuals were certified by the SCPA without completion of the examination requirement. Their certification was granted by a unanimous decision of the Board to the original members of the Examination Committee (EC). They were selected for the EC on the basis of being acknowledged among the leaders in the field of SCP at that time, and all ten individuals met or exceeded the eligibility requirements. Through their service on the Examination Committee, all ten individuals demonstrated appropriate mastery of the content domain covered by the SCPE. To maintain the SCP credential, they must meet the same requirements for recertification as all other</p>

	SCPs. At this time, seven of the ten individuals are actively certified as an SCP. Since 1988 no SCP designation has been granted without successful completion of all requirements.
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- B. Once a program is accredited, “grandfathering,” or any other procedure for granting a credential in the absence of evaluating the knowledge and/or skill of an individual, is not acceptable.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix D, page 15 Appendix E, page 7	The SCPA does not grant certification and registration to individuals without an evaluation of their knowledge and skills. The eligibility requirements for certification (ethics, education and examination) as listed in the <i>Candidate Handbook</i> do not provide for exceptions or waivers. SCPA policies and procedures specify that all requirements must be met.

### **Standard 9**

The certification program must maintain a list and provide verification of certified individuals.

Suggested Source and Documentation:

Appendix M: Directories of certified individuals (sample pages), other published materials

***Essential Element:***

- A. The certification program must maintain a list of current and previous certificants.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix M, page 1-3	The SCPA publishes a Directory of Certified SCPs online through its web site at <a href="http://www.scpa-sample.org">www.scpa-sample.org</a> ; a screen shot of the home page and two sample pages of the directory are provided. The Directory is updated daily and is available to anyone wishing to check on the certification of an individual. The certification status of an individual may also be verified via telephone through a SCPA staff member or via the menu-driven, interactive voice response system.

**Standards 10-18: Assessment Instruments**

**Standard 10**

The certification program must analyze, define, and publish performance domains and tasks related to the purpose of the credential, and the knowledge and/or skill associated with the performance domains and tasks, and use them to develop specifications for the assessment instruments.

Required Source and Documentation:

- Appendix P: Job/Practice Analysis Report
- Appendix Q: Assessment Instrument Specifications
- Appendix S: Procedures for test construction

Suggested Source and Documentation:

- Appendix R: Assessment training manuals
- Appendix U: Item Development report/procedures

**Essential Elements:**

- A. A job/practice analysis must be conducted leading to clearly delineated performance domains and tasks, associated knowledge and/or skills, and sets of content/item specifications to be used as the basis for developing each type of assessment instrument (e.g., multiple-choice, essay, oral examination).

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix P Appendix D, page 23	The initial form of the SCPE administered in 1988 was based on a content outline that was established through a review of the SCP curricula from educational approved programs conducted by the SCPA Board. Since then, practice analysis studies have been conducted to develop the examination specifications. The first practice analysis was completed in 1992. The SCPA Examination Committee (EC) is responsible for evaluating the examination specifications annually, and to make recommendations when a new practice analysis should be conducted. The SCPA generally conducts a new practice analysis approximately every five years, although this time frame can vary depending on the judgment of the EC. By policy, a practice analysis must begin no longer than seven years after completion of the previous study. A practice analysis was conducted in 1997, and the most recent practice analysis was conducted in 2001, as documented in the report.

- B. A report must be published linking the job/practice analysis to specifications for the assessment instruments.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix P Appendix HH	The full <i>Practice Analysis Final Report</i> is included. The Executive Summary of that report (pages 1-3) is available on the website and a paper copy is provided at no charge upon request. In addition, a summary of the most recent practice analysis was provided in the 2001 annual newsletter, included in Appendix HH. The practice analysis report describes how the practice analysis results were

	used to establish content specifications for the examination. The content specifications are used to direct the assembly of forms of the examination. Each form reflects the content and weighting in the content specifications document.
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**Standard 11**

The certification program must employ assessment instruments that are derived from the job/practice analysis and that are consistent with generally accepted psychometric principles.

Required Source and Documentation:

- Appendix P: Job/Practice Analysis Report
- Appendix Q: Assessment Instrument Specifications
- Appendix S: Procedures for Test Construction

**Essential Elements:**

- A. Assessment instruments, including assessment items, exhibits, instructions to examinees, scoring procedures, and training procedures for administration of assessments, must be products of an appropriately designed and documented development process.

Documentation	Provide explanation below to support compliance.
Appendix P Appendix E, page 25	As noted under Standard 10, the SCPE is based upon a practice analysis. The content specifications developed from the practice analysis guide item development and test form assembly. The examination specifications call for 150 scored items plus 15 unscored pretest items, using four-option multiple-choice items. Examinee instructions are provided in the <i>Candidate Handbook</i> .

- B. The content sampling plan for test items or other assessment components must correspond to content as delineated and specified in the job/practice analysis.

Documentation	Provide explanation below to support compliance.
Appendix P, pages 47-53 Appendix Q	The practice analysis report describes how the content specifications were developed based upon the tasks identified in the study. The study also indicates how section weights were developed as part of the study.

- C. An ongoing process must exist to ensure that linkage between the assessment instruments and the job/practice analysis is maintained, as assessment components are revised and replaced over time. This linkage between assessment content and job/practice analysis must be documented and available for review by stakeholders.

Documentation	Provide explanation below to support compliance.
Appendix D, page 26	At least two forms (versions) of the examination are available for administration to candidates at any time according to SCPA policy. Forms are generally replaced annually, but under extraordinary circumstances, new forms may be developed more or less frequently. By policy, an examination form may stay in active use no longer than two years. The Examination Committee meets at least

Appendix E, page 25-32	<p>once each year to review and approve new items for pretesting and new examination forms. The examination specifications will be updated at least every seven years upon completion of a practice analysis study.</p> <p>Examination specifications include weightings and a content outline that may only be revised as a result of the practice analysis study. The linkage of the items to the examination specifications is demonstrated through the <i>Candidate Handbook</i> by the sample items, which indicate the task from the content outline addressed by each item.</p>
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D. Certification programs must follow a valid development process that is appropriate for assessment instruments.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix D, page 14	Policy dictates that the SCPA maintain detailed procedure documents for each component of the certification program; these procedure documents describe internal processes.
Appendix U	Appendix U provides the <i>Item Writing Manual</i> . This document is used as a primary resource during item writing workshops that are conducted approximately every three years.
Appendix S	Appendix S provides an overview of the examination development procedures. In addition to the procedures noted elsewhere in this application, the procedures require that all scored items must both be approved by the Examination Committee and have been successfully pretested.

E. A systematic plan must be created and implemented to minimize the impact of content error and bias on the assessment development process. Assessment content must be reviewed by qualified subject matter experts.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix S Appendix U, page 16 Appendix D, page 24	Items for the SCPE are generated by volunteer item writers; most item writers have participated in an item writing workshop conducted by the Director of Testing, with assistance provided by XYZ Testing Agency. Examination Committee (EC) members also write items as needed. Methods to eliminate error and bias are addressed in the <i>Item Writing Guide</i> . Prior to presenting items to the EC, XYZ Testing Agency staff members provide an editorial review, which includes a review for grammar, style, and bias or otherwise inappropriate language. As a part of the item review process, the EC verifies the accuracy of content and also provides a review to eliminate potential sources of bias. The EC is composed of eight subject matter experts representing similar demographic characteristics as the candidate population, in terms of geographic region, educational preparation, type of facility, racial/ethnic background, and gender.

### Standard 12

The certification program must set the cut score consistent with the purpose of the credential and the established standard of competence for the profession, occupation, role, or skill.

Required Source and Documentation:

Appendix V: Cut score study report

**Essential Elements:**

- A. Cut scores must be set using information concerning the relationship between assessment performance and relevant criteria based on the standard of competence.

Documentation	Provide explanation below to support compliance.
Appendix V	The cut score for the SCPE was set using a (insert an generally accepted, psychometrically supported cut score procedure here). The most recent study was conducted in 2001 following completion of the practice analysis and adoption of the new examination specifications. The standard is maintained on new forms of the examination through statistical equating procedures as described in relation to Standard 15.

- B. A report must be published documenting the methods and procedures used to establish the standard of competence and set the cut score, along with the results of these procedures.

Documentation	Provide explanation below to support compliance.
Appendix V Appendix E, page 20 Appendix HH	The SCPE 2001 Standard Setting Study Report included in Appendix V summarizes the procedures and results of the standard setting study. A summary of the cut score study was published in an article in the 2002 annual newsletter. Candidates are advised of the method of establishing a cut score in the <i>Candidate Handbook</i> .

### Standard 13

The certification program must document the psychometric procedures used to score, interpret, and report assessment results.

Required Source and Documentation:

Appendix T: Technical Report w/statistics  
Appendix V: Cut score study report  
Appendix Z: Sample score reports-pass and fail

Suggested Source and Documentation:

Appendix X: Equating or scaling report/procedures

**Essential Elements:**

- A. The certification program must describe procedures for scoring, interpreting, and reporting assessment results.

Documentation	Provide explanation below to support compliance.
Appendix Z, page 1	The passing report lists the five sections of the examination and the

Appendix Z, page 2	score in each section. A credential card is included to designate the bearer has met all requirements for certification.
Appendix E, pages 20-21	The failing report lists the five sections of the examination and score for each section. Information on re-applying for examination is included.
Appendix HH	The method of scoring (number right, no guessing penalty), score interpretation and score reporting are described in the <i>Candidate Handbook</i> .
	A brochure (Understanding Your Score) provides further information; this brochure is available on the web or upon request.

- B. For responses scored by judgment, developers must document training materials and standards for training judges to an acceptable level of valid and reliable performance. Any prerequisite background or experience for selection of judges must also be specified.

Documentation	Provide explanation below to support compliance.
	The SCPA only uses four-option, multiple-choice questions scored as a single correct response. Item keys are validated by the Examination Committee and by pretesting prior to administration on a scored form; therefore, scoring judgments are objectively and consistently applied. Members of the EC are selected for their subject matter expertise.

- C. Candidates must be provided meaningful information on their performance on assessment instruments. Such information must enable failing candidates to benefit from the information and, if psychometrically defensible, understand their strengths and weaknesses as measured by the assessment instruments.

Documentation	Provide explanation below to support compliance.
Appendix Z Appendix E, page 21	Sample score reports for passers and failers are provided in Appendix Z. Scores are reported down to the subscale level. Scores are reported as scaled scores to assure comparability across different test forms. Candidates are provided an explanation of the score reporting system in the <i>Candidate Handbook</i> .

- D. Reports of aggregate assessment data in summarized form must be made available to stakeholders without violating confidentiality obligations.

Documentation	Provide explanation below to support compliance.
Appendix T	A report of examinations is published annually. The report summarizes performance data aggregated across individuals in such a way that the identity of individuals is not disclosed. A copy of the Annual Report of Examinations is included in Appendix T; this report is published on the SCPA website.

**Standard 14**

The certification program must ensure that reported scores are sufficiently reliable for the intended purposes of the assessment instruments.

Required Source and Documentation:

Appendix T: Technical Report with statistics

**Essential Element:**

- A. Certification programs must provide information to indicate whether scores (including any subscores) are sufficiently reliable for their intended uses, including estimates of errors of measurement for the reported scores. Information must be provided about reliability or consistency of pass/fail decisions. When appropriate, information should be provided about the standard error of measurement or similar coefficients around the cut score.

Documentation	Provide explanation below to support compliance.
Appendix T, pages 6-7 (Technical Appendix)	The reliability and standard error of measurement for scores is provided in the Technical Appendix to the SCPA Annual Report of Examinations. Coefficient alpha for 2003 scores was .89. The average score SEM was 3.25 for raw scores and 5.40 for scaled scores. The cut score SEM was 3.10 (raw score) and 5.21 (scaled score).
Appendix T, pages 7-8 (Technical Appendix)	Decision consistency, based on the single administration decision consistency estimate, as described by Livingston (1972), was .91.

**Standard 15**

The certification program must demonstrate that different forms of an assessment instrument assess equivalent content and that candidates are not disadvantaged for taking a form of an assessment instrument that varies in difficulty from another form.

Required Source and Documentation:

- Appendix S: Procedures for Test Construction
- Appendix T: Technical Report with Statistics
- Appendix V: Cut Score Study Report
- Appendix X: Equating or Other Procedures

**Essential Elements:**

- A. Equating or other procedures used to ensure equivalence and fairness must be documented, including a rationale for the procedure used.

Documentation	Provide explanation below to support compliance.
Appendix X	Prior to computer based testing (CBT), the SCPA used a common items linear equating model for equating forms. This method is essentially a <i>post hoc</i> procedure. In the era of pencil and paper (PNP) administrations when examinees took the examination as a group on a limited number of dates, this model worked well.
Appendix T, pages 8-9 (Technical Appendix)	With CBT, examinees are spread throughout the year and multiple examination forms exist concurrently. Forms must be <i>pre-equated</i> , a process which can be accomplished through the use of item

	<p>response theory (IRT). SCPA has chosen to use the Rasch, or one-parameter, model for equating its examination forms. The Rasch model's assumptions are consistent with the data for the SCPE.</p> <p>The information in Appendix X describes how the model is used for equating the forms of the SCPE. Representative results of the application of pre-equating for SCPE forms are included in the Technical Appendix of the Annual Report of Examinations.</p>
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- B. When assessment instruments are translated or adapted across cultures, certification programs must describe the methods used in determining the adequacy of the translation or adaptation and demonstrate that information attained from adapted and source versions of the assessment instruments produce comparable test scores and inferences.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
	The SCPE is offered only in English. No translations have been made.

### Standard 16

The certification program must develop and adhere to appropriate, standardized, and secure procedures for the development and administration of the assessment instruments. The fact that such procedures are in force should be published.

Suggested Source and Documentation:

- Appendix W: Quality control procedures
- Appendix Y: Security Procedures
- Appendix AA: Examiner's/proctors materials

#### ***Essential Element:***

- A. Assessment instruments must be administered securely using standardized procedures that have been specified by the certification program sponsor.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix E, page 17-19  Appendix AA	<p><b>Please note that the Standard requires that this information must be published. Note here where this information is published.</b></p> <p>The SCPA <i>Candidate Handbook</i> describes the standardized and secure procedures followed for the administration of the examination. Full procedures are documented in XYZ Testing Agency's <i>Proctor's Manual</i>. Positive identification of the candidate is established prior to admission to the testing room. Candidates are monitored visually by test center personnel and by video during the administration. The rules of conduct for examinees are noted in the <i>Candidate Handbook</i>. Workstations are arranged to prevent an examinee from seeing the screen of other examinees.</p> <p>Examination materials are stored in locked cabinets at the SCPA privately owned stand alone office building. Electronic files are</p>

	encrypted and password protected. Item banks and other secure materials maintained by the XYZ Testing Agency are also encrypted and password protected. The Examination Committee meets at the office so that materials do not need to leave the office before or after the meeting.
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**Standard 17**

The certification program must establish and document policies and procedures for retaining all information and data required to provide evidence of validity and reliability of the assessment instruments.

Suggested Source and Documentation:

- Appendix D: Policies and Procedures Document
- Appendix R: Assessment training manuals
- Appendix U: Item Development report/procedures
- Appendix V: Cut score study report
- Appendix W: Quality control procedures
- Appendix X: Equating or scaling report/procedures
- Appendix Y: Security Procedures
- Appendix AA: Examiner's/proctors materials
- Appendix GG: Records Retention Policy

**Essential Element:**

- A. Policies and procedures must ensure that items and forms of the assessment instruments are stored in a medium and method that emphasizes security, while being accessible to authorized personnel. Such policies require not only the description of procedures for a secure system but also address actions required of personnel.

Documentation	Provide explanation below to support compliance.
Appendix GG, Section 1.9	<p><b>Please note that the Standard requires documentation of the secure retention of assessment instruments and development information (e.g. cut score studies, technical reports). Note here how this information is securely maintained.</b></p> <p>All items and forms are maintained at the offices of the XYZ Testing Agency, with a duplicate copy stored at the SCPA. Access to the SCPA building is restricted during business hours to staff and authorized visitors. Doors are locked at all times and locks are disengaged for visitors only after their authorization for entry has been established. The building security is monitored after hours by a security system. All secure testing material is maintained within the building in locked storage areas with keys available only to authorized personnel. Test development activities, including meetings, occur within the SCPA office. Item banks and other secure materials maintained by the XYZ Testing Agency are also encrypted and password protected. The SCPA contract with XYZ specifies that XYZ will maintain secure storage of examination materials, access is permitted to only those XYZ staff members working on the SCPA program, and any known breach of security must be reported to SCPA within 24 hours.</p>

**Standard 18**

The certification program must establish and apply policies and procedures for secure retention of assessment results and scores of all candidates.

Required Source and Documentation:

Appendix GG: Records Retention Policy

Suggested Source and Documentation:

Appendix W: Quality Control Procedures

***Essential Element:***

- A. Organizational policy must determine the length of time that assessment results will be retained.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix GG Appendix D, page 19	SCPA retains all application materials, assessment records and records of candidates for certification and registration for W years. Application and examination materials for the first application received in 1992 through the present day are on file at the SCPA offices. Beginning January 2002, all documents received are digitized and made part of the individual's electronic record. Candidate results are downloaded by XYZ to SCPA weekly, and XYZ maintains a backup record of individual candidate identification and scores for a period of X months following administration. An off site, secure storage backup of all electronic records is maintained by SCPA. The data base in which electronic data are maintained is available only to authorized staff.

**Standards 19-20: Recertification**

**Standard 19**

The certification program must require periodic recertification and establish, publish, apply, and periodically review policies and procedures for recertification.

Required Source and Documentation:

Appendix O: Renewal/Recertification Publication

Appendix EE: Recertification Policies and Procedures

**Essential Elements:**

- A. The published policy must contain a statement of the basis and purpose for recertification and all recertification requirements.

Documentation	Provide explanation below to support compliance.
Appendix E, page 51-52 Appendix E, page 63-70 Appendix EE Appendix O	The SCPA requires the annual renewal of SCP certification. Attesting to continued compliance with the SCPA Standards of Ethics and Rules and Regulations is part of this process. Every three years, the candidate must document compliance with the Continuing Education Requirements as described in Appendix E.

- B. The rationale for the recertification time interval must be included in the policy.

Documentation	Provide explanation below to support compliance.
Appendix E, page 63	The SCPA determined that the rapid changes in technology within the SCP profession warranted a relatively short continuing education cycle. The current SCPA recertification policy was adopted in 1992. Using input obtained as a part of the 1992 practice analysis, the Board determined that Y years was an appropriate cycle, and every three years candidates must document Z continuing education credits deemed acceptable as defined in the requirements (see Appendix E).

- C. Recertification policies and procedures in handbooks, guides, and/or electronic media must be published and made available to certificants and the public.

Documentation	Provide explanation below to support compliance.
Appendix E, pages 63-70	Continuing Education Requirements are included as part of the <i>Candidate Handbook</i> supplied to all candidates for certification, in the Annual Report on Examinations mailed to all certificants each year and on the SCPA web site ( <a href="http://www.sample-scpa.org">www.sample-scpa.org</a> ).

**Standard 20**

The certification program must demonstrate that its recertification requirements measure or enhance the continued competence of certificants.

Required Source and Documentation:

Appendix O: Renewal/Recertification Publication

Appendix EE: Recertification Policies and Procedures

Suggested Source and Documentation:

Appendix P: Job/Practice Analysis Report

Appendix Q: Assessment Instrument Specifications

***Essential Element:***

- A. The purpose of periodic recertification, whether to measure continued competence or to enhance continued competence, must be stated. If the purpose of recertification is to measure continued competence of certificants, then the certification program must substantiate the validity and reliability of the assessment instruments used to measure continued competence. If the purpose is to enhance continued competence of certificants, then the certification program must demonstrate how the policy contributes to professional development of the individual certificant.

<b>Documentation</b>	<b>Provide explanation below to support compliance.</b>
Appendix E, page 63-70	The SCPA Continuing Education Requirements state that “CE provides a mechanism for certificants to fulfill their responsibility to maintain competence and prevent professional obsolescence.” All certificants are required to satisfy the CE requirements as a condition of continued certification. The CE requirements are intended to enhance the continued competence of certificants. The number of CE offerings specific to the SCP profession and participation in these activities has increased dramatically since the implementation of the requirements in the 1992.

## **Standard 21: Maintenance**

### **Standard 21**

The certification program must demonstrate continued compliance to maintain accreditation.

*Note: No action is required on this application form. Accredited organizations must document compliance with this Standard by the submission of the required annual report form.*

#### **Essential Elements:**

- A. The certification program must annually complete and submit information requested on the current status of the certification agency and its programs.
- B. The certification program must report any change in purpose, structure, or activities of the certification program.
- C. The certification program must report any substantive change in examination administration procedures.
- D. The certification program must report any major change in examination techniques or in the scope or objectives of the examination.
- E. The certification program must submit any information it may require to investigate allegations of lack of compliance with NCCA Standards.

**NCCA Application for Accreditation  
Form 1  
PUBLIC/CONSUMER MEMBER DECLARATION**

The **public/consumer member** is considered by NCCA to be a person who represents the direct and indirect users of certificants' skills/services. The public/consumer member may be a professional, but should not have similar credentials to the certificants. The NCCA recommends, but does not require, that the public/consumer member has at some time been a consumer of the certificants skills or services or is someone who has a background in public advocacy.

I, Joe Dokes, understand that for NCCA to acknowledge me as a public/consumer member on the governing body of SCPA Sample Certification Program, I must meet the NCCA definition of a public/consumer member.)

Check the statements below which are true and explain why an exception should be made when a statement cannot be checked as true.

**I attest that neither I nor my immediate family is:**

- are current or previous members of the profession encompassed by the certification programs of the certification organization.
- are employers or an employee of individuals in the profession encompassed by the certification programs of the certification organization.
- are employees of an individual certified by the certification organization or of an employer of individuals in the profession encompassed by the certification programs of the certification organization.
- are employees of any certification organization.
- currently deriving more than 5% of our total income from the profession encompassed by the certification programs of the certification organization.
- have derived in any of the five years preceding my appointment as a public member on the governing body more than 5% of our total income from the profession encompassed by the certification programs of the certification organization.
- have worked for or provided contract services to the certification organization at any time during the five years preceding my appointment as a public member on the governing body.

Exception explanations:

Prior to my retirement, I worked for a large accounting firm. Among our diverse client base we had approximately 37 organizations that employed SCPs at the time of my retirement. These 37 organizations represented from approximately 5% to 10% of my firm's business.

Occupation and discipline (If retired from the work force, state what was true just prior to retirement.)

Accountant, retired two years ago

Indicate the public/consumer perspective you bring to the governing body:

I represent the general consumer and certificant.

Signature:                     *Joe Dokes*                     Date: 03/25/04

Print:                     Joe Dokes

**NCCA Application for Accreditation  
Form 2**

**CERTIFICATION BOARD OR GOVERNING COMMITTEE FORM**

<b>Name</b>	<b>Appointed ? Appointed by?</b>	<b>Elected ? Elected by?</b>	<b>Voting or Non-Voting?</b>	<b>Term Begin/ End</b>	<b>Board Position</b>	<b>Qualifications*</b>	<b>Stakeholders Represented? **</b>
Jane Smith		Certificants	Voting	1998-2004	Trustee and President	Ph.D., CSP	Certificants
Joe Dokes	Board		Voting	2001-2005	Public Member	B.S., CPA	Public
Betty Davis	Board		Voting	2001-2005	Trustee	M.S., CSP	Quality Managers
Jack White		Certificants	Voting	1998-2004	Trustee and Treasurer	CSP	Certificants
Douglas Fessler	Board		Voting	2002-2006	Trustee and Secretary	MBA, CSP	Administrators
Kimberly Seyran		Certificants	Voting	2000-2004	Trustee and Vice President	M.D., CSP	Certificants
Jennifer Lewis		Certificants	Voting	2001-2005	Trustee	CSP	Certificants
Amy Werner	Board		Voting	2002-2006	Trustee	M.A.Ed	Educators
Karen Hasson		Certificants	Voting	2002-2006	Trustee	CSP	Certificants

**\*Qualifications are both academic (degrees) and non-academic (area of expertise, licenses and certifications).  
\*\*Representing practitioners? educators? regulators? general public? certificants?**

## Sample Certification Program Association Mission Statement

The mission of the SCPA is to “recognize individuals qualified in the use of . . . to promote high standards of care in implementation of procedures.”

The modalities of interest include, but are not necessarily limited to:

- Thinking,
- Doing,
- Analyzing, and
- Communicating.

In support of this mission, the SCPA:

- Adopts and upholds standards for educational preparation for entry into the profession;
- Adopts and upholds standards of practice; and
- Develops and administers examinations that assess the knowledge and skills underlying the performance of the tasks required by professional practice.

In addition to initial recognition, the SCPA provides a mechanism to recognize individuals who continue to demonstrate their qualifications through adherence to the standards of professional behavior and compliance with the continuing education requirements.

**BYLAWS  
of the  
Sample Certification Program Association**

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Selection of Board Members	2
Removal/Resignation of Board Members	2
Avoidance of Undue Influence	3
Board Committees	3
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## Articles of Incorporation In the State of Delaware

This is to signify that the **Sample Certification Program Association** is incorporated on this date, April 1, 1988 under the Internal Revenue Code of 1986 as a as a not for profit Section 501 (c)(6)corporation.

Duly signed by:

*Michael N. Castle*

---

Michael N. Castle  
Governor of Delaware

Notarized by:

*Ima Fake*

---

Ima Fake, Notary Extraordinaire

Policies and Procedures of the  
Sample Certification Program Association

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Procedures approved by the SCPA Board: 5/17/1992  
Last Update: 5/13/2002

**S C P A**

**- - - -**

# **Candidate Handbook**

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This *Candidate Handbook* contains information for individuals seeking to earn the Sample Certified Professional (SCP) designation, offered by the Sample Certification Professional Association.

The policies and procedures in this handbook are in effect from January 1, 2003 through December 31, 2004.

Keep this *Candidate Handbook* for your future reference.

**Sample Certification Professional Association  
Candidate Handbook**

**Table of Contents**

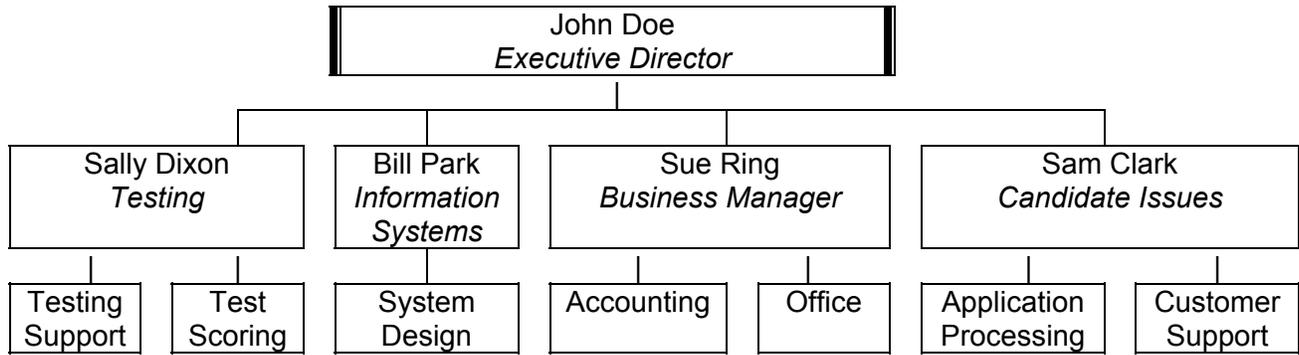
	<b><u>Page #</u></b>
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Appendix F intentionally left blank

Appendix G intentionally left blank

**SCPA Organizational Chart**

March 15, 2004



**SCPA Financial Statements**

**[Financial Statements would normally be included here]**

**Note:** The financial statements should normally include a listing of Assets and Liabilities, and/or Balance Sheet. Sufficient detail should be provided for the Commissioners to evaluate the overall capability of the sponsoring organization to sustain the certification program, including the amount of reserves available.

*Resumes of:*

John Doe (Executive Director)

Sally Dixon (Director of Testing)

Sam Clark (Director of Candidate Issues)

Bill Park (Director of Information Systems)

Sue Ring (Business Manager).

---

**Note:** Staff resumes need not be lengthy; for example, if there are several pages of publications or presentations, only the most recent or relevant should be included.

**Appendix K**

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**Note:** As with staff resumes, key consultant resumes need not be lengthy. For example, if there are several pages of publications or presentations, only the most recent or relevant should be included. If the submitting organization chooses to include information in Appendix K, resumes (or a brief biographical summary) of the key consultants should be included, that is, those professional staff members that have the most substantive contact with the organization.

**Procedures for ADA Compliance**

Please see:

Appendix D (page 2)

and

Appendix E (page 1)

Sample screenshots from [www.sample-scpa.org](http://www.sample-scpa.org) showing:

Home Page

	Home Page of the	<b>Sample Certified Professional Association</b>
<b>Quick Links:</b>		<i>News Items to Download:</i>
<input type="checkbox"/> Frequently Asked Questions		➤ <i>2003 Annual Report of Examinations</i>
<input type="checkbox"/> The SCP Examination		➤ <i>Understanding Your Score</i>
<input type="checkbox"/> Application procedures		➤ <i>Standards of Ethics</i>
<input type="checkbox"/> Find a certified SCP		➤ <i>2003 Annual Newsletter</i>
		➤ <i>Setting a Passing Point</i>
<input type="checkbox"/> Certified SCPs login here		➤ <i>2002 Practice Analysis Summary</i>

Find a Certified SCP

Search by:

- Name → enter: Last Name [ \_\_\_\_\_ ] First Name [ \_\_\_\_\_ ]
- Identification number → [ \_\_\_\_\_ ]
- State → enter two character state code: [ \_ \_ ]
- Zipcode → enter zip: [ \_ \_ \_ \_ \_ ]

**Your search resulting in the following matches**

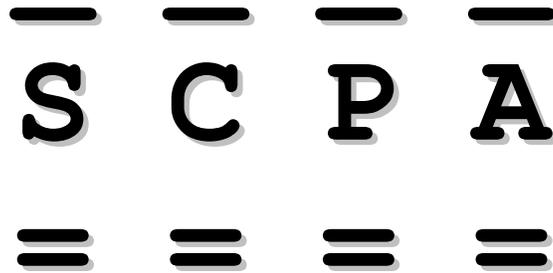
**Certified SCPs**

<b>Name:</b>	<b>Zipcode:</b>
<b>Sally Smithers</b>	<b>12345</b>
<b>Janice Moore</b>	<b>12345</b>

Other public documents may be found at: [www.sample-scpa.org](http://www.sample-scpa.org)

**Recertification Requirements are published as a part of the *Candidate Handbook*.**

**Please see Appendix E, page 51 and 52, and pages 63 through 71.**



## **Final Report**

- - -

# **A Practice Analysis of the Sample Certified Professional**

**Conducted for the**

**Sample Certification Professional Association**

**Prepared by:**

**The XYZ Testing Agency**

**August 2001**

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**Examination Specifications**

**Please see:**

**Appendix E (pages 25 – 31)**

**and**

**Appendix P (pages 100 – 106)**

Appendix R intentionally left blank

Procedures for Test Construction

Confidential Procedures

For use only by designated SCPA Board Members, Examination Committee Members, Testing staff and Testing Agency Staff

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Procedures approved by the SCPA Board: 5/17/1992  
Last Update: 8/12/2003

**SCPA Annual Report of Examinations**

For Administrations in 2003

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**S C P A**  
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## ***Item Writing Guide***

***For the SCPE***

Prepared by the

**XYZ Testing Agency**

## SCPA Item Writing Guide

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**Final Report of the Cut Score Study  
Conducted for the 2001 SCPE**

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Please see Appendix D, page 14

**Equating Procedures for the SCPE**

**Prepared by the SCPA in consultation with the XYZ Testing Agency**

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Appendix Y intentionally left blank

Please refer to:

Appendix D (page 18)

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**Page 1: A Sample Passing Score Report**

SCORE REPORT

**Sample Certified Professional Association  
SCP Certification Examination Program**

Truman, Harry S  
12345 Fake Street  
Washington, DC 20036

Identification Number: 123456789  
Examination Date: 2/15/2004

Congratulations. You have passed the SCPE.  
Your overall score is 475 scaled score units.  
The passing score is 400 scaled score units.

NOTE: The scores below are scaled scores in each major content category, which illustrate your strengths and weaknesses. For more information about interpreting this score report, please refer to your *Candidate Handbook* or the document entitled: Understanding Your Score (which may be found on the SCPA website: [www.sample-scpa.org](http://www.sample-scpa.org))

<b>Content Area</b>	<b>Your Scaled Score</b>
1. The first domain	480
2. The second domain	465
3. The third domain	510
4. The fourth domain	420
5. The fifth domain	450
6. The last domain	500

---

**Congratulations.**

**You have passed the SCP Certification Examination.**

In approximately 6-8 weeks, you will receive a certificate from the SCPA. Please remember to review the information about renewal and recertification in your *Candidate Handbook*.

Check the SCPA website often, at: [www.sample-scpa.org](http://www.sample-scpa.org)

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**Page 2: A Sample Failing Score Report**

SCORE REPORT

**Sample Certified Professional Association  
SCP Certification Examination Program**

Truman, Harry S  
12345 Fake Street  
Washington, DC 20036

Identification Number: 123456789  
Examination Date: 2/15/2004

We regret to report that you have **not** passed the SCPE.  
Your overall score is 350 scaled score units.  
The passing score is 400 scaled score units.

NOTE: The scores below are scaled scores in each major content category, which illustrate your strengths and weaknesses. Remember that your overall scaled score is not a simple average of your subscores. For more information about interpreting this score report, please refer to your *Candidate Handbook* or the document entitled: Understanding Your Score (which may be found on the SCPA website: [www.sample-scpa.org](http://www.sample-scpa.org))

<b>Content Area</b>	<b>Your Scaled Score</b>
1. The first domain	380
2. The second domain	325
3. The third domain	410
4. The fourth domain	320
5. The fifth domain	350
6. The last domain	400

---

**Reapplying to take the SCP Certification Examination**

The SCPA encourages you to continue your pursuit to obtain the SCP credential. Please use the information on this score report along with your *Candidate Handbook* to plan a course of study to help you improve your performance. Individuals are eligible to make two attempts each calendar year, therefore, if this was your first attempt this year, you may reschedule to take the test whenever you are comfortable. For complete eligibility information, refer to the *Candidate Handbook*.

Check the SCPA website often, at: [www.sample-scpa.org](http://www.sample-scpa.org)

**XYZ Testing Agency**

**Proctor's Manual**

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For the Disciplinary Policy please refer to:

Appendix D (page 64)

and

Appendix E (page 53)

For the Appeals Policy, please refer to:

Appendix D (page 22)

and

Appendix E (page 21)

For the Annual Report to Stakeholders please refer to:

Appendix T (pages 1 through 5)

Posted on SCPA website:

[www.sample-scpa.org](http://www.sample-scpa.org)

For Recertification Policies and Procedures please refer to:

Appendix E (pages 51-52 and pages 63-71)

For the Confidentiality Policy please refer to:

Appendix D (page 17)

and

Appendix E (page 19)

For the Record Retention Policy please refer to:

Appendix D (page 19)

**Other documents:**

***Standards of Ethics Flyer***

***Understanding Your Score Brochure***

**Annual Newsletters –  
2001 (See article on Practice Analysis)  
2002 (See article on the passing point study)  
2003 (See most recent SCPE statistics)**

**Available on [www.sample-scpa.org](http://www.sample-scpa.org)**