

National Commission for Certifying Agency Standards NAAPCC follows

In 1977, a congressional mandate under President Jimmy Carter called for the creation of the National Commission for Health Care Certifying Agencies (NCHCA). NCHCA was established to develop standards for quality certification programs in the allied health fields and to accredit programs that met those standards. In 1987, NCHCA was restructured and expanded to include certification programs for all professions. The National Commission for Certifying Agencies (NCCA) was structured at that time as the accreditation body, developing accreditation standards and granting accreditation to certification programs that met those standards. Accreditation is only granted to certification entities that meet all standards.

Standards NAAPCC currently meets:

- 1. Purpose** – The purpose of the certification program must be to recognize each individual who meets established criteria. These criteria must uphold standards of practice in a profession, occupation, role or specialty area.
- 2. Governance and Autonomy** – The certification program must be structured and governed in ways that are appropriate and effective for the profession, occupation, role or specialty area; that ensure stakeholder representation; and that ensure autonomy in decisions-making over all essential certification activities. There can be no undue influence from outside entities. Members of the certification Board must demonstrate they do not have a conflict of interest in their overall capacity to serve that could compromise the integrity of the certification program.
- 3. Education, Training and Certification** – Appropriate separation must exist between certification and any education or training functions to avoid conflicts of interest and to protect the integrity of the certification program. The certification organization or related entity must not state or imply that its education or training programs are the only or preferred route to certification. No course can be required. Practice exams cannot be required or endorsed as a preferred method of preparation for the certification exam. Certification Board members who have access to the exam questions cannot be involved in any examination prep courses, preparation materials or training programs.
- 4. Financial Resources** -The certification organization must have sufficient financial resources to conduct ongoing, effective and sustainable certification and recertification activities.
- 5. Human Resources** – The certification program must identify primary personnel responsibilities for conducting certification activities along with their roles and qualifications for those certification activities.
- 6. Information for Candidates** – The certification program must publish certification information that concerns existing and prospective certificants.
- 7. Program Policies** – The certification program must establish, enforce and periodically review certification policies and procedures related to certification and challenges to Certification decisions.

- 8. Awarding of Certification** – The certification program must award certification only after the knowledge and/or skill of the individual candidate has been evaluated and determined to be acceptable.
- 9. Records, Retention and Management Policies** – The certification program must have a records management and retention policy for all certification related records.
- 10. Confidentiality** - The certification program must have policies and procedures that cover all personnel involved in the certification program for the access, maintenance, and release of privileged and confidential examination and candidate information.
- 11. Conflict of Interest** - The certification program must demonstrate that policies and procedures are established and applied to avoid conflicts of interest for all personnel who are involved in certification decisions or examination development, implementation, delivery and revision.
- 12. Security** – The certification program must establish, apply and periodically review policies and procedures for the secure retention of candidate and examination information.
- 13. Panel Composition** – The certification program must use panels of qualified subject-matter experts to provide insight and guidance and to participate in job analysis, standard setting, and other examination development activities.
- 14. Job Analysis** - The certification program must have a job analysis that defines and analyzes domains and tasks relate to the purpose of the credential.
- 18. Examination Administration** – The certification program must develop and adhere to its policies and procedures for each examination administration. The procedures must ensure that all candidates take the examination under comparable conditions, safeguard the confidentiality of examinations, and address security at every stage of the process.
- 22. Maintaining Certification** – The certification program must require periodic recertification.