

DOD Credential Standards

1	<p>STANDARD 1: THE CREDENTIALING PROGRAM OFFERED MUST NOT BE TAILORED TOWARDS OR CENTRIC TO MILITARY SERVICE MEMBERS OR OCCUPATIONS. IT MUST FULFILL A NEED IN THE CIVILIAN WORKFORCE.</p> <p>Please describe, with examples, how the credential fulfills a need in the civilian workforce and list the civilian occupations that are linked to this credentialing program. If the credential does not meet the standard, please specify the reason(s) for this.</p>
2	<p>STANDARD 2: THE CREDENTIALING PROGRAM MUST HAVE AN EXPIRATION DATE OR RECREDENTIALING REQUIREMENT WITH OPTIONS FOR RECREDENTIALING CLEARLY OUTLINED. THE CREDENTIALING BODY (CB) MUST BE ABLE TO DOCUMENT HOW THE RECREDENTIALING REQUIREMENTS WERE IDENTIFIED AND HOW THEY CONFIRM CONTINUED COMPETENCE OF THE CREDENTIAL HOLDERS.</p> <p>The credential must not be valid for an indefinite time period. There must be a clear expiration date or requirements for recredentialing. The justification for the recredentialing time period and the requirements must have been developed by an expert panel of industry representatives, with accompanying documentation of the process. Please describe how the credential meets this standard. If there is no expiration date or recertification requirement, the CB must submit a detailed explanation as to why.</p>
3	<p>STANDARD 3: MEMBERSHIP IN AN ASSOCIATION AFFILIATED WITH THE CB WILL NOT BE REQUIRED FOR THE INITIAL CREDENTIAL OR RECREDENTIALING.</p> <p>The CB must not require membership in its organization or affiliate organization to apply for, attain, or maintain the credential. Discounted application and exam fees for members are allowed. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>
4	<p>STANDARD 4: COMPLETION OF TRAINING OR EDUCATION PROVIDED BY THE CB IS NOT REQUIRED TO ACHIEVE THE CREDENTIAL.</p> <p>Although the CB may require a candidate to have met specific education and training requirements, the CB must not require any of its own training, courses, or educational programs as a requirement of the credentialing process. A pathway to earn the credential that does not include the CB's training must be clearly displayed and all language about training must be consistent across all publications, websites, etc. The steps to earn the credential must not imply that the CB's training is a credentialing step, nor display alternate steps in "fine print" that could be overlooked. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>

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5	<p>STANDARD 5: IF THE CB PROVIDES AN EDUCATIONAL OR TRAINING PROGRAM, IT MUST NOT IMPLY THAT COMPLETION OF THE TRAINING MAKES IT EASIER TO PASS THE CREDENTIALING EXAM.</p> <p>The CB must not use language on its website or in any documentation stating that completion of its courses or training/education programs will increase a candidate's exam score or chances of passing the exam. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>
6	<p>STANDARD 6: IF THE CB DOES PROVIDE AN EDUCATIONAL OR TRAINING PROGRAM, INDIVIDUALS RESPONSIBLE FOR TRAINING (INCLUDING COURSE DEVELOPMENT AND INSTRUCTION) MUST NOT BE AFFILIATED WITH OR RESPONSIBLE FOR ANY CREDENTIALING ACTIVITIES INCLUDING EXAM DEVELOPMENT, APPLICATION PROCESSING, EXAM IMPLEMENTATION, EXAM PROCTORING OR THE CREDENTIALING DECISION. THE TRAINING PROCESS AND STAFF MUST BE INDEPENDENT OF ALL CREDENTIALING PROCESSES AND STAFF.</p> <p>An organizational structure chart or table can clearly demonstrate the separation between personnel responsible for credentialing and training activities. There must be no overlap, although the two branches (credentialing and training) may be under the same Vice President or President. The direct supervisor/manager/director for each activity must be distinct. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>
7	<p>STANDARD 7: THE CB MUST DOCUMENT HOW THE SPECIFIC TASKS, KNOWLEDGE, JOB DUTIES, AND/OR SKILLS THAT ARE PURPORTEDLY BEING MEASURED BY THE ASSESSMENT PROCESS (E.G., EXAM, PORTFOLIO REVIEW, REQUIREMENTS REVIEW) WERE IDENTIFIED.</p> <p>The foundation of a credentialing program is based on the job or role that a certified person should be competent to perform. The identification of the duties and tasks associated with this job or role must be conducted by a panel of subject matter experts (SMEs). Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>

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8	<p>STANDARD 8: THE CONTENT AREAS OF THE ASSESSMENT OR EXAM MUST BE DIRECTLY ALIGNED TO INFORMATION GATHERED DURING A JOB TASK ANALYSIS (JTA); ALSO REFERRED TO AS A ROLE DELINEATION STUDY. THE PORTION OF THE EXAM OR ASSESSMENT ALIGNED TO EACH AREA MUST BE ESTABLISHED AND VALIDATED ACCORDING TO PSYCHOMETRIC PRACTICES.</p> <p>Once the job description and duties/tasks associated with the job or role are identified, a JTA or role delineation study must be conducted. This usually involves an incumbent survey but may also be the result of extensive consultation with a SME panel. This process must be updated on justifiable intervals based on industry trends. The result of the JTA process is a detailed exam blueprint, which contains weights which demonstrate the portion of the job, and therefore the portion of the exam, which is represented by the specific tasks and knowledge, skills, abilities, and other (KSAOs). Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>
9	<p>STANDARD 9: EVIDENCE REGARDING THE VALIDITY AND RELIABILITY OF THE ASSESSMENT/EXAM SCORES MUST BE DOCUMENTED, INCLUDING EVIDENCE REGARDING HOW THE STANDARD SETTING PROCESS MEETS ACCEPTABLE PSYCHOMETRIC PRACTICE.</p> <p>Validity and reliability refer to the psychometric properties of the exam that demonstrate the exam exhibits consistent pass rates, reliability estimates, and overall performance. Descriptive statistics for each form of the exam must be generated at least annually, as well as item-level statistics to identify poorly performing items. The standard setting process implemented for the assessment must be documented and justifiable. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>
10	<p>STANDARD 10: THE CB MUST ENSURE THAT ALL CREDENTIALING AND RECREDENTIALING REQUIREMENTS, PROCESSES AND PROCEDURES (E.G., ELIGIBILITY REQUIREMENTS, ASSESSMENT PROCESS) ARE CONSISTENT FOR ALL CANDIDATES AND CREDENTIAL HOLDERS. THIS INCLUDES, BUT IS NOT LIMITED TO, REQUIRING ALL CANDIDATES TO COMPLETE THE ASSESSMENT PROCESS UNDER COMPARABLE AND CONSISTENT CONDITIONS TO ACHIEVE THE INITIAL CREDENTIAL. THE ASSESSMENT PROCESS MUST BE MONITORED BY A HUMAN PROCTOR FOR THE ENTIRE DURATION OF THE ASSESSMENT. THE ASSESSMENT CANNOT BE PROCTORED VIA RECORD AND REVIEW OR AUTOMATED PROCTORING (E.G., ARTIFICIAL INTELLIGENCE, ALGORITHMIC PROCTORING, MACHINE LEARNING).</p> <p>The requirements for credentialing must be the same for all candidates, which includes the assessment process. The exam administration must be consistent for every candidate, including procedures for breaks and access to materials. Policies and procedures must be in place to ensure that each candidate has the same amount of time and comparable testing conditions. The exam must be proctored by a live proctor for the entire duration of the exam, and the proctor (whether in-person or remote) must be impartial and trained to enforce said procedures. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>

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11	<p>STANDARD 11: THERE MUST BE DOCUMENTED PROCEDURES TO SAFEGUARD AND ENSURE THE CONFIDENTIALITY AND SECURITY OF EXAMS AT EVERY STAGE OF THE PROCESS.</p> <p>The security of exam materials, from storage of the item bank to prevention of exposure of test content during exam administration, must be ensured by the implementation of documented procedures. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>
12	<p>STANDARD 12: THE CB MUST MAKE PUBLICLY ACCESSIBLE ALL ASSESSMENT/EXAM PROCESSES AND PROCEDURES.</p> <p>These processes and procedures must include but are not necessarily limited to requirements for credentialing, requirements for recredentialing, fees, the exam blueprint which contains weightings of the exam content areas or an exam content outline and contact information. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>
13	<p>STANDARD 13: THE CB MUST BE ACCESSIBLE AND RESPONSIVE TO BOTH CANDIDATE AND CREDENTIAL HOLDER (I.E., INTERNET, PHONE, E-MAIL).</p> <p>The CB must have a publicly accessible appeals process and a publicly accessible complaints process concerning all credentialing activities. These documented processes must articulate how appeals and complaints are submitted, acknowledged, reviewed, and tracked in a defined timeframe, including communicating the outcome. The complaints process must cover both administrative complaints and complaints against certified persons. Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>
14	<p>STANDARD 14: THE EXAM FEE CANNOT BE DISCOUNTED WHEN OFFERED AS A BUNDLE WITH MEMBERSHIP FEES OR COURSE/TRAINING MATERIALS OR PARTICIPATION. ADDITIONALLY, THE EXAM FEE CANNOT BE DISCOUNTED FOR CANDIDATES WHO HAVE COMPLETED OR PARTICIPATED IN A SPECIFIC COURSE/TRAINING.</p> <p>Please describe how the credential meets this standard. If the credential does not meet the standard, please specify the reason(s) for this.</p>