



Certified Assessment and Credentialing Professional

Assessment & Maintenance Process: Part 1

Eligibility Application

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CACP Eligibility Application

### Overview

To be eligible for the Certified Assessment and Credentialing Professional (CACP) designation you must have sufficient experience to demonstrate a minimum of five of the nine standards. To earn the CACP you must demonstrate minimum proficiency in all nine standards. You may supplement your experience by completing training related to the standards and participating in a practicum.

### Instructions for Completing the Application and Experience Readiness Forms:

1. You may enter your information directly in this application OR copy the forms and create a new file. Whichever you choose do a *save as* and rename the file as: First Initial Last Name\_CAPC Eligibility. Please use the same file naming format for all certificates or other supporting documentation AND add certificate OR artifact #\_. For example: JBrown\_CACP Eligibility Certificate 1.
2. Select the standards you want to demonstrate. You must demonstrate at least five of the nine.
3. For each standard you select, describe your experience in one page, font size Calibri 11, Ariel 10, or Times 12.
4. Include one artifact for each standard selected. Note an artifact can be used for more than one standard. All of the artifacts should not exceed one page per standard.
5. Artifacts can be submitted as separate files or attached at the end of descriptions of your experience. If submitted as a separate file use the following file naming format: First Initial Last Name \_ Eligibility Artifact#\_. For example: JBrown\_CACP Eligibility Artifact 1.
6. Submit all forms to Certifications@tifpi.org.
7. Put CACP Eligibility Application in the subject line

### CACP Applicant Eligibility Information Form

First Name: Middle Name or Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: (Where certificate of completion can be sent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/County/ZIP or Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check here if completed the Overview of Credentialing or its equivalent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are augmenting your experience with training, attach certificates of completion of course work if you took workshops other than those offered by TI*f*PI.

Attach copy of your Certified Certification Administrator (CCA) certification if appropriate.

Note: You are required to have experience in at least five of the nine standards to satisfy the eligibility requirements. Please initial here that you meet this requirement: \_\_\_\_\_\_\_\_\_

Note: those standards you can demonstrate through experience. An artifact can be used to support more than one standard.

|  |  |  |
| --- | --- | --- |
| Standard | √ if described | Name of supporting artifact |
| 1 Determine Need or Opportunity  |  |  |
| 2 Determine Requirements |  |  |
| 3 Design the Program |  |  |
| 4 Develop the Assessments |  |  |
| 5 Establish a Governance Process |  |  |
| 6 Market the Program |  |  |
| 7 Implement and Administer |  |  |
| 8 Evaluate the Program |  |  |
| 9 Continuously Improve |  |  |

##

## Executive Summary

Prepare a short executive summary. You may insert it on this page. Your goal is to give the reviewers a context and a foundation on what you have done, so they can fairly assess your application. Please look at the scoring rubric and make sure you answer the questions. Do not expect the reviewers to search your documents for the answers. Be sure the use spell check and grammar check. You want to avoid prejudicing the reviewers because of the quality of your writing. You also want to ask yourself “is this something I would want a future employer to see? Or “would I want this published with my name on it?” Write in first person.

## Experience Summary Forms

### Need or Opportunity

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Engaged stakeholders in defining the need or opportunity.
* 2. Articulated the business case or rationale for doing the credential.
* 3. Defined the stakeholders or vested interests (people and organizations impacted by the lack or presence of a credential).
* 4. Defined the target audience (people who would pursue the credential).
* 5. Defined the metrics for evaluating the effectiveness of the credential.
* 6. Defined the people and technology resources required to actualize the credential.
* 7. Defined how the credential will be marketed.
* In your narrative explain what you did that specifically demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.

###  Determine the Requirements

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Conducted a JTP Analysis.
* 2. Created methods to poll the opinions of experts, target audience, and stakeholders.
* 3. Got input from multiple sources to corroborate the initial opinions.
* 4. Analyzed the results.
* 5. Created the domains or standards.
* 6. Weighted of the domains or criteria.
* 7. Decided on the requirements for achieving the credential.
* In your narrative explain what you did that demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.

### Design the Program

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Defined the eligibility requirements.
* 2. Created a self-assessment or readiness check for candidates.
* 3. Defined the recertification or maintenance requirements.
* 4. Defined the procedures for handling exceptions.
* 5. Defined the procedures for approving experience.
* 6. Defined the procedures for approving education or training.
* 7. Created a code of ethics or code of conduct.
* In your narrative explain what you did that demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.

### Develop the Assessment Instruments and Process

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Created the assessment tool (questions, checklists, portfolio reviews, demonstrations).
* 2. Trained experts to write items and create checklists.
* 3. Conducted a study to confirm the assessment tools discriminate appropriately (alpha and beta tests).
* 4. Conducted a study to confirm the workability of the assessment (timing, candidate access to online testing technology, security).
* 5. Developed procedures for administering the assessment.
* 6. Set the pass score.
* 7. Published the assessment.
* In your narrative explain what you did that demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.

### Establish a Governance Process

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Created an oversight body that represented key stakeholders.
* 2. Established the independence of the oversight body.
* 3. Created the governance By-laws or Policy Manual.
* 4. Developed procedures for selecting and approving people to serve on the oversight body including being nominated or assigned, terms of office, and removal.
* 5. Developed procedures for selecting a public member to serve on the Oversight body.
* 6. Developed policies for handling appeals or exemptions.
* 7. Developed policies for handling ethics violations.
* In your narrative explain what you did that demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.

### Market the Credential

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Described the value proposition of the credential.
* 2. Created a marketing plan.
* 3. Created a communication plan including channels.
* 4. Created messages that were accurate, congruent, and complied with plans.
* 5. Created incentives for candidates or sponsors.
* 6. Set up venues for facilitating dialogue about the credential (town hall meetings, Webinar sessions).
* 7. Evaluated the effectiveness of marketing effort.
* In your narrative explain what you did that demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.

### Implement and Administer the Program

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Securing of the human and financial resources necessary to administer the credential.
* 2. Generating of reports relevant to candidate status, assessment performance.
* 3. Development of administrative policies and financial controls.
* 4. Determining and complying with security requirements.
* 5. Determining and securing the required technology and systems.
* 6. Executing the administrative duties including:
	+ Register candidates
	+ Process applications
	+ Process recertification applications
	+ Administer and score assessments
	+ Confirm compliance with other elements such as readiness checks, training, and payment of fees
	+ Confirm compliance with recertification requirements
	+ Maintain candidate records
	+ Print certificates
	+ Communicate with applicants and certificants
	+ Track and respond to requests for appeals, exceptions, and ethics violations
* 7. Monitoring and coordinating vendor agreements.
* In your narrative explain what you did that demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.

### Evaluate the Program

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Collected and analyzed the agreed on information (metrics) to evaluate the performance (worth and impact) of the credential.
* 2. Collected and analyzed the agreed on information (metrics) to evaluate market impact (number applying, passing).
* 3. Collected and analyzed demographic information about candidates and certificants (age, geography, education, salary, practice venue, etc.).
* 4. Established methods to capture performance data.
* 5. Established relationships with stakeholder to support the evaluation of the credential.
* 6. Reviewed results for trends in candidate demographics, assessment results, and so forth.
* 7. Reported results to stakeholders and marketing.
* In your narrative explain what you did that demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.

### Continuously Improved the Program

* Describe your role or position and the time frame you did the work that demonstrates this standard.
* Mark a minimum of five performances you are demonstrating related to this standard.
* 1. Conducted needs assessments of candidates and certificants.
* 2. Conducted satisfaction studies of certificants and stakeholders to identify changes and trends.
* 3. Conducted internal studies to improve to identify inefficiencies and opportunities to operate more efficiently and effectively.
* 4. Implemented improvements to administration.
* 5. Implemented improvements to the credential’s requirements.
* 6. Implemented improvements to certificants’ interface with the organization.
* 7. Published the improvements made.
* In your narrative explain what you did that demonstrated each of performances you selected. Use first person.

You may begin your text here or enter a page break and start at the beginning of the new page. You may insert the artifact after each standard or at the end of the document. You may also submit artifacts separately, but following the naming protocol: first initial, last name \_ artifact #.