

Organization Name: The Sample Certification Program Association (SCPA)

NCCA ACCREDITED CERTIFICATION PROGRAMS

2011 ANNUAL REPORT FORM January 1-December 31, 2011

Full Name of Organization: The Sample Certification Program Association (SCPA)

Program(s) Currently Accredited: Sample Certified Professional (SCP)

Contact Person John Doe

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ANNUAL REPORT FORM – January 1 – December 31, 2011
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Please note that the following questions are related only to 2011 data. All questions are required.

During the reporting year, did your organization make any changes to its:	Yes	No
1. Bylaws? Please see attached addendum (Appendix A).	x	<input type="checkbox"/>
2. Purpose/Mission/Vision?	<input type="checkbox"/>	x
3. Governance/Structure?	<input type="checkbox"/>	x
4. Relationship between the organization and any parent organization?	<input type="checkbox"/>	x
5. Examination scope, objectives, or assessment mechanism?	<input type="checkbox"/>	x
6. Examination development procedures?	<input type="checkbox"/>	x
7. Examination administration procedures?	<input type="checkbox"/>	x
8. Standard setting mechanism?	<input type="checkbox"/>	x
9. Recertification mechanisms/requirements? The following new policy was implemented:	x	<input type="checkbox"/>

Reactivation by exam. If it has been longer than 60 months since an SCP has recertified, the credential has expired and cannot be reactivated by continuing education. However, recertification can be achieved by passing the SCP Exam. Payment of a \$75 reactivation fee plus the recertification by examination fee will be required.

In regard to your organization's certification programs, please answer the following questions:

10. Has your organization discontinued any certifications in the reporting year?	<input type="checkbox"/>	x
11. Has your organization offered any new certifications in the reporting year?	<input type="checkbox"/>	x
12. Does your organization plan to add any new certifications in the next reporting year?	<input type="checkbox"/>	x

During the reporting year, were there any changes to the following policies and procedures?

13. Eligibility criteria? The following new policy was implemented:	x	<input type="checkbox"/>
Three attempts for initial certification. A candidate for initial certification is allowed three exam attempts to obtain SCP certification. If the candidate does not pass on the third attempt, the candidate is not eligible for the SCP credential.		
14. Application procedures?	<input type="checkbox"/>	x
15. Examination procedures?	<input type="checkbox"/>	x
16. Disciplinary policy and procedures?	<input type="checkbox"/>	x
17. Appeals policy and procedures?	<input type="checkbox"/>	x
18. Confidentiality or security procedures?	<input type="checkbox"/>	x
19. Compliance with applicable laws and regulations (e.g. non disclosure, ADA)?	<input type="checkbox"/>	x

20. During the reporting year, was there a legal judgment adverse to your organization relating to one or more of your certification programs? <i>(If so, please explain)</i>	<input type="checkbox"/>	x
21. Are there any unfilled vacancies on your certification program's Board of Directors/governing body? <i>(If so, please explain)</i>	<input type="checkbox"/>	x

	Yes	No
22. Has your Public Member changed? <i>(If so, please complete and attach a new "Public Member Declaration – Form 1 in the NCCA application.)</i>	x	<input type="checkbox"/>
See attached form (Appendix B).		
23. Have candidates for certification appealed exam scores or pass/fail results? If yes, how many? What was the outcome (aggregate numbers)?	<input type="checkbox"/>	x
24. Have candidates for certification appealed eligibility decisions? If yes, how many? What was the outcome (aggregate numbers)?	<input type="checkbox"/>	x
25. Have candidates for certification appealed recertification decisions? If yes, how many? What was the outcome (aggregate numbers)?	<input type="checkbox"/>	x
26. (A) Have you received complaints from any source that raise questions about the competence or ethical behavior of certificants? If yes, how many? What types of allegations were involved?	x	<input type="checkbox"/>
Response: SCPA received 17 complaints against individual certificants for allegations such as misrepresentation of work experience for eligibility, violations of SCPA’s Code of Ethics, and misuse of the SCP credential.		
(B) Have any complaints you have received, or has your own policing of your certificants resulted in disciplinary actions? If yes, please provide information, including numbers of actions, types of allegations involved, and the nature of the disciplinary actions.	x	<input type="checkbox"/>
Response: In 2011, SCPA’s Ethics Committee conducted 8 hearings (5 for potential ethics violations, 3 for improper use of the credential), which resulted in the following outcomes for certificants: 3 public letters of admonition; 2 suspensions (for a period up to five years); and 3 permanent revocations of the SCP credential. Additionally in 2011, SCPA took the following actions relating to candidates: denial of 2 applications for certification, and denial of 1 appeal for reconsideration. SCPA shares its press releases that announce public sanctions against SCP certificants.		
(C) Do you report your disciplinary actions to licensing boards in your profession?	<input type="checkbox"/>	x
Response: The SCP credential is voluntary and there are no licensing boards currently for the profession.		
27. Have you experienced cheating on an examination involving more than a single person (i.e., a collaborative effort)? If yes, please explain how you handled the situation.	<input type="checkbox"/>	x
28. Have you experienced any loss of secure exam materials? Please explain what occurred and who was in possession of the materials at the time (e.g., you, your vendor, Federal Express, etc.)	<input type="checkbox"/>	x
29. Have you cancelled scores for a group of examinees? If yes, please explain the reason this occurred and how you handled the situation.	<input type="checkbox"/>	x
30. During the reporting period, has your organization undertaken any quality assurance or quality improvement initiatives? If yes, please briefly describe.	<input type="checkbox"/>	x
31. Do you have a process for monitoring or policing the use and potential misuse of your credential? If yes, please describe.	x	<input type="checkbox"/>
Response: Anyone may report misuse of the credential or a non-SCP presenting themselves as an SCP. Letters are mailed to the individuals about whom the complaint was made. They are warned of the potential for legal action and asked to provide clarification.		

Examination Data

Using the table below, please report the number of candidates tested, percent passing, passing point, average score, standard deviation, standard error of measurement, and reliability statistics for each form of a certification examination during the reporting year (not each administration of the same form). ***If you have more than one accredited program, please copy and paste the following exam data table to report data for each program separately. Please add additional rows as needed.***

SAMPLE CERTIFIED PROFESSIONAL (SCP)

Form name or number	Total # of candidates tested on this exam form in 2011	% of Candidates Passing in 2011	Passing Point ¹	Average Score ¹	Standard Deviation ¹	Standard Error of Measurement ¹	Decision Consistency Estimate ² (of P/F decisions)	Reliability Estimate ³ (of test scores)	Total Number of Items on Exam ⁴
0611A	516	71%	425	483	113	33	.94	.93	175-180
0611B	489	70%	425	481	113	33	.94	.93	175-180

Please note the following footnotes from the table above:

¹**Please indicate metric used** e.g., scaled score, percent correct, raw scores. If scaled score is used, please provide definition. **All four values should be reported on the same scale.**

Sample Response: scaled scores are linear transformations of Rasch ability estimates for each candidate. The Rasch abilities were obtained by running a linked calibration on scored responses of the candidates. Scaled scores were computed such that the base reference group had a mean of 500 and a standard deviation of 100.

²For the decision consistency estimate, please **provide the numeric value** in the table and **identify whether it is a decision consistency reliability estimate or the standard error of measurement at the cut-score.**

Sample Response: This represents a Livingston-Lewis decision consistency reliability estimate.

³For the reliability estimate, please **provide the numeric value** in the table and **identify the method**

Sample Response: This represents the coefficient alpha reliability estimate.

⁴If variable length, please provide range and maximum number of items.

Certification/Recertification Data

Using the table below, list the number of candidates certified for the first time, the number recertified, and the percentage of certifications due for renewal that were renewed during the past year. Please add additional rows as needed.

Name of Accredited Program	Total Number of Certificants as of Dec. 31, 2011	Number 1 st Time Certified in 2011	How Often are Certificants Required to Recertify?	Number Due for Recertification in 2011	Percent of those due to recertify who did recertify in 2011
SCP	5,226	718	Every 2 years	343	78%

Other Information

Is there any other information that your organization would like to submit to keep the NCCA informed? If so, please attach the information to this report.

Attestation and Signature

*I state that I have read the NCCA Accreditation Standards and that, to the best of my knowledge and belief, my certification program(s) continue to comply with these Standards. I understand that NCCA may audit my certification program(s) to verify continued compliance with the NCCA Standards, and that acceptance of this annual report does not necessarily constitute approval of all aspects of the accredited program(s). (Must be **signed** by the organization's chief administrative staff member or chief elected officer.*

John Doe
Name

John Doe
Signature

Chief Executive Officer
Title

4/1/12
Date

Thank you for completing this annual report form.

This report must be received by NCCA by June 1, 2012.

Annual reports received by NCCA after this deadline will be subject to penalties that range from assessment of a late fee to the suspension of NCCA accreditation.

Annual Reports must be submitted electronically as a single PDF to info@credentialingexcellence.org.

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