



Share Your Expertise

Join an ICC Exam Development Committee

EDC members are appointed by the Certification Committee of the Professional Development Council (PDC) to serve three-year terms. Applications are carefully reviewed based on experience, education, certifications held, prior committee service, and geographic representation to ensure a balanced and diverse committee.

EDC membership is a three-year commitment, with the opportunity to serve up to two consecutive terms. Members are expected to meet high performance standards and actively contribute within a collaborative, team-oriented environment. We aim to fully leverage the valuable knowledge and expertise of each subject matter expert (SME) to support the development and continuous improvement of ICC examinations.

EDC Member expectations include, but are not limited to:

Active participation and collaboration

- Application of professional expertise to support the development, validation, and maintenance of psychometrically sound examinations
- Contributions to discussion and generation of ideas in a team setting
- Regular communication with ICC staff and fellow committee members
- Timely completion of all assignments and preparation work outside of scheduled meetings

Virtual Meeting Participation

- Regular attendance at virtual meetings (Teams) throughout the term
- Minimum of quarterly meetings, generally up to two hours in duration
- Additional meetings may be scheduled based on upcoming projects (e.g., new item writing, existing item review)
- Access to a computer, reliable internet, microphone, and webcam is required

In-Person meeting participation

(as needed based on business requirements)

- Typically held once every three to five years
- May require 3-4 days away from your workplace
- Travel expenses are covered by ICC

EDC membership carries an expectation of consistent engagement and accountability throughout the term. While prior exam development experience is not required, ICC provides comprehensive initial training and ongoing support. If appointed as an EDC member, you will become an instrumental part of a team entrusted with the quality of high stakes examinations. Therefore, your commitment to abide by the expectations set forth is imperative, and you may be removed from the EDC should you be unable to fulfill these obligations.

In addition, EDC members are required to sign a copyright and confidentiality agreement, as well as a conflict-of-interest statement. These measures are essential to protecting exam security and ensuring that all individuals involved in the development, validation, and administration of ICC examinations avoid both actual and perceived conflicts of interest.

As an EDC member, you play a vital role in ensuring the validity, reliability, fairness, and defensibility of ICC certification exams, while also supporting their ongoing quality and integrity. Your contributions directly impact the strength and credibility of the certification program. Participation of an EDC also provides the added benefit of earning CEU credits toward the renewal of your ICC certifications.

If you have any additional questions about the roles and responsibilities of EDC members, please feel free to contact us at 888-422-7233, ext. 0 or via email at accommittees@iccsafe.org.



Apply Today!