MAKE YOUR OPINION MATTER – JOIN AN ICC EXAM DEVELOPMENT COMMITTEE

EDC members are appointed by the Certification Committee of the Professional Development Council (PDC) for three-year terms. Applications are reviewed for experience, education, certifications held, previous committee experience, and geographic location/municipality size, to ensure our committees are representative of the entire U.S.

EDC membership is a three-year commitment (three-year terms; maximum of two terms) with high performance standards expected of the volunteers. Being part of an EDC requires work within a close team, adherence to attendance and timely completion of assignments, and dedication to the development and maintenance of psychometrically rigorous examinations.

EDC membership carries an obligation to participate actively in all work of the EDC throughout the life of your term. These expectations include, but are not limited to the following:

- Contribution and generation of information in a working team environment
- Attendance at all ICC in-person meetings, which generally occur once every three-year term
  - These meetings will require 3 – 4 days of time away from your workplace
- Attendance in scheduled web teleconferences throughout the year
  - These meetings will cover various items required in the development, validation, and maintenance of examinations
  - These meetings generally last two hours
  - Access to internet and electronic medium such as desktop, laptop and/or or tablet will be required
- Prompt completion of homework assignments

If appointed as an EDC member, you will be part of a small 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 sign Transfer of Copyright and Confidentiality agreements to protect examination security and to avoid actual or apparent conflicts of interest by those involved in the preparation, validation, or administration of its examinations.

Throughout your term, you will be required to meet via web conference up to several times per year and an in-person meeting, based on the needs of the exam program. Generally, in-person meetings are held no more than once a year for a two- to three-day period, with travel expenses covered by ICC. No testing experience is necessary; ICC will provide comprehensive training initially, and ongoing assistance as needed.

Besides helping ICC to ensure the certification exams are valid, reliable, fair, and defensible, participation in an EDC earns CEU credits toward renewal of your certifications.

If you have additional questions about the duties and responsibilities of an EDC member, please feel free to contact us at 888-422-7233, ext. 5524 or at customersuccess@iccsafe.org.

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