



PATH Intl. Credentialing Council (PICC) Job Descriptions

All Representatives:

- Shall actively participate in essential tasks related to PATH Intl. certification programs and center accreditation programs
- Shall hold only one PICC Representative position at any time
- Shall not during their term(s) of service and for two years afterward develop, deliver, approve, endorse or recommend any education or training programs and products designed or intended to prepare candidates for PATH Intl. certification examinations
- May not mentor PATH Intl. certification candidates during their term(s) of service and for two years afterward
- Shall not take any PATH Intl. certification examination during their term(s) of service and for two years afterward
- Will be expected to actively participate in establishing or conducting the following with regards to the professional certification programs:
 - Certification eligibility requirements
 - Recertification requirements
 - Examination development and maintenance in keeping with generally accepted psychometric practices and national accreditation standards
 - Secure and standardized examination administration in keeping with generally accepted psychometric practices and national accreditation standards
 - Examination scoring in keeping with generally accepted psychometric practices and national accreditation standards
 - Grievance and disciplinary policies including establishing a process for suspending or withdrawing certification as well as the oversight of all disciplinary investigations and actions related to certificants
 - Appointment and oversight of subject matter expert committees
 - Oversight implementation of certification program policies
- Will eventually be expected to actively participate in the PATH Intl. center accreditation program.

Certification Representatives:

- Must be a PATH Intl. Certified Professional in good standing (compliant, membership current and have a clean record with the grievance review panel)
- Hold the PATH Intl. Certification for the certification program the representative intends to represent
- May hold one or more PATH Intl. certification(s) and/or be affiliated with a PATH Intl. Premier Accredited Center

Public Member Representative:

- Cannot be a member of PATH Intl.
- Cannot hold a PATH Intl. Certification
- Cannot be employed by a PATH Intl. Member Center
- Must meet the National Commission for Certifying Agencies (NCCA) standards for public members
- Will serve a three-year term and may serve two consecutive terms

Premier Accredited Center Representatives:

- May hold one or more PATH Intl. certification(s)
- Must work for a PATH Intl. Premier Accredited Center in good standing with current membership
- Must work for a center with a documented revenue for the type of center the representative intends to represent:
 - o Smaller center = under \$300,000 in EAAT revenue
 - o Larger center = over \$300,000 in EAAT revenue

Representative at Large:

- Must hold either a PATH Intl. certification and be in good standing, or work for a PATH Intl. Premier Accredited Center in good standing with current membership
- May hold one or more PATH Intl. certification(s)

Terms:

Representatives elected in 2017 will draw lots for a one-year, two-year or three-year term in order to stagger terms and minimize turnover on the council for subsequent years. Thereafter, individuals appointed will all be on a three-year term and may serve up to two consecutive terms.

Time and Financial Commitments:

PICC members should expect to attend a minimum of one in-person meeting per year as well as 90 minute quarterly conference calls. A two-day meeting will be held at the 2017 PATH Intl. Conference and Annual Meeting in San Antonio, Texas; conference registration will not be required. Members are responsible for their own travel and accommodations for in-person meetings. Food and beverages will be provided by PATH Intl. as appropriate during in-person meetings.