



CEDIA Certification Commission 2021 Job Description & Volunteer Acceptance Form

The CEDIA Certification Commission is a group of 6-12 individuals who serve as the governing body of the certification program. The Commission oversees each of the CEDIA certifications and is responsible for decision-making related to the granting, maintaining, withdrawing, recertifying, expanding and reducing the scope of the certification program. The full scope of the Commission is described in the CEDIA Certification Commission Charter and Policy Manual.

Certification Commission Objectives:

- Establish policies and procedures related to the operation of the certification program.
- Provide strategic direction and guidance for the CEDIA Certification Program
- Develop and maintain certification program requirements, including establishing eligibility and recertification requirements.
- Oversee the development and maintenance of the certification exams.
- Establish and oversee the complaints and disciplinary process including decisions regarding suspending or revoking certification
- Appoint subject matter experts to and oversee the work of the exam development committees and related job analysis and cut score task forces.
- Oversee the ethics review committee, appeals committee and other subcommittees, created as needed
- 2021 projects include:
 - Overseeing final stages of the IST certification beta testing, cut score and transition to new CEU approval system.
 - Overseeing the networking specialist JTA/Exam blueprint update and exam revision. This will include evaluating eligibility, renewal, and other policies.
 - Oversee the creation of a Home Cinema Design Specialist certification including JTA/Exam blueprint revision, exam update, eligibility and renewal policies.
 - Monitor progress and exam maintenance of the new newly introduced CIT certification.
 - Conduct other policy and oversight work related to accreditation.
 - Evaluate and plan for other specialist certifications including an eventual update of the ESC-D certification.

Volunteer Responsibilities:

- Attends all meetings and notifies the staff liaison whenever there is a scheduling conflict.
- Reviews all relevant materials prior to meetings.
- Actively participates and contributes to the work.
- Promotes CEDIA volunteer involvement, membership, and program engagement.
- Responds in a timely fashion to all correspondence.
- Always Represents CEDIA's best interest.
- Adhere to the [CEDIA Membership Code of Ethics](#), [CEDIA Volunteer Code of Conduct](#) and the [Certification Commission Confidentiality and Conflict of Interest Agreement](#).

Time Commitment:

- Each commission member shall serve for a term of two (2) years. Commission members may not serve more than two (2) terms.
- Monthly or bi-monthly calls scheduled for 2021
- Additional calls and in-person meetings may be required depending on work

- Some members of the commission may choose to participate in additional certification projects such as a Job Analysis Task Force, Exam Development Working Group or Cut Score Study.

Officers of the Certification Commission:

The officers of the commission shall consist of a Chair, Vice-Chair and Secretary. Meetings of the Commission shall be presided over by the Chair of the Commission.

- Chair – The Chairperson shall preside at meetings and perform other duties as prescribed by the Certification Commission.
- Vice-Chair: The Vice-Chairperson shall take office as Chairperson upon the expiration of the Chairperson’s term and shall perform such duties and have such powers as prescribed by the Chairperson from time to time.
- Secretary – The secretary shall be responsible for recording the minutes and keeping adequate records of meetings of the Commission. The secretary shall present the written minutes for approval or amendment at the next official meeting. The secretary shall certify the documents of the Commission as true and correct copies thereof and shall have other duties as prescribed by the Chairperson or the Board of Directors from time to time.

CEDIA Volunteer Policies:

- Members of the Certification Commission may not develop or teach exam preparation materials during or 3 years following their completion of service on the council.
- Volunteers may only hold two CEDIA volunteer positions at a time. (example: one advisory council and one working group; one task force and one working group)
- All volunteers must have a signed Volunteer Role Acceptance Response and Certification Commission Confidentiality and Conflict of Interest Agreement on file.

Staff Liaison:

- David Whitney dwhitney@cedia.org

I accept the appointment to the CEDIA Certification Commission. I have read and agree to the above volunteer job description and policies. I am also submitting a signed copy of the Certification Commission Confidentiality and Conflict of Interests Agreement.

Signature: _____ Date: _____

Printed Name: _____