

Directions for Completing the NSSB Application Form

The NSSB Certification Recognition Application Form provides a standardized method for documenting the information about your certification based on the NSSB Certification Recognition Criteria.

After completing the application, please submit three (3) copies of the application form with appendices clearly labeled to the National Skill Standards Board. The NSSB will not be responsible for making copies of the application materials.

Guidelines for Section One

Section One requests general information about the organization applying for NSSB Certification Recognition. This information will be used for informational purposes only.

Guidelines for Section Two

Section Two lists the information that is necessary to evaluate the application against the NSSB Certification Recognition Criteria. Following each criterion is a list of **required** documentation. By specifying exactly what documentation is necessary, the NSSB will be able to evaluate applications consistently and in a timely manner.

In each case, please attach the required material as an appendix to this form and clearly label each document (i.e., Appendix A-1). If there is an additional item that you want to be considered as part of your application, it should be submitted as an additional appendix and labeled accordingly.

Substitutions

If your certification has been approved by the American National Standards Institute (ANSI) or the National Commission for Certifying Agencies (NCCA), you may substitute proof of ANSI or NCCA approval of the certification for certain required NSSB documentation. In each case, the allowable substitution is indicated.

Responsibility of Applying Organizations

Organizations applying for NSSB Certification Recognition should ensure that the forms are completed. If you are unsure of the intent of a criterion or have any questions at all, please do not hesitate to contact the NSSB for additional guidance. Once you have compiled and properly labeled all of the necessary documentation, be sure to sign the last page of the application form.

NSSB Pledge

To ensure the highest level of professional standards, the NSSB will limit access to your application package. Only qualified individuals (e.g., experienced individuals with advanced degrees in Industrial Psychology, Assessment or a related field) will evaluate the technical aspects of your application. **All proprietary information will be kept strictly confidential.** Confidentiality Pledge Forms available upon request

NSSB Application Form—Section One

Date: _____

Name of certification: _____

Name of certifying organization: _____

Contact information:

Name: _____

Title: _____

Address: _____

Phone/fax: _____

Email: _____

This certification is approved by:

American National Standards Institute _____ Yes _____ No

National Commission for Certifying Agencies _____ Yes _____ No

U.S. Bureau of Apprenticeship _____ Yes _____ No

Other: _____

Role in other workforce development activities:

Your certification is used in (please check as many as apply)

_____ Workforce Investment Systems

_____ K-12 Educational Systems

_____ 2-Year Colleges

_____ 4-Year Colleges

_____ Welfare to Work Systems

_____ Apprenticeship Training Programs

About your organization:

Please provide a description of your organization. A membership brochure may be attached in place of this description.

NSSB Application Form—Section Two

Assessments are consistent with federal civil rights laws with respect to race, color, gender, age, religion, ethnicity, disability and national origin.

Appendix A-1 Written assurance that assessments comply with Title IV of the Civil Rights Act of 1964, as amended in 1991; the Americans with Disabilities Act of 1990; and the Rehabilitation Act of 1973, as amended in 1992

Appendix A-2 Documentation (i.e., passage rates, cut scores, etc.) that indicates that the certification does not have unlawful disparate impact

Note: Proof of National Commission for Certifying Agencies Approval (**Appendix L**) may be substituted for Appendices A-1 and A-2.

Assessments are developed in a manner consistent with relevant professional and technical standards and government guidelines to ensure reliability and validity.

Appendix B-1 The technical report from the development of the assessments, including demographic make-up of survey samples and subject matter experts

Appendix B-2 Written assurance that the assessments have been developed in a manner consistent with the Society for Industrial and Organizational Psychology's *Principles for the Validation and Use of Employee Selection Procedures*, the American Psychological Association's *Standards for Educational and Psychological Test* and the U.S. Equal Employment Opportunity Commission's *Uniform Guidelines on Employee Selection Procedures*

Appendix B-3 Credentials of individuals who developed and validated the assessments

Appendix B-4 The demographic makeup of the industry or employee group to whom the assessments apply

Note: Proof of National Commission for Certifying Agencies Approval (**Appendix L**) or Proof of American National Standards Institute Approval (**Appendix M**) may be substituted for Appendices B-1, B-2, B-3, and B-4.

Assessments are maximally accessible to individuals.

Appendix C-1 Information indicating where and how often assessments are given and the demographic makeup of the test-takers

Appendix C-2 Outreach activities regarding the assessments

Appendix C-3 Policy regarding request, review and granting of reasonable accommodations for qualified individuals

NSSB Application Form—Section Two

Administration of assessments is delivered consistently.

Appendix D-1 Criteria for the selection and monitoring of proctors

Appendix D-2 Assessment Administration Manual including copies of the training materials, assessment scripts and other documents used by proctors or used in electronic assessments

Note: Proof of National Commission for Certifying Agencies Approval (**Appendix L**) may be substituted for Appendices D-1 and D-2.

Assessments are based upon clearly articulated skill standards.

Appendix E-1 Job, work or task analysis report used to develop the knowledge and skills

Appendix E-2 Process for updating skill standards

Appendix E-3 Credentials of individuals who developed the skill standards

Confidentiality of the assessment-related documentation is maintained.

Appendix F-1 Policy on record keeping procedures for examinations, results and registry

Appendix F-2 Written assurance that the confidentiality of assessment-related documentation is maintained

Note: Proof of National Commission for Certifying Agencies Approval (**Appendix L**) may be substituted for Appendices F-1 and F-2

Certifications are accepted by the industry or profession that the content represents.

Appendix G-1 List of employers and unions participating in the development and validation of the certification

Appendix G-2 List of employers using the certifications

Note: Proof of American National Standards Institute Approval (**Appendix M**) may be substituted for Appendices G-1 and G-2.

NSSB Application Form—Section Two

Certification procedures include mechanism to provide feedback to candidates on their performance, including whether the candidate passed or failed certification.

Appendix H Written procedures for providing feedback to candidates, including timelines for feedback and type of feedback given to candidates

Certification includes a formal process for individuals to appeal the outcome.

Appendix I-1 Written appeals process

Appendix I-2 Process and materials for informing individual test takers of the appeals process

Note: Proof of National Commission for Certifying Agencies Approval (**Appendix L**) may be substituted for Appendices I-1 and I-2

Certifications include mechanism to ensure the continued relevancy to the industry.

Appendix J-1 Process for continuous improvement of certification including techniques for integrating new technologies in the certification, steps to encourage participation on more diverse workforce and/or methods for capturing feedback from the industry

Appendix J-2 Re-certification policies for individuals

Note: Proof of National Commission for Certifying Agencies Approval (**Appendix L**) or American National Standards Institute Approval (**Appendix M**) may be substituted for Appendices J-1 and J-2.

Certification illustrates alignment with NSSB standards or NSSB framework.

Please note: The required templates for appendices K-1, K-2, and K-3 are included in this package. The appendices also will be sent to you electronically.

Appendix K-1 Alignment with NSSB Framework

Appendix K-2 Alignment of Content (**ONLY** for certifications that fall within the scope of an existing Voluntary Partnership)

Appendix K-3 Alignment of Content (**ONLY** for certifications that **DO NOT** fall within the scope of an existing Voluntary Partnership)

NSSB CERTIFICATION RECOGNITION APPLICATION

I hereby affirm that all information included in this application is true and valid and that no attempt has been made to misrepresent the information contained in this application.

Name (please print): _____

Signature _____

Date: _____

Please send **three (3)** copies of the completed application materials to:

***NSSB Certification Recognition Program
National Skill Standards Board
Attn: Bridget Brown
1441 L Street, NW
Suite 9000
Washington, DC 20005-3512***