



Technician Certification Committee Charter

2016

MISSION

To develop, maintain, and promote technician certification programs for all levels of certification by analysing job task data, test results, and environmental scans affecting optimal performance in electrical equipment reconditioning.

ROLE

The Technician Certification Committee is responsible for:

- ▲ Developing and implementing technician certification exams for each level over a defined implementation schedule.
- ▲ Monitoring exam outcomes to ensure viability of the the questions and testing process and to validate its ongoing accuracy and currency.
- ▲ Updating each exam level as needed to ensure that new technologies and reconditioning standards are up-to-date at all times.
- ▲ Coordinating with the Marketing Committee and/or professional marketing services to promote the value of technician certification to member companies and all stakeholders.
- ▲ Overseeing the overall certification process in coordination with staff and contracted services to ensure timely processing of applications, test scheduling, and responding to applicants with test results.
- ▲ Establishing certificant designations for use by certificants for each level.
- ▲ Setting and monitoring standards for proper use of certification credentials.

Meetings

The Technician Certification Committee will conduct business of the committee through an ongoing schedule of conference calls and electronic communications. In-person meeting may be required from time to time to conduct exam item writing and other Committee business. The Committee and any subcommittee or task force will utilize a consensus decision making process when possible. When consensus decisions are not possible, decisions will be made by a simple majority of a roll call or email vote.

Membership

Committee Leadership: The Technician Certification Committee shall have a Chair that is a current director, officer, or alternate director of the Association or another experienced PEARL member as appointed by the President. The Chair's term shall be for two years or until a successor is chosen by the President of the Board of Directors. All other Committee members shall be from a member company in good standing of the Association.

Other Committee members shall include:

- ▲ The Association's Executive Director as an Ex Officio member, or their designee.

Responsibilities

The Chair is responsible for:

- ▲ Serving as Chair for all meetings of the Committee.
 - ▲ Coordinating with staff for the development of meeting agendas and related materials.
 - ▲ Appointing the Chair for any subcommittees and/or taskforces that might be necessary for the conduct of Committee business.
 - ▲ Coordinating appointment of subcommittee and taskforce members with the Chair of the respective subcommittees and taskforces.
 - ▲ Coordinating development of subcommittee/taskforce goals and objectives with the respective subcommittee/task force chair, for review and approval by the Committee.
 - ▲ Coordinating ongoing activities of subcommittees and taskforces with those of the Committee.
 - ▲ Coordinating and/or overseeing the coordination of activities and programs as approved by the Board.
 - ▲ Appointing a member of the Committee to chair meetings in his/her absence.
 - ▲ Reporting Committee activities to the Board.
- Grooming future leaders for the Committee to ensure a planned succession is in place for the committee and to provide opportunities for new leadership participation.

The Association's Executive Director, or their designee, shall be responsible for:

- ▲ Coordinating with the Committee Chair for the development of meeting agenda and related material.
- ▲ Producing minutes of all meetings of the Committee.
- ▲ Maintaining the roster of Membership Committee members.
- ▲ Coordinating and scheduling Committee meetings.