

National Council of Building Designer Certification

Description and Responsibilities

DESCRIPTION: The National Council of Building Designer Certification (the Council), a designated body within the American Institute of Building Design, Inc. (the Institute), consists of three officers (NCBDC President, NCBDC Vice President and NCBDC Secretary/Treasurer) and a minimum of six to a maximum of fifteen supporting Council members. Members of the Council are elected annually for a term of **one-year**¹ and may serve up to nine consecutive terms.

QUALIFICATIONS: All examiners must be **certified by the Council**² and be an AIBD member to serve.

PURPOSE: The Council is the governing body of the Institute's professional certification examination programs. Its objectives are to delineate the minimum qualifications, performance standards, and verification procedures designed to assess an applicant's ability to meet the minimum requirements of certification.

MEETINGS:

- a. The Council is required to hold three meetings annually, but typically it meets monthly.
- b. One of the required meetings is held face to face in conjunction with the Institute's annual membership meeting (usually in July or August). Basic travel expenses are reimbursed. This meeting is usually three to four hours.
- c. Other meetings are conference calls or web-meetings and last approximately 90 minutes.
- d. Officers and committees meet at the call of the president.

COLLECTIVE BOARD RESPONSIBILITIES

- a. Establish policies and procedures related to the operations of the Council.
- b. Enforcing and overseeing implementation of these policies and procedures.
- c. Ensuring resources for certification activities.
- d. Directly overseeing the development and maintenance of the certification program, including ensuring the standard is being met for frequency of test development activities (such as a job analysis) and approving the output of key test development activities (e.g., new examination specification; new cut / passing score).
- e. Being the final arbiter for decisions on certification, including granting, maintaining, expanding, reducing, suspending, or withdrawing certification.

COMMITTEES AND TASK FORCES

General

- a. Council members are expected to serve on at least one committee or task force at any one time.
- b. Committee chairs must be examiners and will act as committee liaison reporting to the examiners.
- c. Committees and Task Forces meet as needed and committee chairs are asked to update the president on a monthly basis.
- d. Committee and Task Force members do not have to be Council members, nor do they have to be members of Institute or CPBDs. Although those who are not certified may have certain restrictions after serving.

Committees

- a. **Executive Committee** – Charged with reviewing and updating the certification scheme, controlling the policies and procedures, managing the Council, and overall program oversight and improvement. In addition, the Executive Committee shall provide planning and resource requirements, budget direction and funding requests. One member of the Executive Committee shall be elected by the Committee to serve as the Council Liaison on the Institute's Board of Directors.
- b. **Certification Program Administration Committee** – Charged with certification exam maintenance, applicant evaluation, exam administration, certification decisions and appeals administration, as well as, subcontractor and vendor selection, contracting, and monitoring.
- c. **Certificant Relations Committee** – Charged with certificate issuance and control, recertification administration, continuing education engagement and communications, complaints and disciplinary actions.
- d. **Office Systems Administration Committee** – Charged with document control and record keeping, security (internet and physical files), fee collection, program fulfillment, customer services and performance of internal auditing.
- e. **Finance and Budget Administration Committee** – Charged with financial reporting and bookkeeping oversight, budgeting, financial controls management, capital funding oversight and management, and legal compliance monitoring and filing.
- f. **Certification Program Marketing Committee** – Charged with branding, brand management, candidate solicitation and pipeline management.

1 – The AIBD Board of Directors approved a motion to change the term from three years. (July 6, 2016)

2 – The AIBD Board of Directors approved a motion to remove any requirement that a member of the council be certified for a period of time prior to being elected to the Council. (July 6, 2016)

- g. Nominating Committee** – Charged with charged with soliciting nominations for all vacant, voting Council positions.

Task Forces

- a. **Content Review** – Meets three to four times online for three to four hours. Work is performed two to three weeks annually.
- b. **Item (i.e. question) Development**
 - i. **Item Writing** – Attends one or two one-hour training webinars. Meets online three to four times for one to two hours. Work is performed one to two months annually.
 - ii. **Item Revision** – Attends one two to three day face to face meeting with travel required. Also has one follow up meeting online for two to three hours. Work is performed one month annually.
 - iii. **Item Results Review** – Meets one to two times online for two to three hours. Work is performed for one to two weeks annually.
- c. **Job Analysis**
 - i. **Strawman Committee** – Meets online once or twice online for one to two hours. Work is performed for two to three weeks every five to seven years.
 - ii. **Focus Group** – Meets face to face for approximately two days with travel required. Also meets two to three times online for one to two hours each meeting. Works for two to three months every five to seven years.
 - iii. **Survey Pilot Group** – Meets online once or twice online for two to three hours. Work is performed for two to three months every five to seven years.
 - iv. **Test Specifications Committee** – Meets online once or twice online for one to two hours. Work is performed for one to two weeks every five to seven years.
- d. **Standards Setting** – Meets two to three times online for two to three hours. Work is performed for two to three weeks annually.