



International Society of Arboriculture

Certification Subject Matter Expert Committee

Purpose Statement: Create, review, and maintain certification exam content to provide valid, reliable, and legally defensible examinations covering relevant industry topics to minimally qualified candidates.

Structure

Criteria

- ☐ Expertise in areas that relate to the domains and specialties covered in ISA certification exams.
- ☐ Adequate and diverse geographic area representation.



Selection

Chair

- ☐ Shall have at least two years' experience on Committee before eligible.

Vice Chair

- ☐ Elected by committee members after current Vice Chair moves to Chair.
- ☐ Shall have at least two years' experience on Committee before eligible.

Members

- ☐ When needed, the Chair and/or ISA staff will solicit the names of qualified potential candidates from existing committee members.
- ☐ Potential committee candidates will be contacted by the ISA Credentialing staff, or Chair to brief the candidates of the job description, ascertain interest, and collect curriculum vitae's or resumes for the committee to review.
- ☐ Committee will review curriculum vitae's or resumes to determine who the best candidates are who meet the area of expertise and adequate geographical representation requirements.

Terms of Office

- ☐ A Committee member shall serve a six year term, with a maximum of two terms.
- ☐ Terms should be staggered to ensure a continuous mixture of new and experienced members.

Duties and Responsibilities

Committee

- ☐ All members shall sign a Confidentiality Agreement prepared by ISA staff.
- ☐ Members may not miss more than two meetings within one six year term or the member may be subject to termination by the decision of the committee and/or ISA staff.
- ☐ New members will have a one year orientation period to introduce them to committee and ISA policies to ensure understanding and compliance.
- ☐ Specialty Exam Committees shall have a minimum of three members.

- ☐ Questions shall remain in a secured manner at all times.
- ☐ Question writing shall not be shared with non-members of the committee unless authorized by ISA staff for technical assistance.
- ☐ For one full year after their service on the Committee has ended, Committee members will not train or otherwise assist people in preparing for an ISA certification exam, nor will they participate in the development of content of preparatory training materials.
- ☐ Committee members may obtain ISA credentials if the following are met:
 - Member has not served on committee for 12 consecutive months prior, and;
 - Members meet the specified credential eligibility requirements;
 - Complete the specified credential application and include exam fee as payment;
 - Complete and pass the specified credential written exam.

Committee Members

Chair

- ☐ Establish Meeting Agenda in cooperation with ISA staff.
- ☐ Supervise and Chair Committee meetings.

Vice Chair

- ☐ Assume role of Chair if current Chair is unable to perform duties.

Domain Chair

- ☐ Ensuring that the outlines are covering the information directed by the industry through the job task analysis.
- ☐ Monitoring and maintaining an adequate number of test questions for the domain.
- ☐ Approval of new domain questions.

Members

- ☐ Test domains shall be reviewed and established every five years based on a Job Task Analysis.
- ☐ A Passing Score Study shall be performed after each Job Task Analysis. The Committee will forward all recommendations for approval to the Executive Director after Credentialing Council oversight takes place.
- ☐ Ensuring that the outlines are covering the information directed by the industry through the job task analysis.
- ☐ New questions shall be prepared as needed by the domain members.
- ☐ Review and modify exam questions based on statistical data and candidate question comments.

Meetings

- ☐ The Committee meetings will occur at least once per year. An additional separate meeting for Job Task Analyses review, when needed.

ISA Staff Administrative Responsibilities

- ☐ Provide new committee member orientations.
- ☐ Provide or facilitate question writing training on an ongoing basis.
- ☐ Create meeting agenda and collaborate with committee chair to facilitate meetings.
- ☐ Contract meeting venue and travel logistics for committee members.
- ☐ Job Task Analysis
 - Determine Job Task Analysis (JTA) schedule.
 - Work with SMEs to determine task statements.
 - Create and implement JTA survey.
 - Calculate survey results to determine domain weighting.
 - Create exam blueprint for internal use and create limited exam outlines for public.
 - Create new test bank(s).
 - Export and format exam bank questions for committee to re-evaluate item blueprint coding.
 - Identify new question needs for the committee.
 - Oversee copy-editing process of newly written questions.
 - Update question coding in exam bank(s).
- Create exam utilizing new blueprint.
- Facilitate and implement Passing Score Study.
- Update exam translation and establish implementation date.
- Notify affected parties of the new domain weights.
- Publish the exam(s).
- ☐ Review question item performance, compile underperforming questions, identify needed changes, identify question comments, and format to present during the committee meeting.
- ☐ Review question writing needs to convey to the committee to ensure bank has sufficient amount of questions to cover content areas by 3 times.
- ☐ Review pre-test question statistics and move good performing questions into scored items to be utilized in exam creation.
- ☐ Create and publish equated English exams and corresponding translated exams, if over 100 candidates, until next JTA