

Summary of the TNI Competency Task Force Meeting  
Wednesday, April 26, 2023 1:00 pm Eastern

1. Welcome and Roll Call

Ken welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes from March 22, 2023, were unanimously approved following a motion by Steve, seconded by Harold.

2. Discussion and Minor Revisions to Address Board Comments on Business Plan

Jerry explained that, during the Board meeting, he was able to complete the presentation and discussion of the original business plan but that the meeting time ran out before a formal vote could be taken. This provides an opportunity for the Task Force to discuss and decide how to address several of the Board's questions and comments. The business plan was updated to show the Task Force's recommended responses in red, for the May Board meeting.

Repeat Exams – discussion encompassed repeats and several related issues. The discussion clarified that, as the full credential exam is comprised of 12 parts (20 questions from each of 12 badge exams), failing one topic would not result in failing the exam, and that the “weak” or failed topic(s) would be disclosed only upon request from the candidate. Participants discussed various options for time limits on re-taking either of the exams (badge or full credential) and leaned towards a 3-month waiting period for badge exams and a year for the comprehensive exam; there would be an additional cost for re-take, particularly for the proctored full credential exam. Jerry will research the number of re-takes allowed and time frames established for re-takes that other credentialing organizations use prior to making a final decision.

Updating Badges to New Standard – for badges, if there are significant changes in the new Standard, a new set of exam questions would need to be developed anyway, and a test required to receive a badge with the updated Standard. If no changes to the update, the badge would be updated with no exam. For the full credential, it is expected that the individual will be able to adapt to the new Standard on their own, either through workplace training, reading the Standard or voluntarily seeking out training on the changes.

Reasonable Accommodations – both the Standard Training Procedure and the application will note that TNI will allow exceptions from standard procedures to support accommodations to the extent possible.

Acceptable Degree Fields for Full Credential – these will be updated to match the Technical Specialist requirements of the updated V1M2 Quality Systems module

3. Review and Minor Revision of Draft Credentials Committee Charter

After some discussion, the draft committee charter was revised to remove the bullet about not allowing associate members. Participants agreed that this was unnecessary and could be problematic. Elizabeth moved and Stacey seconded that the revision be approved, and it was done by unanimous consent.

4. New Business

A question arose about the volunteers who have agreed to develop and/or beta test the questions for the examinations, as those individuals would be perceived to have a substantial advantage when applying for the full credential. Participants agreed that each of those volunteers should be limited to either developing or beta testing no more than ten percent (10%) of the test questions.

At that point, time was expired.

5. Next Meeting

The next scheduled meeting of the Competency Task Force will be Wednesday, May 24, 2023, at 1 pm Eastern. The agenda, a Teams meeting link, and any necessary documents will be sent in advance.

**Attachment 1**

**Competency Task Force Roster**

<b>NAME</b>		<b>EMAIL</b>	<b>AFFILIATION</b>	<b>Present?</b>	
Paul	Banfer	paul.banfer@eisc.net	EISC	Yes	1
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Yes	2
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Yes	3
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Yes	4
Amanda	Dutko	adutko@fairwaylaboratories.com	Fairway Laboratories	Yes	5
Stacey	Fry	sfry456@aol.com		Yes	6
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Yes	7
Joann	Slavin	joann.slavin@health.ny.gov	NY DOH	No	8
Scott	Siders	siders6six@yahoo.com	Retired	No	9
Alfredo	Sotomayor	asotomayor@mmsd.com	MMSD	No	10
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	Yes	11
<b>Staff:</b>					
Jerry	Parr	Jerry.parr@nelac-institute.org	TNI Executive Director	Yes	
Lynn	Bradley	Lynn.bradley@nelac-institute.org	TNI Program Administrator	Yes	