

Summary of the TNI Credentials Committee Meeting
Wednesday, April 23, 2025 1:00 pm Eastern

1. Welcome and Roll Call

Ken welcomed everyone to this meeting. Attendance is recorded in Attachment 1. The agenda was approved by unanimous consent (see Attachment 2). The minutes February 26 and March 26 were approved unanimously after a motion by Salima, seconded by Theresa.

2. Review of Proposed Training to Prepare QMS Exam Applicants for St. Louis

TNI's Training Committee had suggested that this course be developed for this summer's first exam offering at EMS in August, and Jerry provided this draft for Credentials Committee review. The course itself will be in late June, and will likely become a webcast available to all candidates who register for future exams. It will not be a "cram for the exam" prep course but rather focus on explaining the exam process and then offer 24 questions to show candidates what to expect. TNI plans to offer in-person exams at each conference, the winter Forum and summer EMS, using pen and paper exams, in addition to remote and online exams if needed.

Participants questioned what constitutes adequate documentation for meeting the experience and education requirements for qualification to take this exam. Consensus was that a simple resume is insufficient, and that it should be accompanied by either a transcript or a copy of the candidate's diploma, and that a reference who can verify the required employment times will be necessary. Candidates who have already registered (only 4, so far) will be asked to provide these items retroactively. Participants agreed that TNI should hold the transcripts and diploma copies as confidential.

Participants also asked that a disclaimer be inserted in the training, to state that taking the training does not guarantee passing the exam, and that the exam covers more than the requirements of the standard itself, so that the references cited in the QMS KSA document should also be reviewed.

The group also discussed pricing – whether to include this training as part of the exam fee or to charge separately for it. Estimates are that the standalone training would be \$65, and taking the proctored in-person exam on-site at conference would be \$570. That larger fee covers the additional hotel expenses (food and beverage, audiovisual, room rental) associated with offering the exam at the conference site.

At this point, the meeting was already in overtime, so other agenda items are postponed until May. Jerry will share the revised draft with the Training Committee and then likely bring it back for the May Credentials meeting.

3. Next Meeting

The next meeting will be on **Wednesday, May 28, 2025, at 1 pm Eastern**. The agenda, a Teams meeting link, and any necessary documents will be sent in advance.

Attachment 1

Credentials Committee Roster

NAME		EMAIL	AFFILIATION	STAKE-HOLDER CATEGORY	Present?
Paul	Banfer	paul.banfer@eisc.net	EISC	Other	No
Kenneth	Brown	Kenneth.brown@escondido.gov	City of Escondido	Lab	Yes
Patricia	Carvajal	pmcarvajal@sariverauthority.org	San Antonio River Authority	Lab	Yes
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Other	No
Stacey	Fry	Stacey.fry@cannabis.ca.gov	CA Dept. of Cannabis Control	Other	Yes
Salima	Haniff	Salima.haniff@bvlabs.com	Bureau Veritas Labs	Lab	Yes
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Lab	Yes
Theresa	Johnson	Theresa.Johnson@mccampbell.com	McC Campbell Analytical, Inc.	Lab	Yes
Melanie	Roshu	melanie.roshu@gmail.com	Matrix Sciences International, Inc.	Lab	Yes
Joann	Slavin	joann.slavin@health.ny.gov	NY DOH	AB	No
David	Smith	david.smith@antylia.com	Environmental Express	Other	No
Alfredo	Sotomayor	asotomayor@mmsd.com	Milwaukee Metropolitan Sewer District	Lab	Yes
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	Lab	No
Associate Members:					
Paul	Canevaro	PCanevaro@Republicservices.com	US Ecology Inc./ Republic Services	Lab	No
Jerry	Thao	Jerry.thao@pacelabs.com	Pace Labs, Inc.	Lab	No
Staff:					
Jerry	Parr	Jerry.parr@nelac-institute.org	TNI Executive Director		Yes
Lynn	Bradley	Lynn.bradley@nelac-institute.org	TNI Program Administrator		Yes

Attachment 2

Agenda, April 23, 2025

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (February and March minutes)
- Review of Proposed Training to Prepare QMS Exam Applicants for St. Louis Exam (see attached presentation and sample test questions)
- Review Instructions for Preparing TS KSAs (see attached file)
- Discussion About Chemistry TS Digital Badges (how to structure the offerings)
- Adjourn