Summary of the TNI Credentials Committee Meeting
Wednesday, May 24, 2023   1:00 pm Eastern

1.   Welcome and Roll Call

Ken welcomed everyone to this first meeting of the Credentials Committee, formerly the Competency Task Force. Attendance is recorded in Attachment 1. Initially, a quorum was not present but after the quorum was reached, Ken halted the discussion to approve the Task Force minutes from April 26, 2023. Scott moved and Steve seconded that the minutes be approved and the vote was unanimously in favor.

2.   Transitioning from Task Force to Committee

Jerry explained that the proposed Charter was revised by the Board to express a preference but not a mandate for balance on the committee and to allow associate members. Additional AB stakeholders will need to be added, and Lynn agreed to present that request to the June Accreditation Council meeting. We can have up to 15 members for a committee, and presently have eleven. So far, Ken, Steve, Paul, Stacey, Patty, Scott, Harold and Amanda have agreed to continue; the rest will be asked when these minutes are distributed.

Ken expressed his willingness to continue as chair, and it was initially agreed that he would continue as Interim Chair. Then, when a quorum was attained, Scott nominated Ken as Chair and Patty seconded the nomination. With no other nominations offered, the vote was unanimously in favor of Ken's election. NOTE: A Vice Chair will need to be nominated and elected once any additional members are confirmed, as all committees are required to have an individual in that role.

Jerry reviewed the actions still needed before launching the digital badge initiative. He relayed the update from William Daystrom, TNI IT Administrator, about progress in developing the necessary software. The signup, digital badge ordering (and payment), random generation of exam questions from total pool plus testing and scoring of exams, and the database of badge holders are completed; image creation for badges (unique for the Standard) and automated notification of exam results plus some fine details still remain to be completed.

Jerry is assembling the test questions from courses related to each badge and plans to create enough additional questions to total 60 for each badge exam. Participants agreed that committee members or those who volunteered to create questions would be asked to review the questions, with no more than 10% of a badge's questions provided to any individual, so as not to bias their score or preclude their actually applying for and taking the exam(s), with perhaps a total of ten questions per individual as a maximum.

3.   Review of Draft Handbook

Jerry identified from an outside source, modified it for our credentialing initiative and provided it for committee review. The Handbook will cover all general aspects of both the "full exam" and the badges, for all of the roles for which this committee creates credentials, with the specifics for each role being posted on the website as they are finalized and implemented.

Desired changes discussed for the Handbook were as follows (minor edits not mentioned here):
- Add General Education Development (GED) to the high school diploma education requirements for full exam credential and
- Request either a copy of diploma or transcript (not necessarily an "official" one) as proof of education,

Review of the Handbook will continue at the June meeting, starting with §2.2.2.

4.   New Business

There was no new business.

5.   Next Meeting

The next scheduled meeting of the Credentials Committee will be Wednesday, June 28, 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

NAME		EMAIL	AFFILIATION	STAKE-HOLDER CATEGORY	Present?
Paul	Banfer	paul.banfer@eisc.net	EISC	Other	No
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Lab	Yes
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Lab	Yes
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates		Yes
Amanda	Dutko	adutko@fairway-laboratories.com	Fairway Laboratories	Lab	No
Stacey	Fry	sfry456@aol.com		Other	Yes
Harold	Longbaugh	Harold.Longbaugh@ houstontx.gov	City of Houston	Lab	Yes
Joann	Slavin	joann.slavin@health.ny. gov	NY DOH	AB	No
Scott	Siders	siders6six@yahoo.com	Retired	Other	Yes
Alfredo	Sotomayor	asotomayor@mmsd.com	MMSD	Lab	No
Elizabeth	Turner	Elizabeth.turner@ 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