Summary of the TNI Credentials Committee Meeting
Wednesday, June 28, 2023   1:00 pm Eastern

1.   Welcome and Roll Call

Ken welcomed to the meeting. Attendance is recorded in Attachment 1. Patty moved and Elizabeth seconded that the May minutes be approved; the vote was unanimously in favor, with Alfredo abstaining due to his absence.

2.   Election of Vice Chair

Ken asked for nominations for Vice Chair of the Credentials Committee. Alfredo nominated himself and there were no other nominations. Patty moved and Elizabeth seconded that he be elected as Vice Chair and the vote was unanimously in favor. Congratulations, Alfredo, and thank you!

3.   Updates

Software – Jerry explained that the webmaster had other TNI priorities to be addressed and thus has been unable to work on the badging software during June, but should be able to resume in July.

Exam Questions – Jerry has been working diligently to compile existing course questions and create new questions. Several of the badges have proven difficult to create a sufficient number of questions, and he asked about possibly combining Internal Audits and Corrective Actions, but there was no willingness to do so. Efforts to create questions will continue – Ken, Alfredo, and Scott agreed to creating some for badges still needing additional questions, and Jerry will ask the earlier volunteers as well as training presenters to assist with additional questions also, ensuring that all aspects are covered and verifying correct answers (only one answer can be correct), so that we have 60 per badge. At that point, each committee member will be asked to review 10% of the total questions (six from each badge).

Prior to the meeting, Jerry polled members about three questions that arose as he has been creating questions. Here are the questions and the consensus responses:

        1. *Repeat questions* – it will be acceptable to use a question that applies to two badges (for instance data integrity and sample handling exams), so long as the software does not allow the same question to be included twice in the "full credential" exam.
        2. *Specific questions on quality control aspects* – participants determined that the QC badges should be offered with six options: a "general" QC badge, and five specialty badges (one for each module). The expert committees may be asked to assist with the module-specific questions, and if an applicant chooses a specialty, their test would be 15 general questions and 15 module-specific questions. An applicant may be able to choose more than one specialty, with some price differential (and additional test time) for each additional specialty (module) and badge. The QC badge(s) will then need to specify both the Standard and the specialty.
        3. *Calculations* – participants can be allowed to use either a hand-held calculator or their Excel spreadsheet as a calculator.

Questions will be contained in a spreadsheet that the webmaster can easily convert to a database for use in the credentialing software. One additional question arose, as participants noted whether questions are considered low or high difficulty. Clarifying discussion established that 80% of questions for each badge should be factual (whether true/false or multiple choice), and that each multiple choice question needs to have the same number of answers (5 was considered optimal). Another 20% of the questions are to require some application of the

requirements to a "real life" situation – "thought" questions as opposed to "fact" questions, requiring analysis, interpretation or application of the factual requirements. These will be considered high difficulty (for want of a better way to characterize the distinction).

Participants agreed that test questions should be continually replaced, over time, and the draft handbook does include provision for a small number of unscored trial questions to be included in the badge exams, as a way of beta-testing these replacement questions.

4.   Review of the Handbook

Time was expired at this point, but we hope to be able to complete review of this document so that it can be posted to the website before the conference session. Review will resume at the July meeting, starting with §2.2.2.

5.   New Business

Lynn noted that she did announce at the June NELAP Accreditation Council meeting that this committee is seeking additional members, and noted that assessor competency is one of the upcoming roles to be considered. There were no immediate volunteers.

6.   Next Meeting

The next scheduled meeting of the Credentials Committee will be Wednesday, July 26, 2023, 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	Yes
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		No
Amanda	Dutko	adutko@fairway-laboratories.com	Fairway Laboratories	Lab	No
Stacey	Fry	sfry456@aol.com		Other	No
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	Yes
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	Lab	Yes
Staff:					
Jerry	Parr	Jerry.parr@nelac-institute.org	TNI Executive Director		Yes
Lynn	Bradley	Lynn.bradley@nelac-institute.org	TNI Program Administrator		Yes