

National Officers

VICE PRESIDENT CERTIFICATION

POSITION DESCRIPTION

The Vice President Certification is elected by the National Board in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board for establishing and overseeing the activities of the Certification Program, Degree & Certificate Programs and the Consulting Fellows Program, with the assistance of National Directors. Approve and issue certifications and maintain appropriate records for the Association.

Authority

As an elected National Officer, the Vice President Certification has such authority to perform as is set forth in the National Constitution and Bylaws.

Duties and Responsibilities

The following specific duties and responsibilities are delegated to the Vice President Certification. This list is not intended to be all inclusive.

1. Appoint a Certification Director
2. Establish the policies, procedures, rules and regulations for the Certification Program, Degree & Certificate Program and Consulting Fellow Recognition Programs. Changes and updates to these guidelines shall be approved by the Executive Board.
3. Establish and maintain open lines of communication with the Director(s), Committee members, Chapter Presidents and the Executive Board. Strive to continuously enhance visibility of the certification programs.

CERTIFICATION PROGRAM DUTIES AND RESPONSIBILITIES:

4. Provide guidance and monitor the activity of the Director(s) of Certification.
5. Establish a Certification Governing Board consisting of 10 to 12 members, 1 of which is representative of a Certification Program customer and is not a certified member. The Director of Certification serves as the Chairman of this committee. Work with the Certification Governing Board to oversee the Certification Program, ensure that the Certification Government Board has adequate appointments. Certification Governing Board's responsibilities include:
 - By-laws for Certification Program
 - Annual Business Plan for Certification Program
 - Policies and procedures for the standardized, security and quality controls of the Certification Program and Certification Renewals
 - Review all Appeals
6. Develop informational material for promoting/publicizing the Certification Program and ensure the Website is updated as needed.
7. Oversee the publication of training/educational materials, including study guides and teaching slides. Ensure distribution of these materials is documented for control purposes.
8. Revise and publish the Certification Manuals, and oversee the establishing of new Manuals as needed.
9. Revise exams as needed when material is up-dated, ensuring exams are of the highest quality, and quality reviews are conducted. (e.g., accuracy of questions, answer keys).

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- 10. Maintain Proctor guidelines and instructions, and ensure all Proctors are approved.
- 11. Revise and publish the Certification forms (e.g. testing application, Certification Continuance application, etc.) .
- 12. Work with the Certification Coordinator at the National Office to ensure all aspects of the Certification Program are performed in a quality and timely manner.
- 13. Review and approve expenditures made in support of the Certification Program.

CONSULTING FELLOW PROGRAM DUTIES AND RESPONSIBILITIES:

- 15. Establish a Consulting Fellow Review Committee to review all applications received in accordance with the established guidelines.
- 16. The Consulting Fellow Review Committee will notify Applicant, VP of Certification and the National Office when a CF designation is awarded.
- 17. Works with the Consulting Fellow Elected Officers to promote the Consulting Fellow Program and establish an effective Consulting Fellow Program to the benefit of the NPMA.
- 18. Award the Consulting Fellow Designation to successful applicants at the Annual National Education Seminar.
- 19. Develop informational material for promoting/publicizing the Consulting Fellow Program and ensure the Website is updated as needed.

Performance Schedule

- 1. Within 30 days of accepting the office, assist the National President in the appointment of the Director(s).
- 2. Periodically publish "Certification Updates" to be distributed to each Chapter President as part of the President's Package or for publication in the National Magazine and the Digest.
- 3. In preparation for each National Seminar prepare reports and analysis needed for the Executive Board and/or the National Board
- 4. Annually provide information to the Vice President Finance for the development of the budget.
- 5. Monitor the Certification Continuance activity quarterly. Work closely with the Director(s) and the National Office Staff in reconciling activity and notifying members of the withdrawal of Certification, in accordance with the Certification requirements as published on the website.
- 6. Participate in Regional, National and Executive Board meetings, as required.
- 7. Ensure the NPMA Certification Program is outlined in detail on the website.
- 8. Coordinate the Certification Training that precedes the National Seminar, with the assistance of the Meeting Planner.
- 9. Secure instructors
- 10. Publish any addition instructional materials.
- 12. National Office Interactions:

VP's Responsibilities	National Office's Responsibilities
Provides or approve form letters	Complete and distribute form letters
Provides content for Certification Promotional Material	Updates as required Distributes in new member packet, as requested, and at other Promotional Functions.

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13. National Office General Responsibilities

- a. Maintain certification data
 - 1) Certification status and numbers
 - 2) Issue dates
 - 3) Expiration dates
- b. Distribute certification information to certified members, chapters and officers
- c. Maintain, update and publish the Certification program information on the website.
- d. Issue certification certificates on a timely basis.
- e. Send notice to certificate recipient informing them of certificate shipment to chapter president
- f. Fill orders for the NPMA Property Manual (includes invoicing)
- g. Ensure current certification levels are used on correspondence
- h. Maintain accurate records of certification status
- i. Ensure work Experiences Summaries submitted with the CPPA and CPPM Certification applications are reviewed in a timely manner. Questions concerning the Work experience summaries are forwarded to the Vice-President of Certification.
- j. Handle certification questions, problems and concerns in a timely fashion.
- k. The VP of Certification shall be informed of all appeals, and shall provide instruction on how to address.
- l. Six months, three months and on date of expiration all expiring CPPMs and CPPAs receive notification informing them of the impending expiration of their certificates.
- m. When a member chooses not to renew their certificate, the certification level is removed from the database and a letter informing them of this action is issued. Copies of the letters are kept on file.
- n. List of expiring and revoked certificates is forwarded to the VP of Certification.

14. Transition with National Office

- a. Provide three samples of your signature on white paper with a fine tip black marker, for scanning into computer.
- b. Rewrite the form letters mentioned above, available during transition meeting.