

# CERTIFICATION BOARD OF NDA

## Governance Charter

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*Approved by the Certification Board on May 12, 2021*

### Purpose and Authority:

The Certification Board of the National Demolition Association (CBN) was formed in 2021 to develop and implement a professional certification program, in support of goals of the National Demolition Association (NDA). While maintaining an effective affiliation with its parent association, the CBN is solely responsible for the voluntary certification program. The CBN serves as an autonomous certifying arm of NDA, in order to protect against undue influence that could compromise the integrity of the certification program.

The Certified Demolition Professional (CDP) [Certification Name to be confirmed during the development process] certification is designed to:

1. Establish professional standards for demolition professionals;
2. Provide a means for measuring knowledge against a predetermined standard;
3. Identify professionals who are knowledgeable in the field of demolition;
4. Provide prospective employers with a means to identify qualified candidates who have met a predetermined standard of knowledge;
5. Provide the opportunity for professional growth and personal satisfaction; and
6. Promote the image and professionalism of the demolition industry.

The CBN holds independent authority in decision-making and is responsible for establishing the standards for certifications and the operating policies of the CBN. All official documents governing the CBN and the certification programs (i.e. charter, operating policies, candidate handbook, etc.) will be accessible by the parent association, certificants, candidates, and the public. All such documents will be reviewed and revised as necessary and at least every two years.

These standards and policies govern every aspect and construction of the overall certification program, to include test content/administration, eligibility qualifications, criteria for maintaining certifications, marketing of the program, application processes, ethics, grievances, fees, funding/spending, management resources, CBN members' position descriptions, etc. In order to avoid conflicts of interest, the CBN holds no responsibility for or involvement in the development of educational programs related to preparation for certification examinations.

### Composition:

The CBN shall consist of eight to ten voting members representing the industry, including a Public Member with vote. There will be three officers of the CBN: Chair, Vice Chair and Immediate Past Chair. The CBN Chair, the CBN Vice Chair, and the CBN Immediate Past Chair will serve a two (2) year term. For the first two years of the CBN, there will only be two officers, the Chair and Vice Chair, until there is an Immediate Past Chair to fill the third officer role. The voting members must be active members of NDA. In addition to NDA contracted management representatives, the CBN may ask additional experts in the field to serve in an advisory capacity with voice but without vote. They may include, but not be limited to, representatives from the testing vendor, owners, vendors, etc. as needed.

Terms of membership shall begin at the Annual Meeting of the Members at the NDA Annual Convention. Terms shall be staggered to assure continuity of the program. The voting members of the CBN, except the Public Member, be members of the NDA and all members must receive endorsement of their CBN membership from their employer(s). Members may not hold voting positions on the NDA Board of Directors. Current members of CBN may run for a position on the NDA Board while in their final year of their term as a member of CBN, but must immediately resign their term if elected. Upon appointment to the CBN, members are required to sign conflict of interest/disclosure/confidentiality statements, which shall remain in effect throughout the term. Further qualifications, terms and vacancies will be addressed in CBN policies and position descriptions.

A quorum is defined as a majority of voting members of the CBN.

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Current CBN members may not teach or participate in the development of any type of educational program for demolition professionals related to exam content.

Following the end of Certification Board of NDA membership or committee assignment, former CBN and committee members may not teach or participate in the development of any type of educational program for demolition professionals related to exam content until such time as another JTA/exam development process has been completed, but no less than three years following completion of the member's term.

## Functions:

1. Provide a comprehensive certification program and mechanisms to evaluate individuals' competence in the profession, which are objective, fair, and based on the knowledge and skills necessary to perform the role of a Certified Demolition Professional.
2. Continually assess and develop a methodology to ensure current relevance, validity and reliability of the evaluation mechanisms used to assure initial and on-going competence.
3. Publish all pertinent information relative to the certification program, its processes, and its requirements.

## Duties and Responsibilities:

1. Establish and administer policies and procedures to ensure the effective functioning of the CBN and the certification program.
2. Develop, approve, and administer a valid and reliable certification examination, in consultation with the contracted testing vendor.
3. Determine eligibility requirements of candidates for certification in accordance with the goals of the CBN and of NDA, for the benefit of both NDA members and non-members.
4. Develop and publish a comprehensive handbook and related materials to adequately convey all aspects of the certification program to candidates, certificants, and the public.
5. Establish a passing standard for the examination.
6. Establish fees for certification examinations and for all related certification processes/materials.
7. Establish requirements and administer the mechanism by which certificants maintain certification status.
8. Establish and administer a grievance process for candidates and certificants.
9. Establish and administer a code of ethics for certificants and a disciplinary policy.
10. Establish and administer an appropriate process for revocation of certifications when necessary.
11. Establish an annual budget and maintain an accounting of all financial operations.
12. Establish and administer an effective registry and an effective communication system to support the program.
13. Establish and oversee staffing, management, and resources to conduct the certification program.
14. Submit periodic reports to certificants, general membership of NDA and the NDA Board, and to the public.
15. Establish effective working relationships and consults as appropriate with NDA Board and Committees.
16. Communicate all pertinent decisions, goals, and strategies to the NDA Board in a timely manner.
17. Comply with all applicable laws and regulations, including nondiscrimination, disabilities, and other issues which may affect fairness to candidates and certificants, or protection for consumers.