

7. SHARED GOVERNANCE: NIGP CERTIFICATION COMMISSION

Scope

These policies describe the governance structure of NIGP's Certification Commission. These policies specifically describe the authority, role, recruitment, member selection, meetings, executive sessions, and rules of decorum and debate of the NIGP Certification Commission.

General

A. Purpose

The purpose of the NIGP Certification Commission is to support the NIGP Governing Board in its strategic and visionary goals related to a professional NIGP certification program developed and administered by NIGP.

B. Powers

The NIGP Certification Commission is empowered to take actions in accordance with the expressed authority granted in accordance with this Section of the Governing Board Policy Manual. Notwithstanding, the Governing Board reserves the right to modify these powers in its best interest. Further, the NIGP Certification Commission shall seek approval from the NIGP Governing Board on all matters that impact the Board's strategic and visionary goals of the NIGP certification program.

The NIGP Certification Commission independently makes essential certification decisions related to all NIGP certification schemes. These decisions shall be made under no influence by any other individual or business entity within or outside of NIGP. Specific empowered decisions include:

1. Overseeing and monitoring the objectives, performance, and results of the NIGP certification program.
2. Establishing and monitoring the NIGP certification schemes and scheme-related policies related to:
 - a. Eligibility requirements for certification

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- b. Eligibility requirements to test
 - c. Requirements for re-certification
 - d. Provisions and criteria for suspension or revocation
3. Providing direction and oversight to the NIGP Certification Test Development Committee, the NIGP Practice Analysis Panel and the NIGP Standard Setting Panel.
4. Addressing any candidate, credential holder, or volunteer ethics issues as they arise.
5. Serving as a review board for appeals and disciplinary actions (suspensions and revocations) related to the NIGP certification program to include:
 - a. Issues related to NIGP certification program policies and practices.
 - b. Issues related to a candidate's eligibility.
 - c. Issues related to a candidate's ability to successfully pass the certification examinations.
 - d. Issues related to a certification holder's ability to attain re-certification; or
 - e. Issues related to the propriety of a current NIGP certification holder.

C. Composition

1. The NIGP Certification Commission shall be comprised of thirteen (13) voting members.
2. To assure that the NIGP Certification Commission represents a balanced spectrum of NIGP certification stakeholders, the voting seats on the Committee shall represent the following interests:
 - a. Seven (7) to eleven (11) Seats designated for NIGP representatives (see Section 7.C.5 for an explanation of this variable).
 - b. A maximum of four (4) seats designated for representatives of associations selected by the National Council for Public

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Procurement and Contracting (NCPCC); and

- c. One (1) seat for a Public Stakeholder who is not a public procurement practitioner but can offer relevant perspective (such as that of a public official who supervises the public procurement function or other industry stakeholder) and who is not eligible to earn a NIGP certification.
 - d. One (1) seat for an academic advisor.
3. The NIGP Chief Executive or his/her designee shall serve as a non-voting staff liaison.
 4. The NIGP Governing Board may appoint additional non-voting advisors to the NIGP Certification Commission from time to time in its best interest.
 5. If the National Council for Public Procurement and Contracting (NCPCC) does not fill the maximum number of seats available, any vacant seats shall revert to additional seats designated for NIGP representatives; provided, however, that the NCPCC may petition the Commission to restore the maximum number of seats from time to time. The Commission shall, through a majority vote, determine the outcome of this petition in it's best interest.

D. Qualifications

1. For public procurement officials:
 - a. Currently employed in the public sector with direct or indirect procurement-related responsibilities.
 - b. Holds a current professional current professional certification that is aligned with procurement and:
 - (1) Requires, through the application process, either formal education and/or work experience; and
 - (2) Requires recertification which includes continuing education hours/credits.
2. For academic advisors and public stakeholder, certifies that he or she will not personally benefit, nor be employed by an organization that could materially benefit, from the decisions made by the NIGP Certification Commission.
3. NIGP at-large members shall be NIGP members in active status.

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4. NCPPC representative members shall be appointed by organizations that are currently chartered by the NCPPC.
5. No members shall concurrently serve on a board or committee of a competing certification program which could potentially create a conflict of interest.
6. All members shall be prohibited from serving as developers or instructors of NIGP-CPP certification preparatory programs during their terms and for a period of at least two (2) years after their service on the NIGP Certification Commission ends.
7. In addition, the following classes of individuals are excluded from NIGP Certification Commission membership:
 - a. Any individual whose NIGP-CPP certification has been revoked through NIGP's disciplinary process
 - b. Current NIGP Governing Board members; exclusive of the Chair of the Certification Commission who is an ex-officio non-voting member of the Governing Board

E. Selection

1. For NIGP Representative Candidates
 - a. Candidates may only serve either on the Board, one of the three Councils, or the NIGP Certification Commission concurrently; provided however, that the Chair of the NIGP Certification Commission shall also serve ex-officio on the Governing Board as a non-voting advisor concurrently. The restriction on dual service for the NIGP Certification Commission is effective July 1, 2026.
 - b. NIGP Talent Council shall be responsible for on-going recruitment of potential NIGP representatives to the NIGP Certification Commission. The NIGP Talent Council shall develop and maintain a process for recruitment that optimizes transparency, impartiality, and accessibility.
 - c. If an incumbent is eligible for, and wishes to seek, an additional term the Talent Council shall consider this individual; with the understanding that the Talent Council is not obligated to submit this individual's candidacy to the Governing Board.

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- d. By no later than the last day of March preceding the expiration of a NIGP Representative's term, the NIGP Talent Council shall submit a slate of candidates to the NIGP Governing Board for each seat that will become vacant on June 30th.
 - e. For each non-incumbent vacancy, the Council shall endeavor to submit a competitive slate for each NIGP Representative seat that will become vacant on the Commission unless extenuating circumstances exist which can be expressed to the Board.
 - (1) If filling one (1) vacancy, the slate shall offer at least two (2) candidates.
 - (2) If filling two (2) vacancies, the slate shall offer at least three (3) candidates.
 - (3) If filling three (3) vacancies, the slate shall offer at least four (4) candidates.
 - f. No later than the last day of April preceding the expiration of a member's term, the NIGP Governing Board shall finalize the appointment and the NIGP Governing Board Chair shall inform the Chair of the NIGP Certification Commission of these appointments.
2. For NCPPC Candidates, the Council shall determine, through a documented and transparent process, how it wishes to select its representatives to the NIGP Certification Commission.
- a. The selection process shall take place during a duly authorized meeting of the NCPPC with a quorum in attendance.
 - b. No later than the last day of April preceding the expiration of a member's term, the NCPPC shall finalize the appointment and the NCPPC Chair shall inform the Chair of the NIGP Certification Commission of these appointments.
3. For the Public Stakeholder seat, the members of the NIGP Certification Commission shall make their selection based on the qualifications and expected roles. The selection process shall take place during a duly authorized meeting of the NIGP Certification Commission with a quorum in attendance.

F. Terms

1. The term for each NIGP Certification Commission member shall be for

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three (3) years; renewable once.

2. Service for the unexpired term of another member shall not count against the limit of two consecutive terms unless the service for the unexpired term was for more than eighteen (18) months.

G. Continuity of Service for Public Procurement Officials

1. All public procurement officials on the NIGP Certification Commission, whether appointed by NIGP or the NCPPC, are expected to fully comply with all the eligibility requirements through his/her term.
2. If a public procurement official fails to maintain one or more of the eligibility requirements during his/her term, the member shall inform the NIGP Certification Commission Chair of the situation to include the date of the lost eligibility; provided, however, if the individual who failed to maintain all of the eligibility requirements is the Commission Chair, he/she shall inform the Governing Board Chair of the situation.
3. If the loss of eligibility is due to changes in employment:
 - a. Those public procurement officials who leave public service to pursue employment or other opportunities outside the public sector shall resign from the NIGP Certification Commission effective the date they leave public service.
 - b. Those public procurement officials who lose their public procurement position but intend to regain full-time employment at a public entity with direct or indirect procurement-related responsibilities within a six (6) month period may either resign his/her position on the Commission or may, in his/her best interest, be allowed to re-establish all eligibility requirements within six (6) months following the date of the lost eligibility.
 - (1) Documentation in the form of an offer letter from the public entity which confirms full-time employment shall be submitted to, and accepted by, the NIGP Certification Commission Chair within the six (6) month period.
 - (2) If eligibility is not re-established and documented within the six (6) month period, either the NIGP Certification Commission Chair or the NIGP Governing Board Chair shall declare that the position has been vacated and

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shall notify the appointing authority that said seat is open for recruitment.

4. If the loss of eligibility is due to circumstances other than employment, documentation confirming the re-establishment of eligibility shall be submitted to, and accepted by, the NIGP Certification Commission Chair within sixty (60) days after the notice of loss. If eligibility is not re-established and documented within sixty (60) days, either the NIGP Certification Commission Chair or Governing Board Chair shall declare that the position has been vacated and shall notify the appointing authority that said seat is open for recruitment.

H. Removal

Removal of a NIGP Certification Commission member may be made with or without cause by the appointing association or by a simple majority of the Certification Commission members who do not have a conflict of interest in the decision.

I. Leadership

1. The Chair and Chair-Elect of the NIGP Certification Commission shall be elected by the NIGP Certification Commission through a super-majority vote (2/3rd affirmative) of all voting members.
2. The Chair shall serve a non-renewable term of two (2) years.
 - a. If, at the end of the Chair term, the individual has remaining time on his/her current, regular term, he/she may continue to serve on the NIGP Certification Commission through the end of that term.
 - b. If the Chair's term as a Commission member expires prior to the end of his/her elected term, it is understood that the member term shall be extended to coincide with the end of the term as Chair.
3. The Chair-Elect shall be elected at least twelve (12) months prior to the end of the Chair's term and shall serve in this capacity until the current Chair completes his or her term or vacates his or her position as Chair; whichever occurs first. In the case of a vacancy, the time accrued shall not count against the Chair's ability to serve a succeeding full two-year term.

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4. The Chair shall preside at all meetings of the NIGP Certification Commission, shall represent the Commission, and have primary responsibility for conducting the functions of the Commission.
5. The Chair-Elect shall have the authority to perform all the duties of the Chair when the latter is unavailable or unable to perform them and shall perform other tasks as delegated by the Chair.
6. The Chair serves as a non-voting liaison to the NIGP Governing Board.

J. Vacancies

Vacancies on the NIGP Certification Commission shall be filled by the respective appointing authority consistent with Board policy specified for the position.

K. Financial Management and Program Continuity

It is understood that the NIGP Certification Commission has been granted specific powers articulated in this section. Within these powers, the Commission and its certification program operate as a distinct cost center within NIGP's annual budgeting and appropriation process. Accordingly, funding necessary to support the strategies and operations of the program is subject to a budget request by the Commission and subsequent approval by the NIGP Governing Board upon recommendation by the NIGP Finance Council.

L. Forum for Action: Meetings, Agendas, Quorums, and Minutes

1. The NIGP Certification Commission may convene in person from time to time when the agenda items and intended results warrant the expense of an in-person meeting. The Institute shall, to the extent feasible, provide sufficient dollars through the budget appropriation process to cover travel-related expenses allowable under policy for members of the NIGP Certification Commission.
2. The NIGP Certification Commission may also convene telephonically from time to time in their best interests. Such teleconferences shall be considered official meetings for the purpose of deliberating issues and taking formal action.
3. The NIGP Certification Commission Chair is responsible for calling all meetings. In the absence of the Chair, a meeting may be called

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- at the written request of three members of the NIGP Certification Commission. The date, time, and location of each NIGP Certification Commission meeting may be selected by the NIGP Certification Commission or as stipulated above for a special summoned meeting.
4. A notice announcing a meeting date and time shall be sent to each NIGP Certification Commission member by written or electronic correspondence or other electronic means at least fourteen (14) days prior to the meeting.
 - a. If the Chair elects to establish a meeting calendar for the year, the announcement of said calendar shall constitute official notification of the intent to conduct a meeting.
 - b. The NIGP Chief Executive Officer or designee shall be responsible for issuing the notification for NIGP Certification Commission meetings.
 5. NIGP Certification Commission agendas and packets, including staff reports, summary of recommendations and suggestions with documentation shall be distributed to the NIGP Certification Commission members at least seven (7) calendar days before each NIGP Certification Commission meeting via mail, email, fax transmission, or secured Internet posting. Copies of the aforementioned documentation shall be available upon request from the NIGP Chief Executive Officer or designee.
 6. For voting at a meeting or via electronic means, the participation of a simple majority of the current voting membership of the NIGP Certification Commission shall constitute a quorum and a simple majority of voters shall constitute an actionable decision (with the exception that the Chair and Chair-elect elections which require a super majority). The voting results shall be recorded and kept on file according to NIGP's records management procedures.
 7. Pursuant to the NIGP Bylaws, NIGP Certification Commission meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.
 8. The minutes of each NIGP Certification Commission meeting shall be prepared and distributed within fifteen (15) calendar days after the meeting. The preparation of a draft copy of the minutes shall be given to the Chair for review and approval prior to the production of a final draft copy for distribution to, and approval by, the NIGP Certification Commission members.
 9. Minutes shall be the permanent record of the NIGP Certification

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Commission meeting and shall reflect a clear, accurate, brief, and objective representation of the NIGP Certification Commission's primary issues, actions, directives, and decisions.

M. Executive Sessions

The purpose of a closed executive session is to enable frank discussion among NIGP Certification Commission members on sensitive or confidential issues affecting the NIGP Certification Commission or NIGP. Such closed meetings shall not be used as a means of avoiding public discussion of controversial topics or hiding conflict among NIGP Certification Commission members. The rules for an executive session are:

1. No voting member of the NIGP Certification Commission may be excluded.
2. Any voting NIGP Certification Commission member shall have the authority to request an executive session. Such requests shall be submitted orally or in writing 24 hours prior to a scheduled NIGP Certification Commission meeting.
3. At the discretion of the Chair, any and all non-voting members of the NIGP Certification Commission may be dismissed from the Executive Session.
4. The only issue that shall be discussed is the one for which the closed meeting was called.
5. The NIGP Certification Commission is permitted to take formal actions during any Executive Session through proper motions and votes in accordance with Robert's Rule of Order.
6. Once discussion of the issue has been concluded, the NIGP Certification Commission shall reopen the meeting to consider regular business or conclude the meeting.
7. The NIGP Certification Commission may invite non-members to the session if they wish them to be involved in the discussion or report on the issue at hand.
8. Minutes from an executive session shall be read and approved in a separate Executive Session by those NIGP Certification Commission members in attendance at the Executive Session and shall remain confidential so that access is only available to:

- a. NIGP Certification Commission members who were in

attendance during the Executive Session; and

- b. Members of the NIGP Governing Board.

N. Performance Expectations

1. The members of the NIGP Certification Commission are expected to attend all in-person meetings as well as all telephonic or video conferencing meetings. These expectations include:
 - a. Preparing for each meeting by carefully studying the agenda and supporting materials.
 - b. Participating effectively in the meetings and in the best interest of the Institute; and
 - c. Assuming leadership roles in all NIGP Certification Commission activities
2. NIGP Certification Commission members who fail to attend three (3) consecutive meetings without an excuse shall have resigned his/her position on the NIGP Certification Commission following the third consecutive absence.
3. To be excused from a meeting, the NIGP Certification Commission member is required to submit a written explanation for the absence to the Chair. A written explanation shall be provided to the Chair in advance of the meeting unless an emergency exists; in which case, the notification shall be provided no more than seven (7) days following the meeting date. The Chair shall determine whether the absence is excused or unexcused. All excused absences shall be recorded within the official minutes of the affected meeting.

O. Appeals

1. An appeal is a formal request made by an individual (hereinafter referred to as “appellant”) who is either seeking or retaining a credential administered by the NIGP Certification Commission and is requesting special consideration regarding a specific decision made by the NIGP Certification Commission or its representatives.
2. Appealable decisions include those made regarding certification attainment, recertification attainment, and suspension or revocation decisions.

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3. Decisions not appealable include a failing score due to concerns about test questions and disagreements with a third-party verifier regarding relevant past work experience. NIGP conducts ongoing examination analyses to identify and resolve issues with test questions.

4. Appeal Submission:

Within thirty (30) calendar days following the date of the written decision or official score report, the appellant must submit written documentation that:

- a. Identifies the decision that is subject to the appeal.
- b. States the reason(s) for the appeal; and
- c. Provides the appellant's contact information

The submittal may also include additional material in support of the appeal.

Said documents shall be sent to the Chair of the NIGP Certification Commission.

No appeal shall be considered if it is received more than thirty (30) calendar days after the date of the written decision or official score report.

5. First Level Appeal Review and Determination

- a. The Commission shall appoint three (3) members and one (1) alternate within the NIGP Certification Commission membership to the Appeals Committee for the purpose of deliberating the merits of the appeal. The alternate is activated on a case-by-case basis when an actual or apparent conflict of interest occurs.
- b. If the initial appeal does not include the information needed, the Chair of the Appeals Committee or his/her designee shall notify the appellant that he/she has fourteen (14) calendar days to provide the additional information. If the appellant fails to meet this timeline, the Chair will inform the appellant that his/her appeal period has lapsed.
- c. The Appeals Committee shall complete its review within fourteen (14) calendar days of the date of the initial appeal and shall determine, by majority vote, its decision which shall

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be communicated, in writing, to the appellant.

6. Second Level of Appeal and Determination
 - a. If the appellant is not satisfied with the decision, he/she has the right to elevate the appeal to the full NIGP Certification Commission within thirty (30) calendar days following the date of the written Appeal Committee's determination.
 - b. Any member of the Certification Commission who has an actual or apparent conflict of interest with the appellant shall disclose this conflict and recuse himself/herself from the deliberations.
 - c. The Commission shall deliberate the merits of the appeal and determine, by majority vote, its decision which shall be communicated, in writing, to the appellant within thirty (30) calendar days following the date of the written second level of appeal submitted by the appellant.
7. Final Level of Appeal and Determination
 - a. If the appellant remains unsatisfied with the decision, he/she has the right to elevate the final appeal to the Final Appeals Panel (referenced in this section of policy) within thirty (30) calendar days following the date of the written Second Level Appeal Review determination.
 - b. The Final Appeals Panel shall deliberate the merits of the appeal and determine, by majority vote, its decision which shall be communicated, in writing, to the appellant within thirty (30) calendar days following the date of the final level of appeal submitted by the appellant.
 - c. The decision of the Final Appeals Panel shall be final and binding.
8. The Commission shall maintain an Appeal Register of all appeals for a period that is consistent with record-keeping policies.

P. Suspensions and Revocations

1. Any individual who can show cause for the suspension or revocation of a NIGP certification from a current holder may petition the NIGP Certification Commission. Cause may include, but not be limited to:

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- a. Failure to adhere to the professional standards of NIGP;
 - b. Failure to adhere to the NIGP Certification program's Code of Ethics; and/or
 - c. Failure to adhere to the Candidate's Statement of Accuracy, Veracity and Truthfulness
2. The individual shall submit written documentation that demonstrates cause for suspension or revocation. Said documents shall be sent to the Chair of the NIGP Certification Commission for examination of the written complaint.
 3. If further consideration is warranted, the Chair shall confidentially submit said documentation to the NIGP Certification Commission members for deliberation.
 4. If the NIGP Certification Commission decides, by majority vote, to pursue suspension or revocation, the affected party is entitled to a hearing conducted by the NIGP Certification Commission to be held in a manner mutually acceptable to all parties. The affected party may waive this right in writing.
 5. Following the hearing, or subsequent to a written notice from the affected party waiving his/her rights for a hearing, the NIGP Certification Commission shall determine its course of action. Such action requires a two-thirds (2/3) vote of the entire Commission. The decision shall be communicated in writing to the affected party; and such decision shall be final and binding.

Q. Confidentiality and Conflict of Interest

1. As a requirement for service, NIGP Certification Commission members shall execute a confidentiality agreement covering intellectual property ownership, confidentiality and security of information, assurance of impartiality, and conflicts of interest.
2. Such agreement shall be executed prior to accepting their positions and shall cover the period of his/her term. A new agreement shall be executed in advance of a second term.
3. The agreement obligates a NIGP Certification Commission member to recuse himself/herself from voting on any action brought before the NIGP Certification Commission that may bring real or perceived personal and/or financial benefit to himself/herself. This restriction does not preclude the right of the NIGP Certification Commission

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member to participate in the discussions leading to the vote.

4. Alleged violations of this agreement shall be reported directly to the NIGP Certification Commission Chair or Chair-Elect for confidential investigation and due process. If the NIGP Certification Commission Chair or Chair-Elect determines that a NIGP Certification Commission member violated the terms of this agreement, the NIGP Certification Commission shall conduct its investigation within an executive session to determine its course of action including any disciplinary measures.
5. If the NIGP Certification Commission Chair is the subject of the conflict of interest, the Commission's Chair-Elect shall conduct the investigation.

R. NIGP Certification Commission Standing and Ad Hoc Committees: Organization

1. Structure
 - a. The Certification Test Development Committee, the Authorized Education Provider Program Evaluation Committee and the Appeals Committee are standing committees of the NIGP Certification Commission.
 - b. A Practice Analysis Panel and a Standard Setting Panel shall be convened as ad hoc task forces when needed.
 - c. The NIGP Certification Commission may assign additional ad hoc panels as needed to accomplish its purpose and responsibilities.
2. Appointments and Terms
 - a. Members of standing committees shall be appointed by the members of the NIGP Certification Commission by majority vote during a duly authorized meeting.
 - (1) To the extent practical, the NIGP Certification Commission shall consult with the NIGP Talent Council for potential members to standing committees when appropriate.
 - (2) Each committee member shall serve a three (3) year term, renewable once.

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- b. Members of ad hoc committees shall be appointed by the members of the NIGP Certification Commission by majority vote during a duly authorized meeting.
 - (1) To the extent practical, the NIGP Certification Commission shall consult with the NIGP Talent Council for potential members to ad hoc committees.
 - (2) Each ad hoc member shall serve the period of time until the task assigned is complete. There are no restrictions on re-appointments.

3. Authority

The Committees report to the NIGP Certification Commission. The NIGP Certification Commission (or their assignee) authorizes and directs the committees to take all action necessary or appropriate to conduct the purpose and responsibilities assigned.

4. Confidentiality and Conflicts of Interest

- a. As a requirement for service, committee members shall execute a confidentiality agreement covering intellectual property ownership, confidentiality and security of information, assurance of impartiality, and conflicts of interest.
- b. Such agreement shall be executed prior to accepting their positions and shall cover the period of his/her term. A new agreement shall be executed in advance of a second term.

5. Meetings (Forum for Action)

- a. The committees shall meet in person or by means of phone or web conferencing or shall take action by electronic means as necessary to accomplish its responsibilities.
- b. For voting at a meeting or via electronic means, the participation of a simple majority of the current voting membership of the committees shall constitute a quorum and a simple majority of voters shall constitute an actionable decision. The voting results shall be recorded and kept on file according to NIGP's records management procedures.

6. Leadership

- a. Standing committee members shall elect, from within its membership, its Chair. The Chair shall serve a one (1) year

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term; renewable once. If, at the end of the Chair term, the individual has remaining time on his/her current, regular term, he/she may continue to serve on the committee through the end of that term.

- b. The Chair of the NIGP Certification Commission shall appoint the Chair of ad hoc committees.

S. NIGP Certification Commission Standing and Ad Hoc Committees: Specific Committees, Charges, Composition, Limitations, and Responsibilities

1. NIGP Test Development Committee (Standing)

a. Charge

The charge of the NIGP Test Development Committee is to oversee development of the examination questions for NIGP's certification programs under the guidance of NIGP's contracted testing and measurement specialists.

b. Composition

The Test Development Committee shall consist of a minimum of eleven (11) current procurement practitioners.

c. Eligibility and Restrictions

(1) All Test Development Committee members shall be subject matter experts in the competency areas outlined in the test specifications for NIGP certifications.

(2) All Test Development Committee members shall hold a current NIGP-CPP certification.

(3) Test Development Committee members shall not concurrently serve on boards or committees that develop, review, or approve exam questions for another professional certification program serving the procurement and contracting profession.

(4) Test Development Committee members shall be prohibited from serving as developers or instructors of certification preparatory programs for a period of at least two (2) years after their Test Development Committee membership term ends.

d. Responsibilities

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The responsibilities of the Test Development Committee and its members include:

- (1) Writing and revising test questions in accordance with the test specifications.
- (2) Approving final test forms.
- (3) Considering test and question performance data provided by NIGP's contracted testing and measurement specialists in writing; and
- (4) Revising test questions and approving final forms

2. Authorized Education Provider Program Evaluation Committee (Standing)

a. Charge

The charge of the NIGP Authorized Education Provider Program (AEPP) Evaluation Committee is to assess applications from organizations that are seeking the AEPP accreditation and to determine whether an application is approved or denied.

b. Composition

The Authorized Education Provider Program (AEPP) Evaluation Committee shall consist of a minimum of four (4) current members of the NIGP Certification Commission; of which three (3) shall be active members responsible for assessing applications and rendering decisions and one (1) shall be an alternate member who is available to serve on a specific application review in the event that one of the active members has a conflict of interest with an applicant.

c. Responsibilities

The responsibilities of the Authorized Education Provider Program (AEPP) Evaluation Committee and its members include:

- (1) Claiming any potential or real conflicts with a specific applicant organization for each application to be assessed;
- (2) Reviewing and assessing applications submitted by organizations seeking the AEPP designation against the standards established or revised by the NIGP Certification Commission; and

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- (3) Determining whether the application is approved or denied and informing the NIGP Certification staff of such determination for administrative actions.

3. Appeals Committee (Standing)

a. Charge

The charge of the NIGP Certification Commission Appeals Committee is to deliberate the merits of an appeal submitted by a candidate under the parameters for appeals established in this section.

b. Composition

The Appeals Committee shall consist of four (4) current members of the NIGP Certification Commission; of which three (3) shall be active members and one (1) shall be an alternate member who is available to serve on a specific appeal in the event that one of the active members has a conflict of interest with an applicant.

c. Responsibilities

The responsibility of the Appeals Committee is to process all first level appeal reviews received by the Commission:

- (1) Determine whether the committee has sufficient formation to render a decision and, if not, notify the appellant that he/she has fourteen (14) calendar days to provide the additional information. If the appellant fails to meet this timeline, the Appeals Committee Chair shall inform the appellant that his/her appeal period has lapsed;
- (2) Complete its review within fourteen (14) calendar days of the date of the initial appeal; and
- (3) Determine, by majority vote, its decision which shall be communicated, in writing, to the appellant.

4. NIGP Practice Analysis Ad Hoc Panel

a. Charge

The charge of the NIGP Practice Analysis Panel is to oversee a practice analysis research process and determine and

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recommend to the NIGP Certification Commission the certification test specifications, including at minimum:

- (1) The domains of public procurement practice and their associated competencies,
- (2) The relative weightings of the domains on the certification examination,
- (3) The appropriate testing format and delivery mechanism,
- (4) The appropriate test length (i.e., how many questions), and
- (5) The appropriate time allowed for testing.

b. Composition

The Practice Analysis Panel shall consist of a minimum of eleven (11) members. All members shall be current practitioners who represent the diversity of the public procurement profession.

c. Participation Limitations

There are no participation limitations for the Practice Analysis Panel members.

d. Responsibilities

The responsibilities of the Practice Analysis Panel and its members include:

- (1) Participating in the practice analysis activities led by NIGP's testing and measurement contractor
- (2) Considering data provided by NIGP's contracted testing and measurement specialists in determining test specifications

5. NIGP Standard Setting Ad Hoc Panel

a. Charge

The charge of the NIGP Standard Setting Panel is to participate in the standard setting process overseen by NIGP's testing and measurement contractor and recommend a passing score to the NIGP Certification Commission.

b. Composition

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The Standard Setting Panel shall consist of a minimum of nine (9) members.

c. Eligibility and Restrictions

- (1) All Standard Setting Panel members shall be current practitioners who represent the diversity of the public procurement profession.
- (2) All Standard Setting Panel members shall hold a current NIGP-CPP certification.
- (3) The Standard Setting Panel members shall not be members of the Test Development Committee.
- (4) The Standard Setting Panel members shall not concurrently serve on a standard setting panel for another professional certification program serving the procurement and contracting profession.
- (5) The Standards Setting Panel members shall be prohibited from serving as developers or instructors of certification preparatory programs for a period of at least two (2) years after their Panel term ends.

d. Responsibilities

The responsibilities of the Standard Setting Panel and its members include:

- (1) Participating in the standard setting activities led by NIGP's testing and measurement contractor
- (2) Considering data provided by NIGP's contracted testing and measurement specialists in determining an appropriate passing score
- (3) Recommending a passing score to the NIGP Certification Commission.

6. NIGP Certification Appeals Panel

a. Charge

The charge of the NIGP Certification Appeals Panel is to hear and make final determinations on appeals of policies and practices authorized by the NIGP Certification Commission.

b. Composition

The NIGP Certification Appeals Panel shall comprise five (5) members appointed by the Chair of the NIGP Certification

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Commission who meet the following criteria demonstrating independence from specific decision-making bodies:

- (1) Holds a current NIGP-CPP designation
- (2) Does not have an actual or apparent conflict of interest with the appellant or the appellant's employer
- (3) Is not a member of any of the following bodies:
 - (a) The NIGP Governing Board
 - (b) The NIGP Certification Commission
 - (c) The NIGP Test Development Committee
 - (d) The NIP Practice Analysis Panel
 - (e) The NIGP Standard Setting Panel

c. Responsibilities

The responsibilities of the NIGP Certification Appeals Panel and its members include:

- (1) Serving as a final hearing panel for appeals that have not been successfully remedied by the NIGP Certification Commission to the satisfaction of the appellant.
- (2) Assuring disclosure and refusal of an assignment when partiality or conflict of interest is apparent or perceived; and
- (3) Giving due consideration to appeals.