

# **CETA National Board of Testing Policies for the Registered Certification Professional – Fume Hood Certification**

*Original Document Approved by the CETA Board of Directors on January 12, 2018*

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Section 1.0	<b>Certification Criteria</b>
Section 2.0	<b>Application Procedure and Eligibility Requirements</b>
Section 3.0	<b>Examination and Performance Criteria</b>
Section 4.0	<b>Re-Certification Criteria</b>
Section 5.0	<b>Re-Examination Criteria</b>
Section 6.0	<b>CNBT Duties and Responsibilities</b>
Section 7.0	<b>Subject Matter Expert (SME) Item Writer Criteria</b>
Section 8.0	<b>Written Practical Examiner (WPE) Criteria</b>
Section 9.0	<b>Examination (EP) Proctor Criteria</b>
Section 10.0	<b>CNBT Policy Change Log</b>

## SECTION 1.0      CERTIFICATION CRITERIA

- 1.1    The Registered Certification Professional – Fume Hood Certification program includes categories that will test the certifier's competency in fume hood certification for compliance with industry recognized guidance documents listed on the Fume Hoods page of the CNBT website.
  
- 1.2    Certification as a *Registered Certification Professional – Fume Hood* requires:
  - 1.2.1. Successful completion of the Multiple Choice and Written Practical Examination
  
- 1.3    CNBT Certification for *Registered Certification Professional –Fume Hood Certification* shall be valid for a period of five [5] years from the date of successful completion of the combined Multiple Choice and Written Practical exam, to be issued either January 1<sup>st</sup> or July 1<sup>st</sup>, to be determined by the date an examinee successfully completes the examination process.
  
- 1.4    A CNBT credentialed individual will be responsible to report to the CNBT Executive Committee any criminal or negligent behavior, if that behavior affects laboratory personnel and/or public safety. The CNBT Executive committee reserves the right and authority to implement disciplinary action deemed appropriate, including revocation of credentials.

## SECTION 2.0 APPLICATION PROCEDURE and Eligibility Requirements

### *Application Submittal*

- 2.1. Applications can be completed online at the CNBT website at <http://cetainternational.org/CNBT>. An applicant may request an application be mailed by contacting the CETA Headquarters.
- 2.2. An application may be submitted electronically upon completion and all supporting documentation must be received by the CETA National Board of Testing at 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607, either electronically or by hard copy, before the application deadline for that examination cycle.
  - 2.2.1 It is the responsibility of the applicant to meet the application deadline. CETA National Board of Testing cannot be responsible for misdirected mail, lost mail, or other possible scenarios beyond the control of the CNBT.
  - 2.2.2 Late applications may not be accepted by the CNBT Administrator due to the lack of available **examinee** space.
  - 2.2.3 A late fee will be levied against all applications submitted after the published application deadline for that exam cycle.
  - 2.2.4 **Incomplete** applications cannot be considered. The applicant will be notified of the reason(s) that their application is considered incomplete. The applicant will remain responsible for complying with all application requirements including completion of the application by the deadline. Any application that is not complete by the application deadline will be declared void and the applicant will be notified by the CNBT Administrator that they have been withdrawn from the application process.
  - 2.2.5 If the re-submission of an application extends the application beyond the application deadline, then the applicant may not be eligible for the ensuing examination and a late fee, as per 2.2.3, may apply. Subsequent examinations will have their own application processes and fee schedules.
- 2.3. **Payment should accompany the application submission**, if not, then payment **must** be completed on or before the application deadline of the examination for which the fee is being submitted.
  - 2.3.1 If any payment is returned, either by a bank or other financial institution, the applicant will be ruled ineligible for the examination and a returned payment fee will be charged, plus any additional penalties incurred by CNBT.
- 2.4. A completed application must include all of the following:
  - 2.4.1 Original application form with all sections completed.
  - 2.4.2 The applicant's legal signature on the application attesting to the completeness and correctness of all information and documentation being submitted and signifying their willingness to abide by the governance of the CETA National Board of Testing.

## ***Work Experience***

- 2.5 Time of service does not guarantee an applicant's ability to prove competence but does provide an individual with exposure to specific equipment, regulations, guidelines and best practices.
- 2.5.1 Ideally an examinee should have sufficient work experience to demonstrate expertise and a thorough understanding of controlled environment certification to have a reasonable chance of success.
- 2.5.2 A Non-Member of CETA will need to provide documentation, in the form of a signed letter on corporate letterhead of active interest in controlled environment certification, describing current job responsibilities and other activities to be considered.
- 2.6 CETA National Board of Testing reserves the right to reject any applicant that cannot be verified.

## ***Application Withdrawal***

- 2.7 Any examination applicant may withdraw from the examination process by notifying CNBT in writing (or by email at [info@cetainternational.org](mailto:info@cetainternational.org)) which must be received by CNBT at 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607 on or before the application withdrawal deadline.
- 2.7.1 Any applicant who voluntarily withdraws their application for an examination before the deadline, may receive a refund of their application fee minus a processing fee.
- 2.7.2 Any applicant who voluntarily withdraws an application for an examination before the deadline, may submit their application for any subsequent examination. Subsequent examinations will have their own application processes, fee schedules, and rules and regulations.
- 2.7.3 If the applicant cannot attend the scheduled examination after the withdrawal deadline; the applicant can, by notifying CNBT in writing, apply all application fees to the next examination cycle, a late fee as per 2.2.3 may apply.
- 2.8 Any applicant not present at the scheduled time of the exam administration will forfeit all fees.
- 2.9 If for any reason, the CNBT Administrator and/or proctor is unable to start, administer or complete the scheduled test cycle, immediate provisions will be administered for an expedient and successful completion of that test cycle.

## SECTION 3.0 EXAMINATION AND PERFORMANCE CRITERIA

### *General*

- 3.1 The content of the combined Multiple Choice and Written Practical Fume Hood exam shall be derived directly from the current CNBT Fume Hood Blueprint based on the *Job Task Analysis*
- 3.2 The examination(s) shall be administered by a CNBT approved proctor(s)

### **Combined Multiple Choice and Written Practical Examination**

- 3.3 The Multiple Choice portion of the combined examination shall consist of eighty-five [85] multiple choice questions graded for pass/fail.
- 3.4 The Written Practical portion of the combined examination shall consist of fifteen [15] questions graded using a zero (0) to four (4) point scale. This portion of the exam's final grade will be based on the statistical analysis of three individual **Written Practical Examiners (WPE)**
- 3.5 When deemed necessary the combined exam may have additional questions for piloting, increasing the total exam content by as many as ten (10) additional questions. These questions are not designated to be part of the pass/fail portion of the exam.
- 3.6 A maximum of two and half hours (2.5) shall be permitted for completion of the combined Multiple Choice and Written Practical exam. This is a closed book examination.
- 3.7 The combined Multiple Choice and Written Practical exam passing grade is targeted to be 69%, based the FH DACUM SME Angoff ratings

## **SECTION 4.0 RE-CERTIFICATION CRITERIA**

- 4.1 A current credentialed individual, in good standing with the CNBT committee, can extend their current credentials for an additional 60 months (5 yrs) by completing an application for and passing the CNBT Fume Hood combined Multiple Choice and Written Practical exam, before the end of their 60<sup>th</sup> month (5 yr) anniversary date.
- 4.2 An individual's accreditation will expire on the last day of the 60<sup>th</sup> month (5 yrs) after issuance and their active listing of accreditation will be removed from the CNBT website, unless the requirements of 4.1 are successfully completed.

## **SECTION 5.0 RE-EXAMINATION CRITERIA**

- 5.1 Failure of the combined Multiple Choice and Written Practical exam by the criteria cited under Section 3.7 shall require re-examination on the Fume Hood exam and applicable fees would apply.

## **SECTION 6.0 CETA NATIONAL BOARD OF TESTING EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES**

- 6.1 CNBT Executive committee shall consist of three (3) to seven (7) qualified persons, with at least two from the Fume Hood SME's, appointed by the CNBT Administrator and approved by the CETA Board of Directors.
- 6.2 CNBT Executive committee shall approve the Subject Matter Experts (SME).
- 6.3 CNBT Executive committee shall approve the Written Practical Examiners.
- 6.4 CNBT Executive committee shall authorize approved facilities to conduct examination sessions for *Registered Certification Professional – Fume Hood*.
- 6.5 CNBT Executive committee shall oversee the administration of certifying examinees that satisfied the accreditation requirements.
- 6.6 CNBT Executive committee shall oversee the administration of issuing certification credentials by mail to successful examinees.

## SECTION 7.0      SUBJECT MATTER EXPERT (SME) CRITERIA

7.1      A Subject Matter Expert item writer shall as a minimum:

- 7.1.1. Have five (5) years of experience in the controlled environment certification profession verified by documented industry recognition and leadership.
- 7.1.2. Complete and submit a signed SME application on an approved CNBT application form, with an attached CV or resume, for review and approval.
- 7.1.3. Sign a conflict of interest statement and affidavit of confidentiality
- 7.1.4. Have access to all reference materials on the examination's approved reference list.
- 7.1.5. Be willing to donate time spent working for CNBT with employer consent.
- 7.1.6. Accept a requirement to periodically develop quality test items.
- 7.1.7. Be available to attend item writing workshops, meeting at various locations within the United States.

7.2      CNBT Executive Committee will require a majority agreement to approve the SME item writers provided all of the conditions in Section 7.1 are deemed to be satisfied.

7.3      The length of service for an individual SME shall be based on the continuing ability of that individual to contribute to the knowledge assignment, determined by the majority agreement of the CNBT Executive Committee.

7.4      Any individual that currently, or within the previous 12 months, develops, manages or lectures in a 3<sup>rd</sup> party educational program that is designed and developed to provide specific preparation of the student for the CNBT Fume Hood exam; that individual **cannot** item write as an Fume Hood Subject Matter Expert for any cycle of Fume Hood exams. The CNBT Executive Committee will be responsible for determining if an educational program, or the individual, meets the criteria.

7.5      SME's can be removed with a majority vote of the CNBT Executive Committee.

## **SECTION 8.0 WRITTEN PRACTICAL EXAMINER (WPE) CRITERIA**

- 8.1 A Written Practical Examiner shall as a minimum:
- 8.1.1. Have five (5) years of experience in the controlled environment certification profession verified by documented industry recognition and leadership.
  - 8.1.2 Submit a completed and signed WPE application on an approved CNBT application form with an attached CV or resume for review and approval.
  - 8.1.3 Sign a conflict of interest statement and affidavit of confidentiality.
  - 8.1.4 Be willing to travel, at the expense of CNBT, and receive compensation for grading with employer consent.
  - 8.1.5 Be a full member in good standing with the Controlled Environment Testing Association.
- 8.2 CNBT Executive Committee will require a majority agreement to approve all Written Practical Examiners, provided all of the conditions in Section 8.1 are deemed to be satisfied.
- 8.3 All Written Practical Examiners shall be expected to maintain the integrity and guarded nature of the item bank during all examination grading sessions.
- 8.4 Any Written Practical Examiners that could have a possible conflicting interest such as, but not limited to, an examinee currently:
- employed in the same organization or
  - employed by a customer/client,
- shall be excused from any grading responsibilities for that examinee.
- 8.5 A Written Practical Examiner will be required to successfully complete the Written Practical Examiner training process, which includes:
- 8.5.1 Examiner correlation evaluation/exercise shall consist of questions scoring from 0 to 4 for the purpose of standardization and
  - 8.5.2 Participate in a full grading session, considered a dry run that does not impact the examinees overall scoring, in order to establish correlation compatibility for the WPE under consideration.



- 8.6 Written Practical Examiners are not allowed to define terms or interpret examination questions for the examinees or discuss the exam afterwards at anytime with any examinees.
- 8.7 Written Practical Examiners will grade performance based on the CNBT ideal answer sheets and the scoring rubric.
- 8.8 The length of service for a Written Practical Examiner shall be determined by the continuing ability of the individual to grade fairly and maintain an acceptable correlation with other graders, determined by the majority agreement of the CNBT Executive Committee.
- 8.9 Written Practical Examiners will be compensated per established rates as designated by CNBT Executive Committee
- 8.10 Any individual that currently, or within the previous 12 months and post 12 months, develops, manages or lectures in a 3<sup>rd</sup> party educational program that is designed and developed to provide specific preparation of the student for the CNBT Fume Hood exam; that individual **cannot** grade any cycle of Fume Hood exams as a Practical Examiner. The CNBT Committee will be responsible for determining if an educational program, or the individual, meets the criteria.
- 8.11 Written Practical Examiners can be removed with a majority vote of the CNBT Executive Committee.

## **SECTION 9.0      EXAMINATION PROCTOR (EP) CRITERIA**

- 9.1 A Examination Proctor shall as a minimum:
  - 9.1.1. Submit a completed and signed Examination Proctor application on an approved CNBT application form with an attached CV or resume for review and approval.
  - 9.1.2 Sign a conflict of interest statement and affidavit of confidentiality
  - 9.1.3 Be willing to travel and work on behalf of CNBT at the discretion of the CNBT Executive Committee
  - 9.1.4 Be a full member or staff member in good standing with the Controlled Environment Testing Association.
- 9.2 CNBT Executive Committee will require a majority agreement to approve all Examination Proctors, provided all of the conditions in Section 9.1 are deemed to be satisfied.
- 9.3 An Examination Proctor shall be expected to maintain the integrity and guarded nature of the item bank during all examination sessions.
- 9.4 An Examination Proctor shall be expected to follow verbatim the Test Administration Manual during all examination sessions.
- 9.5 Examination Proctor selection will account for potential personal/professional conflicts with examinees. Any Examination Proctor with a possible conflicting interest in administration of an Exam, is required to contact the CNBT Executive Committee to discuss a possible resolution.
- 9.6 Examination Proctors, while proctoring an exam, are not allowed to define terms or interpret examination questions for the examinees or discuss the individual exam items afterwards with any examinees.
- 9.7 The length of service for an Examination Proctor shall be determined by the continuing ability of the individual to proctor fairly and maintain an acceptable performance with other proctors, determined by the majority agreement of the CNBT Executive Committee.
- 9.8 An Examination Proctor traveling on behalf of the CNBT shall be reimbursed for reasonable travel expenses and entitled to a daily per diem as established by the CNBT Executive Committee
- 9.9 An Examination Proctor can be removed with a majority vote of the CNBT Executive Committee.

**SECTION 10.0 CNBT POLICY CHANGE LOG**  
**Pending – Approved by the CNBT Executive Committee**

Revision	Date	Section	Original Version	Revised Version	Status/Date
000	26 Dec 2017	N/A	New Document Created	N/A	Completed 12 Jan 2018
001	12 Jan 2018	1.1	for compliance with the current version posted on the CNBT website of the following documents:	for compliance with industry recognized guidance documents listed on the Fume Hoods page of the CNBT website	Completed 12 Jan 2018
002	12 Jan 2018	1.1	ASHRAE 110 SEFA 1 ANSI Z9.5 ACGIH Industrial Ventilation OSHA 29 CFR 1910.1200	Reference documents no longer listed in Policies	Completed 12 Jan 2018
003	15 March 2018	2.5	2.5 An ideal candidate must have sufficient work experience to demonstrate expertise and a thorough understanding of controlled environment certification (customarily two (2) years).	2.5.1 Ideally an examinee should have sufficient work experience to demonstrate expertise and a thorough understanding of controlled environment certification to have a reasonable chance of success.	Completed 12 April 2018
004	15 March 2018	2.6	Applicants shall provide proof of employment by either: 2.5.1.1 signed certification reports proving active employment in the controlled environment certification industry, or 2.5.1.2 a signed employment verification letter which shall include, - employment hire date - years which the applicant has worked in the industry - applicant's job responsibilities - signature of the applicant's supervisor printed on letterhead	Replaced with:  2.5.2 A Non-Member of CETA will need to provide documentation, in the form of a signed letter on corporate letterhead of active interest in controlled environment certification, describing current job responsibilities and other activities to be considered.	Completed 12 April 2018
005	15 March 2018	2.5.1.3	other approved proofs of active participation in controlled environment certification activities may be considered.	Removed from document in it's entirety	Completed 12 April 2018
006	15 March 2018	2.6	CETA National Board of Testing reserves the right to reject submitted work experience of any applicant that cannot be verified.	CETA National Board of Testing reserves the right to reject any applicant that cannot be verified.	Completed 12 April 2018
007	25 January 2018	4.2	An individual's accreditation will expire on the last day of the 60th month (5 yrs) after issuance unless the requirements of 4.1 are successfully completed.	An individual's accreditation will expire on the last day of the 60th month (5 yrs) after issuance and their active listing of accreditation will be removed from the CNBT website, unless the requirements of 4.1 are successfully completed.	Completed 25 Feb 2019
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