

## Board of Standards and Policy Development

Conference Call Minutes

October 20, 2014

### Present:

Barbara Healy  
Claudia Freeman- Chairman  
Tom Burkard  
Ray Kirk  
Curt Morrow  
Donna Richards

### Not Present:

Ron Nichols  
Becky Frasher  
Bill Gustafson

Kevin Seibert\*

Kirsten Smith\*

\*denotes non-BOS members

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**Called to order:** 10:03am CT by Claudia Freeman

### Review and Approve Minutes:

Claudia called for comments or suggested changes to minutes from July 27, 2014 board meeting. No changes. Tom made motion to approve and Ray 2<sup>nd</sup> the motion, passed.

### Recurring/Old business:

1. Quarterly CRC Activity Report. CRC registrations are lower than normal this year due to a variety of factors beyond our control. Kevin is anticipating 300 to 350 registered candidates by the end of the year. Several companies are in the process of determining their registration budgets for 2015 and many have already made commitments to register larger groups of advisors.
2. The July exam pass rate was lower than normal and Kevin thinks this can be attributed in large part to many candidates taking the exam who have less experience than the average candidate and therefore needed to spend more time preparing for the exam. Kevin anticipates the overall pass rate for the year will still be closer to 75-80%.
3. Tom Burkard and Bill Gustafson's terms are ending this year and we are in the process of looking for volunteers who would like to serve as a member on the Board of Standards. So far, four volunteer applications have been submitted and the deadline to submit applications is the end of November. Kevin and the InFRE staff will review applications as well as current subcommittee members for potential candidates to serve on the Board of Standards and discuss with Claudia and Barb before making recommendations to the entire Board during our December meeting. Kevin also asked the Board members to send him names of individuals that might be interested in being on serving on the InFRE Board of Standards.

## Updates on BOS and general InFRE activities:

1. The revised NCCA standards submitted for public comment appear to have been a significant rewrite of the current standards. After consulting with other psychometric experts, there is some concern that the modified standards may make accreditation more challenging for smaller programs. Kevin submitted commentary to the NCCA in early October and will keep the Board posted as to the final NCCA adopted revised standards.
2. Kevin has started the process of evaluating consultants and exam administration companies keep the Board advised on his progress. He hopes to have a new consultant identified by the end of November/beginning of December.
3. CRC Exam update – Once the new consultant is approved by the Board, the first order of business will be to begin the process of updating the CRC exam.

## New Business:

1. Kevin had a call with the Recertification Committee in September to review and discuss suggested changes to our Continuing Education (CE) policies. The resulting recommendations were presented to the entire Board. After some discussion, Claudia called for a motion to approve the revised policy. Tom makes the motion, Curt 2nds the motion. Motion approved. See below for the approved updated policies.

- **New Policy for Repeating Courses for CE**

Certificants repeating coursework may not submit the same course for CE credit over two consecutive CE reporting periods. This includes coursework that contains the same content offered in different formats (i.e., print book and webinar).

Certificants who have purchased CRC exam preparation study materials may not apply these materials toward CE credit for their first CE reporting period after becoming certified.

- **CE credit for self-study courses and articles - edits accepted as approved**

**Self-study programs:** Educational materials used for individual, self-paced study, including internet-based courses, CDs, DVDs, or MP3s, or printed materials/articles.

Inclusions/Exclusions:

- CE credit will be based on the average completion time of the program. A minimum of 50 minutes of completion time is required for 1 hour of CE credit. Additional half-hour increments will be accepted after the first hour has been completed.
- Program must include an exam/quiz graded by the sponsor and the Certificant must attain a passing grade of 70% or better.
- The exam/quiz must contain at least 10 questions per class hour and 5 questions for additional half-hour increments.
- No credit will be granted for an exam/quiz with less than 10 questions.

**Professional licenses, designations/certifications.** Certificants may get credit for successfully earning a license or completing a designation/certification program.

Inclusions/Exclusions:

- Only licenses or credentials based on the list of approved topics will receive credit (see Section 9.1.1).
- License or designation/certification program must include an examination graded by the sponsoring organization.
- Certificant should contact InFRE to inquire if a license or designation/certification program qualifies for CE credit and about the number of approved CE hours.
- Separate CE credit may not be earned for both an exam preparation course and passing the exam of the license or designation/certification program in the same reporting period.

**Date of next scheduled call:**

A Doodle invite will be sent out at the end of November to schedule our end of the year call.

**Adjourned Meeting:**

Tom Burkard moved to adjourn, Donna Richards 2nd, passed.

Adjourned: 10:37 am CST