

Board of Standards and Policy Development
Conference Call Minutes
March 19, 2018

Present:

Justin Price
Curt Morrow - Chairman
Donna Richards
Leigh Donohue
Sherry Keagan
Ray Kirk
Ron Nichols

Not Present:

Lance Palmer

Kevin Seibert*

Kirsten Smith*

*denotes non-BOS members

~~~~~  
**Called to order:** 2:01pm CT by Curt

**Review and Approve Minutes:**

Curt requested a review of the minutes from the December 2017 meeting. No changes recommended. Curt called for a motion to approve minutes, Donna motioned to approve minutes, Ron seconded, motion passed unanimously.

**Recurring/Old business:**

CRC Status Report

1. 429 candidates registered for the CRC program in 2017. After a strong 4<sup>th</sup> quarter, CRC registrations have slowed during the first few months of 2018. Kevin attributes this to candidates being overwhelmed with training associated with new fiduciary policies, procedures and technology implemented by their companies. Kevin attended the BISA conference and had several conversations with current and new contacts that indicated interest in the CRC program. He anticipates that registrations will pick-up again during the second half of the year.
2. There are now 2,047 active certificants and renewal rates continue to average 90%.
3. 21 candidates took the January exam and over 30 are currently registered for the April exam. Exams scheduling is also lower than what we typically see as a result of the aforementioned reason.

**Updates on BOS and general InFRE activities**

1. Kevin submitted 25 new pretest items for the CRC exam and thanked those on the BOS who helped write questions. We will continue to work with PTC on writing new questions going forward.
2. Kevin has started working with PTC on a plan for completing the 2018 CRC Practice Analysis. Kevin would like all Board of Standards members to participate on the Steering Committee and

a call will be scheduled with PTC during the last week in April. We have requested and received several volunteer applications from CRC's interested in participating on the Practice Analysis Task Force (PATF) and other committees. In addition to the PATF, we will need to form several other committees related to completing the Practice Analysis and updating the CRC exam. Kevin will be working on constructing these various committees over the next several weeks.

### **New business**

1. Based on feedback from NCCA and PTC, Kevin has submitted a revised professional conduct policy to the board. A random audit will be performed on those registering for the CRC program and certificants during the annual renewal process. Kevin recommended a percentage of registrations and renewals that will be audited in regard to the professional conduct policy. New CRC candidates will be asked to disclose any incidents of professional misconduct at the time of registration. Curt called for a motion to approve the revised Professional Conduct Review Policy and recommended percentage of audits, Ray motioned to approve the policy, Ron seconded, motion passed unanimously. The random audit percentage will be used for internal purposes only and will not be publicly disclosed.
2. Kevin asked PTC to perform a detailed gap analysis of the current CRC policies and procedures in relation to the revised National Commission for Certifying Agencies accreditation standards. Kevin will review the report from PTC and recommend revisions to current policy, as needed, to the board.

### **Date of next scheduled call:**

Next call will vary based on the committee's needs.

### **Adjourned Meeting:**

Curt called for a motion to adjourn the meeting. Sherry made the motion, Donna seconded, motion passed unanimously.

Adjourned: 2:49 pm CST