

Board of Standards and Policy Development
Conference Call Minutes
April 7, 2015

Present:

Barbara Healy- Chairman
Lance Palmer
Donna Richards
Becky Frasher
Ron Nichols
Sherry Keagan
Curt Morrow

Not Present:

Claudia Freeman
Ray Kirk

Kevin Seibert*

Kirsten Smith*

*denotes non-BOS members

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**Called to order:** 10:03am

**Review and Approve Minutes:**

Barbara asks for a review of the minutes from the January 2015 meeting. No changes. Calls for a motion to approve minutes, Becky motioned to approve minutes, Ron seconded, motion passed unanimously.

**Recurring/Old business:**

Kevin welcomes the new board members, Lance Palmer and Sherry Keegan.

1. The renewal rate went up from 88% (2013) to 92% (2014). This is a strong indication that the certificants see the value of the CRC certification. There still are some issues with the online renewal process and corrective steps will be taken over the next several months.
2. Registrations were slightly down in 2014 compared to 2013. This can be attributed to two large groups who registered candidates in 2013..
3. The exam pass rate for 2014 was 72%. In a response to a question during our last meeting there were 50 retakes for 2014. Of the 50 retakes, 24 passed, 26 failed resulting in a 48% pass rate on retakes.

**Updates on BOS and general InFRE activities**

1. The transition to Personal Touch Assessment (PTA) from Pro Exam is complete. InFRE has updated the proctor manual with the help of PTA and the first exam administered by PTA will be in April.
2. Over the summer the exam will be updated to align with the practice analysis that was completed last year. After the exam is updated, we will also need to conduct a pass point study. Kevin expects the exam will be ready by January 2016 test date. Several individuals have already volunteered to help with updating the exam and pass point study.

3. During 2014 we will be reviewing alternatives for our current database software. The objective will be to find software that will meet the growth needs of our registrant and certification database and help facilitate automated communications and online renewals. Other internal computer systems will also be updated in 2015.

### **New Business**

1. Kevin asked board members to submit a picture that will be used on the InFRE website. There were no objections from the Board. Kevin asked for members to send Kirsten Smith a picture to add to the website.
2. Kevin reported that we have started to survey examinees after they complete the exam. He reviewed the examinee survey results from the January 2015 exam. This survey will allow us to determine how much time candidates devote to prepare the exam, how they prepare and to get feedback on testing sites. Although not a BOS issue, the survey will also allow InFRE to determine the perceived value of our optional study materials.
3. We are changing the email address used for exam reminders to [InFREexam@infre.org](mailto:InFREexam@infre.org) and renewal reminders to [CRCrenewal@infre.org](mailto:CRCrenewal@infre.org). This will help to ensure that these important emails are not overlooked and will help to emphasize their importance.
4. Kevin mentioned that there has not been an increase in exam or renewal fees since 2009 and we will be considering an increase later in the year..

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

A Doodle invite will be sent out the end June of to schedule our next call during the end of July.

### **Adjourned Meeting:**

Donna moved to adjourn, Curt seconded, motion passed unanimously.

Adjourned: 10:40am CTS