



# RCSC Committee Volunteer Information

## **ABOUT THE RCSC**

BICSI's Registrations and Credentials Supervision Committee (RCSC) is a very active, hard-working, standing committee and is an integral part of the organization and its operations. The RCSC is a semi-autonomous, committee established by, and responsible to, BICSI's Board of Directors and develops and oversees all aspects of BICSI's professional assessment programs.

The RCSC is charged with:

- the creation of all certification/registration programs,
- application and recertification requirements,
- exam database development,
- database and examination performance,
- security,
- appeals, and
- any activities that monitor, administer, supervise, or revise the existing certification/registration programs.

The Committee is organized with a Chair, Vice-Chair, Recording Secretary, Sub-Committee Chairs and other approved members. The Chair person is appointed by, and is responsible to, BICSI's President and the Board of Directors. Voting RCSC members are appointed to a two-year term by a majority vote of the Committee. Renewals are made every two years at the discretion of the Chair. The removal of an existing RCSC member can be mandated, at any time, with a majority vote of the Committee or by the Chair at his/her discretion. The Committee consists of appointed voting members and non-voting members. Members include a Board of Directors liaison and the Credentialing Program Director.

The RCSC deals with confidential credentialing and testing materials making security issues and integrity very crucial factors in its membership and operation. The RCSC will act swiftly and decisively to divest itself of any known (or perceived) conflicts of interest, breaches in security, or violations of the BICSI ethics policy. Because of these real and/or perceived conflicts of interest, there are several committees and staff departments that the RCSC must maintain a degree of separation from (e.g. the Education and Training department).

Some of our Committee members are also active in other Standards Organizations such as BICSI, TIA, ISO, and IEEE. The RCSC Chair may appoint members to act as its liaison to several other like committees as needed to ensure proper coordination in the development, or enhancement, of the various credentialing programs. He/she may also assign a committee member(s) to work on BICSI's editorial review team for new or updated manuals for which there is, or will be, a credentialing program.

**BICSI is a non-profit information and communications technology (ICT) industry professional organization relying on significant volunteer support. I hope you decide to volunteer your time and expertise to the credentialing programs.**



# RCSC Committee Volunteer Information

## POSITIONS

### **Voting Member Requirements & Responsibilities**

To serve as a voting committee member one must:

1. Be a BICSI credential holder in good standing.
2. Must agree to a two-year commitment.
3. Attend the RCSC Committee meeting at the Fall and Winter conference (required).
  - a. RCSC meetings are on the Sunday before the start of Winter and Fall conference.
  - b. The expenses will be the applicant's responsibility either personally or with the support of their employer.
    - i. May miss no more than two consecutive conference meetings.
4. Expect to perform committee work on personal time as required.
  - a. Estimated at 20-40 hrs. per year for their respective sub-committee(s),
  - b. Attend several (2 to 4) telephone/webinar conference calls per year (4-6 hrs. per year)
  - c. May be encouraged to write an article to be published in one or more of the following BICSI publications: The News Magazine, the Members Letter, or BICSI's WEB site.
5. Willing to spend an additional 4 to 8 days, weekend days, per year to attend working sub-committee functions, writing exam questions, participating in database reviews, "scrub sessions", and editorial reviews.
  - a. Most expenses associated with personal time to participate in any of these functions (transportation, lodging, meals, etc.) will be reimbursed to the committee member by BICSI.
6. RCSC Members cannot be:
  - a. Involved in any training or course development activities that are directly, or indirectly (e.g. in a non-active partnership with a trainer or course developer) related to BICSI certification/registration programs.
  - b. Active or contractual employees of BICSI.
  - c. A member on the EAC (Educational Advisory Council).
  - d. An Officer (Chair or Vice-Chair) of another BICSI standing committee that conflicts with the operations or mission of the RCSC (e.g. –EAC, Ethics, TI&M and Standards)

**To be considered to join the RCSC as a voting member, a credential holder must:**

- [Submit an application of interest](#),
- [submit](#) a personal commitment letter,
- [submit](#) a letter of two-year support from their employer or self-support,
- [submit](#) an abbreviated resume listing ICT experience and education, and
- consent to be interviewed by several members of the RCS Committee.

Note: Usually one or two candidates are selected from a list of applicants.

**If selected to join the committee, at the time of appointment the voting committee members must sign the following:**

- a. A Code of Ethics.
- b. A Non-Disclosure Agreement.
- c. Provide an updated abbreviated resume stating all applicable education and experience in fields of communications including all fields related to BICSI registrations/certifications. This includes certifications held in related fields of communications technology (e.g., Cisco, InfoComm, SCTE, etc.).



# RCSC Committee Volunteer Information

## **Non-Voting Member Requirements & Responsibilities**

1. Non-voting members are restricted from or unable to perform the duties required of full voting membership.
2. Non-voting members may be recommended by the Membership & Subject Matter Expert (SME) Sub Committee Chair and approved by the appropriate combination of Sub-Committee Chair, Sub-Committee Vice Chair, Conferee and RCSC Chair.
3. Non-voting members may be selected by the by the appropriate combination of Sub-Committee Chair, Sub-Committee Vice Chair, Conferee and RCSC Chair through a “call for SME volunteers campaign”.
4. The RCSC Voting Membership does not approve SMEs continuing membership on the sub-committee but maintains the “right of rejection”.

## **Non-voting positions**

SMEs are temporary volunteers and are typically either contributing members of an RCSC subcommittee or are credential holders selected for JTA's, Item Writing, Scheme Alignment activities, Standard Setting (Cut Score) studies or other credentialing activities. SMEs service can be terminated at any time by either the Sub-Committee Chair or the RCSC Chair. The activities and time commitment will consist of:

### **Job Task Analysis (JTA)**

This study determines the valid job content for the credentialed professional. The study is facilitated by a third-party expert with current credential holder SME participants who describe and define the job more accurately than anyone else. SME participants provide input to the job duties, tasks, knowledge, skills, work behaviors and tools and equipment for the job.

- Participation in an in-person study (2 days travel; 2 - 3 days active work)
- BICSI will provide all panelists with travel, lodging, and food accommodations.

### **Scheme Alignment Study**

This study determines the requirements to qualify to take the exam, the recertification requirements to recertify and the standards of conduct for the credentialed professional. The study is facilitated by a third-party expert with current credential holder SME participants who provide feedback and input to the qualifications for examination and recertification deemed by the JTA (job task analysis) and their professional experience as the credential holder.

- Participation in an in-person study (2 days travel; 2 days active work)
- BICSI will provide all panelists with travel, lodging, and food accommodations.

### **Exam Development**

The activities involved with developing an examination:

- Item writing training (webinar; 2 hours)
- Exam development software training (webinar; 2 hours)
- Writing 20-30 items for the exam (remote; 8 – 16 hours)
- Reviewing other SME item writers' questions (3-6 hours)
- Participation in an in-person item writing scrub (2 days)

### **Standard Setting Study**

This study determines the passing criteria for examinees and is facilitated by a third-party expert psychometrician and current credential holder SME participants who provide feedback and input on



# RCSC Committee Volunteer Information

evaluating each examination question, rating the level of difficulty and importance to the job of a credential holder. The psychometrician uses this data along with exam data to calculate the passing score. Equating, a statistical process of “fairly” carrying the passing standard from one exam form to another, is conducted for reliable and fair assessments.

- Participation in an in-person study (2 days travel; 1-day active work)
- BICSI will provide all panelists with travel, lodging, and food accommodations.

**To be considered to volunteer as a SME non-voting member, a credential holder must:**

- [Submit an application of interest](#),
- [submit](#) a personal commitment letter,
- [submit](#) an abbreviated resume listing ICT experience and education, and
- consent to be interviewed by several members of the RCS Committee.

**If selected to join the committee, at the time of appointment the voting committee members must agree to and sign the following:**

- a. A Code of Ethics.
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- c. Provide an updated abbreviated resume stating all applicable education and experience in fields of communications including all fields related to BICSI registrations/certifications. This includes certifications held in related fields of communications technology (e.g., Cisco, InfoComm, SCTE, etc.).

## **Interview Process**

Two members of the Membership & Subject Matter Expert (SME) Sub Committee will interview each volunteer applicant as part of the application process. The interview should be about 15 - 20 minutes with each interviewer.

## **After the Interview**

The Membership & Subject Matter Expert (SME) Sub Committee will make recommendations to the RCSC Executive Committee and/or to a Sub-Committee Executive team as to the support of adding an applicant as a voting membership position, a SME position or decline a volunteer position. The appropriate group will accept or decline the recommendation and report back the decision to the Membership & Subject Matter Expert (SME) Sub Committee. The Chair of the Membership & Subject Matter Expert (SME) Sub Committee is responsible for communication back to the applicant and providing next steps if appropriate. This process can take up to 3 months to complete.