COMMITTEE NAME: Certification Committee

Supports this part of mission: Membership

Purpose:
The Certification Committee's purpose is to administer WAPRO's Certified Public Records Officer (CPRO) program. This includes application requirements, approved course list (ACL) maintenance, program change recommendations, and coordination of communications about the program.

Primary Responsibilities:

- Fields questions, reviews feedback and suggestions submitted associated with the application process and recommends applications, at least quarterly, to the WAPRO Executive Board for approval of certification.

- Updates and evaluates courses offered by entities other than WAPRO for inclusion to the Approved Course List (ACL), which requires monitoring the type of training being offered, reviewing the course materials found and/or submitted to the committee, as well as determine credit hours by category for addition to the published ACL.

- Works with the Training Development Committee to establish which credit hours apply to each category as well as ensure the trainings offered by WAPRO support certification requirements.

- Performs other duties as necessary to support the Certification Committee's purpose.

Timing Considerations:

- Duties completed year round, with a slight increase in activity before and after Spring Conference and Fall Conference/Annual meeting

Works most closely with:

- The Certification Committee works closely with the Training Development Committee.