



COMMITTEE NAME: Certification Committee

MEMBERS:

WAPRO Director: Karen Horowitz

Chair: Q'Deene Nagasawa

Certification Review: Tiffany Kinnick, Cassie Salwey, Rachael Hope & Kristina Thurstonson

Approved Course List (ACL) Review: Jasmine McLaughlin, Sabrina Absolon, Sheila Betts & Audrey Houston

SUPPORTS THIS PART OF MISSION: Membership and Certification

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

HIGHLIGHTS OF COMMITTEE DURING 2020-2021:

- ❖ Strengthened open government by increasing staff qualifications and training.
- ❖ Processed over 31 new certifications & 22 recertifications.
- ❖ Established curriculum of core courses to be completed for certification and recertification.
- ❖ Provided standards for training and development of core competencies and skills.
- ❖ Reviewed and approved approximately 65 new courses to be added to the approved course list.
- ❖ Maintained flexibility in facing the challenges of moving from most in-person trainings to online options during this certification period.

LOOKING AHEAD:

- ❖ Continue to enhance and recognize professional achievements of public records officers.



- ❖ Further identify and promote quality training and development opportunities for public records officers.
- ❖ Continue to support records professionals by providing flexible certification options for both remote and in person learning.
- ❖ Continue to identify and seek out training opportunities to initiate approved course list review, approval, and publication.