

NATIONAL CERTIFICATION OF EDUCATIONAL DIAGNOSTICIANS BOARD OF DIRECTORS STANDING RULES

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NATIONAL CERTIFICATION OF EDUCATIONAL DIAGNOSTICIANS BOARD OF DIRECTORS STANDING RULES

I. PURPOSE These rules shall be to set out the organization's administrative and other general procedures and policies governing the operation of the Board of Directors for the National Certification of Educational Diagnosticians (NCED) herein after known as the Board.

II. DUTIES OF THE BOARD The duties of the Board shall be to:

- (A) Determine policies of the Board.
- (B) Disseminate, review, approve or disapprove applications for certification.
- (C) Act upon such official recommendations and petitions

III. MEMBERSHIP OF THE BOARD The Board shall consist of the members as set forth in the Bylaws of the Board.

(A) Officers (1) The officers shall be Chair, Vice Chair, Treasurer and Secretary. (2) The Board shall determine other officers and committee Chairs from its membership as are deemed appropriate

(B) Appointments (1) Nine (9) Directors will comprise the NBCED, thereby permitting a clear majority vote in policy and decision-making matters. (2) Directors on the Board must meet qualifications as set forth in the Bylaws.

C) Term of Office Directors on the NCEDB will serve terms of office as set forth in the Bylaws.

(E) Duties

(1) The CHAIR shall: (a) Serve as chief executive of the Board with the powers and duties usually

belonging to the office. (b) Give professional leadership to the Board's planning and program. (c) Call and preside at meetings of the Board. (d) Serve as an Ex-Officio member of all committees. (e) Recommend to the Board the types of temporary committees and other appointive bodies needed. (f) Prepare an annual report. (g) Serve as the official representative to other organizations. (h) Serve as official spokesperson for the Board. (i) Serve as liaison to other professional organizations as directed by the Board. (j) Appoint a Parliamentarian. (k) Transfer all records to the new Chair within fifteen (15) days after expiration of term.

(2) The VICE-CHAIR shall: (a) Serve in the place and authority of the Chair in his/her absence. (b) Provide direction and leadership in areas as designated by the Board. (c) Assume responsibility for the Complaint Procedure (d) Transfer all records to the new Vice-Chair within fifteen (15) days after expiration of term.

(3) The SECRETARY shall: (a) Keep a careful record of the proceedings of all official meetings. (b) Keep updated copies of Bylaws and Standing Rules. (c) Distribute copies of minutes to the Board within thirty (30) days after each meeting. (d) Assume custody of all records not specifically assigned to others. (e) Notify any Board member who has failed to attend 3 consecutive meetings (f) Assume responsibility for necessary mailings to those deemed necessary by the Board. (g) See that all information directed by the Board is conveyed in a timely manner following all meetings. (h) Coordinate with the CEDS Webmaster to see that all appropriate information is posted on the web page in a timely manner.

(4) The TREASURER shall: (a) Serve as custodian of the funds of the Board. (b) Deposit funds. (c) Disburse funds according to Board policy. (d) Maintain financial records necessary for preparation of all required reports. (e) Prepare and submit financial statements to the Board and qualified person (as defined in (4)(H) according to Board policy. (f) Have responsibility for preparation of the annual budget in order that the budget may be presented to the February meeting of the Board. (g) Have responsibility for preparation of all financial reports to outside agencies. (h) Arrange on a yearly basis for a review of the treasurer's records by a qualified person independent of the Board. The report will be sent to the Chair with a copy to the Secretary/Treasurer. (i) Transfer all records to the new Secretary/Treasurer within fifteen (15) days after the expiration of terms. (j) Shall be bonded.

IV. TRANSACTION OF OFFICIAL BUSINESS

(A) ANNUAL MEETING. The NCED will meet at least once annually at the location and date that coincide with either the Council for Exceptional Children (CEC) Annual Convention or Council for Educational Diagnostic Services (CEDS) Annual Conference.

(B) QUORUM The Board may transact official business only during a legally constituted meeting with a quorum present as described in the Bylaws.

(C) STATEMENTS AND ACTIONS The Board shall not be bound in any way by any statement or action on the part of an individual Board or staff member except when a statement or action is in pursuance of the specific instructions of the Board.

(D) RULES OF ORDER "Robert's Rules of Order, Revised," shall be the basis of parliamentary decisions except as otherwise provided by Board rules.

(E) AGENDAS (1) The Chair shall prepare and distribute an agenda prior to each meeting. (2) Additional items may be added to the agenda during the meeting either by common consent or majority vote of the Board.

(F) MINUTES (1) The minutes of any Board meeting are official only when affixed with the original signature of the Secretary/and when the NCEDB members approve by a majority vote. (2) The official minutes of the Board shall be maintained by the Secretary and shall be made available upon written request and for a reasonable copy fee.

(G) ATTENDANCE (1) Board members shall attend regular and committee meetings as scheduled. (2) Any member who is unable to attend a meeting shall: (a) Notify the Chair as soon as possible. (b) Submit a report of the actions taken in regard to any responsibilities which have been assigned. (3) Failure to fulfill responsibilities of position. If a Board member refuses, is unable, or unwilling to perform the duties of the office, the Board will declare the position vacant. A majority vote of those Board members in attendance at a duly called meeting will establish the vacancy, which will be filled as indicated in the Bylaws.

V. FINANCIAL POLICY (A) Funds in excess of that required for current operation will be deposited in interest-bearing accounts. In the absence of specific Board direction recorded in the minutes, the place and type of account will be at the discretion of the Treasurer.

(B) There shall be two (2) authorized signatures on each bank account. The Board Chair and Treasurer shall be the two authorized signatures. Other authorized signatures shall be determined as appropriate by the Chair and the Treasurer with notification to the Board.

(C) The Treasurer shall pay all usual and necessary expenses as authorized by the annual budget or specific action of the Board. Reimbursement to NCEDB members shall be considered upon submission of reimbursement request and necessary documentation.

(D) The fiscal year shall be from July 1 to June 30th of the following year.

(E) An annual financial statement shall be presented to the Board at its first meeting following the close of the fiscal year unless that first meeting of the Board occurs within 30 days of the end of the fiscal year. The annual statement may alternatively, at the discretion of the Treasurer, be considered at the first meeting of the Board following thirty (30) days after the close of the fiscal year.

VI. Seal The official seal will be the same as the designed logo, as determined by the Board.

VI. ETHICAL RESPONSIBILITY While the Board seeks to restrict certification to those of high professional ethics and performance, the Board does not assume responsibility for the individual professional ethics or performance of individuals holding certification.

VIII. PROFESSIONAL AND APPLICATION STANDARDS Until such time as otherwise determined by the Board, the Code of Ethics which defines the professional Standards of National Certified Educational Diagnosticians shall be incorporated in the Standing Rules as Appendix A.

IX. APPLICATION (A) An applicant must supply documentation of his/her qualifications in order to meet the criteria as set forth in the Bylaws (B) Falsification or misrepresentation by an applicant or certificate holder of his/her qualifications or any of the information requested is grounds for denial or revocation of the National Certification of Educational Diagnostician. (C) Applications will be declared void and the application fee forfeited if there has been no response from the applicant for one calendar year despite reasonable requests from the Board for communication. (D) Applicants may appeal the Board decision in writing within thirty (30) days after receiving notification of denial. Applicants have until thirty (30) days before the next scheduled Board meeting to complete their applications.(see section 19)

X. POLICY ON APPLICANTS WITH A DISABILITY (A) The Board recognizes that applicants with special needs may have individual needs in order to complete the application process for certification and will make an effort to accommodate these applicants. The Board will employ guidelines set forth under the Americans with Disabilities Act (ADA) (B) The Board, on a case-by-case basis, may consider requests for special arrangements for applicants with special needs, including assistance in taking the examination provided that such requests are reasonable and do not violate other rules.

XI. IMPARTIALITY (A) Any Board member who is unable to be impartial in the determination of an applicant's eligibility for certification or Board membership shall so declare this to the Board and shall not participate in any Board proceedings involving that applicant. (B) No elected Board member may provide a reference for an applicant for NCED certification or Board membership ; nor provide any direct assistance to an applicant for NCED certification or Board membership in the process of completing the application packet. (C) Board members may not respond to any questions of applicants for NCED certification or Board membership, nor provide any assistance to an individual in the application for NCED certification or Board membership process that might constitute unfair treatment nor that could lead to an advantage for that individual.

XII. DISCRIMINATION POLICY All decisions of the Board will be made without regard for any person's race, religion, ethnicity, gender, or culture.

XIII. EXAMINATION PROCEDURES Until such time as otherwise determined by the Board, the Examination Procedures shall be incorporated in the Standing Rules as Appendix B.

XIV. NATIONAL CERTIFICATION (A) The Board shall prepare and provide to each Nationally Certified Educational Diagnostician a certificate which contains the certified diagnostician's name and certificate number. (B) Official Certificates shall be signed by the Chair and either Vice Chair, Secretary, or Treasurer, and be affixed with the Seal of the Board. (C) Any Certificate issued by the Board remains the property of the Board and must be surrendered to the Board on demand.

XV. TYPE OF CERTIFICATION NCED PROFESSIONAL For certificate holders who have completed all professional requirements for registry and continue to maintain active status.

XVI. FEES (A) The Board shall establish fees to provide the funds to support its activities. (B) Processing and examination fees are not refundable. (C) Any remittance submitted to the Board in payment of a required fee must be in the form of a personal check, certified check, or money order. (D) The Board shall make periodic reviews of its fee schedule and make any adjustments necessary to provide funds to meet its expenses without creating an unnecessary surplus.

XVII. HANDBOOK/DIRECTORY (A). The Board shall publish the Handbook/Directory of National Certified Educational Diagnosticians annually, in appropriate form as determined by the Board. (B). The Directory of Nationally Certified Educational Diagnosticians shall include, but not be limited to, the name, home address, and home and business telephone numbers, and email addresses as contained in current Board records. (C) The Handbook shall include, but not be limited to, Bylaws, Standing Rules, and Ethical Standards. (D) The Board shall make available the Handbook/Directory to Special Education Programs within the 50 States through a format determined by the Board. Other agencies and the general public may, upon written request and approval by the Board, access the directory for a nominal fee.

XVII. CONSUMER INFORMATION (A) The Board shall prepare information of consumer interest which describes the regulatory functions and procedures to handle and resolve consumer complaints regarding Certification (B) The Board shall make consumer information regarding National Certification available to the general public and appropriate State agencies.

XIX. DECISIONS (A) Decisions of the Board in granting or denying certification are final.

(B) Beginning September 1, 2007, any person who represents that he or she is a National Certified Educational Diagnostician without being certified by the Board, and who persists in such misrepresentation after having been notified by registered mail that this is a misrepresentation, is subject to legal action by the Board.

XX. COMPLAINTS AND VIOLATIONS

(A) The purpose of rules on complaints and violations is to set forth the valid causes for the revocation or suspension of a Nationally Certified Educational Diagnostician, and the procedures for filing and adjudicating complaints and allegations or rule violations.

(B) The Board may revoke or suspend the National Certificate of a person who is proved to have been:

(1) In violation of any provision of the Board of National Board of Certification Bylaws or Professional Standards (2) In violation of any rule of professional conduct adopted by the Board (3) Legally committed to an institution because of mental incompetence of any sort; or (4) Convicted of a felony. (C) The Board may institute a suit in its own name and avail itself of any

other action, proceeding, or remedy authorized by the corporate laws of the State in which the violation of the use of the title of Nationally Certified Educational Diagnostician occurred.

(D) Complaint Procedure

(1) A person wishing to report a complaint or alleged violation against a Nationally Certified Educational Diagnostician or other person shall notify the Vice-Chair. The initial notification of a complaint must be in writing.

(2) Upon receipt of a complaint, the Vice-Chair shall send an acknowledgment letter to the complainant and an official form which the complainant must complete and return to the Board before further action can be taken.

(3) Upon receipt of the official form, the Board shall determine if there appears to be sufficient basis to proceed with the complaint. Alternatively to formal Board action at a duly called meeting, if the Chair and Vice-Chair concurrently choose, this determination can be made by the Chair, the Vice-Chair and any two other Board members in a conference telephone call.

(4) The Vice-Chair shall then notify the person against whom the complaint has been made, investigate the complaint(s), and gather information in writing as required by the Board. This will include a written request for notarized response from the Nationally Certified Educational Diagnostician or other person against whom a complaint or alleged violation has been filed.

(5) The Vice-Chair may, if the situation does not involve a serious violation, attempt to resolve the issues of the complaint to the satisfaction of all parties involved as evidenced by a signed written statement of agreement from each party to the complaint. The Vice-Chair shall keep the Board informed of attempts at resolution and any final agreement among the parties involved must be approved by the Board before a file is considered closed.

(6) At least once each quarter, the Board shall notify all parties to a complaint of the status of the complaint until final disposition of the complaint.

(8) A complaint or allegation not resolved by the Vice-Chair of the Board shall be referred to the Board which shall determine if there is sufficient basis to set a formal hearing to resolve the complaint or if the complaint should be dismissed or otherwise disposed.

(9) The Board, on its own motion or on petition or application from a person or party, may initiate a formal hearing and shall conduct it in accordance with the provisions of the Standing Rules.

(10) A complaint is a serious matter which has the potential of unjust injury to the accused party.

Therefore, until the Board has issued a final ruling on a complaint, with the exception of the Vice Chair in the course of his or her investigation or in the course of the various parties in developing evidence, all parties to a complaint other than the accused party shall not communicate concerning the complaint except with other parties to the complaint and their representatives.

(11) There is nothing more valuable to a professional than his/her reputation, and unsubstantiated rumor and gossip can cause serious injustice. Therefore, all Nationally Certified Educational Diagnosticians shall refrain from any communication on any disciplinary matter before the Board other than with parties to the complaint as part of the complaint to make this rule known to all persons with whom they speak concerning the complaint.

E. Rules for Formal Hearings:

(1) Unless otherwise determined by the Board, all formal hearings will be held at the location of the meeting designated by the Board.

(2) The Vice-Chair shall notify all parties to a complaint of the time and place of the formal hearing not later than sixty (60) days prior to the formal hearing. Notice shall be considered properly served upon being sent by registered or certified mail, return receipt requested, to the last known address as reflected in the records of the Board.

(3) The Board, or appointed representative, shall rule on the admissibility of the particulars of the complaint, who the official parties are, and admissibility of any questions put to any party as part of the process of preparing for the formal hearings.

(4) The Vice-Chair shall promptly notify all parties to a complaint of all rulings made during the process of preparation for the hearings.

(5) The accused party shall be served by registered mail with a formal written complaint mailed not later than sixty (60) days prior to the formal hearing to the last known address of the accused party.

(6) The formal written complaint will specify (a) The charges (b) A written description of the evidence upon which the complaint is based; and (c) The date and place of the formal hearing.

(7) The rights of the accused party shall include: (a) the right to be assisted or represented by counsel of his/her own choosing; (b) the right to request up to a ninety (90) day postponement of the hearing date if the request is received by the Vice-Chair not later than twenty (20) days prior to the date of the hearing; (c) the right to depose witnesses, submit interrogatories to those giving evidence against them, and have copies of all written evidence prior to the hearing; (d) the right to cross examine witnesses, to submit evidence, and to present witnesses; (e) the right

to be presumed innocent until proven guilty to the satisfaction of the Board; (f) the right to have a formal written finding by the Board; and (g) the right to file with the Board a formal written request for a rehearing with the Board. This request must be filed with the Chair of the Board within two (2) weeks after the Board has ruled.

(8) If the Board deems it necessary, the Board will appoint a person to present the evidence to the Board. If this person is a member of the Board, that person will not participate in the deliberations of the case by the Board.

(9) The Board will follow such procedures in the conduct of the hearing as the Board deems adequate to fairly protect the rights of all parties and to develop a sufficient record to arrive at a decision. In this regard, the Board will be guided but not bound by the usual practices of judicatory hearings.

(10) All deliberations by the Board shall be in executive session and no record shall be kept of these deliberations except for the formal ruling of the Board.

(11) A tape recording of the hearing will be made and made available at cost to the accused party, or upon Board approval, to any other party to the hearing. Obtaining a written transcription of the hearing shall be the responsibility of the party desiring it.

(12) The Board will determine: (a) Admissibility of evidence; and (b) Matters of order during the hearing

13. The failure of the accused party to cooperate in the hearing process, will in itself constitute grounds for disciplinary action by the Board which action may include revoking or suspending the National Certificate.

14. The Board ruling will be final two (2) weeks after it has been mailed by registered mail to the address of record of the parties to the hearing. If, however, the accused party requests a rehearing, the ruling will not be final until the Board completes action on the request.

15. In response to a request for rehearing, the Board may: (a) deny the request upon which denial the Board ruling becomes final; (b) modify the ruling of the Board which modified ruling then becomes the final ruling; or (c) grant the request and set a schedule for the hearing.

16. At the discretion of the Board, or upon request by the accused, the final ruling of the Board will be conveyed to the body of National Certification of Educational Diagnosticians, the Council for Educational Diagnostic Services, and to those agencies employing Educational Diagnosticians in the State of the person who formerly held the certification, and to such others as the Board deems appropriate.

XXI. DEFINITIONS

(A) "Bylaws" means the Bylaws of the National Certification of Educational Diagnosticians Board of Directors.

(B) "Standing Rules" means the Standing Rules of the National Certification of Educational Diagnosticians Board of Directors.

(C) "Board" means the National Certification of Educational Diagnosticians Board of Directors.

(D) "Contested Case" means a proceeding in accordance with the Bylaws and Standing Rules, including, but not restricted to, rule enforcement and certification to which the rights, duties, or privileges of a party are to be determined by the Board.

(E) "Formal Hearing" means a formal hearing in accordance with these rules and includes a contested case as defined in these rules and other required formal hearings.

(F) "National Certificate" means the whole or part of any Board certificate approved or similar form of permission required by Board Rules or Bylaws.

(G) "Nationally Certificated of Educational Diagnosticians" means any person certified by the Board.

(H) "Certifying" means the Board process respecting then granting, denial, renewal, suspension, or withdrawal of certification.

(I) "Party" means each person, agency, or officer or employee of any agency named by the Board as having a justifiable interest in the matter being considered. SR 14

(J) "Person" means any natural person, partnership, corporation, association, agency, or public or private organization.

(K) "Pleading" means any written allegation filed by a party concerning its claim or position.

(L) "Rule" means any statement of general applicability which has been officially adopted by the Board that implements, interprets, or prescribes policy, or describes the procedures or practices of the Board.

(M) "Full-time experience as an Educational Diagnostician" means working in educational diagnostic service as a certified professional Educational Diagnostician at least 40 hours per week for a minimum of two years (18 months), working as a certified professional in educational diagnostic service at least 20 hours per week for a minimum of four years (36 months), or an equivalent amount of experience as determined by the Board. Persons with certifications such as alternative, emergency, or other types of conditional certification that require mentorship will be required to have at least one additional year of full-time independent experience without a mentor prior to application for the certification examination.

(N) "Active membership" means a member who is enrolled in CEC, has paid their annual dues, has qualified for certification under NBCED standards and has completed the renewal procedures.

XXII. AMENDMENTS Amendments to these Standing Rules shall become a part of these rules by a simple majority vote of the Board at any legally constituted meeting of the Board.

APPENDIX A CODE OF ETHICS

CODE OF ETHICS

For purposes of this Code of Ethics, *Educational Diagnostician*, hereafter referred to in this document as *Diagnostician*, is defined as a professional holding an advanced degree with qualifications necessary to select, administer, interpret, and report the results of educational assessment procedures for purposes of individual eligibility, program and intervention planning, and progress monitoring.

A. Privacy and Confidentiality

1. Diagnosticians respect the privacy and confidentiality of clients through professional responsibilities as dictated by the state in which they are licensed and in which they practice.
2. Diagnosticians adhere to the relevant privacy and confidentiality guidelines and expectations defined in relevant state and federal law. These federal laws include, but are not limited to: *Individuals with Disabilities Education Act (IDEA)*; *Family Education Rights Privacy Act (FERPA)*, *Section 504 of the Vocational Rehabilitation Act*, and the *American with Disabilities Act*.

B. Responsibilities to Individuals Undergoing Assessments

1. Diagnosticians are committed to developing the highest educational and quality of life potential of individuals with exceptionalities.
2. Diagnosticians shall not discriminate in the delivery of professional services, nor do they engage in assessment practices that discriminate against individuals on the basis of race or ethnicity, gender, age, religion, national origin, sexual orientation, language, socioeconomic or disability status, or any basis prescribed by law.
3. Diagnosticians solicit and report information regarding individual characteristics that may have an impact on the results of assessment procedures, such as race or ethnicity, gender, age, language differences, socioeconomic or disability status.

C. Professional Competency

1. Qualifications of Diagnosticians Engaged in Assessment
 - a. Diagnosticians will maintain high standards of professional competence in the interest of both clients and the profession.
 - b. Diagnosticians will use only those tests and other assessment procedures which they are competent to administer with competency dependent upon initial preparation, continuing professional development, and experience.

- c. Competency of diagnosticians should be documented, not implied, and made available to clients.
- d. Continuing professional development should address current research, professional development, and practice.
- e. Diagnosticians should recognize the boundaries of their competence and engage only in those activities for which they are qualified.
- f. Supervisors and higher educators ensure that diagnosticians in-preparation and practicing diagnosticians have sufficient knowledge and experience before they utilize assessment procedures.

2. Selection of Assessment Procedures

- a. Diagnosticians will select and use appropriate assessment instruments, recognizing their limitations with respect to reliability, validity and bias. Instruments selected shall be based on professional development, experience and methods designed to meet each client's unique needs.
- b. Diagnosticians are responsible for becoming familiar with each test manual and should be able to document the rationale for test selection.
- c. Test selection should be based on appropriateness of norm samples in addition to appropriateness related to client's needs.

3. Test Administration

- a. Diagnosticians will administer tests in the appropriate settings recommended.
- b. The client will be informed prior to testing of the rationale for test administration, timelines, costs and any other information deemed pertinent to the test taker.
- c. The reason for assessment will be explained with test results furnished in a timely manner.
- d. Issues of confidentiality will be adhered to both in administration and interpretation.
- e. Diagnosticians will furnish ample opportunity for the test taker to ask questions prior to beginning the assessment process.
- f. Any deviations from recommended administration related to environmental issues shall be documented.
- g. Diagnosticians will make every effort to resolve issues of possible physical limitation prior to the onset of testing. Any modification will be duly noted and reported in test results.

- h. Diagnosticians will follow instructions for test administration in order to ensure accurate results, with deviations duly noted and reported.
- i. In addition to employing valid standardized instruments for assessment, observations, background information and any other pertinent information should be included in test administration.

4. Interpretation and Reporting of Results

- a. Diagnosticians interpret data from multiple assessment procedures and have an understanding of the foundations and limitations of those assessment procedures.
- b. Diagnosticians do not make conclusions unless assessment results, not just history, are present to justify those conclusions. If such evidence is lacking, diagnosticians do not make diagnostic or prognostic statements.
- c. When interpreting assessment results, diagnosticians take into account any qualitative influences on test-taking behavior, such as health, energy, motivation, and alike. Description and analysis of alternative explanations are provided with the interpretations.
- d. In the absence of published information establishing satisfactory validity of the assessment procedures, particularly, predictive validity, diagnosticians do not make firm conclusions. Diagnosticians do not imply that a relationship exists between assessment results, prescribed interventions, and desired outcomes unless empirical evidence for that relationship exists.
- e. Diagnosticians consider multicultural factors in selection of assessment procedures, interpretation of data, diagnosis, as well as formulation of prognosis and educational recommendations.
- f. Diagnosticians avoid biased or incorrect interpretation by assuring that the test norms match the client population.
- g. Diagnosticians who have the responsibility for making decisions about learners or policies based upon test results have a thorough understanding of applicable assessment procedures, educational theory, methodology, and research.
- h. Diagnosticians will ensure that results of assessment are furnished only to relevant personnel.
- i. Results will be provided in a clear, cohesive manner which lends itself to understanding by the client.
- j. Confidentiality will be of utmost importance throughout the assessment and interpretation process.
- k. Written reports shall be designed to assist the client in seeking assistance with recommendations that are clearly outlined. Global, computer generated reports that are not designed to address the unique needs of the client should be avoided.

- l. Reports should be edited for accuracy, relevance grammar and signed.
- m. Diagnosticians should adhere to all regulations regarding proper storage and maintenance of records.
- n. When interpreting psychometric data, the diagnostician will also incorporate either reported or observed classroom performance in order to determine the correlation between the two measures.
- o. The diagnostician will ensure that all data is incorporated into interpretation including information already existing in the examinees file. Such information may include information from group standardized scores, State mandated performance measures, report cards, etc.

D. Materials and Technology..

1. Diagnosticians safeguard the security of the assessment procedures they use.
2. Diagnosticians using electronic means to transmit client/student records ensure that the transmission safeguards the privacy of the records.
 - a. Diagnosticians only transmit records via fax when the fax machine is in a secure location and is operated by employees who are cleared to work with confidential files.
 - b. Diagnosticians using e-mail to transmit client/student records ensure that the message is encrypted or is stripped of all client/student identifying information.
3. Diagnosticians using computer-based assessments make sure that these assessments meet the professional standards for reliability and validity for the intended use of the assessment procedure.
4. Diagnosticians ensure that when they use a computer-based assessment program; whether the program is for the administering the test, analyzing test data, scoring and/or interpreting data, or report writing, the client/student understands the strengths and limitations of the program.
5. Diagnosticians obtain preparation in how to use a computerized assessment analysis, scoring, and/or report writing software programs prior to using the program. An diagnostician also does not claim an unedited computerized assessment report as their own self-written report.
6. Diagnosticians safeguard the security and confidentiality of their client/student databases.
7. Diagnosticians are responsible for any and all scoring and assessment reports obtained as a product from a computerized assessment tool, program, or service. Any limitations related to a computer-based assessment procedure, scoring and/or analysis system, or report writing program are clearly reported and explained in any assessment report.

E. Professional Development

1. Diagnosticians engage in continuous improvement of professional performance by pursuing a program of continuing education including, but not limited to, participation in professional conferences, workshops, meetings, continuing educational courses, research, and reading of professional literature.
2. Documentation of ongoing professional development will be maintained and offered as part of the continuing certification process.

F. Research and Publications

Diagnosticians shall adhere to ethical practices in research and publications which shall include the following standards:

1. Conducting Research

Diagnosticians' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations. This includes, but is not limited to, securing appropriate consents, providing opportunities for questions by subjects, maintaining confidentiality, debriefing, reporting accurate data, and correcting unintentional errors.

2. Reporting Research Results

a. Credit

Individuals shall assign credit only to those who have contributed to a publication, presentation or product. Credit shall be assigned in proportion to contribution and only with contributor's consent.

b. Data

Diagnosticians do not fabricate data. If diagnosticians discover significant errors in their published data, they take reasonable steps to correct such errors in a correction, retraction, erratum, or other appropriate publication means. When publishing reports of research, diagnosticians will provide discussion of limitations of their data, alternate hypotheses and explanations of their findings

c. Duplicate Publication of Data

Diagnosticians do not publish, as original data, data that have been previously published. This does not preclude republishing data when it is accompanied by proper acknowledgment

d. Plagiarism

Diagnosticians do not present portions of another's work or data as their own, even if the other work or data source is cited occasionally.

e. Sharing Research Data for Verification

After research results are published, diagnosticians do not withhold the data on which their conclusions are based from other competent professionals who seek to verify the substantive claims through reanalysis and who intend to use such data only for that purpose, provided that the confidentiality of the participants can be protected and unless legal rights concerning proprietary data preclude their release. Diagnosticians who request data from other diagnosticians to verify the substantive claims through reanalysis may use shared data only for the declared purpose. Requesting diagnosticians obtain prior written agreement for all other uses of the data.

3. Reviewers

Diagnosticians who review material submitted for presentation, publication, grant, or research proposal review respect the confidentiality of, and the proprietary rights in, the information of those who submitted it.

4. Copyright Laws

Diagnosticians uphold copyright laws in their publications and presentations and professional practice.

APPENDIX B

NCED EXAM APPLICATION AND ADMINISTRATION PROCESS

(Proposal submitted by P. McElroy, 12.11.09, revised 4/2011, 2-21-12, 3-7-12, 3-16-12E. Sanchez)
Applications should be the responsibility of more than one Director to assist with volume and notifications. Cut off date should be date received not date postmarked and consider more than one month before test administration to assure timely receipt of exam pass with location, time and place.

1. One Board Director is selected to superintend the on-site exam administration.
2. Director or designee obtains exam site based on number of registrations.
3. Director selects team of local, current NCED holders to assist with examination proctoring.

Duties of Exam Committee and Exam Director

- Applicant's packet is reviewed and responded to by designated director within three days of submission.
- Applicants are sent an e mail, followed up by a hard copy of approval with both indicating that they are approved to sit for the exam and further details of location, time, contact information etc. will be sent closer to the actual date. They are also advised to visit the website study guide as they prepare for the exam.
- Applicant's name and all identifying information is forwarded to database Director who records information and forwards same to on-site director. On-site director must provide location, time, contact information to Exam Committee.
- Exam Committee sends final details to applicants by email two weeks prior to exam with cc to On-site director.
- Arranges to have Exams printed, bound and sealed and delivered to On-Site Director.
- Sends EXAM copies and Scantron™ answer forms to On-Site Director.
- Sends/mails list of approved examinees with randomly assigned five-digit exam number to On-Site Director.
- Sends/mails 'Next Steps' letter, Exam Permit to On Site Director.
- Arranges for scoring of exam and notification of pass/fail to examinees and steps to download certificate from website.
- Arranges for exam copies to be shredded.

Duties of On-site Board Director

- Ensures that on-site facility is adequate.
- Makes flight reservation and hotel on-site reservation; arrange for transportation.
- Secures team of proctors, as follows:
 - 1-3 Proctors for 1 – 49 examinees
 - 4 Proctors for 50 – 100 examinees
 - 5 Proctors for 101+ plus examinees, etc.
 - Proctors must be valid NCED holders; selected by on site director
- Brings EXAM copies and Scantron™ answer forms.
- Brings list of approved examinees with randomly-assigned five-digit exam number
- Issues exam permit with exam identification number.
- Arranges exam check-in/-out (2 tables), including accuracy check of contact information.
- Ask candidate if they were referred by an NCED Regional Rep and if so note the candidates name and the Reps name and send to exam chair.
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- Secures exam copies and answer forms and returns them to Exam Committee to score.
- Arranges (with NCED Board Treasurer) for payment to on-site hotel expenses.

Local NCED Holders Proctoring Team (to be selected by Board Director)

- Stationed at two tables outside (inside can work as well, and might be better) testing room for on-site registration
 - Number of proctors/registrars is determined by size of examinee group. (plan to rotate proctors to allow for bathroom monitors if more than one person exits)
 - Arrange to have additional #2 pencils available.
 - Inspect picture ID of registered examinees.
 - Verify examinees on approved list.
 - Issue exam permit with five-digit exam identification number.
- Observe/circulate during exam administration.
 - Proctors must be silent during entire test administration.
 - Proctors will refrain from taking pictures, or engaging in any perceived disruption.
 - Proctors check exam permits for examinees needing to exit to use restroom.
 - One Proctor remains at checkout table at all times; inspects exam permit to allow examinees to re-enter exam room.
- After exam, 2 proctors will checkout each examinee at registration tables.
 - Make sure examinee number is identical to exam permit, exam copy, and answer sheet.
 - Issue examinee 'Exit Instructions' sheet upon exit.

Standing Rules – Appendix C

Continuing Education Requirements

The NCED Code of Ethics describes an Educational Diagnostician as a “professional holding an advanced degree with qualifications necessary to select, administer, interpret, and report results of educational assessment procedures for purposes of individual eligibility, program and intervention planning, and progress monitoring” (p. 1). Continuing education, growth, and development for CED certificate holders should rightfully center on and revolve around this profession role and qualify of practice.

Guidelines

NCED holders must earn and document 15 continuing education units (CEU) or 150 clock hours of professional development activities (1 CEU=10 clock hours) over a five-year period.

CEU credits/hours will be submitted electronically at the NCED Web site, <http://www.ncedb.org>. All required CEU credits/hours must be submitted no later than January 30 after the five-year period concludes.

All CEU submissions are subject to a random audit by the NCED Board of Directors. Renewal documentation should be maintained electronically on a CD/DVD or other electronic format that can be submitted to the board in case of an audit.

- Upon completion of the random audit, the NCED Board of Directors shall notify NCED Holders who have accumulated the required CEU credits/hours of the satisfactory completion of this requirement.
- Following the audit any certificate holder who has not completed the online form for CEU requirements shall be notified to submit the form within 60 days to respond and comply with the CEU requirements.
- Failure to comply with the request to provide required hours will result in the temporary removal of the NCED holders name from the National Registry until such time the CEU requirements are met. The NCED Holder should notify the Professional Growth Chair of the completion of the CEUs. The failure to meet the CEU requirement in a timely manner places the NCED Holder on a yearly audit basis.
- Failure to respond within 60 days to the NCED Board’s request to submit the CEU requirements will result in automatic revocation of the certificate and removal of the individual’s name from the National Registry (By-Laws 14 B)
- Individuals who have an extraordinary reason for not completing the hours in the required timeframe should notify the NCEDB Chair and Professional Growth Chair in writing with the reason for a request for an extension before January 30th of the year the CEU hours are due. The NCED Board will review the request and notify the NCED Holder of the decision.

Professional development activities are limited to only those that directly relate to the practice of educational assessment, as described in the NCED Code of Ethics cited above.

The CEU program embodies six (6) areas of activities to encourage breadth of professional growth and development, including professional meetings; collaborative study; independent study, teaching, research, development; graduate coursework; and professional consults.

The 15 CEU (150 clock hours) must reflect a minimum of three (3) areas of professional development activities. All CEU activities must focus on educational assessment procedures for the purposes of individual eligibility, program and intervention planning, and progress monitoring.

<p>AREA 1: Professional Meetings</p> <ul style="list-style-type: none"> • Conferences • Workshops and seminars • Online webinars and training modules • Attending or Providing Professional development sessions 	<p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Certificate of attendance • Conference handouts/program • Conference registration receipt • CEU transcripts
<p>AREA 2: Collaborative Study</p> <ul style="list-style-type: none"> • Study groups • Case discussion groups • Journal clubs • Book discussion groups 	<p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Summary (1 paragraph) of material studied, including discussion topics and names and contact information of attendees
<p>AREA 3: Independent Study</p> <ul style="list-style-type: none"> • Videos, DVDs • Audiotapes, CDs • Books, monographs, journals 	<p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Record of running time of video/audio-presentation or study time, photocopy of title page of material studied, and a 5 – 7 sentence summary
<p>AREA 4: Teaching, Research, Development</p> <ul style="list-style-type: none"> • Presentations and professional meetings • Academic courses (Max. course clock hours; no duplication) • Web sites (Max. 25 hours; 5 hrs./page) • Manuscripts, articles (Max. 30 hrs.) • Books, grants • Assessment/intervention products 	<p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Presentation handout • Course outline/syllabus • Copies of Web site content • Copies of manuscripts/proposals • Copies of published works, letter of acceptance • Copyright/patent letter of product
<p>AREA 5: Graduate Coursework</p> <ul style="list-style-type: none"> • Graduate-level courses (Max. course clock hours) 	<p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Transcripts of coursework
<p>AREA 6: Professional Consults</p> <ul style="list-style-type: none"> • Mentoring (Max. 45 hours) • Program evaluations/review (Max. 45 hrs.) • Program development (Max. 45 hrs.) • Recognition of leadership roles <ul style="list-style-type: none"> ▪ To enhance and promote high standards of practice for Educational Diagnosticians ▪ NCED Holders can earn PD hours for time spent on Executive Boards of State Associations (TEDA, LEDA, NJALC) or on Executive Boards of 	<p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Verification of mentoring placement and dates/hours • Copy of evaluation/review report • Copy of development report • Documentation of service to board from copy of newsletter, letterhead, or other form of published verification

National Associations (NCED, CEC, CEDS)(Max. 45 hours)	
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NOTE: CEU hours must directly relate to the practice of educational assessment, as described in the NCED Code of Ethics.