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Commercial Workforce Credentialing Council

Process for Selecting Ten Person Scheme Committee

The process for selecting the ten person scheme committee was integrated with the overall process, which included selecting the fifteen person JTA committee. At the beginning of the project a broad industry wide call went out for those who could dedicate the time necessary for the entire development and review process. Over 200 applicants applied and provided information requested related to the project to include resumes and professional affiliations. From this information the following selection criteria was applied.

Selection Criteria:

1. Ensure work experience in job area
2. Identify a mix of experience levels
3. Ensure a mix of organization types (Private, Educational, Government, Union, Organization (non-profit))
4. Ensure a mix for supporting organizations (BOA)
5. Ensure a geographical mix (east, central, west)
6. 50% from previous JTA Committee
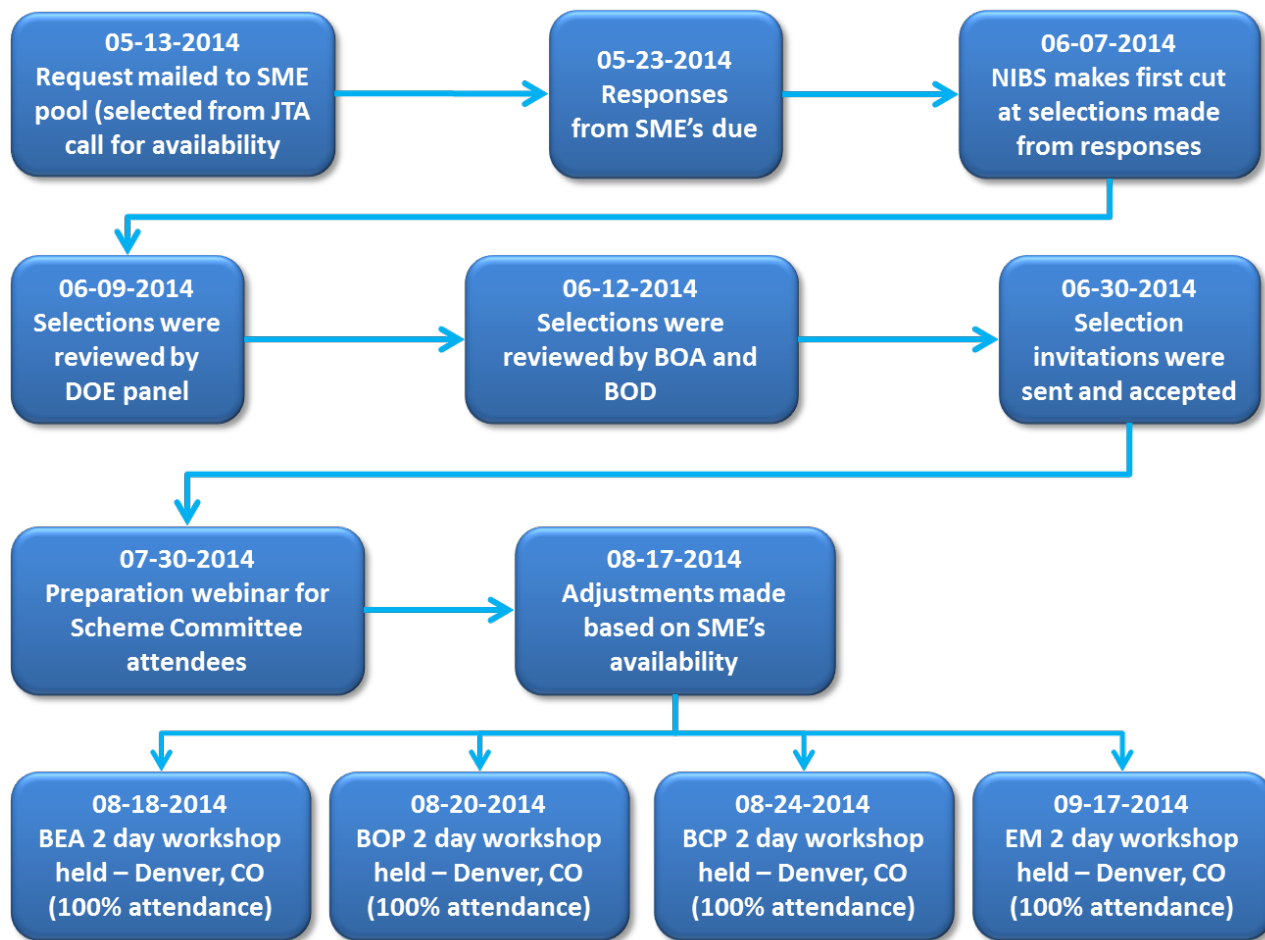7. Ensure people are only on one committee

Total of 10 people per scheme committee

The time line for the selection process was as follows:

Timeline:

o 05-13-2014 – Request mailed to SME pool (selected from JTA call for availability
o 05-23-2014 – Responses from SME's due
o 06-07-2014 – NIBS makes first cut at selections made from responses
o 06-09-2014 – Selections were reviewed by DOE panel
o 06-12-2014 – Selections were reviewed by BOA and BOD
o 06-30-2014 – Selection invitations were sent and accepted
o 07-30-2014 – Preparation webinar for Scheme Committee attendees
o 08-17-2014 – Adjustments made based on SME's availability
o 08-18-2014 – BEA 2 day workshop held – Denver, CO (100% attendance)
o 08-20-2014 – BOP 2 day workshop held – Denver, CO (100% attendance)
o 08-24-2014 – BCP 2 day workshop held – Denver, CO (100% attendance)
o 09-17-2014 – EM workshop held – Denver, CO (100% attendance)

What follows is a graphic of this process:

05-13-2014 Request mailed to SME pool (selected from JTA call for availability	**05-23-2014** Responses from SME's due	**06-07-2014** NIBS makes first cut at selections made from responses
06-09-2014 Selections were reviewed by DOE panel	**06-12-2014** Selections were reviewed by BOA and BOD	**06-30-2014** Selection invitations were sent and accepted
07-30-2014 Preparation webinar for Scheme Committee attendees	**08-17-2014** Adjustments made based on SME's availability	

08-18-2014 BEA 2 day workshop held – Denver, CO (100% attendance)	**08-20-2014** BOP 2 day workshop held – Denver, CO (100% attendance)	**08-24-2014** BCP 2 day workshop held – Denver, CO (100% attendance)	**09-17-2014** EM 2 day workshop held – Denver, CO (100% attendance)

Process for Eight Person All-Scheme Resolution Committee Selections:

Following the meetings of the four scheme committees a resolution committee was assembled to coordinate the code of ethics across all four schemes. This was validated by a committee made up of key people in the four scheme committees. The selection criteria, timeline and graphical process map follows.

Selection Criteria:

1. Identify two persons from each of four groups (BEA, BOP, BCP, EM)
2. Identify availability for webinar
3. Ensure good mix among groups
4. Ensure best representatives from group performance

Timeline:

- 10-21-2014 - Determination that resolution committee required
- 10-23-2014 - Meeting to determine most active and participatory members
- 11-04-2014 - Identification of meeting time for webinar
- 11-19-2014 - Webinar to coordinate ethics items across all schemes
- 12-10-2014 - Presented with scheme to BOA for discussion and BOD for approval