

Policy:	Certification Committee Selection	POLICY NUMBER:	401
APPROVAL DATE:	02-14-2017	EFFECTIVE DATE:	02-14-2017
PRIOR POLICY DATE:	10-22-2001, 01-01-2006, 12-04-2011, 05-08-2014		
RESCINDED:	N/A		

PURPOSE:

To describe the process for selection of members for positions within the committee

POLICY:

The Certification Committee will consist of 2 (two) co-chairpersons and up to 7 (seven) committee members.

PROCEDURE:

1. **Co-Chairpersons:** The co-chairpersons of the certification committee are recommended by the current co-chairpersons and the names are submitted to the ADED president. The ADED president shall appoint the co-chairs and obtain approval by the board of directors. The co-chairpersons must have completed a minimum of one year of active membership on the certification committee. The co-chairpersons term is two years. Co-chairpersons can be appointed and approved for a maximum of two consecutive terms. The co-chairpersons are responsible for reporting the committee’s activities to the ADED president.
2. **Member selection:** Certification committee members are selected from the pool of currently certified ADED individual members. The certification chairpersons are responsible for selecting appropriate members and submitting these members’ names to the ADED president for board approval.
3. **Exclusive membership:** Certification committee members and co-chairpersons are not allowed to serve on any other ADED board, as a Chapter Officer, or ADED committee chair or member during their tenure on the certification committee.
4. **Membership configuration:** The certification committee will strive for a goal of a balance of members from a driver education/traffic safety and allied health background and will consider members with dual credentials.
5. **Geographic representation:** The certification committee will strive for a balance of members from a variety of geographic regions.
6. **Terms:** A person can serve on the certification committee, a maximum of three terms, or six years total.
7. **Ad Hoc committees:** As needed, the ADED president can establish an ad hoc committee to address special projects such as test development, job analysis etc. Once the ad hoc committee has been established, member names must be submitted to the ADED president for board approval.