



HRPA Glossary of Professional Regulation and Certification Terms

This glossary consists of a compilation of definitions of terms relevant to professional regulation, certification, and professional standards culled from various sources (which are listed below). Each definition is attributed to its source. Some terms were defined by multiple sources; in such cases, these multiple definitions were included.

Note that some of the terms defined here may have meanings that are jurisdiction specific.

Sources:

AERA, APA, NCME	Standards for Psychological and Educational Testing
AIT	Agreement on Internal Trade
CICIC	Canadian Information Centre for International Credentials
CLEAR	Council on Licensure, Enforcement, and Regulation
ICE/NCCA	Institute for Credentialling Excellence/ Assurance/National Commission for Certifying Agencies
NOLO	www.nolo.com
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
WD	Work Destinations website (sponsored by Forum of Labour Market Ministers)
WIKIPEDIA	Wikipedia

ACADEMIC QUALIFICATIONS

Knowledge and skills required for enrolment in an educational institution or practice in an occupation. Academic qualifications are usually obtained through formal study in a recognized educational institution and are documented. In the absence of documentation, academic qualifications may be established through prior learning assessment and recognition (PLAR). (CICIC)

ACADEMIC QUALIFICATIONS

These are requirements for entry into a trade, profession, or higher-level educational institution; it involves a period of formal study in a recognized educational institution, and successful completion or partial completion of its program. In most

circumstances, academic qualification can be documented. (WD)

ACADEMIC RECORD

A file containing academic information on each student at an institution. It may include such information as a student's program of study, transfer credits awarded, names of credit and non-credit courses completed, course grades and grade-point average, repeated courses, prior learning assessments, disciplinary actions, and appeals. (CICIC)

ACCEPTANCE

The willingness to allow credentials obtained outside a jurisdiction or institution to be used for entry into an educational program of study or occupation, but

without the formal or official granting of an equivalency. In some occupations, acceptance takes the form of provisional licensing. The term acceptance is most often used in European Union countries. (CICIC)

See also: Equivalency; Recognition

ACCESSION NUMBER

An alphanumeric unique identifier for a test item typically including a program code and a serialized ID. (CLEAR)

ACCOMMODATION

A reasonable modification in an assessment instrument or its administration made to compensate for the effects of a qualified disability without altering the purpose of the assessment instrument. (ICE/NCCA)

ACCOUNTABILITY

Responsibility of a certification board, governing committee, or other sponsor of a certification program to its stakeholders to demonstrate the efficacy and fairness of certification policies, procedures, and assessment instruments. (ICE/NCCA)

ACCREDITATION

A process of quality assurance through which accredited status is granted to an educational institution or program of study by responsible authorities. It means that standards of education established by professional authorities have been met. In Canada, individuals and educational institutions are not accredited. The term applies only to educational programs of study. The process usually includes self-assessment by the program under review and on-site visits by qualified, external reviewers from government and/or nongovernmental agencies. Degrees, diplomas, or certificates emanating from non accredited programs do not have the same status as those issued by accredited programs and may not be recognized at all. A program's accreditation status is normally subject to periodic review and may be withdrawn by relevant professional authorities. (CICIC)

ACCREDITATION

A process by which an agency or association grants public recognition to a training program that meets a predetermined set of standards. It can also be a process of granting accredited status to an institution of higher learning and/or vocational training, a program of study, or a service, indicating that it has been granted approval by the relevant legislative and professional authorities by virtue of its having met or exceeded pre-determined standards. (WD)

ACCREDITATION

A formal process by which an authorized body assesses and recognizes an organization, a program, a group, or an individual as complying with requirements, such as standards or criteria. (Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Lexicon, 1999.)

ACCREDITATION

Accreditation is the voluntary process by which a nongovernmental agency grants a time-limited recognition to an institution, organization, business, or other entity after verifying that it has met predetermined and standardized criteria. (ICE/NCCA)

ACCREDITATION

1. **General use:** Approval of an educational program according to defined standards.
2. **As related to NCCA:** Status awarded to a certification program that has demonstrated compliance with the *Standards for the Accreditation of Certification Programs* set forth by the National Commission for Certifying Agencies. (ICE/NCCA)

ACCREDITING BODY

The authority that is acknowledged as having the responsibility of granting accreditation to formal education programs. Accrediting bodies can be (but are not necessarily) mandated by legislation or by regulatory bodies and can consist of government representatives, stakeholder representatives, external academic experts, and professional regulatory bodies. (CICIC)

ADJUDICATION

A judgment or legal process by a court or authorized body, based on evidence presented that decides a controversy. It also relates to the legal process by which a court or authorized body determines an issue or resolves a dispute. (CLEAR)

ADMINISTRATIVE AGENCY

A government entity or an entity created by statute that administers a legal framework which governs the implementation and delivery of a public program. (CLEAR)

ADMINISTRATIVE CODE

All of the rules and regulations made by administrative agencies of the jurisdiction, brought together in one unit. (CLEAR)

ADMINISTRATIVE INDEPENDENCE

An organizational structure for the governance of a certification program that ensures control over all essential certification and recertification decisions without being subject to approval by or undue influence from any other body. See Autonomy. (ICE/NCCA)

ADMINISTRATIVE LAW

The statutes, rules, regulations, orders, and decisions that determine how regulatory bodies operate procedurally and the scope of their substantive authority. (CLEAR)

ADMINISTRATIVE LAW JUDGE

The individual(s) delegated the authority to make a final decision regarding administrative proceedings. (Also Administrative Law Counsel/Hearing Panel/Tribunal) (CLEAR)

ADMINISTRATIVE PROCEDURES ACTS (APA)

A body of law that places restrictions on the activities of administrative agencies as well as codifies procedures to be used during the investigation and hearing processes. (CLEAR)

ADMINISTRATIVE RULE OR REGULATION

A prescriptive statement issued by an administrative agency, or a specific body within that agency, that sets standards and directs conduct, generally with the force of law. (CLEAR)

ADMISSION

An educational institution's or occupational body's formal acceptance of a person to enter a program or occupation. (CICIC)

ADVANCED STANDING

The waiving of the requirement to complete a course or unit of coursework. Formal credit for the waived coursework is not normally given. (CICIC) See also: Credit Transfer; Transfer Credit (External)

ADVERSE IMPACT

The disproportionately negative results that a law, process or policy may have on a specific group(s) of individuals that share certain traits, characteristics or other discerning features, which may include race, culture, gender, or other non-relevant factors. (CLEAR)

ADVOCATE (SEE PROSECUTOR)**ALLEGATION/COMPLAINT**

The assertion, claim or declaration that an act, event or result has or has not occurred. . (CLEAR)

ANCHOR ITEMS (see also EQUATING SET)

Items used on both a new test form and an administered test form for the purpose of equating the difficulty level of the two tests. (CLEAR)

ANGOFF METHOD OF STANDARD SETTING/MODIFIED ANGOFF

One of several procedures for establishing a threshold for passing the examination that is tied to successful performance on the job for an entry-level or minimally competent candidate or for a level of certification beyond entry to practice (e.g. advanced or specialty practice). In Angoff procedures, a group of subject

matter experts makes judgments about the difficulty of each question on a criterion referenced test. The judgments are combined mathematically to arrive at a recommended minimum score (see Passing Point). (CLEAR)

ANNOTATED LAWS AND CODE

All of the laws brought together in one unit, with comments and explanatory notes added to each statutory section. (CLEAR)

APPEAL

To request a review of the order or decision of a lower court or administrative agency. (CLEAR)

APPLICANT (see also CANDIDATE)

A person applying for licensing/ registration/certification and the right to practice a specific profession or occupation. (CLEAR)

APPLICANT

An individual who declares interest in earning a credential offered by a certification program, usually through a request for information and the submission of materials. See Candidate. (ICE/NCCA)

APPLIED DEGREE

An undergraduate degree offered by postsecondary institutions normally requiring four years of full-time study. Degrees are primarily in technology fields, emphasize technical applications, and frequently involve field work or practical training. (CICIC)

APPRENTICE

A person who works in a trade, occupation, or craft under an agreement or contract and under the supervision of a qualified individual. The apprentice learns the knowledge, skills, tools, and materials of the trade, occupation, or craft through on-the-job training and in-school instruction. (WD)

APPRENTICESHIP

A workplace-based training program involving in-school studies and supervised on-the-job training,

during which the apprentice learns the knowledge, skills, tools, and materials of an occupation. Apprenticeship may be regulated by legislation or custom, according to an oral or written contract that imposes obligations on the apprentice, sponsor, and workplace. Occupations may require a term of apprenticeship as a condition of licensing. (CICIC)

APPRENTICESHIP

A structured system of supervised training leading to certification in a designated trade, occupation, or craft. It is a systematic program of on-the-job training supplemented by in-school instruction in which an apprentice learns the knowledge, skills, tools, and materials of the trade, occupation, or craft. (WD)

APPRENTICESHIP ADVISORY BOARD, PROVINCIAL / TERRITORIAL

A provincial or territorial government appointed Board whose primary function is to advise the Minister responsible for labour market matters on issues related to training and certification of persons in designated trades. Board membership usually consists of equal numbers of persons representing employers and employees, one or more members at large and in most cases a representative of training agencies in the jurisdiction. The name given to the Board may differ between provinces and territories. (WD)

APPRENTICESHIP CONTRACT / AGREEMENT

A document, signed by the employer, sponsor, or joint apprenticeship training committee and apprentice, outlining the conditions and responsibilities of both parties to the term of apprenticeship. The agreement is usually co-signed by the government department or agency that has responsibility for the Apprenticeship Act and regulations. (WD)

APPROVAL

A process by which a governmental agency or other body establishes basic standards for the review of educational programs. Approval is distinguished from accreditation in that the approval process is generally not a voluntary process, and the standard-setting entity is usually governmental (whereas accreditation

bodies may include non-governmental components).
[Canadian Nurses Association]

ARTICLESHIP (see INTERNSHIP)

ARTICLING

A one-year period of paid workplace training as part of a formal educational program in law. (CICIC)

ARTICLING / INTERNSHIP

A period of practical, supervised, on-the-job training designed to supplement a period of formal study and give the practitioner the required skills and knowledge for entry into a trade or profession. (WD)

ARTICULATION AGREEMENT

An agreement between two institutions that authorizes studies undertaken in specific programs at one institution to be credited toward direct entry into or advanced standing in specific programs at another institution. (CICIC)

ASSESSMENT

The identification and measurement of learning, credentials, and other forms of qualifications required for entry into programs of study or occupations. Assessment may include testing, examinations, or other prescribed activities. (CICIC)

ASSESSMENT

The process of reviewing and evaluating competencies and qualifications for the purpose of determining whether or not an applicant has fulfilled the requirements to be eligible to practice an occupation. This process could include testing or examinations. The main purpose is to measure candidates against a pre-determined occupational or educational standard. (WD)

ASSESSMENT INSTRUMENTS

Any one of several standardized methods for determining if candidates possess the necessary knowledge and/or skill related to the purpose of the certification. (ICE/NCCA)

ASSOCIATE DEGREE

An undergraduate degree offered by colleges and university colleges, normally requiring two years of full-time study. (CICIC)

AUTONOMY

Control over all essential certification and recertification decisions without being subject to approval by or undue influence from any other body. Autonomy in the management and administration of certification enhances the ability of certification programs to serve stakeholder interests, primarily those of consumers of professional services. See Administrative Independence. (ICE/NCCA)

BACHELOR'S DEGREE

An undergraduate degree offered by universities, normally requiring three or four years of full-time study. (CICIC)

BIAS

IN THE CONTEXT OF SCORING: a systematic error in a score on an assessment instrument.

IN THE CONTEXT OF EXAMINATION FAIRNESS: may refer to the inappropriateness of content in the assessment instrument, either in terms of its irrelevance, overemphasis, or exclusion.

IN THE CONTEXT OF ELIGIBILITY AND RECERTIFICATION REQUIREMENTS: may refer to the inappropriateness or irrelevance of requirements for certification or recertification if they are not reasonable prerequisites for competence in a profession, occupation, role, or skill. See Fairness. (ICE/NCCA)

BLOCK TRANSFER

The transfer and granting of credit for a group of completed courses from one institution to another without requiring course-by-course assessments. (CICIC)

BRIDGING PROGRAM

A program of study involving courses designed specifically to provide individuals with skills and knowledge required for entry into an occupation or a

higher-level educational institution. It supplements learning outside a jurisdiction or at another institution and may consist of workplace training and occupation-specific skills acquisition, as well as language training. (CICIC)

BURSARY

A financial award made to students based on an assessment of financial need. (CICIC)

BYLAWS (see RULE)

CALENDAR

A book of rules, regulations, policies, programs, and courses for a specific institution. (CICIC)

CANADIAN NETWORK OF NATIONAL ASSOCIATIONS (CNNA)

The Canadian Network of National Associations of Regulators (CNNAR) is the federation of national organizations whose provincial and territorial members are identified in legislation as responsible for protection of the public through the self-regulation of professions and occupations.

CANDIDATE

An applicant for licensure, certification or registration, or the person taking an examination. (CLEAR)

CANDIDATE

An individual who has met the eligibility qualifications for, but has not yet earned, a credential awarded through a certification program. See Applicant (ICE/NCCA)

CANDIDATE HANDBOOK

A booklet, including examination information, for those applying for a credential, e.g., certification, licensure, registration. (CLEAR)

CERTIFICANT (also LICENSEE and MEMBER)

A person who has been awarded certification and the right to practice a specific profession. (CLEAR)

CERTIFICANT

An individual who has earned a credential awarded through a certification program. (ICE/NCCA)

CERTIFICATE

A document attesting to the successful completion of an educational course or program that is normally less than four semesters in length. A certificate may also qualify holders for entry into an occupation (e.g., Certificates of Qualification in the skilled trades). (CICIC)

See also : Credential ; Diploma

CERTIFICATE OF APPRENTICESHIP

A certificate or document issued to a person who has successfully completed a formalized apprenticeship training program. Sometimes also referred to as Apprenticeship Completion Certificate or Diploma of Apprenticeship. (WD)

CERTIFICATE OF QUALIFICATION

A certificate issued to an apprentice who has successfully completed an apprenticeship program or has met all the requirements of a trade, and has attained the prescribed pass mark on the examination to qualify as a journeyperson in that trade. The certificate is also issued to a tradesperson who has the required work experience and has attained the prescribed pass mark on the examination to qualify as a journeyperson. Provinces and territories may issue equivalent or similar certificates under different names. (WD)

CERTIFICATION

Documented recognition by a governing body that a person has attained occupational proficiency.

Renewal: Certificate holders may be required to undergo periodic renewal procedures involving reassessment, retesting, and/or proof of continuing and upgraded education or training.

Revocation: Certification may be revoked if requirements are not met. (CICIC)

CERTIFICATION

A voluntary process, often national in scope, by which individuals who have been certified have demonstrated some level of knowledge and skill in an occupation. (AERA, APA, NCME)

CERTIFICATION

The issuance of a formal document recognizing that a person has attained a standard of proficiency in a set of skills, knowledge, and abilities in a profession or trade. (WD)

CERTIFICATION

The procedure and action by which a duly authorized body evaluates and recognizes (certifies) an individual, institution, or educational program as meeting predetermined requirements, such as standards. (Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Lexicon, 1999.)

CERTIFICATION

A process, often voluntary, by which individuals who have demonstrated the level of knowledge and skill required in the profession, occupation, role, or skill are identified to the public and other stakeholders. (ICE/NCCA)

CERTIFICATION AGENCY

The organizational or administrative unit that offers and/or operates a certification program. (ICE/NCCA)

CERTIFICATION BOARD

A group of individuals appointed or elected to govern one or more certification programs as well as the certification agency, and responsible for all certification decision making, including governance. (ICE/NCCA)

CERTIFICATION BODY

The body or agency awarding certification. (CLEAR)

CERTIFICATION COMMITTEE

A group of individuals appointed or elected to recommend and implement policy related to certification program operation. (See governing committee) (ICE/NCCA)

CERTIFICATION PROGRAM

The standards, policies, procedures, assessment instruments, and related products and activities through which individuals are publicly identified as qualified in a profession, occupation, role, or skill. (ICE/NCCA)

COLLEGE (see REGULATORY BOARD)

COMMENTARY

Comments, remarks, and observations that clarify terms, provide examples of practice that help explain a standard, or offer suggestions regarding evidence that must be documented to demonstrate compliance. (ICE/NCCA)

COMMON ITEM EQUATING

A process to ensure comparable scores when common items appear on two tests. Also the basis for establishing the difficulty level and passing score for the new test form. (See Equating) (CLEAR)

COMPETENCE

Demonstrated ability to apply knowledge or skills, and where relevant, demonstrated personal attributes as defined in the certification requirements. (International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC) 17024).

CHALLENGE EXAM

A method of assessment developed by subject matter experts and/or faculty to award credit for previously acquired learning. It measures learning through a variety of written and nonwritten evaluation methods including examinations and demonstrations. (CICIC)

See also: Portfolio; Prior Learning Assessment and Recognition

CLINICAL TRAINING

A period of on-the-job, generally supervised, training included in a professional or vocational qualifying program of study. May be required in addition to academic qualifications for entry into a trade or profession. (CICIC)

See also: Apprenticeship; Internship

COMMUNITY COLLEGE

A non-university post-secondary educational institution offering programs related to liberal arts, technical and trades training (including pre-apprentice and in-school technical training for apprentices). (WD)

COMPETENCIES

A set of knowledge, skills, and abilities obtained through formal or non-formal education, work experience, or other means required to perform an occupation. (WD)

COMPETENCY

A measurable skill or set of skills, level of knowledge, and behavioural practices obtained through formal, non-formal, or informal learning; ability to perform occupation-specific tasks and duties. (CICIC)

COMPETENCY ASSESSMENT

Measurement of skills, level of knowledge, and behaviours obtained through formal or non-formal education, work experience, or other means, with the purpose of establishing applicant's possession of requirements for a trade or profession or for a program of study, or to identify training needs. Competency assessment may be in the form of examinations or task-based performance testing. (CICIC)

See also: Assessment; Prior Learning Assessment and Recognition

COMPETENCY-BASED MODULE

Sets of short training sessions that teach discrete associated skills and knowledge that in combination

constitute a training program. Used for training and evaluation purposes. (CICIC)

COMPETENCY-BASED TRAINING

A system of training based on specific performance criteria where progress in learning is measured in terms of demonstrated skills, knowledge and attitudes, and where an individual is allowed to progress at a rate determined by his or her own capabilities. (WD)

COMPLAINT (see ALLEGATION)

COMPLIANCE

The state of conforming to the guidelines on which accreditation was based. (CLEAR)

COMPLETION OF APPRENTICESHIP

The fulfillment by registered apprentices of the training requirements, both in-school and on-the-job, of an apprenticeship program applicable to the trade and the province and territory. Persons completing apprenticeship training will be issued a Certificate of Apprenticeship. In most cases they will also receive a Certificate of Qualification. (WD)

COMPULSORY APPRENTICESHIP

A requirement in which persons entering or working in a designated trade who do not possess a Certificate of Qualification or Completion of Apprenticeship Certificate must register as apprentices with the provincial or territorial authorities. Those working in the trade prior to the compulsory requirement may be exempted by provincial or territorial legislation. (WD)

COMPULSORY CERTIFICATION

A requirement in which persons entering or working in a designated trade must possess a Certificate of Qualification or be registered as apprentices, in order to practice in the trade. (WD)

COMPUTER ADAPTIVE TESTING (CAT)

A non-linear computer-based examination in which each successive item is based on a candidate's

performance on the previous item. The procedures may result in a unique examination for each candidate and may be of fixed or variable length. (CLEAR)

COMPUTER MASTERY TESTING

A computerized test on which candidates must obtain an established mastery score on each section of the test. (CLEAR)

CONDITIONAL REGISTRATION (see PROBATION/RESTRICTION)

CONDITIONAL STANDARD ERROR OF MEASUREMENT (CSEM)

The CSEM provides an estimate of reliability, conditional on the proficiency estimate. In other words, it provides a reliability estimate, or error estimate, at each score point. Because there is typically more information about students with scores in the middle of the score distribution, the CSEM is usually smallest, and scores more reliable, there.

CONDITIONS AND LIMITATIONS (see SUMMARY SUSPENSION)

CONDITIONS OF PRACTICE (see PROBATION/RESTRICTION)

CONFLICT OF INTERESTS

A situation in which someone in a position of trust, such as an employee, has competing professional or personal interests. Such competing interests can make it difficult to fulfill his or her duties impartially. (CLEAR)

CONSENT ORDER

A formal agreement between parties, made under the sanction of the court or regulatory body, that some action (such as ceasing an activity, correcting a practice, or paying a fine) will be taken to resolve a complaint. (CLEAR)

CONSTRUCTED RESPONSE

A type of item in which the candidate produces a response rather than just selecting a response from a set of multiple-choice options. (CLEAR)

CONSUMER MEMBER (also, LAY MEMBER, PUBLIC APPOINTEE, or PUBLIC MEMBER)

A member of the public on a regulatory body who represents the interests of those who are actual or possible purchasers, lessees, or recipients of consumer goods, services, realty, credit. An individual who may seek assistance or benefit from the profession being regulated. (CLEAR)

CONTENT CLASSIFICATIONS/CONTENT OUTLINE/TEST BLUEPRINT

A scheme for classifying the terms in an item bank based on the content measured by those items. The scheme should specify the number of questions on the test that are drawn from each content area or topic to ensure that the content covered by each test form is consistent. The scheme is usually based on the results of a job analysis in order to provide a link between the practice of the profession and the content covered on the test. This link provides evidence for the validity of the test. (CLEAR)

CONTENT DOMAIN

The set of behaviours, knowledge, skills, abilities, attitudes or other characteristics to be measured by a test, represented in a detailed specification, and often organized into categories by which items are classified. (AERA, APA, NCME)

CONTENT DOMAINS

The set of organized categories characterizing subject matter under which knowledge and skills may be represented in specifications for assessment instruments. (ICE/NCCA)

CONSUMER

See also "Public Member" (ICE/NCCA)

CONTENT VALIDITY

A term used in the 1974 *Standards* to refer to a *kind* or *aspect* of validity that was “required when the test user wishes to estimate how an individual performs in the universe of situations the test is intended to represent” (p. 28). In the 1985 *Standards*, the term was changed to content-related evidence emphasizing that it referred to one type of evidence within a unitary conception of validity. In the current 1999 *Standards*, this type of evidence is characterized as “evidence based on test content.” (AERA, APA, NCME)

CONTINUING COMPETENCE

The ability over time to integrate and apply the knowledge, skills, judgment, and personal attributes required to practise an occupation safely and ethically. Occupational bodies may require members to verify that they have met continuing competence standards. (CICIC)

CONTINUING COMPETENCE

A periodic demonstration using portfolios, examinations, products, or other similar measures that a licensee, registrant, or certificant has remained competent. (CLEAR)

CONTINUING COMPETENCE

The ability to provide service at specified levels of knowledge and skill, not only at the time of initial certification but throughout an individual's professional career. See Recertification and Continuing Education. (ICE/NCCA)

CONTINUING EDUCATION

Educational and other learning opportunities beyond the formal education required for initial entry into a profession, to assist practitioners to maintain or increase competence, to become aware of new developments, and to provide responsible, quality services. (CLEAR)

CONTINUING EDUCATION

Activities, often short courses, that certified professionals engage in to receive credit for the purpose of maintaining continuing competence and

renewing certification. See Recertification and Continuing Competence. (ICE/NCCA)

COOPERATIVE EDUCATION

Educational programming in which classroom instruction is alternated with semesters of work placement and performance evaluation in workplaces related to the field of study. (CICIC)

CORRELATION COEFFICIENT

A measurement of performance on a particular test item compared to performance on the test as a whole. A strong positive correlation means the high ability candidates are getting the item right. A strong negative correlation means the high ability candidates are getting the item wrong. A near zero correlation means the item is not discriminating between high and low ability candidates. Typical correlation coefficients used in testing include biserial correlation coefficient and point-biserial correlation coefficient. (CLEAR)

COUNCIL ON LICENSURE, ENFORCEMENT AND REGULATION (CLEAR)

The Council on Licensure, Enforcement and Regulation (CLEAR) is the premier international resource for professional regulation stakeholders. CLEAR is a resource for any entity or individual involved in the licensure, non-voluntary certification or registration of the hundreds of regulated occupations and professions.

COURSE

A single unit of study offered by educational institutions. (CICIC)

COURSE DESCRIPTION

A documented description of a course. It may include learning outcomes, objectives, content, texts and other resources, and student evaluation methods. (CICIC)

CREDENTIAL

Documented evidence of learning based on completion of a recognized program of study, training, work experience, or prior learning assessment. Degrees, diplomas, certificates, and licences are examples. (CICIC)

See also: Certificate; Diploma

CREDENTIALING

Pertaining to the recognition of qualifications through the issuance of formal documentation. (CICIC)

CREDENTIALING

Granting to a person, by some authority, a credential, such as a certificate, license, or diploma, that signifies an acceptable level of performance in some domain of knowledge or activity. (AERA, APA, NCME)

CREDENTIALING

The voluntary or required process of assessing and validating the qualifications of a practitioner to provide services. It equally applies to programs, facilities, or products that have met established standards. Also, the administrative process of issuing specified credentials for purposes of authorizing practice of a profession. (CLEAR)

CREDENTIALING

Credentialing is the umbrella term that includes the concepts of accreditation, licensure, registration, and professional certification. Credentialing can establish criteria for fairness, quality, competence, and/or safety for professional services provided by authorized individuals, for products, or for educational endeavors. Credentialing is the process by which an entity, authorized and qualified to do so, grants formal recognition to, or records the recognition status of individuals, organizations, institutions, programs, processes, services, or products that meet predetermined and standardized criteria. (ICE/NCCA)

CREDENTIALING PROCESS

The credentialing process is essentially a method for maintaining *quality* standards of knowledge and performance, and in some cases, for stimulating

continued self-improvement. Credentialing confers occupational *identity*. (ICE/NCCA)

CREDIT

A unit of recognition indicating successful completion of study, training, or a defined competency as documented in an academic record. (CICIC)

CREDIT TRANSFER

Acceptance or recognition of credits by a host institution from another institution within or outside the jurisdiction. (CICIC)

See also: Advanced Standing; Transfer Credit (External)

CRITERION

An objective and measurable indicator relating to skill level, knowledge, and/or competency. Most often 'standards' refer to a set of criteria and required levels. (CICIC)

CRITERION-REFERENCED TEST

A test that allows its users to make score interpretations in relation to a functional performance level, as distinguished from those interpretations that are made in relation to the performance of others. Examples of criterion-referenced interpretations include comparison to cut-scores, interpretations based on expectancy tables, and domain-referenced score interpretations. (AERA, APA, NCME)

CRITERION-REFERENCED TESTING

Testing in which a fixed passing or cut score is set using accepted standard-setting methods (compare Norm-referenced testing.) (CLEAR)

CURRENCY

The period of time during which something is valid, accepted, or in force. (CICIC)

CURRICULUM

List of subjects composing a structured training and/or education program 'organized into a course, courses,

or work experiences which develop the knowledge, skills, and abilities of learners.' The curriculum has an implicit or explicit set of goals and objectives with respect to learning outcomes. (CICIC)

CURRICULUM

A structured outline of learning organized into course(s) or work experiences that develops the knowledge and skills of learners. It is a comprehensive term that includes such elements as task analyses, competency profiles/charts, course outlines, learning/teaching objectives, and lesson plans. (WD)

CUT SCORE

A specified point on a score scale, such that scores at or above that point are interpreted or acted upon differently from scores below that point (e.g. the established pass rate for the program – the score that determines that mastery of the content domain has been demonstrated). (AERA, APA, NCME)

CUT SCORE (see PASSING POINT)

CUT SCORE

A specific score on an assessment instrument or instruments at or above which passing decisions are made and below which failing decisions are made. (ICE/NCCA)

DACUM

An acronym for 'Developing a Curriculum,' a model used in competency-based training for developing learning activities that generate specific skills required by an occupation. (CICIC)

DACUM CHART

A listing of skills or competencies in a specific trade or occupation organized and presented in a chart format. The list is prepared using the DACUM (developing a curriculum) method for analyzing a trade or occupation. DACUM involves bringing together practitioners from the trade under the leadership of a trained facilitator. (WD)

DEFENSE ATTORNEY/DEFENCE LAWYER/ DEFENSE SOLICITOR OR DEFENSE COUNSEL

The individual who represents the respondent (usually the registrant, licensee, or certificant facing disciplinary action) in a contested matter. (CLEAR)

DEFENSIBILITY

A test is considered defensible if proper psychometric procedures are followed when establishing the content and statistical specifications and when developing and scoring the test and when setting standards or making decisions on the basis of test results. A defensible test must demonstrate both reliability and validity. In the legal context, this term can be defined as "the extent to which a position can be defended." (CLEAR)

DEGREE

A title awarded by a university or other authorized academic institution for successful completion of a program of academic study. (CICIC)

DESIGNATED APPRENTICEABLE TRADE

A trade that has been formally recognized through provincial or territorial legislation for apprenticeship training and certification. The requirements for in-school and on-the-job training as well as level and certification examinations are outlined in the trade regulations. (WD)

DESIGNATED RED SEAL TRADE

A trade that has been designated by the Canadian Council of Directors of Apprenticeship (CCDA) for inclusion in the Interprovincial Standards Program. The training and certification are based on a national occupational standard, and provinces and territories are permitted to affix a Red Seal to the certificates of candidates who meet the standard. (WD)

DIAGNOSTIC SCORE REPORT

A summary of a candidate's performance, both positive and negative, on subsections of a test, usually intended to provide information on relative areas of strength and weakness. Generally only provided to failing candidates. (CLEAR)

DIFFICULTY LEVEL

The percentage of candidates who answered a specific item correctly or the average scale value or rating achieved by candidates. Also called a P Value. (CLEAR)

DISCIPLINARY PROCEEDINGS

The legal process through which the regulatory body and the respondent present evidence and legal arguments to a panel of adjudicators so that the panel can issue a ruling and/or judgment with respect to the issues submitted before it. (CLEAR)

DISCIPLINE

A formal, published process for the enforcement of standards governing the professional behavior (i.e., ethics) of certificants. (ICE/NCCA)

DISCOVERY/DISCLOSURE

The disclosure of information obtained in an investigation to the licensee, to assist the defense's preparation for a contested case. (CLEAR)

DISTRACTERS/DISTRACTORS

The incorrect options in a multiple-choice item. (CLEAR)

DUE PROCESS (also PRINCIPLES OF NATURAL JUSTICE, DUTY OF FAIRNESS, FUNDAMENTAL JUSTICE)

The rules and principles established through the legal system to enforce and protect the rights of the individual. (CLEAR)

DUTY OF FAIRNESS (see DUE PROCESS)**ENDORSEMENT/MUTUAL RECOGNITION**

The recognition by a jurisdiction of an individual's license from another jurisdiction, when the qualifications and standards required by the original licensing jurisdiction are equivalent to or higher than those of the new jurisdiction. The licensee is relieved of the full burden of obtaining a license in the new jurisdiction. (CLEAR)

EQUATING

Statistically aligning reported scores on a test form to ensure comparability of scores across test forms in a given testing program. (CLEAR)

EQUATING SET (see also ANCHOR ITEMS)

A group of items that are the same in a new test form as in the original test form. (CLEAR)

EVALUATION

Assessment of an individual's fulfillment of minimum requirements for certification, licensure, or registration. (CLEAR)

EVALUATION INSTRUMENT (see EXAMINATION)**EVIDENCE**

Information that may be used in a proceeding to establish or disprove any contested factual matter. (CLEAR)

EXAMINATION

An evaluation instrument that measures a candidate's competency by one or more means, such as written, oral, practical, or observational (ISO/IEC 17024).

EXAMINATION - INTERPROVINCIAL

An instrument used to determine whether completing apprentices and experienced tradespersons meet the national standard in a Red Seal trade. Examinations are based on the National Occupational Analysis for that trade. (WD)

DESIGNATION

Term used to select or denote educational institutions, programs, or courses of study according to set criteria of eligibility (e.g., for student financial assistance programs, certain designated institutions are accessible to students for financial aid purposes). This term also sometimes refers to restricted occupational titles. In the context of apprenticeship, 'designation' refers to a trade that has been formally recognized through provincial/territorial legislation for apprenticeship training and certification. (CICIC)

DIPLOMA

Title awarded upon or document attesting to the successful completion of a program of postsecondary academic and/or vocational training and education. (Ontario: Document of recognition awarded by a board of governors of a College of Applied Arts and Technology to a student who has completed an approved program of at least four semesters' duration or the equivalent.) (CICIC)

See also: Certificate; Credential

DIPLOMA SUPPLEMENT

A document produced by national institutions in European countries that is appended to credentials and that provides a description of the nature, level, context, content, and status of studies pursued and successfully completed by an individual. Attached to the diploma supplement is a description of the national higher education system within which the individual named on the original qualification graduated. (CICIC)

DISCIPLINE

A grouping of several related fields of study that forms the basis for organizing educational programs. (CICIC)

DOCTORATE

A graduate degree that is one level higher than a master's degree. (CICIC)

E-LEARNING

Distance learning conducted through the Internet. (CICIC)

ELIGIBILITY REQUIREMENTS

Published criteria, often benchmarks for education, training, and experience, with which applicants must demonstrate compliance in order to qualify for certification. (ICE/NCCA)

ENTRANCE REQUIREMENTS

A set of criteria stipulating education and other types of training or experience for eligibility to enter an

educational program or occupation. May include minimal levels of achievement and/or scores on examinations. (CICIC)

EQUATING

A statistical process used to convert scores on two or more alternate forms of an assessment instrument to a common score for purposes of comparability and equivalence. (ICE/NCCA)

EQUIVALENCY

A term used to describe and/or determine a relationship of parity between one system, jurisdiction, or institution and another with respect to the value and significance of courses, diplomas, certificates, licences, and/or degrees. Ideally, these relationships are mutual so that holders of 'equivalent' credentials are treated in the same way by institutions and occupations. (CICIC)

See also: Acceptance; Recognition

ESSENTIAL ELEMENT

A statement that is directly related to a Standard and specifies what a certification program must do to fulfill the requirement of the Standard. (ICE/NCCA)

EVALUATION

See Assessment.

EXAMINER

A person with relevant technical and personal qualifications who conducts and/or scores an examination (ISO/IES 17024).

EXEMPTION

The waiving of specific courses as requirements for completion of a formal program of study based on an assessment of prior studies or prior learning through work or other life experience. Exemptions are granted on a case-by-case basis and result in advanced standing. Students may be required to replace exempted courses with alternatives. (CICIC)

EXPERIENTIAL LEARNING

Learning acquired through doing. Can be acquired in formal and non-formal education programs or through informal work and life experience. (CICIC)

FACE VALIDITY

The degree to which a test appears to be an appropriate measure of the knowledge, skills, and abilities being tested. (CLEAR)

FAIRNESS

The principle that all applicants and candidates will be treated in an equitable manner throughout the entire certification process. See Bias. (ICE/NCCA)

FAIRNESS REVIEW

A process used to ensure that examinations or other processes do NOT contain any items that are potentially discriminatory or insensitive toward a particular group of examinees. (CLEAR)

FALSE NEGATIVE

A decision error whereby someone who is sufficiently competent is deemed to be not sufficiently competent.

FALSE POSITIVE

A decision error whereby someone who is not sufficiently competent (sub-threshold) is deemed competent.

FELONY

A crime of a grave or more serious nature than those designated as misdemeanors. Felonies are usually punishable by imprisonment or fines. (CLEAR)

FIELD-TEST ITEM (see PRETEST ITEM)

FITNESS TO PRACTICE PROCEEDINGS

Proceedings to determine if a certificant/member/licensee/registrant is incapacitated, i.e. suffering from a physical or mental condition or disorder such that the member is unfit to continue to carry out his or her professional responsibilities. (CLEAR)

FIXED-LENGTH TEST

A test with a preset number of items in each form of the examination. (CLEAR)

FORM CODE

A unique identifier for a test form that typically includes the testing program code and a series of alpha-numeric characters. (CLEAR)

FORMAL LEARNING

Learning acquired in educational institutions. (CICIC)

FORUM OF LABOUR MARKET MINISTERS (FLMM)

A forum comprised of the provincial, territorial ministers and the federal minister with responsibility for reviewing work and setting priorities for federal-provincial/territorial and interprovincial cooperation on labour market matters. The forum is supported through a set of committees at various levels, including: ministers, deputy ministers, senior officials, and working groups. (WD)

FRAUDULENT CREDENTIALS

Documents that were not issued by a legitimate or official source or were altered. (CLEAR)

FUNDAMENTAL JUSTICE (see DUE PROCESS)

GOVERNING COMMITTEE

A group of individuals appointed or elected to formulate and implement policy related to certification program operation. The NCCA uses this term to denote those committees that are given complete authority over all essential certification decisions. (ICE/NCCA)

GRADUATE STUDIES

Studies normally taken following an undergraduate degree (most often a master's or doctoral degree). (CICIC)

GRANDFATHERING (ACQUIRED RIGHTS)

A recognition of a person's work experience in a trade prior to the trade being designated for training and certification or a designated trade being declared for compulsory certification. The recognition may be in the form of granting the Certificate of Qualification without examination, a permit to work at a trade for a specified or indefinite period or other forms that permit the person to remain working in the trade in the same capacity as before its designation or certification. (WD)

GRANDFATHERING

The process by which individuals are granted certification without being required to meet a formal examination requirement. This process is frequently invoked when a certification program is initiated, as a way of recognizing the experience and expertise of long-term experts, and/or to allow grandfathered individuals to develop the initial form(s) of the certification examination. Individuals initially certified through grandfathering may, in the future, be required to pass a form of the certification examination they did not participate in developing in order to maintain certification. (ICE/NCCA)

INCORPORATION STATUS

Legal recognition granted by states to organizations; determines IRS classification as for-profit or nonprofit. (ICE/NCCA)

INTERPROVINCIAL STANDARDS (RED SEAL) PROGRAM

A program designed to bring together provincial, territorial, and federal governments to achieve increased workforce mobility by establishing common standards for certification in individual trades and occupations. The basis elements of the program are the National Occupational Analyses and the Interprovincial Examinations. The program is complementary to provincial and territorial certification programs, and administered by the Canadian Council of Directors of Apprenticeship (CCDA). It is also referred to as the Red Seal Program. (WD)

HARMONIZATION

Harmonization means making identical or minimizing the differences between standards or related measures of similar scope. (AIT)

HEARING

A legal proceeding in which the parties to a dispute present evidence and make legal submissions to the adjudicator(s) so that they can make findings of fact and issue a judgment with respect to the issues submitted for determination. (CLEAR)

HEARING PANEL (see ADMINISTRATIVE LAW JUDGE)

HIGH-STAKES TESTS

A test used to provide results that have important, direct consequences for examinees, programs, or institutions involved in the testing. (AERA, APA, NCME)

INCOMPETENCE

A lack of knowledge, skill or judgment or disregard for the welfare of clients or other individuals of a nature or extent that demonstrates that the member is unfit to continue to carry out his or her professional responsibilities without corrective action. (CLEAR)

INDEMNIFICATION

The act of securing a party who acts for the benefit or at the request of another party against future hurt, loss, or damage; the second party promises to compensate the first in such an event. (CLEAR)

INFORMAL LEARNING

Learning acquired through work and life experience, using unstructured methods and settings. (CICIC)

INQUIRY (see INVESTIGATION)

INTAKE

The point at which a complaint enters a formal process to resolve a matter or investigate a certificant/licensee/ registrant or member. (CLEAR)

ITEM

A statement, question, exercise, or task on a test for which the test taker is to select or construct a response, or perform a task. (AERA, APA, NCME)

ITEM

A generic term indicating a single point of measurement in an examination; a test question or other test unit such as a performance task. (CLEAR)

ITEM

A general term referring to problems and/or questions that appear in assessment instruments and to which candidates must respond. (ICE/NCCA)

ITEM ANALYSIS

A report of the difficulty and discrimination for each item on an examination. The analysis provides statistical information about the correct response and each distracter/distractor. (CLEAR)

ITEM BANK

A repository, generally in electronic format, for all of the items associated with a particular testing program. In addition to the questions, item banks normally contain content classification information and statistical information. (CLEAR)

ITEM BANK

The system by which test items are maintained, stored, and classified to facilitate item review, item development, and examination assembly. (ICE/NCCA)

ITEM POOL

The aggregate of items from which a test or test scale's items are selected during test development, or the total set of items from which a particular test is selected for a test taker during adaptive testing. (AERA, APA, NCME)

ITEM SELECTION ALGORITHM

The item selection algorithm is a description of the process and set of constraints that govern how a set of items (test) is selected from the larger item pool. The total number of items, and the number of items that are to be selected from sub-domains, is an important aspect of the item selection algorithm. (AERA, APA, NCME)

ITEM TYPE OR FORMAT

The structure of a problem or question in an assessment instrument (i.e., multiple choice, open-ended). (ICE/NCCA)

INTERIM CERTIFICATE/INTERIM LICENSE

Certificate or license for an initial period of time pending completion of additional requirement e.g. successfully writing an examination. Professional practice under an interim certificate/license may be subject to conditions. (CLEAR)

INTERIM SUSPENSION/TERMS

Suspension of a certificant/ member/registrant pending outcome of a disciplinary or fitness to practice proceeding. Interim suspensions are made when there is a serious concern of client safety and risk of harm. (CLEAR)

INTERNSHIP

A supplementary period of practical, supervised, on-the-job training designed to give practitioners the required skills and knowledge for entry into a trade or profession. An intern is an advanced student or recent graduate in a professional field who is getting practical experience under the supervision of experienced workers. (CICIC)

INTERNSHIP (also ARTICLESHIP, PRACTICUM)

Supervised practical experience in preparation for a profession or occupation. (CLEAR)

INTER-RATER RELIABILITY

The degree of consistency with which different raters assign scores to candidates' performance. (CLEAR)

INTERROGATION

The questioning of an individual believed to possess information or knowledge of interest in an investigation, but who is reluctant to cooperate. (CLEAR)

INTERSTATE SCORE TRANSFER

A test score transferred directly to a jurisdiction by a non-state agency for a candidate who is seeking licensure or registration in a new jurisdiction. (CLEAR)

INTERVIEW

The questioning of an individual believed to possess information or knowledge of interest in an investigation. (CLEAR)

INTERVIEW TEST/ORAL EXAMINATION

A testing method in which a predetermined set of items is orally presented to all candidates. Responses are scored with a rating guide designed by a committee of subject matter experts. Examiners are carefully trained to ensure comparability of ratings, and typically more than one examiner rates each candidate. Candidates are typically videotaped or audio taped in order to have a record of the items asked and responses provided in the event that a candidate appeals the results. (CLEAR)

INVESTIGATION (also INQUIRY)

A thorough and systematic examination of a matter or issue in order to determine what occurred. (CLEAR)

JOB ANALYSIS

A general term referring to the investigation of positions or job classes to obtain descriptive information about job duties and tasks, responsibilities, necessary worker characteristics (e.g., knowledge, skills, and abilities), working conditions, and/or other aspects of the work. (AERA, APA, NCME)

**JOB ANALYSIS/OCCUPATIONAL ANALYSIS/
PRACTICE ANALYSIS**

A process for describing the practice of a profession or job, including underlying competencies, major areas of responsibility, tasks, and knowledge, skills, and abilities. Results can be used to determine the content that should be covered on the examination. (CLEAR)

**JOB/PRACTICE ANALYSIS/ROLE DELINEATION
STUDY**

Any of several methods used singly or in combination to identify the performance domains and associated tasks, knowledge, and/or skills relating to the purpose of the credential and providing the basis for validation. (ICE/NCCA)

JOINT PROGRAM

An educational program developed and delivered by two educational institutions and resulting in credits being awarded by both institutions. It can also refer to an educational program developed and delivered by two different areas within the same institution. (CICIC)

JURISDICTION

The legal right by which an adjudicative body exercises its authority to receive evidence, apply the law, control its processes, make decisions and declare judgments. The geographic area covered by this authority. (CLEAR)

KEY

The correct answer to an individual test question. (CLEAR)

KSAs

Knowledge, skills, and abilities associated with the practice of a profession or occupation. (CLEAR)

LANGUAGE REQUIREMENT

Stipulated requirement for applicants to demonstrate oral and/or written language skills and general comprehension prior to entry into an educational institution or a trade or profession. Minimum

standards may be set by the institution, trade, or profession, and may include trade- or profession-specific comprehension skills. (CICIC)

LANGUAGE TESTING

Process of determining oral and written language skills, as well as general comprehension, based on achievement scores in a written and/or oral examination. Sometimes used as part of certification process or for entry into an academic institution or for membership in a trade/professional body. (CICIC)

LAW

The rules, standards, and principles enacted by a political authority and interpreted by the courts which guide a defined jurisdiction. (CLEAR)

LAY MEMBER (SEE CONSUMER MEMBER)

LEARNING OUTCOME

A statement of what a person knows and can do as a result of learning. It is often used in connection with academic courses and programs and can also be used to describe knowledge and skills acquired through work and life experiences. (CICIC)

LEGISLATION - APPRENTICESHIP

The Provincial and Territorial Acts and Regulations governing the administration of apprenticeship and related programs, including the training and certification of apprentices and tradespersons. (WD)

LEGISLATIVE OVERSIGHT

The periodic review of governmental agencies by a legislative committee or a division in charge of the agency. (CLEAR)

LETTER OF PERMISSION

A letter issued to a student by a postsecondary institution stating that credit for a course taken at another institution will be granted upon receipt of a transcript confirming successful completion of the course. (CICIC)

LICENCE

A document used by some trades and professions to signify that the licence-holder meets competency and other requirements and is entitled to practise. Although generally used within a regulatory system prohibiting practice without a licence, there are occupations for which licensing is voluntary. Licences may also be granted to services and facilities (as in a licensed day-care facility). (CICIC)

LICENCE

Document entitling its holder to have the exclusive right to practice a trade or profession, and signifying that the licence-holder meets competency and other requirements for practice. (WD)

LICENSE/REGISTRATION

The recognition of competence to practice a given occupation or profession conveyed to an individual or entity by a regulatory body. Individuals must complete various requirements prior to registration and becoming eligible to receive a license and are held accountable for practicing in accordance with established standards of safety and effectiveness. (CLEAR)

LICENSEE (see CERTIFICANT)

Licensing of establishments/organizations
The recognition by a regulatory body for an entity to operate an establishment by conforming to specified standards. The entity in charge of the establishment assumes responsibility for all who are employed there. (CLEAR)

LICENSING

The granting, usually by a government agency, of an authorization or legal permission to practice an occupation or profession. (AERA, APA, NCME)

LICENSING

A formal recognition that a person has attained a standard of proficiency in a set of knowledge, skills, and abilities required to practice a trade or occupation. (WD)

LICENSING BODY

An authority charged with the exclusive right to determine eligibility for and to issue licences in a specific occupation or set of occupations. Licensing bodies set the minimum standards of practice for many professions. (CICIC)

See also: Regulatory Agency; Right to title

LICENSURE

Mandatory procedures for determining licence eligibility, granting licences, and protecting the public regarding licensed occupations. (CICIC)

LICENSURE

Procedures for determining eligibility, granting licenses, and protecting the public with respect to the practice of the trade or profession requiring a licence. Licensure denotes to the public that the person who has been granted the licence has the competence needed to provide for the public's protection. (WD)

LICENSURE

Licensure is the mandatory process by which a governmental agency grants time-limited permission to an individual to engage in a given occupation after verifying that he/she has met predetermined and standardized criteria, and offers title protection for those who meet the criteria. (ICE/NCCA)

LIFELONG LEARNING

All learning that is acquired throughout a person's life, including formal, non-formal, and informal learning. (CICIC)

LINEAR TEST

A test in which a specific set of items is administered to all candidates without taking into account a candidate's ability level. (CLEAR)

LINEAR-ON-THE-FLY TEST

A computer based test in which varying tests are assembled for candidates based on content and statistical test specifications. This format differs from adaptive testing in that the difficulty of test items is not

based on the candidate's performance on earlier items in the test. (CLEAR)

MAINTENANCE

The process of renewing standards, updating curricula, and upgrading professional/ occupational development of certificate and licence holders for the purposes of keeping their professional and occupational practice and standards current. (CICIC)

MALPRACTICE

The delivery of substandard care or services by a lawyer, doctor, dentist, accountant or other professional. Generally, malpractice occurs when a professional fails to provide the quality of care that should reasonably be expected in the circumstances, with the result that her patient or client is harmed.

MASTER'S DEGREE

A graduate degree offered by universities. It normally follows an undergraduate degree and takes one to two years of full-time study. (CICIC)

MASTERY TEST

1. A criterion-referenced test designed to indicate the extent to which the test taker has mastered some domain of knowledge or skill. Mastery is generally indicated by attaining a passing score or cut score. 2. In some technical use, a test designed to indicate whether a test taker has or has not attained a prescribed level of mastery of a domain. (AERA, APA, NCME)

MEAN

The arithmetic average of a set of numerical data. In a testing context, it refers to the "average" score obtained by a group of candidates. (CLEAR)

MEDIAN

The middle value of an ordered set of numerical data. For example, the median value of the set {5, 8, 9, 10, 11, 11, 13} is 10. (CLEAR)

MEMBER (see CERTIFICANT)

MENTORSHIP

A service associated with educational programs and licensing/registration processes, through which individuals obtain ongoing advice and assistance from persons experienced in their field of study or occupation. (CICIC)

METHODS OF RESOLUTION

The proceedings or avenues available to a regulatory body in an attempt to resolve a disputed matter. (Examples include: Consent Order, Voluntary Surrender, Settlement or Negotiated Agreement, Administrative Hearing). (CLEAR)

MINIMUM REQUIREMENTS

The thresholds that must be met for eligibility to sit for an examination, to pass the examination, or to be qualified for a credential. (CLEAR)

MINISTERIAL CONSENT

Ministerial consent is the written consent of the Minister of Training, Colleges and Universities to undertake one or more of the activities under the Post-secondary Education Choice and Excellence Act, 2000. Consents are normally granted for specific periods of time. Consents may be revoked, suspended, amended or reinstated in accordance with the Act and related Regulations. Ministerial consent is mechanism by which some colleges may be granted the authority to grant degrees. All applications for ministerial consent are referred to the Postsecondary Education Quality Assessment Board (PEQAB). PEQAB reviews applications for consent and makes recommendations to the Minister on program quality and organizational soundness.

MISCONDUCT

Misconduct is a legal term meaning a wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts. (WIKIPEDIA)

MISDEMEANOR

Offenses of lesser severity than a felony. (CLEAR)

MOBILITY

The extent to which a worker is able to move freely from one jurisdiction to another and to gain entry into an academic institution or occupation without undue obstacles or hindrances. (CICIC)

MOBILITY

Movement of workers within and between countries. (CLEAR)

MODE

The most frequently occurring value in a set of data. For example, the mode of the set {13, 5, 9, 11, 11, 8, 10} is 11. (CLEAR)

MODIFIED ANGOFF

The most widely used method of determining cut scores on criterion-referenced tests. After a discussion and consensus of the characteristics of a borderline candidate, judges review each item to answer the question: "would a borderline candidate be able to answer this item correctly?" The items they should answer correctly are assigned a 1 = yes, and the items they should not answer be able to answer correctly are assigned a 0 = no. The pass point is then calculated by averaging the scores. The modified Angoff has been described as much easier than estimating the proportion correct as used in the traditional Angoff. (AERA, APA, NCME)

MODIFIED ANGOFF (see ANGOFF METHOD OF STANDARD SETTING)

MONITORING COMPLIANCE

Oversight carried out by accreditation bodies in order to ensure continuing compliance with accreditation standards. (CLEAR)

MULTIPLE CHOICE QUESTION

An item that lists multiple response options, one of which is clearly the correct or best option. (CLEAR)

MUTUAL RECOGNITION

Acceptance by appropriate authorities in two jurisdictions that the qualifications of their workers in a given occupation conform to another's occupational standard without requiring the worker to undergo any additional assessment or training. (WD)

MUTUAL RECOGNITION

Mutual recognition means the acceptance by a Party of a person, good, service or investment that conforms with an equivalent standard or standards-related measure of another Party without modification, testing, certification, re-naming or undergoing any other duplicative conformity assessment procedure; (AIT)

MUTUAL RECOGNITION (SEE ENDORSEMENT)

NATIONAL ORGANIZATION FOR COMPETENCY ASSURANCE (ICE)

Established in 1977, the National Organization for Competency Assurance (ICE) is the leader in setting quality standards for credentialing organizations. Through its annual conference, regional seminars, and publications, ICE serves its membership as a clearinghouse for information on the latest trends and issues of concern to practitioners and organizations focused on certification, licensure, and human resource development.

NORM-REFERENCED TESTING

Testing in which candidates' scores are reported in relation to the performance of the overall group taking the test. The test scores may be reported as percentile ranks or scaled scores, e.g., 200 – 800 or similar scale (compare Criterion-referenced testing). (CLEAR)

NOTICE TO ATTEND AND PRODUCE RECORDS (SEE SUBPOENA)

OBTAINED SCORE

The score a candidate earns on a test, which includes measurement error (see True score and Standard error of measurement). (CLEAR)

OCCUPATION

Skill set which, with certain variants, includes the same main duties or tasks, or represents the same type of work. The skill set for a given occupation is taken into account in classifying jobs or establishing standards. The definition of an occupation may vary according to province or territory in Canada and according to the country. (WD)

OCCUPATION

A group of related job activities consisting of sets of knowledge, skills, and related tasks. (CICIC)

See also: Profession; Trade

OCCUPATIONAL ANALYSIS - NATIONAL

A document that details the tasks and sub-tasks performed by workers in a trade or occupation. The National Occupational Analyses for Red Seal trades are developed by industry practitioners under the guidance of the federal government with the assistance of the provinces and territories. Once completed, an occupational analysis is used as the base document in the development of an interprovincial (Red Seal) examination. (WD)

OCCUPATIONAL ANALYSIS (see JOB ANALYSIS)

OPERATIONAL ITEM

An item on a test that is scored and contributes to the pass/fail decision (see Pretest item). (CLEAR)

OCCUPATIONAL STANDARD

The skills, knowledge, and abilities required for an occupation as established by a recognized body and against which the qualifications of an individual in that occupation are assessed. (WD)

OCCUPATIONAL STANDARDS

Identification of relevant tasks, knowledge and/or skills, and performance levels associated with a particular occupation. Benchmarks for skills and knowledge against which the practice of an occupation is measured. Generally established by the regulatory body governing the occupation. (CICIC)

OPTIONS

The various responses in a selected-response test question from which a candidate would select the correct answer (see selected response). (CLEAR)

ORAL EXAMINATION (see INTERVIEW TEST)**OUT OF COMPLIANCE**

Failure of an accredited organization to meet agreed accreditation standards. (CLEAR)

NON-FORMAL LEARNING

Learning acquired in structured programs outside formal educational institutions. (CICIC)

ONTARIO QUALIFICATIONS FRAMEWORK (OQF)

The OQF is an integrative framework that identifies the main purposes of each qualification, outlines the learning expectations for graduates who hold each type of qualification and shows the relationship between the different qualifications. Each qualification can be seen as a benchmark or reference point along a continuum.

ON-THE-JOB TRAINING

The component or portion of an apprenticeship training program where apprentices spend time working on the job site learning the skills of the trade under the supervision of a journey person. (WD)

PANEL OF EXPERTS

A group of individuals who, by all accounts, are experts in the content domain of interest. (AERA, APA, NCME)

PARENT ORGANIZATION

The legal entity under which a certification program is established when the certification program is governed as part of a larger organization. (ICE/NCCA)

PERFORMANCE ASSESSMENT

Performance assessments (PAs) refer to assessments which attempt to measure examinee skills and abilities to perform various tasks directly. Rather than presenting examinees with printed multiple-choice (MC) questions that require selection of a correct option from among those presented, PAs require examinees to construct responses to a wide range of problems.

PERFORMANCE DOMAINS

The set of organized categories characterizing a role or job under which tasks and associated knowledge and/or skills may be represented in the job/practice analysis. (ICE/NCCA)

PERFORMANCE STANDARD

1. An objective definition of a certain level of performance in some domain in terms of a cut score or a range of scores on the score scale of a test measuring proficiency in that domain. 2. A statement or description of a set of operational tasks exemplifying a level of performance associated with a more general content standard; the statement may be used to guide judgments about the location of a cut score on a score scale. The term often implies a desired level of performance. (AERA, APA, NCME)

PLACEMENT RECOMMENDATION

Judgment made regarding an applicant's appropriate level within an educational institution and based on an evaluation and assessment of prior credentials. Does not constitute formal equivalency or recognition. (CICIC)

PORTABILITY

The condition of transferability and recognition of a credential between one jurisdiction or institution and another. (Also called 'TRANSFERABILITY') (CICIC)

PORTFOLIO

Formally presented documentation and other supporting evidence that demonstrates and provides validation of learning achieved from prior experience and that articulates the learning toward course or program requirements.

See also: Challenge Exam; Prior Learning Assessment and Recognition (CICIC)

POSTGRADUATE STUDIES

Studies normally taken following completion of the highest-level credential available in a field of study (e.g., postdoctoral). (CICIC)

POSTSECONDARY EDUCATION

Formal education at a higher level than secondary school. (CICIC)

POSTSECONDARY EDUCATION QUALITY ASSESSMENT BOARD

The Postsecondary Education Quality Assessment Board (PEQAB) is an arms-length advisory agency that makes recommendations to the Minister of Training, Colleges and Universities of Ontario on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000.

POWER TEST

A test that measures what a test taker knows. Power tests are contrasted to speed tests where the speed is of the essence. (AERA, APA, NCME)

PRACTICE ANALYSIS

A general term referring to the investigation of a certain work position, or profession, to obtain descriptive information about the activities and responsibilities of the position and about the knowledge, skills, and abilities needed to engage in the work of the position. The concept is essentially the same as a job analysis but is generally preferred for professional occupations involving a great deal of individual decision making. (AERA, APA, NCME)

PRACTICUM

A unit of work undertaken by a student that involves the practical application of previously studied theory and the collection of data for future theoretical interpretation. (CICIC)

PRE-EMPLOYMENT TRAINING

The courses providing intensive instruction for entrance into employment in a specific occupation. Depending on the jurisdiction, these courses may not necessarily be linked to apprenticeship training. In some jurisdictions, however, this term refers to all training leading to employment, including pre-apprenticeship training courses. See also Pre-Apprenticeship Training. (WD)

PRE-REQUISITE

A level of competence or education required by a person for entrance to an apprenticeship program and to succeed in the subsequent levels of the program. (WD)

PREREQUISITE

A course that must be completed before a more advanced course can be taken. (CICIC)

PRINCIPLES OF NATURAL JUSTICE (see DUE PROCESS) (CLEAR)

PRIOR LEARNING ASSESSMENT AND RECOGNITION

Identification and measurement of skills and knowledge acquired outside formal educational institutions. Assessments are most often used to grant academic credit or determine eligibility to practise a trade or profession. Recognition is based on an assessment of skills and knowledge obtained through work and other life experiences. Prior Learning Assessment and Recognition may also include determination of future goals and individual training needs. (CICIC)

See also: Challenge Exam; Portfolio

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

The process of recognizing and giving credit for skills, knowledge, or competencies that have been acquired experientially, through work experience, previous education and training, self studies, volunteer activities and hobbies. (WD)

PRIOR LEARNING ASSESSMENT AND RECOGNITION

The process of identifying, assessing and recognizing skills, knowledge, or competencies that have been acquired through work experience, previous education, independent study and other activities. Prior learning may be applied toward academic credit, requirement for entry to practice to an education/training program or for certification. (CLEAR)

PRIVATE CAREER COLLEGE (PCC)

A private career college is a school that prepares students for a specific job, or gives them specific skills, such as computer skills. There are more than 500 private career colleges in Ontario.

PROBABLE CAUSE/GROUNDS (also REASONABLE GROUNDS, REASONABLE AND PROBABLE GROUNDS AND REASONABLE SUSPICION)

Reasonable grounds for a belief in the existence of more evidence for, rather than against, the facts asserted in a complaint proceeding. (CLEAR)

PROBATION/RESTRICTION (also CONDITIONAL REGISTRATION, CONDITIONS OF PRACTICE, AND TERMS, CONDITIONS OR LIMITATIONS ATTACHED TO A CERTIFICATE OR REGISTRATION OR PRACTICE)

An order that allows an individual to begin or continue to practice subject to certain conditions or stipulations. (CLEAR)

PROCLAIM (see PROMULGATE)**PROFESSION**

An occupation that typically requires a bachelor's degree and in some cases a period of postgraduate study. Professions are normally self-regulating, with members adhering to a code of ethics and standards. However, 'profession' and 'professional' have a wide variety of more common usages that include semi-professional and technical occupations as well as creative and performing arts occupations. (CICIC)

See also: Occupation; Trade

PROFESSIONAL ASSOCIATION/ ORGANIZATION

A body in which membership is based on common occupational interests. Membership is voluntary in some professional bodies and mandatory in others. Activities range from advocacy on behalf of members to formal regulatory responsibilities. Activities generally include the protection of their members' interests, hosting conferences and meetings, information dissemination, professional development and training, and publishing. Membership may imply adherence to a code of professional conduct and discipline. (CICIC)

PROFESSIONAL CORPORATION

A legal structure authorized by state or provincial law for a fairly narrow list of licensed professions, including lawyers, doctors, accountants, many types of higher-level health providers and often architects. Unlike a regular corporation, a professional corporation does not absolve a professional for personal liability for her own negligence or malpractice. The main reason why groups of professions choose this organizational structure is that, unlike a general partnership, owners are not personally liable for the malpractice of other owners. In some states and provinces, limited liability partnerships offer this same benefit and may be more desirable for other reasons. (NOLO)

PROFESSIONAL DEVELOPMENT

Studies completed by individuals to enhance knowledge and skills in their fields of practice. (CICIC)

PROFESSIONAL MISCONDUCT (see VIOLATION)**PROGRAM**

An integrated group of courses or learning activities in a particular field of study, completion of which leads to an academic credential. (CICIC)

PROMULGATE (also PROCLAIM)

To issue and publicize the terms of a law; used especially with reference to rules and regulations. To put a law into effect by formal declaration. (CLEAR)

PROSECUTOR (also ADVOCATE, SOLICITOR, COUNSEL FOR THE REGULATOR, PRESENTING OFFICER)

The attorney/counsel representing the government or regulatory body in a contested matter. (CLEAR)

PROVISIONAL LICENCE

A licence that permits practice in an occupation on a temporary basis. It may contain restrictions on the practice or conditions that must be met for the holder to qualify for a permanent licence. (CICIC)

P-VALUE

Percentage of candidates answering an item correctly, or the average rating achieved by candidates on a scale of 0 to 1. The P-value may range from 0 to 1.0 (see Difficulty). (CLEAR)

PASSING POINT/PASS MARK/PASSING SCORE/CUT SCORE

The score (mark) required to pass an examination or achieve a particular result/classification. (CLEAR)

PERCENTILE

A value on a scale that indicates the percent of a distribution that is equal to it or below. For example, a score at the 95th percentile is equal to or better than 95 percent of the scores. (CLEAR)

PETITION

A formal request for action from an individual, group, or regulatory body. (CLEAR)

PILOT ITEM (SEE PRETEST ITEM)

PRACTICAL EXAMINATION

A performance-based test based on requirements of a job or the standards of practice of a profession; a measure of an individual's skill.

Practice analysis (see Job analysis, also Standard setting) (CLEAR)

PRACTICUM (SEE INTERNSHIP)

PRACTITIONER

A person who practices a specific occupation or profession. (CLEAR)

PRESENTING OFFICER (see PROSECUTOR)

PRETEST ITEM/PILOT ITEM/FIELD TEST ITEM

Items included in an examination solely for the purpose of collecting statistical data. The items do not count towards a candidate's score.

PROFESSIONAL CERTIFICATION

Professional certification is the voluntary process by which a non-governmental entity grants a time-limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria. It is the vehicle that a profession or occupation uses to differentiate among its members, using standards, sometimes developed through a consensus driven process, based on existing legal and psychometric requirements. The holder of a professional certification is called a certificant. (ICE/NCCA)

PSYCHOMETRICS

The field of study connected to psychology and statistics concerned with the measurement of psychological aspects of a person such as knowledge, skills, and abilities. (CLEAR)

PUBLIC APPOINTEE/MEMBER (SEE CONSUMER MEMBER)

PUBLIC COMMENT

Comments concerning an issue that are gathered by holding hearings and/or inviting written public response. (CLEAR)

PUBLIC MEMBER

A representative of the consumers of services provided by a defined certificant population, serving as a voting member on the governing body of a certification program, with all rights and privileges, including holding office and serving on committees. The public member should bring a perspective to the decision and policy making of the organization that is different from that of the certificants, and helps to balance the organization's role in protecting the public while advancing the interests of the profession. (ICE/NCCA)

PUBLISH

Make available in hardcopy, electronic, or web-based formats and easily accessible and available on request. The degree of accessibility may be a function of the level of confidentiality of the information. (ICE/NCCA)

QUALIFICATION

Possession of knowledge, skills, and experience for entry to an educational program or practice in an occupation. (CICIC)

QUALITY ASSURANCE/QUALITY ASSESSMENT/QUALITY CONTROL

Planned and systematic review process of an institution or program to determine that acceptable standards of education, scholarship, and infrastructure are being met. Some regulatory bodies also have structured quality assurance or continuing competency programs. (CICIC)

QUASI-JUDICIAL

"Like a court"; the kind of activity in which a regulatory body acts like a court, making judgments on a contested matter and issuing decisions that affect the rights and obligations of the parties. (CLEAR)

QUORUM

The number of members of a body that must be present in order to conduct official business. (CLEAR)

RAW SCORE

The total number of operational items answered correctly on a test; the sum or mean of all ratings achieved on a performance test. (CLEAR)

REASONABLE GROUNDS/REASONABLE AND PROBABLE GROUNDS/REASONABLE SUSPICION (see PROBABLE CAUSE/GROUNDS)

RECERTIFICATION (OR REVALIDATION)

The requirement for periodic re-evaluation or reporting of activities designed to provide assurance that the knowledge and skills of the practitioner are current. Generally more stringent than renewal requirements. (CLEAR)

RECERTIFICATION

Requirements and procedures established as part of a certification program that certificants must meet in order to ensure continuing competence and renew their certification. See Continuing Competence and Continuing Education. (ICE/NCCA)

RECIPROCITY

An agreement between jurisdictions allowing practitioners from either jurisdiction to be recognized by the other without having to demonstrate any degree of competence. Licensure may or may not be required by the other jurisdiction. (CLEAR)

RECOGNITION

Formal acceptance of a student's knowledge, skills, or former academic studies and the granting of advanced standing or credit. May also apply to formal acceptance of an educational institution by another institution or public authority. (CICIC)

See also: Acceptance; Equivalency

REGISTRATION

Registration has at least three meanings: one is the governmental process by which a governmental agency grants a time-limited status on a registry, determined by specified knowledge-based requirements (e.g., experience, education, examinations), thereby authorizing those individual's to practice, similar to licensure. Its purpose is to

maintain a continuous record of past and current occupational status of that individual, and to provide title protection. A second meaning of **registration** is simply a listing of practitioners maintained by a governmental entity, without educational, experiential, or competency-based requirements; for example, maintaining a list of practitioners on a state 'registry.' A third use of the term **registration** is a professional designation defined by a governmental entity in professional regulations or rules. However, the governmental regulatory body does not itself maintain a listing or registry of those who purport to meet registration requirements. Verification and authentication of such individuals are left to the employer of the individual claiming to be registered. (ICE/NCCA)

RED SEAL

A nationally registered trademark symbol adopted for the Interprovincial Standards Program to signify interprovincial qualification of tradespersons at the journeyman level. It is affixed to the provincial and territorial Certificates of Apprenticeship and Qualification of those apprentices and tradespersons who have met the national standard in a Red Seal trade. The Red Seal is a passport that allows the holder to work anywhere in Canada without having to write further examinations. (WD)

RED SEAL TRADES

Trades for which common interprovincial standards have been established, allowing opportunity of portability of credentials as related to the designated trades. These trades are designated by the Interprovincial Standards Program under the authority of the Canadian Council of Directors of Apprenticeship, the body which is also responsible for setting standards in the trades. A nationally registered trademark symbol adopted for the Interprovincial Standards Program to signify interprovincial qualification of tradespersons at the journeyman level, the 'Red Seal' is a passport that exempts the holder from further examinations, when moving between participating provinces and territories. (CICIC)

REFERENCE LIST

Source materials for the content of the test as well as a list supplied to candidates to prepare for the test. (CLEAR)

REGISTER

An official list of licensees/members/ registrants maintained by the regulatory body. Registers contain specific categories of information about licensees/members/ registrants. (CLEAR)

REGISTRANT

A person or entity that has been placed on a register and is accountable for meeting registration standards. (CLEAR)

REGISTRATION

Formal entry following admission into an educational institution; acceptance into a professional body in compliance with regulations governing the profession. (CICIC)

REGISTRATION (see LICENSE)

REGULATION

Governance of a trade or profession with regard to entry requirements, occupational standards and ethics, credentials, licensure, discipline, professional development, continuing competence, compliance with legislative provisions, portability, etc. (CICIC)

REGULATION (SEE RULE)

REGULATIONS

The formal rules by which the principles outlined in provincial and territorial Acts governing apprenticeship training are to be carried out. Each designated trade may have a set of regulations covering all aspects of training and certification. (WD)

REGULATORY AGENCY

An organization that has legislated authority to carry out the governing legislation of a profession. (CICIC)

REGULATORY BOARD/COLLEGE

A governmental or publicly-mandated body that has the authority to make and carry out statutory rules. (CLEAR)

RELIABILITY

The degree to which test scores for a group of test takers are consistent over repeated applications of a measurement procedure and hence are inferred to be dependable, and repeatable for an individual test taker; the degree to which test scores are free of errors of measurement for a given group. (AERA, APA, NCME)

RELIABILITY

The degree to which a test consistently measures performance, e.g., within items, across occasions, across raters. (CLEAR)

RELIABILITY

The degree to which the scores on an assessment instrument are free of measurement error. (ICE/NCCA)

RENEWAL

Requirement for periodic contact between licensees/registrants and the regulatory body to maintain the license or certification. Usually requires updating contact information and payment of a fee and may include demonstration of continuing competence. (CLEAR)

REPRIMAND

To reprove severely or to censure formally. (CLEAR)

RESERVED TITLE

Occupational title not required for practice of a trade or profession or certain parts of a trade or profession, but available to individuals who can satisfy the regulating body that they have achieved a certain skill level, and can be used only by individuals who are members of the regulatory body. Offered as evidence that the regulating body has scrutinized the practitioner's credentials, that the practitioner has

satisfied the standards set by the regulating body, and that he/she agrees to uphold the standards maintained in the profession or trade. (CICIC)

RESERVED TITLE

A reserved title is established through legislation that restricts the use of an occupational title to those who have met the prerequisites established by the appropriate authority. Unlike a licensure, it does not grant an exclusive right to practice the occupation. Those who have not met the prerequisites for the occupation may still practice the occupation, but may not use the reserved title to describe themselves. (WD)

RESIDENCY

A specific amount of time that must be spent or number of courses or credits that must be completed by a student at a specific institution in order to receive his or her credential. (CICIC)

RESTITUTION

The act of making good, or of giving the equivalent for any loss, damage, or injury. (CLEAR)

RESTRICTION (SEE STIPULATION)**REVOCAION**

Cancellation of a certificate or licence or withdrawal of permission to offer an educational program. Certificate or licence holders may be subject to disciplinary measures by the issuing body, including cancellation of the certificate or licence. Permission to offer an educational program may be withdrawn if the institution no longer meets the faculty or program requirements set by the program's accrediting body. (CICIC)

REVOCAION

Removing the registration or license; to prohibit the practice of a profession or use of a designation. (CLEAR)

RIGHT TO TITLE

A provision in legislation that authorizes use of a professional title. (CICIC)

See also: Reserved title; Licensing Body

ROLE

A more specific or narrower set of knowledge and skills than may be encompassed by the term *profession* or *occupation*, and may also be the focus of certification for a particular product or service to the public. (ICE/NCCA)

RULE (also REGULATION/BYLAWS)

A statement that defines how a law will be implemented; it has the force of law. It is written by an administrative agency and adopted in accordance with the prescribed process. (CLEAR)

SANCTION

A penalty imposed in a disciplinary process. (CLEAR)

SCALED SCORE

The conversion of a raw score (i.e. number of correct responses) to a special scale used for reporting purposes. Commonly used on equated test forms so that the passing score remains constant even though answering different numbers of items correctly may be required. For example, many tests report scores on a 200-800 score scale. (CLEAR)

SCHOLARSHIP

A financial award made to students based on an assessment of academic performance and other education-related activities (e.g., participation in community or volunteer activities). (CICIC)

SCOPE OF PRACTICE

The scope of practice for an occupation refers to the range of activities that a qualified practitioner of an occupation may practice. It establishes the boundaries of an occupation, especially in relation to other occupations where similar activities may be performed. The scope of practice for an occupation may be established through governing legislation or

through internal regulations adopted by a regulatory body. (WD)

SCOPE OF A TRADE

The range or extent of skills required or tasks performed in a particular trade or occupation. (WD)

SECURITY

The ability to protect a test such that it is not possible to produce an answer key to facilitate being able to pass the test without having achieved mastery of a content domain. Can be achieved by:

- ensuring that test item pool is comprised of at least 3-5 items for every one item served in the test
- employees are not told what right answer is when they get a question wrong. (AERA, APA, NCME)

SELECTED RESPONSE

A type of item in which candidates must choose from options presented, e.g., multiple choice, matching, drag and drop. (CLEAR)

SELF-ASSESSMENT

Voluntary measurement of one's knowledge, skills, and abilities in a certain area. May be considered to be a low-stakes test in that the results do not impact licensure status. (CLEAR)

SELF-ASSESSMENT

A process by which an assessment instrument is self-administered for the specific purpose of providing performance feedback rather than a pass/fail decision. (ICE/NCCA)

SKILL

Ability to perform a task or set of tasks, as acquired through formal or informal education and/or training, work and life experience, or other means; identifiable in an occupation specific context, and measurable through a variety of instruments. (CICIC)

SKILL

The ability to perform tasks with a specific degree of proficiency; or a specific defined behaviour or piece of work assigned to, or expected of, someone in a specified trade or occupation. Also frequently referred to as a task. (WD)

SKILL LEVEL

The amount and type of education and training required to enter and perform the duties of an occupation, taking into account as well the type of experience required to practise the profession or occupation, considering its complexity and its responsibilities. (CICIC)

SPECIALIZATION

A situation in which a person's training or work in a trade is concentrated or focused on a segment of the trade which requires a certain level of competency and, in some instances, certification. (WD)

SOLICITOR (see DEFENSE ATTORNEY, OR PROSECUTOR)**SPECIAL ACCOMMODATIONS**

Special testing conditions provided for people with disabilities, e.g., Braille form, additional time, separate testing rooms, etc. For example, the Americans with Disabilities Act (ADA) is a 1990 U.S. Federal law that prohibits discrimination against individuals with disabilities by public or private entities in the areas of employment, public accommodations, state and local government services, telecommunication, and standardized testing. In Canada it is Human Rights legislation in each province. The United Kingdom (UK) equivalent is the Disability Discrimination Act 1995. (CLEAR)

SPEED TEST

A timed test that measures how quickly the test taker can complete a task. (AERA, APA, NCME)

STABILITY

The extent to which scores on a test are essentially invariant over time. Stability is an aspect of reliability and is assessed by correlating the test scores of a group of individuals with scores on the same test, or an equated test, taken by the same group at a later time. (AERA, APA, NCME)

STAKEHOLDERS

The various groups with an interest in the quality, governance, and operation of a certification program, such as the public, certificants, candidates, employers, customers, clients, and third party payers. (ICE/NCCA)

STANDARD

The desirable and achievable level of performance for tasks, knowledge, and skills required for entry into an educational institution or admission to a trade or profession. (CICIC)

STANDARD

A written description of characteristics which are deemed to be required by users of the standard. A standard serves as a benchmark or point of comparison and it allows the determination of the variability and quality of a product, process, or service. (WD)

STANDARD

Standard means a specification, approved by a Party or by a recognized body, including those accredited as members of Canada's National Standards System, that sets out the rules, guidelines, or characteristics for goods or related processes and production methods, or for services, service providers or their related operating methods. (AIT)

STANDARD

An accreditation requirement that must be met by a certification program submitting an application to the National Commission for Certifying Agencies. (ICE/NCCA)

STANDARD - OCCUPATIONAL

Benchmarks for a trade or occupation against which abilities of tradespersons are measured and compared. They represent a collection of related knowledge and skills factors which define a distinct trade or occupation. (WD)

STANDARDS - EXAMINATION

A set of standards that is established to ensure completing apprentices and experienced tradespersons are measured to the standards (competencies and skills) established for a trade and meet provincial or interprovincial criteria. They include: a) occupational standards; b) acceptable development criteria and administrative procedures; and, c) other factors that contribute to a quality examination. (WD)

STANDARDS - NATIONAL

A set of standards that are established for Canada through a system of national occupational analyses developed by industry in association with the provincial, territorial and federal governments. They permit standardization of training and certification programs, and the mobility of tradespersons. (WD)

STANDARD DEVIATION

A measure of the variability of a distribution of scores. The more the scores cluster around the mean, the smaller the standard deviation. In a normal distribution, 68% of the scores fall within one standard deviation above and one standard deviation below the mean. (Square root of the variance). (CLEAR)

STANDARD ERROR OF MEASUREMENT

An estimate of the measurement 'error' associated with the test-takers' obtained scores when compared with their hypothetical 'true' scores. The amount of variation that is expected in a candidate's test score if the candidate were able to take a test many times (without a change in the knowledge level). The calculation is based on the reliability of the test and the standard deviation of the score distribution. (Sometimes called an error band). (CLEAR)

STANDARDIZATION

IN THE CONTEXT OF ASSESSMENT

INSTRUMENTS: ensuring that the process is conducted according to a specified plan in order to provide the same conditions for all candidates.

IN THE CONTEXT OF SCORING: ensuring that candidate responses are judged using predefined criteria in order to provide a consistent basis for evaluating all candidates. (ICE/NCCA)

STANDARD OF PROOF

The degree of evidence (for example preponderance of evidence, clear and convincing, balance of probabilities) required to demonstrate that a specific act occurred. (CLEAR)

STANDARDS-RELATED MEASURE

Standards-related measure means a measure that incorporates a standard and may also set out the requirements and procedures to ensure conformity or compliance.

STANDARD SETTING

The process of identifying the pertinent tasks, knowledge, and skills within an educational program, profession, or trade and establishing the required performance levels. (CICIC)

STANDARD SETTING

Standard setting refers to the process and methodology used in determining cut scores or other passing criteria on tests. There are many systematic approaches to the setting of cut scores on exams (Angoff's method, Modified Angoff method, Nedelsky's method, Ebel's method, Modified Ebel's method, Bookmark method, Contrasting Groups method, and Compromise methods). The most widely used method is the Modified Angoff method. (AERA, APA, NCME)

STANDARD SETTING (also PRACTICE STANDARDS, or STANDARDS OF PRACTICE)

The process used to establish the minimum score needed to pass an examination. Many methods exist, ranging from regulatory bodies that arbitrarily select a

score (e.g. 70 percent correct) to formal processes based on the collective judgement of a group of subject matter experts. In order to be defensible, passing scores should be established using psychometrically sound procedures. (CLEAR)

STANDARDS OF PRACTICE (see STANDARD SETTING)

STANDARDIZED TESTING

Measurements designed to assess knowledge and skills, and intended to be applied on a uniform basis, for the purpose of entry into a trade or profession. A set of questions or exercises is administered to an individual, measuring his/her performance and comparing it to that of a large group of individuals for the purpose of evaluating the individual's degree of learning, knowledge, skills, or competencies. Standardized testing may be used to measure success in an academic or training program or qualifications to enter a trade or profession. (CICIC)

STATUTE

A law that governs conduct within its scope. A bill passed by the legislature becomes a statute. (CLEAR)

STATUTORY AUTHORITY

The boundaries of a regulatory body's lawful responsibility as defined by the statute that created it. (CLEAR)

STATUTORY REQUIREMENTS

Requirements of or related to statutes.

STEM

The premise, including the facts/details, around which an item is structured; the portion of the item that poses the question or presents the problem. (CLEAR)

STIPULATION (also RESTRICTION)

A condition, requirement, or item of an agreement. (CLEAR)

SUBPOENA (also SUMMONS, NOTICE TO ATTEND AND PRODUCE RECORDS, WITNESS SUMMONS)

Literally, "under penalty." It is a legally enforceable writ commanding the appearance of a witness or production of documents at a judicial, quasi-judicial, or administrative proceeding; the witness may be subjected to penalties if he/she fails to attend or to produce documents, if so directed. (CLEAR)

SUBSTANTIAL EQUIVALENCY

Comparability in program content and educational experience. It implies reasonable confidence that individuals possess the academic competencies needed to enter a program of study or begin professional practice at the entry level. (CICIC)

SUMMARY ACTION

A sanction taken by a jurisdiction based on the outcome of another jurisdiction's disciplinary proceedings. (CLEAR)

SUMMARY SUSPENSION (see also INTERIM SUSPENSION/TERMS)

An emergency action by a regulatory body to immediately and temporarily revoke the right to practice prior to the completion of a hearing. Most jurisdictions require the expeditious commencement of a hearing. (CLEAR)

SUMMONS (see SUBPOENA)

SUNRISE

A process by which an occupation or profession wishing to receive certification or licensure must propose the components of the legislation, along with cost and benefit estimates of the proposed regulation. The profession must then convince legislators that consumers will be unduly harmed if the proposed legislation is not adopted. (CLEAR)

SUNSET

Term commonly used in the United States to denote laws requiring the legislature, after a periodic review,

to re-authorize a board's existence; otherwise, it terminates (hence, the sun sets). (CLEAR)

SUSPENSION

A temporary stop or delay, an interruption or cessation of an individual's ability to practice that is imposed by the regulator. (CLEAR)

SYLLABUS

A written description of a program of study and its courses. (CICIC)

TASK

A work activity that is discrete, observable, performed within a limited period of time, and which leads to a product, service or decision. See also Skill. (WD)

TECHNICAL REPORT

A summary of psychometric procedures and their results as implemented in the assessment instruments used in a certification program, often addressing such issues as content validity, item writing, test assembly, reliability analysis, cut score development, scoring, and equating. (ICE/NCCA)

TECHPREP

A program of study developed by the education sector in partnership with the private sector that begins in high school, continues at a postsecondary institution, and culminates in a credential in a vocational occupation. It may also link a community college program to a four-year college/university or apprenticeship program. (CICIC)

TELEPRACTICE

A technique whereby services are provided via electronic means. (CLEAR)

TERMS, CONDITIONS, OR LIMITATIONS ATTACHED TO A CERTIFICATE, OR REGISTRATION OR PRACTICE (see PROBATION/RESTRICTION)

TEST

An evaluative device or procedure in which a sample of an examinee's behaviour in a specified domain is obtained and subsequently evaluated and scored using a standardized process. (AERA, APA, NCME)

TEST ADAPTATION

Adapting a test for use in other languages/cultures, typically referring to the process of translating a test from the source language to a target language. However, true adaptation goes beyond a literal translation of the test and will include changes based on cultural differences. (CLEAR)

TEST BLUEPRINT (see CONTENT CLASSIFICATIONS)

TEST DEVELOPER

The person(s) or agency responsible for the construction of a test and for the documentation regarding its technical quality for an intended purpose. (AERA, APA, NCME)

TEST DEVELOPMENT

The process through which a test is planned, constructed, evaluated, and modified, including consideration of content, format, administration, scoring, item properties, scaling, and technical quality for its intended purpose. (AERA, APA, NCME)

TEST DOCUMENTS

Publications such as test manuals, technical manuals, user's guides, specimen sets, and directions for test administrators and scorers that provide information for evaluating the appropriateness and technical adequacy of a test for its intended purpose. (AERA, APA, NCME)

TEST MANUAL

A publication prepared by test developers and publishers to provide information on test administration, scoring, and interpretation and to provide technical data on test characteristics. (AERA, APA, NCME)

TEST SPECIFICATIONS

A detailed description for a test, often called a test blueprint, that specifies the number or proportion of items that assess each content and process/skill area; the format of items, responses, and scoring rubrics and procedures; and the desired psychometric properties of the items and test such as the distribution of item difficulty and discrimination indices. (AERA, APA, NCME)

TEST SPECIFICATIONS

The content outline, test blueprint, and statistical requirements for a specific testing program. (CLEAR)

TEST USER

The person(s) or agency responsible for the choice and administration of a test, for the interpretation of test scores produced in a given context, and for any decisions or actions that are based, in part, on test scores. (AERA, APA, NCME)

TRADE

Occupations generally regarded as requiring one to three years of postsecondary education at a community college or university; or two to four years of apprenticeship training; or two to three years of on-the-job-training, or a combination of these requirements. A licence/certificate may be required to practise the trade. (CICIC)

See also: Occupation; Profession

TRADE

An occupation for which a provincial or territorial apprenticeship program is available. Trade skills can best be learned through an apprenticeship (see Apprenticeship). (WD)

TRADE ADVISORY BOARD / COMMITTEE

A provincial or territorial group appointed to advise and make recommendations regarding apprenticeship training and certification in a designated trade. It is comprised of persons knowledgeable about the trade. Normally, an equal number of employee and employer representatives are appointed to a committee. Some jurisdictions have a single

provincial or territorial committee for each trade, others have local or regional trade advisory committees in addition to the provincial committee. These committees are the primary vehicles for ensuring industry has a voice in the development and delivery of apprenticeship programs. (WD)

TRAINING

The systematic development of the attitude, knowledge, skill, and behaviour pattern required by an individual to perform adequately at a given task or job. (WD)

TRANSCRIPT

The official document or record of a student's enrolment, progress, and achievement within an education institution. The transcript identifies courses taken (title and course number), credits and grades achieved, and credentials earned. (CICIC)

TRANSFER CREDIT (EXTERNAL)

Advanced standing for individual courses awarded on the basis of successful completion of courses at another educational institution. (CICIC)

See also: Advanced Standing; Credit Transfer

TRANSFERABILITY

See Portability.

TRANSNATIONAL EDUCATION

All types of educational courses, programs, or services in which the learners are located in a country different from the one where the awarding institution is based. (CICIC)

TRIBUNAL (SEE ADMINISTRATIVE LAW JUDGE/ADMINISTRATIVE LAW COUNSEL)

TRUE SCORE

The score that a candidate would obtain on an examination in the absence of measurement error. This theoretical score represents the exact amount of knowledge that the candidate possesses. (CLEAR)

TYING ARRANGEMENT

An arrangement whereby candidates for certification are required to be members of an association to be eligible for certification.

UNDERGRADUATE STUDIES

First level of studies at a university (bachelor's degree program). (CICIC)

UNDUE INFLUENCE

Control of decision making over essential certification policy and procedures by stakeholders or other groups outside the autonomous governance structure of a certification program. (ICE/NCCA)

UNFAIR OR DECEPTIVE PRACTICE

Any practice used by merchants or trades people that misleads or cheats consumers. (CLEAR)

VALIDATION

Sometimes used interchangeably with 'verification,' 'certification,' and 'recognition.' Also used to indicate bona fide origins of documented credentials. Another use of the term refers to validity of standards in the sense of 'credibility.' Validation is the stage of development of standards during which they are subjected to scrutiny to assess the validity of their content or the confirmation by a larger group of knowledgeable individuals that the tasks, sub-tasks, and enabling objectives of an occupational analysis, which was developed by a skilled group of practitioners, are representative and reflect actual occupational requirements. (CICIC)

VALIDATION

The process through which the validity of the proposed interpretation of test scores is investigated. (AERA, APA, NCME)

VALIDITY

The degree to which accumulated evidence and theory support specific interpretations of test scores entailed by proposed uses of a test. (AERA, APA, NCME)

VALIDITY

The degree to which a test measures the content it purports to measure. Validity evidence may be content-based, construct related or predictive. In criterion referenced testing, content based evidence from a job analysis is generally considered to be critical. (CLEAR)

VALIDITY

The degree to which accumulated evidence supports specific interpretations of all components of a certification program (e.g., education, experience, and assessment instruments). (ICE/NCCA)

VALIDITY ARGUMENT

An explicit scientific justification of the degree to which accumulated evidence and theory support the proposed interpretation(s) of test scores. (AERA, APA, NCME)

VARIABLE-LENGTH TEST

A computer adaptive test that varies in the number of items administered. The test concludes when enough information has been collected to establish the ability level of the candidate. (CLEAR)

VERIFICATION

Confirmation of credentials. (CICIC)

VIOLATION (also PROFESSIONAL MISCONDUCT)

To break a law, rule or regulation intentionally or unintentionally. (CLEAR)

VOCATIONAL QUALIFICATIONS

Credentials related to formal training courses and/or practical, on-the-job preparation for entry into a trade. (CICIC)

VOLUNTARY CERTIFICATION

A situation in which certification is available in a designated trade, but there is no legislated requirement that apprentices in a trade be registered,

or that workers engaged in the trade be certified journeypersons. (WD)

WARRANT OF COMPETENCE

The essential nature of certification is that of a 'warrant of competence.'

WITNESS

An individual who provides information regarding a specific situation that is being investigated or adjudicated. (CLEAR)

WITNESS SUMMONS (see SUBPOENA)

Work product (of attorneys)

A legal term relating to the information that is provided by an attorney in the course of the attorney-client relationship. This information is usually privileged and protected against discovery in a contested case. (CLEAR)

WORKER

An individual, whether employed, self-employed or unemployed, who performs or seeks to perform work for pay or profit. (WD)



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