

PROPOSAL FORM FOR RECOMMENDING CANDIDATES FOR NOMINATION TO THE NAEC CERTIFICATION BOARD

My proposed Nominee is: _____

His/Her Company is: _____

His/Her Position is: _____

Please evaluate this individual as objectively as possible.

	EXCELLENT	GOOD	FAIR	UNKNOWN
Ability to communicate effectively both by writing and speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to withstand pressure and/or criticism that may come with a leadership position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal standard of conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the problems and opportunities confronting our industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I feel the proposed nominee would make a good Certification - Board Member because:

Signed by: _____

Print name: _____

Company: _____

FUNCTION

The Certification Board shall:

- Develop, implement, and monitor the standards to become a Certified Elevator Technician (CET). This responsibility includes the authority to expand or reduce the scope of the CET program;
- Develop, implement, and monitor the standards to become a Certified Accessibility and Private Residence Lift Technician (CAT). This responsibility includes the authority to expand or reduce the scope of the CAT program;
- Develop, implement, and monitor the standards to become a Qualified Elevator Inspector (QEI). This responsibility includes the authority to expand or reduce the scope of the QEI program;
- Develop and issue an identification card to the student or applicant upon successful completion of all requirements set forth by the Certification Board;
- Establish and maintain continuing education requirements for recertification;
- Ensure the timeliness and disposition of complaints and grievances associated with the admittance, training and education, certification, certification renewal, certification suspension, or revocation of a certification;
- Approve other educational programs for continuing education for NAEC certification programs;
- Ensure the educational requirements for NAEC certification programs are updated to meet industry standards and applied technology;
- Ensure the fair and equitable treatment of applicants and candidates throughout all phases of the certification program;
- Serve as the sole entity within the NAEC responsible for awarding, suspending, or revoking the certification of an individual in accordance with the established policies and procedures of the Certification Board. This responsibility may not be delegated to another entity, person, or persons;
- Recommend certification application fees, certification fees, re-test fees, and continuing education course fees to the NAEC Board of Directors;
- Ensure the certification process remains open for all who wish to participate; and
- Develop, implement, and update the operating policies and procedures to ensure that the NAEC Certification Board activities and processes are conducted in accordance with the function of the Certification Board as specified within this policy.

CERTIFICATION BOARD CREATION, TERMS, AND VACANCIES

The NAEC Certification Board shall have seven members. Members shall be appointed for terms of three- (3) years or until the appointment and qualification of their successors. At the end of the three- (3) year term, a member may be reappointed to serve on the Board for an additional three- (3) year term, but may not serve for more than six (6) consecutive years. Should a vacancy become available, the vice president of the NAEC shall temporarily fill the vacancy until a successor can be appointed. The Certification Board shall provide recommendations for the NAEC Board of Directors' final approval. The Certification Board will select their recommendation for Chairman and Vice Chairman at the last meeting prior to the annual Convention. Results of selection will be forwarded to NAEC President for approval. Chairman and Vice Chairman will serve a term of 1 year.

The Board shall convene a minimum of 3 times per year for the purposes of reviewing and approving applications for certification, establishing guidelines, reviewing educational content, addressing complaints and any other duties as outlined in this document. A quorum of four members, at least one of whom shall be the Certification Board Chairman or Vice Chairman, shall be the requisite minimum for the conduct of all business meetings of the Certification Board. A member shall not receive compensation for service on the Board but is entitled to actual and/or necessary travel expenses incurred during Board meetings.

MEMBERSHIP

The NAEC Board of Directors, using a list of candidates nominated by the NAEC Certification Board, shall make future appointments. The NAEC Board of Directors has established guidelines for qualifications and nominations for potential Certification Board members. The seven Board members shall be chosen using the following criteria:

- Four (4) NAEC Contractor members, past or present, each with not less than 10 years' experience in the elevator industry;
- Two (2) members representing the elevator industry at large with not less than 10 years in their profession;
- One (1) elevator inspector;
- Ensure that the make-up of the Board is well-balanced geographically, as well as from the trades covered by the Certification Board Certification Programs; and
- Comprised of participants that would have the time to devote to the Certification Board.

Exceptions may be made in the qualification for individuals having special skills or documented experience associated with the development and operation of the NAEC Certification Board programs and activities.