

## **Certification Credentials Committee**

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### **General duties:**

- Serve as non-voting members of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successors.

### **Specific duties:**

- Receive from Certification Chair applications from candidates.
- Review and return applications to Certification Chair.

### **A suggested time-table for duties follows:**

#### **November - odd year (incoming)**

- Attend the State Conference.
- Attend Certification Board meeting.
- Attend last Executive Board meeting and receive Manual and materials from outgoing committee member.

#### **February, June**

- Attend State Executive Board meeting.

#### **November**

- Attend the State Conference
- Attend Certification Board meeting and attend Executive Board meetings.

#### **November - odd year (outgoing)**

- At last Executive Board meeting turn over Manual and materials to incoming committee members.