

ASQ STATISTICS DIVISION OPERATING MANUAL

Certification Chair Job Description

Title

Statistics Division Certification Chair

Purpose

To act as liaison between the Statistics Division and ASQ Headquarters on all matters involving certification; to organize and facilitate Division participation in activities related to certification.

Term of Office

The initial term of office is two years, with annual renewals thereafter. There is no limit to the number of years one could serve in this position.

Responsibilities

- When required by the CQE Sub-Committee of ASQ's Certification Board, identify qualified volunteers from among Statistics Division membership to participate in the CQE Exam Process Workshops, (see attached) at ASQ headquarters in Milwaukee.
- Organize and facilitate Division participation in activities related to CQE certification as identified by the CQE Sub-Committee of ASQ's Certification Board, or as a result of Statistics Division tactical planning.
- Communicate information regarding certification between ASQ headquarters and the Division.
- Make recommendations to Division officers on matters concerning certification.

Additional Activities (Desirable, not Mandatory)

- Attend Division Council meetings at the Annual Quality Congress and the Fall Technical Conference in October of each year.
- Participate in planning for the Division by contributing ideas via letter and/or attending planning meetings.
- Participate in the updating and review of certification exams.

Qualifications

- Must be a member of the Statistics Division
- Must be a Certified Quality Engineer (CQE)
- Must be able to commit time and resources to carry out duties as described above.

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Resources Available

- Statistics Division Chair
- Statistics Division Newsletter (to publish announcements calling for volunteers, etc.)
- Division roster
- Members of the ASQ Certification Board's CQE Sub-Committee

Checklist/Timetable

- Submit names of volunteers to the CQE Sub-Committee of ASQ's Certification Board and assist in identifying qualified candidates (as required).
- Attend Division meeting at Fall Technical Conference (October).
- Attend Division meeting at Annual Quality Congress (May).
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Election/Appointment Mechanism

The Certification Chair is appointed by the Treasurer of the Division with the consensus of the Officers.

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Attachment 1

Certification Management Process and Recruitment for the CQE Exam

Background Information

The ASQ Certification Board is responsible for overall management of certification exams. Members of the Certification Board include the Chair, Vice-Chair, Manager of ASQ's Certification Department, and Exam Chairs for each certification exam. A sub-committee assists each certification Exam Chair. The CQE Exam Chair and Sub-Committee manages the Certified Quality Engineer's Exam (CQE). The sub-committee is responsible to maintain, update and develop CQE exams.

A single division sponsors most certification programs; for example, the Quality Audit Division sponsors the Certified Quality Auditor (CQA) exam. The interests of the sponsoring division are represented at the General Technical Council (GTC) by a Division Liaison. However, because the CQE Body of Knowledge is multi-disciplinary and crosses division lines, a specially appointed Liaison represents the CQE Exam on the General Technical Council (GTC). The GTC Liaison's primary responsibilities are to coordinate support from divisions concerned with this exam, and to organize staffing of exam workshops.

The task of developing new CQE examinations is done annually using a three-step process that enlists current CQE volunteers to write and evaluate exam items and to review completed exams. (Note - Exam questions are more generally referred to as items.) Specific areas where involvement is needed from practicing CQE's includes:

- **Item Writing Workshop** - Biannually, about 30 CQE's (about 7 from the Statistics Division) meet to develop exam items over a period of two to three days. Training in how to write items is provided and work group members are assigned to one of several teams who develop items for various subject areas covered in the Body of Knowledge.
- **Item Review Workshop** – Once each year or two, 10 to 12 CQE's (3 or 4 from the Statistics Division) meet over a two day period to critique items produced during the item writing workshop. Items are approved, revised or rejected by the work group.
- **Exam Review Workshop** – Twice each year, 10 to 12 CQE's (3 or 4 from the Statistics Division) share in reviewing the exam prior to its administration. After selected items are compiled into the standard examination format, it is sent to reviewers who first take the exam, then meet as a group. At this workshop, items are given final approval and the integrity of the overall exam is reviewed, particularly to ensure it is balanced in covering the Body of Knowledge.
- **Test Specification Workshop** – Once every five years a job analysis is performed and the Body of Knowledge is updated to ensure it reflects the current state-of-the-practice. The Body of Knowledge constitutes the test specification used as the basis for developing subsequent exams. Up to 12 CQE's participate in updating the Body of Knowledge.

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It is recommended that first time volunteers initially attend an Item Writing Workshop to receive training. There tends to be a 10 to 20% rotation of personnel from session to session.

Minimum Eligibility Requirements for Volunteers

- Current CQE status.
- Participant willingness to sign a non-disclosure contract to preserve the confidentiality and security of the exam materials and agreement not to use their affiliation related to ASQ's certification program in connection with any preparation course, workshop, publication or other commercial endeavor for a two-year period.

Benefits of Volunteering

- Professional development - Re-certification credits (1.0 RU per day).
- Reasonable expenses paid by ASQ for travel (usually to Milwaukee, WI), meals and lodging
- Opportunity to network

Recruitment of Volunteers and Selection Process

- The CQE Exam Chair or GTC Liaison notifies the Division Certification Chair that volunteers are needed.
- The Division Certification Chair nominates volunteers meeting the minimum eligibility requirements.
- Certification Chair directs nominees to send a resume and at least one professional reference to the CQE Exam Chair and GTC Liaison.
- Pre-screening by the CQE Exam Chair and GTC Liaison will be conducted through reference checks and telephone interviews of nominees.
- Qualified nominees will be added to the CQE Volunteer list.
- Availability and participation at the various workshops will be coordinated through the GTC Liaison.

Typical CQE Calendar

MONTH	ACTIVITY	VOLUNTEERS NEEDED*
Jan	Item Review**	12 (3 or 4)
March	Exam Review for June administration	12 (3 or 4)
June	CQE EXAM	
Sep	Item Writing**	30 (~7)
Oct	Exam Review for Dec administration	12 (3 or 4)
Dec	CQE EXAM	

* Total (from Stats Division)

**Occurs about every two years depending on the number of new items needed for the exam bank.