

SECTION VII - CERTIFICATION

A. REGION CERTIFICATION PROGRAM

The Region Certification Program is focused on implementing the Institute certification program at the chapter level.

B. REGION CERTIFICATION CHAIR (RCC)

1. Chapter Activities

- a. [M] Establish and maintain a direct communication link with Chapter Certification Committee Chairs; provide guidance for them. Document contacts made and direction given. Utilize the Region website whenever possible to maximize communication.
- b. [M] Work with Chapter Certification Chairs to establish realistic and attainable goals for candidates for certification programs. Help the Chairs identify and encourage qualified persons to take Institute examinations. Write letters and provide information and application forms to prospective candidates.
- c. [M] Work with Region Education Chairs, Chapter Certification Chairs and Chapter Education Chairs to promote Chapter sponsored seminars and study groups to help candidates prepare for their certification examinations.
- d. [M] Assist each Chapter's Certification Chair with the development of a program to be presented at a monthly Chapter meeting, either as a full program or as an addition to a monthly program, presenting the value of certification.

2. Region Activities

- a. [M] Identify and establish contact and relationships within the Region to aid in the development of certification programs. Document contacts made and direction given.
- b. [M] Assist in locating proctors and sites for examinations situated within the Region.
- c. [M] Maintain a roster of Region members who have passed the CDT, CCS, CCPR and CCCA examinations.
- d. [M] Review and make revision suggestions to your Chair's goals, as listed. Transmit all recommendations to the Southwest Region Directors.

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continued

- e. [M] By the second year of your term, establish a Vice Chair position. The Vice Chair would become Chair the following year.
 - f. [M] Attend the Southwest Region Conference, and conduct a workshop and make appropriate presentations on certification programs at this Conference.
 - g. [M] Prepare at least two articles on certification programs and activities for Southwest Breezes.
 - h. [M] Transmit all records to the succeeding Certification Chair at the end of your second year.
3. Institute Activities
- a. [M] Attend the Institute orientation session for Region Certification Chairs.
 - b. Promote certification programs to encourage greater participation at all levels within CSI.
 - c. Submit by January 1st and May 1st reports on the status of Region certification activities to the Institute Certification Committee through a designated Certification Committee member, with copies to Southwest Region Institute Directors. Detail in particular progress on all measurable items, as indicated by [M], above.

(Note: items marked [M] indicate that they are measurable.)