

**Exam Panel Participant Guidelines**

When considering the panel constituency, it is imperative to be as representative of the profession as possible in terms of geographical location, experience, job title, education, race, and gender. In addition, each panel member should be knowledgeable of the profession and meet the minimum eligibility requirements to take the examination. It is preferred to have both seasoned professionals and newly certified panelists on each panel. All panelists should be free from bias. Each panel should be a sub-committee, not comprised solely of the CCPDT Board of Directors.

* Recommended panel size:
	+ Job Task Analysis: 8-12 participants
	+ Item Writing: 8-12 participants
	+ Item Review: 8-12 participants
	+ Exam Review: 6-8 participants
	+ Standard Setting: 8-12 participants
	+ Practice Test: 6-8 participants
* Voting members of the CCPDT board are limited to two (2) panels per year.
* Non-Board member panelists are limited to two (2) panels per year.
* No more than two (2) voting Board members will be selected per panel.
* The Exam Chair can participate in up to two (2) panels per year and can audit any other panels.
* Practice Test panelists cannot participate on any other panel.
* Panelists cannot serve on the same panel for more than two (2) consecutive meetings.
* When feasible while maintaining exam security, panel meetings will be conducted virtually.
* The Standard Setting panel will submit its recommendations to the full Board for an approval vote. Board members who participated on the Standard Setting panel will abstain from voting.
* Panel participants are eligible to earn CEUs per hour of panel participation for recertification.
* Panelists will be reimbursed for pre-approved travel-related expenses for their panel participation as needed. Panelists may receive an honorarium at the discretion of the Board.