

**Academy for Certification of Vision Rehabilitation and Education Professionals
(ACVREP)**

**Board Meeting
May 2-3, 2009
Cincinnati, Ohio**

Meeting Summary:

The Directors of the Academy for Certification of Vision Rehabilitation and Education Professionals (the Academy), dedicated significant meeting time to discussion on the role and responsibilities of The Academy relative to its corporate mission and purposes.

Upon conclusion of the meeting, the Board of Directors unanimously committed to:

Insuring high quality certification programs in the field of vision rehabilitation and education services.

Building and maintaining stakeholder trust and confidence. Stakeholders include certified professionals, employers, third party payers, and especially those individuals seeking and receiving vision rehabilitation and education services.

To ensure that The Academy maintains this focus and fulfills its commitment, The Academy will continue to:

- Promote and support the organization's Mission Statement: "Advancing professional competency* in vision rehabilitation and education to promote service quality.
- Serve as the independent certification body that assesses, through appropriate means, the professional competency of individuals seeking certification and confirms certification of those individuals who meet the requirements.
- In a formal agreement with AER, the incorporation of The Academy recognized the activities and assets legally transferred to The Academy. As documented in the corporate bylaws, the policies and procedures, and industry standards established for professional certification agencies, the Academy will maintain:
 1. Professional standards (aka professional competencies)* that are relevant and field-driven.
 2. Eligibility and recertification criteria* that are fair and rigorous.
 3. Codes of Ethics* that set clear expectation relevant to the provision of quality services and ethical practice.

4. Certification examinations that are aligned to the professional standards and provide rigorous assessment of an individual's professional knowledge and skill.
- Facilitate and support subject matter expert committees to review and develop The Academy's professional standards, eligibility criteria, Codes of Ethics, and certification examinations.
 - Facilitate a process of public review and comment in relation to any proposed changes in The Academy's professional standards, eligibility criteria, or Codes of Ethics prior to adoption by the Board of Directors.
 - Facilitate and support the validation of The Academy's professional standards by recognized means and ensure that certification examination results are statistically valid and reliable.
 - Promote the value of Academy certification to the public.
 - Collaborate with partners in the field to promote and support the provision of quality services by qualified professionals.

In the coming weeks and months, The Academy will review and analyze critical needs to support these actions. Utilizing the full resources available to The Academy, including the expertise of our valued certified professionals, we are confident that the actions taken by The Academy in the future will serve to meet critical stakeholder needs and promote confidence in our services and in the certification we issue.

On behalf of The Academy Board of Directors, I wish to thank VisionServe Alliance and those individuals who submitted comments to the Board for their valuable contributions to Board meeting.

Respectfully submitted,

Garett A. Holm, President

The Academy for Certification of Vision Rehabilitation and Education Professionals

Key Definitions *:

Professional Standards (a.k.a. Professional Competencies) – The specific knowledge, skills, and behavioral attributes required to effectively and efficiently meet service-related requirements and responsibilities within a specific professional scope (i.e. low vision therapy)

Professional standards are developed by a committee of subject matter experts consisting of professionals within the applicable scope of practice. Professional standards undergo a

process of public review and comment prior to adoption by The Academy Board of Directors. In accordance with industry standards, The Academy is responsible for facilitating the ongoing development of professional standards by:

- fostering continuous review and refinement of professional standards by subject matter expert committees to assure that such standards are relevant and field-driven;
- identifying subject matter expert committee members responsible for the review and refinement of standards;
- distributing draft professional standards to Academy stakeholders for review and comment;
- validating professional standards through statistical analysis; and
- adopting such standards for certification-related purposes.

Professional standards are measurable and serve as the foundation of assessment mechanisms (i.e. the certification examination) utilized by The Academy to evaluate individual professional competency.

Certification Eligibility Criteria – The requirements utilized by The Academy to establish an individual’s competence within a specific professional domain. Certification Eligibility Criteria include the requirements necessary to take the applicable certification examination utilized by The Academy to determine and validate professional competency of individual candidates for certification.

The Academy seeks and utilizes the input of its stakeholders to identify fair, reasonable and appropriate certification eligibility criteria.

Recertification Eligibility Criteria – The requirements utilized by The Academy to establish an individual’s continued competence within a professional domain in order to maintain Academy professional certification. Such criteria serve to promote the certified professional’s commitment to the field, ongoing study, and other efforts that enhance professional competency.

In accordance with industry standards, The Academy seeks and utilizes the input of its stakeholders to identify recertification eligibility criteria that is fair and appropriate.

Code of Ethics – The specific performance and behavioral expectations set forth by The Academy to promote the provision of quality services in a manner that is respectful and responsible to all stakeholders. The Academy expects each certified professional to act in accordance with the established Code of Ethics per the specific professional domain for which he/she is certified.

The Academy seeks and utilizes the input of its stakeholders to develop Codes of Ethics that promote professional responsibility and enhance the quality of care and service.

The following are highlights of key discussion items and Board motions considered and approved at the spring 2009 ACVREP Board of Directors meeting.

1. Discussion with VisionServe Alliance members. Discussion topics included:
 - Update on proposed certification policies (Track I and II) – policies rescinded by The Academy Board of Directors on April 6, 2009
 - Concerns for the future (economy, project need for services, number of qualified personnel available, Medicare low vision demonstration project)
2. Motion to approve the minutes of the October 24-25, 2008 Board minutes and April 6, 2009 Board minutes, as corrected. **Motion Passed**
3. Stakeholder comment session. John Ford, Vice-Chair, read comments submitted by Dona Sauerburger, COMS. The letter from Mrs. Sauerburger included the following recommendations for any decision rendered by The Academy Board of Directors relative to changes in The Academy’s professional standards, eligibility criteria, or Code of Ethics:
 - Consensus of the Board – Ensure that all or significant majority of the Board are in agreement with decision and action.
 - Any decision relative to the professional standards, eligibility criteria, and Code of Ethics should be made only after careful deliberation of the Board and consideration of input from Academy stakeholders.
 - Establish written policies to publish the Board agenda for public review, publish Board minutes, and facilitate open meetings
4. Motion to approve “Code of Conduct for Directors” policy. **Motion passed.**
5. Motion to approve “Soliciting Input from the Public” policy. **Motion passed.**

Policy:

“The Academy is committed to soliciting and considering the input from its certificants and other stakeholders regarding the development or modification of ACVREP professional standards, certification eligibility criteria, recertification criteria, and Code of Ethics.”

6. The Academy Board directed the President to review the current Academy website to identify areas for improvement and incorporate suggestions to enhance content, functionality and accessibility.
7. The Academy Board directed the President to develop an action plan to facilitate subject matter expert committees in Low Vision Therapy, Orientation and Mobility, and Vision Rehabilitation Therapy to review The Academy's professional standards in accordance to industry standards and guidelines.
8. Motion to approve budget amendment (increase in office rental and purchase of VRT grading instrument to facilitate new VRT test). **Motion passed.**
9. Motion to release registered continuing education (CE) provider standards and guidelines document for the purposes of public review and comment. Release is scheduled for the first week of June 2009. **Motion passed.**
10. Motion to approve President's report. **Motion passed.**
11. Discussion regarding certification of international applicants incomplete. To be resumed at fall meeting.
12. Next Board meeting set for October 2-3, 2009 in Philadelphia, PA. Location to be announced.