

## Credentials

**Mission:** The Credential Committee is comprised of at least seven members, which includes the Chair of the Committee. The Credential Committee has three overall areas of responsibility

Review and evaluate applications for associate and regular membership in CPDD. After this review, the Credential Committee then makes recommendations to the Board of Directors (BOD) regarding acceptability of each applicant for regular and associate membership. Acceptance of regular and associate memberships requires voting by the BOD

Review and evaluation of requests for change in membership status. This includes changes from student or member-in-training to associate or regular, associate to regular, and the conferring of fellow status (including those who have completed a term on the BOD). After this review, the Credential Committee then makes recommendations to the BOD regarding such requested changes, which are then voted upon by the BOD

Recommending to the BOD changes in criteria for membership levels and establishment of new membership categories. Approval of changes in membership criteria and new membership categories is made by the BOD. In addition to these activities by the full committee, the Chair of the Credential Committee reviews and decides upon acceptability of applications for member-in-training memberships. BOD voting is not required for member-in-training membership.

**Committee Operations:** Applications for associate and regular membership: Prior to each CPDD annual and semi-annual BOD meeting (usually 2 months before the meeting), each member of the Credential Committee receives the current applications for regular and associate membership from the office of the Executive Officer. Each Credential Committee member reviews all applications to determine eligibility. Members of the Credential Committee send their votes and relevant comments to the Chair of the Credential Committee. In cases where less than 75% of votes by the committee agree to approve or reject membership, the Chair of the Credential Committee arranges a conference (possibly by telephone) to discuss such cases and reach a consensus. It is also possible to recommend a candidate to a class of membership different than the one requested. During closed sessions at the annual and semi-annual meetings of the BOD, the Chair of the Credential Committee presents the lists of applicants, including information on each applicant's research area to the BOD. The Chair of the Credential Committee also presents the recommendations of the Credential Committee regarding acceptance to the BOD. The BOD votes on the membership applications. Voting by the BOD takes place at a time that is sufficiently early during the annual meeting for the Chair of the Credential Committee to post the names of new members in time for them to attend the business meeting.

Once the BOD has completed their election of new members, the Chair of the Credential Committee contacts all applicants who either are not being offered membership or who are being offered membership at a different category of membership than they had requested (i.e. associate vs. regular membership). If an applicant is offered associate membership when regular membership was sought, the Chair of the Credential Committee obtains acceptance (or rejection) of this membership status by the applicant, and forwards notification of acceptance to the President's office, so that an official notice of membership can be sent.

**Changes in Membership Status:** At the time members of the Credential Committee receive application packages, they also receive applications for upgrade in membership from the office of the Executive Officer. The Past President shall be responsible for nominating those board members rotating off the BOD who are suitably qualified to become fellows. The Credential Committee shall review these upgrades in membership status and follow the same procedures as applications for new membership with respect to recommendations to the BOD. The BOD shall vote upon the recommendations made by the Credential Committee.

**Recommendations to the BOD:** The Credential Committee shall meet on a regular basis (typically at the annual meeting for CPDD). Revision in the criteria for membership or the addition of new membership categories may be initiated by the Credential Committee or the BOD. The Credential Committee shall provide timely responses to the BOD regarding such requests and recommendations.