



Certification Interview Team Roles

During the Interview

Role of Chair

1. Introduces Applicant to the team
2. Explains procedure and process
3. Professional interview; not a group process
4. Assures punctuality of interview
5. Insures adequate time for all questions raised in Presenter's Report Part I
6. Draws the interview to a close
7. Invites Applicant to return to waiting area
8. Facilitates the discussion and voting process
9. Invites Applicant back for results
10. After the Presenter reads the Presenter's Report Part II, the Chair concludes the interview

Role of Presenter

1. Active participant in the interview
2. After the Applicant has left the room, writes Presenter's Report Part II (citing Competencies) in consultation with the Chair and Reader
3. Upon return of the Applicant to the room, announces the interview team's vote to recommend or not recommend for certification by the NACC Certification Commission
4. Reads draft report out loud to Applicant
5. Applicant does not receive Presenter's Report Part II on site. The NACC National Office mails a copy after the Certification Commission meeting
6. Clarifies any questions the Applicant has about the Presenter's Report Part II

Role of Reader

1. Active participant in the interview
2. After the Applicant has left the room, collaborates with Presenter and Chair on Presenter's Report Part II (citing Competencies)

After the Interview

Chair

1. Returns the three interviewers' copies of materials to the Applicant and obtains Applicant's signature on the *Receipt of Certification Materials Form*.
2. Reminds Applicant that one copy of materials is retained at the NACC National Office until the entire certification process is complete at which time all materials are destroyed.

Interview Team: Chair, Presenter, and Reader

1. Debrief interview
2. Individually complete evaluation forms
3. Maintain confidentiality of proceedings