



National Center for Competency Testing

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Office Hours: M-Th 8:30am - 7:00pm CST
Friday 8:30 am - 5:00pm CST
Saturday 9:00am - 3:00pm CST

TE-0015

Subject Matter Expert (SME) Data Sheet

2011 SME FORM

Date Application Received _____

DIRECTIONS

We are continuously looking for subject matter experts (i.e. SME's) from across the United States in all of the disciplines tested by NCCT. These experts fill many roles for NCCT-from helping with Exam Committee work (e.g. writing test questions, setting pass/fail marks) to helping with the national job analyses that must be done every 5-7 years in each of the exam disciplines. We are also looking for individuals that want to write Continuing Education courses for recertification purposes. Most of these roles have an honorarium attached to them (e.g. money, CE units, or other consideration) or are paid positions as contract labor. Most also involve recognition of some sort, whether as a published author or as a member of an Exam Committee, and are valuable additions to be able to list on a professional résumé. Interested? If so, please complete this form and attach a resume, or email your résumé to desiree@ncctinc.com.

1 SME Contact Information

Last Name _____ First Name _____ MI _____
Address _____ Apt # _____
City _____ State _____ Zip _____
Email _____ Phone _____

2 Subject Matter Expertise

*In which of our certification roles/disciplines do you consider yourself a subject matter expert?
If more than one, indicate which you consider to be primary.*

- | | |
|---|--|
| <input type="checkbox"/> Medical Assistant | <input type="checkbox"/> Insurance and Coding Specialist |
| <input type="checkbox"/> Medical Office Assistant | <input type="checkbox"/> ECG Technician |
| <input type="checkbox"/> Phlebotomy Technician | <input type="checkbox"/> Patient Care Technician |

What certification(s) do you hold?

What do you consider your primary certification? _____ **Year Awarded** _____

Have you maintained your recertification requirements? _____ Yes _____ No

3 Formal Education

Please tell us about the formal education you have completed.

Name of Diploma or Degree	Year	Name of School/ Program	City, State

4 Work Experience

Have you ever been employed* in the role you selected in section #2? ___ Yes ___ No

*Note: Do not count teaching experience here.

How many years did you work in the role selected? ___ 0 ___ 1-3 ___ 3-5 ___ >5

Who employed you? (Check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Private Physician Practice | <input type="checkbox"/> Insurance Billing Company |
| <input type="checkbox"/> Medical Practice with multiple Physicians | <input type="checkbox"/> Long Term Care Facility |
| <input type="checkbox"/> Hospital or Medical Center | <input type="checkbox"/> Other (Specify): |
| <input type="checkbox"/> Medical Laboratory | |

How long has it been since you last worked in the role? _____

5 Teaching Experience

Have you ever been an instructor in the role selected in section #2? ___ Yes ___ No

How many years did you work/have you worked as an instructor? ___ 0 ___ 1-3 ___ 3-5 ___ >5

Are you currently an instructor? ___ Yes ___ No If YES, dates of employment _____

School/Program Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

If you were an instructor in the past, please give the names/locations of any past employers.

School Name _____ City, State _____

School Name _____ City, State _____

6 Writing Experience

Are you interested in writing submissions for Continuing Education? ____ Yes ____ No

Have you ever written anything for publication before? ____ Yes ____ No

If yes, where was it published?

7 Demographic Information

For exam accreditation purposes, NCCT needs to collect information about the demographics of the experts it uses to ensure that its exams are developed by a group of individuals that are representative of the candidates it serves. We do this to minimize bias. Without this information, we cannot consider your candidacy for Exam Committee work.

Demographic Data

GENDER

- Male (M)
 Female (F)

RACE

- African American (AA) Caucasian (CA)
 American Indian (AI) Hispanic/Latino (HL)
 Asian (AN) Other (OT)

MARITAL STATUS

- Single (S)
 Married (M)
 Divorced (D)

Notice of Non-Discrimination: NCCT does not discriminate against any candidate based on race, creed, color, national origin, sex, religion, handicap, marital status, or age.

8 Final Note

Decisions about which experts are asked to work on specific NCCT projects will depend upon MULTIPLE factors, not merely whether someone is qualified or willing to serve. For example, some committees must have representatives from all parts of the county, or multiple ethnic groups, or with background in different employment settings. Other committees convene only as required, which might be once every 5 years. Authoring CE submissions can be a frequent or infrequent request, depending upon NCCT need for contributions in specified disciplines.

For these reasons, we have no way of knowing if/when you may be asked to serve, and in what capacity. NCCT will review SME information on file each time it needs experts and will contact individuals who fit the immediate need to see if they have the time and willingness to serve.

If you have a current resume or curriculum vitae, please include it with this application or email it to desiree@ncctinc.com.

Thanks for wanting to help!