



Polarity Therapy Certification

"Acknowledging Professional Excellence"

Certification Governing Council Governance Charter

Effective as of February 19, 2018

1. Introduction

The American Polarity Therapy Association (APTA) Certification Governing Council (CGC) was established in 2016 as a standing committee within APTA. The CGC was established by the APTA Board of Directors (Board) under the authority of Article V, Section 1 of the APTA Bylaws. This Governance Charter defines the structure and authority of the CGC and establishes the guiding principles under which the CGC operates. It is not intended to comprehensively address all possible situations.

In establishing the CGC the Board has empowered and authorized the CGC to function independently regarding the development and administration of the APTA's Board Certified Polarity Practitioner certification program. The CGC is responsible for BCPP certification program governance and oversight and for developing, evaluating, and maintaining BCPP certification program policies and procedures.

The CGC has sole decision making authority for all BCPP certification program policies regarding certification eligibility requirements; recertification requirements; examination development, administration, and scoring; BCPP certification program grievance and disciplinary policies; and the appointment and oversight of subject matter expert committees.

2. Purpose

The purpose of the Certification Governing Council (CGC), as the credentialing division of the APTA, is to serve the public by establishing and enforcing standards for certification, recertification, and the Code of Professional Conduct and by issuing credentials to individuals who meet these standards.

3. Roles and Responsibilities

The CGC ensures that eligibility and recertification requirements, examination development and administration process, and all certification program policies are related to and support the purpose of the BCPP certification program.

The CGC has independent and sole decision making authority in the following areas as they relate to the BCPP certification program:

- A. BCPP certification eligibility requirements
- B. BCPP recertification requirements
- C. BCPP examination development and administration in keeping with generally accepted psychometric practices and national accreditation standards:
 1. Examination development and maintenance
 2. Secure and standardized examination administration
 3. Examination scoring

- D. Grievance and disciplinary policies including establishing a process for suspending or withdrawing BCPP certification, as well as the oversight of all disciplinary investigations and actions related to certificants.
- E. Appointment and oversight of subject matter expert committees
- F. Overseeing the establishment and implementation of certification program policies

Additionally, the CGC is responsible for:

- G. Establishing, reviewing, and maintaining the policies necessary for the ongoing operation of the BCPP certification program including, but not limited to, meeting rules, confidentiality and conflict of interest policies, committee policies, and quality assurance processes.
- H. Maintaining all certification program documents in compliance with the CGC record retention, security, and confidentiality policies including ensuring accurate back-ups and disaster recovery planning.
- I. Developing adequate succession planning for CGC members and other certification program volunteers to ensure the continuity of certification program operations.

4. Limitations

The authority of the CGC is limited to the authority granted in the APTA Bylaws and this Governance Charter.

CGC members, as individuals, have no authority over certification program matters, except as specifically authorized by action of the CGC.

A. Certification Programs

The CGC will not create or dissolve certification programs without the approval of the APTA Board.

B. Financial Management

The budget for the certification program will be informed by the CGC and approved by the APTA Board.

Certification program fees will be informed by the CGC and approved by the APTA Board.

C. Conflict of Interest and Confidentiality

The CGC will not approve, endorse, or recommend any education or training programs or products designed or intended to prepare candidates for BCPP certification. The CGC will have no involvement in the development or delivery of such programs or products.

During their term(s) of service, and for at least two years afterward, CGC members will not participate in the development or delivery of any educational or training program or product designed or intended to prepare individuals to take the certification examination.

CGC members will not take any APTA certification exam during their term(s) of service on the CGC and for at least two years afterward.

With the exception of the APTA Board Liaison, individuals may not concurrently serve on the APTA Board of Directors and the CGC.

It is the responsibility of all CGC members to promptly disclose any actual or potential conflicts of interest in compliance with the CGC conflict of interest policy. Any unresolvable conflict of interest will result in removal from the CGC.

D. APTA Personnel

The CGC is not authorized to hire or fire APTA employees, however CGC input will be requested and considered regarding the need for, selection, and evaluation of personnel that support certification program activities.

E. Marketing

The CGC is not authorized to conduct certification program marketing activities without APTA Board approval. The APTA Board will request and consider CGC input regarding marketing activities.

5. Certification Governing Council Members

A. Composition

The CGC is composed of 7 to 9 voting members and 1 non-voting member:

1. BCPP Certified Members: 6 to 8 voting members that are APTA BCPP certificants in good standing.
2. Public Member(s): 1 to 2 voting public member(s) who represent the consumers of Polarity Therapy practitioner skills and services and who meet National Commission for Certifying Agencies (NCCA) accreditation requirements for public members.
3. Board Liaison: Not an officer of the APTA Board of Directors, Approved Training Manager, or Polarity Educator APTA office manager may fulfill this role if no APTA Board member meets the qualifications.

B. Officers

1. The CGC will elect a Chair, Vice---Chair, and Secretary as officers of the Council. An individual may not hold more than one elected office at the same time. Officers serve for a term of 1 year.
2. Officers will be selected from among the voting members of the CGC and elected by majority vote of the CGC. Each officer position will be elected, the Vice---Chair will not automatically succeed to the Chair position.

C. Qualifications

1. BCPP Certified Members: Certified members will meet and maintain the following qualifications:
 - a. APTA member in good standing
 - b. At least 2 years of experience in the BCPProle
 - c. Demonstrate a basic understanding of the certification process
 - d. Reliable phone, email, and internet access
 - e. Availability to attend and fully participate in CGC activities

- f. Previous successful experience as an exam development volunteer (writing and/or reviewing exam items) is preferred, but not required.
2. Public Member(s): The public member(s) will meet and maintain the following qualifications.
 - a. A consumer, or potential consumer, of Polarity Therapy services
 - b. Meet the criteria established in the current *NCCA Standards for the Accreditation of Certification Programs*
 - c. Reliable phone, email, and internet access
 - d. Availability to attend and fully participate in CGC activities

Previous experience in advocacy and/or as a non--profit board member is preferred, but not required.

D. Selection Process

1. Inaugural CGC Members

Initial members of the Certification Governing Council were appointed by the APTA Board. Initial CGC members were assigned terms of either 1 or 2 years in length to establish a system by which approximately one--half of CGC member terms will end each year. All initial members are eligible to seek subsequent terms as permitted by this Charter. As the initial terms of the inaugural CGC members expire, or earlier if unplanned vacancies occur, positions will be filled by the following process.

2. Nomination and Election

- a. All voting CGC members will be nominated by the CGC Nominating Committee. Voting CGC members will be elected by majority vote of the CGC. The CGC will establish policies and procedures for the nomination and selection process.
- b. The non--voting Board Liaison will be appointed by the APTA Board, with approval of the CGC.

3. Terms

CGC members will serve 2 year terms (except as specified for inaugural members) and may not serve more than 3 consecutive terms. CGC members who are term--limited are not eligible for additional terms for two--years following the end of their third term.

Officers will serve for a 1 year term in each officer position held and may serve consecutive terms within the limits of their CGC terms.

E. Removal and Resignation

Any member of the CGC may be removed by a 2/3 vote of the CGC. Any member of the CGC may resign at any time by providing written notice of resignation to the Chair. In case of the Chair's resignation, notice will be provided to the Vice Chair. If a vacancy occurs for any reason, the position is filled for the unexpired portion of the term in the same manner as specified for initial selection.

6. Meetings

The CGC will meet primarily via conference call. Meetings will occur at least once a month, more often as needed.

The CGC may request a special meeting with the APTA Board.

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In the event that the CGC has no need for a monthly meeting, the CGC Chair, or designee, will update the APTA Board why they do not need to meet and the date of their next monthly meeting.

CGC members will regularly and actively participate in meetings. A majority of CGC members is required for a quorum and a majority of votes from CGC members present is required to pass a motion at any meeting at which a quorum is present.

Voting by mail or electronic transmission is permitted where all CGC members participate unanimously in favor of a matter.

Proxy voting is not permitted.

7. Committees

A. Authority to Appoint Committees

The CGC will appoint committees as needed for the development and administration of the BCPP certification examination and the implementation of certification program policies.

All committees will act in an advisory capacity to the CGC.

B. Nominating Committee:

1. The CGC Nominating Committee will be composed of 3 members:
 - a. 2 members appointed by the CGC
 - b. 1 member appointed by the APTA Board
2. The CGC Nominating Committee will recruit, screen, and select a slate of qualified candidates for open CGC positions for the CGC's consideration and vote.

8. Reporting and Communication

A. Importance of Open Communication

The CGC will work cooperatively with APTA staff and Board members, including honoring APTA's policies of non-discrimination and equal opportunity. The CGC shall treat all members of APTA, staff, and third party consultants with dignity and professionalism.

The CGC may solicit input and advice from the APTA Board, and other sources, as needed to inform decision making. Additionally, the APTA Board will not seek to unduly influence certification program decisions.

B. Reporting

The CGC will provide periodic activity reports to the APTA Board at a frequency mutually established by the CGC and APTA Board.

C. Information Sharing

The APTA Board will have access to view all non-confidential certification program information, including but not limited to:

- CGC policies and procedures
- Examination development reports
- Accreditation applications and annual reports
- Correspondence and communications to/from an accrediting body
- Correspondence and communications to/from consultants

Confidential certification program information includes examination content, personal information submitted by applicants, the application status of any individual, and examination scores.

The CGC will establish policies to define and protect confidential certification program information. The APTA Board will not have access to such confidential information.

D. Document Management

The CGC will ensure that all certification program documents are stored in a centralized location, accessible to authorized CGC members and APTA staff.

The CGC will review APTA marketing and advertising messages related to the certification program to ensure content is accurate and compliant with accreditation requirements.

E. Ownership

Information developed by the CGC, or in support of the certification program, remains the intellectual property of APTA.

9. Compensation

CGC members are not compensated for their services. They may be reimbursed for reasonable expenses as allowed by APTA policy.

10. Indemnification

Each CGC member shall be indemnified by APTA to the fullest extent of which APTA has the power to indemnify such persons pursuant to the corporation laws of North Carolina as they may be in effect from time to time; provided however, no such person may be indemnified for acts or omissions that involve intentional misconduct or a knowing violation of law, or for any transaction from which such person will receive a benefit in money, property, or services to which such person is not legally entitled.

11. Amendments

Amendments to the CGC Governing Charter may be recommended by the CGC and/or the APTA Board. Wherever possible the CGC will be consulted and provide input into amendments. All amendments require approval of the APTA Board.

12. Ratification and Changes

This Charter will take effect upon ratification by the APTA Board. Changes to this Charter may be recommended by the CGC and/or the APTA Board. Wherever possible the CGC will be consulted and provide input into changes. All changes require approval by the APTA Board.