

SUBCOMMITTEE CHAIRPERSON: NREP will renew one certification per year for each chairperson. Renewal will be awarded upon completing/meeting the requirements established below.

- Scheduling and maintaining subcommittee meeting on a minimum of twice per year and submittal of each meetings agenda and notes. Agendas and notes are to be submitted to Scott Spear, Exam Committee Chair within 30 days of each meeting.
- Call in and contribution to 3 exam committee conference calls. Calls will be held on a quarterly schedule and require 30-45 minutes per call. Call agendas will include updates and reviews of current activities within each committee and stem/key production reports and any support issues and/or concerns.
- Call in to or attend in person the executive committee meeting held during the annual NREP conference. Annual conference meetings are scheduled for approximately 1 hour and are intended as an annual activity report and update.
- Maintain a list of current subcommittee members, breakdown and distribution of current exam questions to acting subcommittee members; maintain a list of questions under review and scheduling and maintaining a distribution list of new stem/key submittals.

SUBCOMMITTEE ACTING MEMBER: NREP will renew one certification for every two years of continuous involvement. Renewals will be awarded upon completing/meeting the requirements of each committee.

- Review at a minimum, 30 exam questions per year and submit written comment on each (current or out-of-date, does not meet current practice or standard)
- Submittal of replacement for each stem and key requiring updated via stem/key submittal forms
- Call in and contribution to at least 2 exam subcommittee conference calls. Calls will be held on a semi-annual schedule and require 30-45 minutes per call.