

APPLICATION FOR ACCREDITATION/RE-ACCREDITATION OF EXAMINATION PROGRAM

APPLICATION INSTRUCTIONS

2017

1. Examination programs administered under the auspices of any jurisdiction or developed by an organization for use by any jurisdiction for purposes of licensure examination may apply for accreditation by ARELLO.
2. Accreditation shall be for a period of five years thereafter requiring application for re-accreditation pursuant to ARELLO program procedures; and such re-accreditation shall also take place every five years. Application for re-accreditation shall be submitted 120 calendar days prior to expiration of the current accreditation period.
3. *The ARELLO Examination Accreditation Program Procedures* (Procedures) contain the policies, processes and procedures concerning the accreditation of licensing examination programs. Applicants are referred to these Procedures for the basic requirements for accreditation. Applicants must fully comply with the Procedure requirements, and the applicant's examination development program must be found to be in compliance with *The ARELLO Guidelines for Accreditation*. (Please request current copies from ARELLO headquarters).
4. Prepare and submit with the application a detailed narrative submission describing, on an item-by-item basis, how the procedures and specifications followed in developing the examinations comply with each of the first twelve (12) Specific Guidelines of the *ARELLO Guidelines for Accreditation*." This narrative must be supported by appropriate materials such as specifications, policies, guidelines, reports, records, sample exam forms and other documents needed to demonstrate compliance with the Specific Guidelines. All support materials provided must be cross-referenced with the narrative and Specific Guidelines. Four (4) copies of the narrative submission and supporting materials must be submitted.
 - a. No explanation of compliance with Specific Guideline #13 is necessary, but copies of examination forms and related statistical data must be provided as indicated elsewhere in these instructions.
 - b. If the examination development program does not fully comply with one or more of the "Specific Guidelines," provide an explanation of this fact. Indicate what, if any, steps are planned to bring the examination development program into compliance and the timeframe in which these steps will be completed.
 - c. With regard to examination content and statistical specifications that are submitted, please note especially the requirements of Specific Guideline #1(a) and 1(b). Include

with the sample exam forms the item statistical specifications (target values for item and test statistics and the degree to which items and tests may fail to meet “target” values), the relevant content outline code and cognitive level assignment for each item as well as the specifications for content weighting used in exam form assembly to ensure comprehensive and consistent coverage of specific topics areas across various examination forms including the number of items required by specific topic.. In addition, if the applicant is a testing organization and does NOT use the same examination content specifications for all client jurisdictions, describe any differences in examination content specifications used for various client jurisdictions together with the parallel rationale and evidence (e.g. survey, panels or research) supporting the development of variant specifications in those jurisdictions and that such specifications are reasonably consistent with the job analysis so as to ensure content and construct validity.

d. When addressing Specific Guideline #4a on “Item Banking,” indicate for *each* separate content area in the examination content specifications the following information: (1) the number of items available for use on the salesperson examination; (2) the number of items available for use on the broker examination; and (3) the total number of unique items.

5. (a) Applicants for initial accreditation, submit four copies of two (2) broker and two (2) salesperson examination forms. Candidates for re-accreditation, submit four copies of one (1) broker and one (1) salesperson examination forms. The exam forms are to be those that are derived from the test construction method, and the specifications used to assemble actual forms that are currently in use for testing purposes (i.e. test delivery to candidates) including pre-test or try-out items.

(b) Describe in detail the method used to assemble the exam forms (in conformance with specifications), that are administered to candidates in a test delivery environment. Describe the system capability, method/process used to ensure that exam form assembly complies with specifications for content weighting at the sub-topic level, cognitive level and performance statistics and that codes assigned an item ensure that all relevant characteristics of the item are considered in the test generation/assembly process.

(c) Submit statistical data on item performance and examination form performance. Statistical data on item performance must include the number of administrations, p-value and point-biserial correlation for each option and key.

6. Enclose a check for US\$5,250.00 (initial application) or US\$2,625 (re-accreditation) payable to ARELLO.

7. The ARELLO street address for delivery of application materials and correspondence:

ARELLO Global Headquarters, 150 North Wacker Drive, Suite 920, Chicago. IL 60606

Please use a secure verifiable delivery method with recipient signature requirement. (e.g. Certified Mail, FedEx or equivalent method). Mark all exterior packaging as CONFIDENTIAL.

APPLICATION FORM

Name of Applicant: _____

Address: _____

Name of Authorized Contact Person: _____

Phone Number: _____

E-mail: _____

The undersigned having reviewed the ARELLO Procedures and Guidelines for Accreditation hereby applies for and agrees that if granted accreditation, the applicant will continue to comply with the requirements and/or criteria imposed for accreditation during the term of accreditation and will advise ARELLO of any significant changes (as defined by the Committee) planned with regard to the content of the examinations or procedures relating to examination development in conformance with the *ARELLO Guidelines for Accreditation*.

Print Name of Authorized Representative

Signature of Authorized Representative

Date: _____