

ILLUSTRATIVE COST PROPOSAL FOR NEW PROGRAM DEVELOPMENT

American Board of Vocational Experts

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SUMMARY SHEET

Title: Illustrative Cost Proposal for New Program Development

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I. STATEMENT OF UNDERSTANDING

Scantron Corporation (Scantron) is responding to a request for cost information from the American Board of Vocational Experts (ABVE) for design and development services for a new certification program. Scantron understands ABVE began the job analysis process and may have test administration supported with another vendor. Scantron will be pleased to provide psychometric and assessment services, and at the request for ABVE, will provide information on test administration services.

1. Expertise in Industry Best Practices

Scantron's psychometric and test administration security procedures adhere to all requirements set forth in the *Standards for the Accreditation of Certification Programs* (National Commission for Certifying Agencies, 2014), *Standards for Educational and Psychological Testing* (American Educational Research Association, American Psychological Association, and the National Council on Measurement in Education, 2014), the *ANSI/ISO/IEC 17024:2012 Conformity Assessment: General Requirements for Bodies Operating Certification of Persons* (ANSI), *Accreditation Board for Specialty Nursing Certification Accreditation Standards* (ABSNC, 2017), and the National College Testing Association's *Professional Standards and Guidelines* (2000). These procedures are continually evaluated both internally and by external audit to ensure quality, consistency, and security.

In addition, Scantron leads the industry in proctor quality assurance with the exclusive Test Proctor Training and Assessment Program, which is an Assessment-Based Certificate Program accredited by the American National Standard Institute's Certificate Accreditation Program (ANSI-CAP). Scantron is the only company in the industry with an ANSI-certified program that provides increased standardization and quality for all of the examinations delivered. Even in those instances in which custom proctor programs are utilized, the industry best practices that drive Scantron's proctoring approaches are at the foundation of every training program we deliver.

2. Responsive Customer Service

Scantron distinguishes itself from competitors through its reputation for stellar customer service. Scantron approaches the relationship with client organizations as a close partnership, offering friendly, competent service to both candidates and the certifying organizations' staff. Scantron's staff members recognize that our work impacts ABVE, its certification candidates, and the greater public that they serve.

Scantron is committed to providing excellent service to candidates. Scantron offers more than 1,350 testing centers across 115 countries and can provide immediate score reporting to all sites, when psychometrically supported. Throughout the test scheduling, testing, and scoring process, Scantron's account managers respond promptly to candidates' requests. In addition to delivery to Scantron's testing centers, Scantron offers paper-based test administration and test administration via live online proctoring (LOP).

Scantron understands that the candidates' interaction with us affects their perception of ABVE and its certification programs. As exemplified by the comment below from a candidate, we listen, and we respond quickly, courteously, and knowledgeably:

"I would like to comment on your service. It is rare that I find people who are completely helpful and not simply trying to refer me to some website to do everything myself. It has been a pleasure dealing with you and you have been extremely helpful in my scheduling. I stay very busy, so when someone helps take care of things like this, it is tremendously beneficial. My hat is off to you and your people, and I would like to say thank you very much for your excellent customer treatment. Thank You."

3. Overview of Proposed Services

Scantron proposes to provide the following services to meet ABVE's job analysis, examination development, and program management objectives.

PROGRAM MANAGEMENT AND PSYCHOMETRIC CONSULTATION

- Develop a detailed program management work plan using Microsoft Project to define the specific tasks, timelines, and deliverables for all contracted services.
- Submit status reports to ABVE that identify the tasks completed and activities pending by Scantron staff, ABVE staff, and subject matter experts.
- Provide ABVE and its subject matter experts with full support associated with the contracted services from our psychometrics, information technology, editing/publications, and finance departments.
- Store all examination data, including the item banks, in Scantron's secure database with fully mirrored disk configuration, daily back-ups, and permanent off-site storage, which ensures historical recreation of the data.
- Provide psychometric consultation and leadership to ABVE on policies and procedures that are necessary and beneficial to enhance the reliability and content-validity of examination program.

JOB ANALYSIS STUDY

Scantron understands that ABVE has completed some of the necessary job analysis tasks, including the initial panelist meeting and initial panelist ratings. Scantron proposes to build on the work completed to date.

- Facilitate a one-hour web-based meeting with ABVE staff to review the business goals, target audience, and work completed to date (e.g., classification system, target audience statement, eligibility criteria).
- Prepare the domains and tasks for validation through an online survey of practicing professionals and other appropriate stakeholders. Scantron will confer with ABVE regarding the demographic data to be collected in the validation survey and the selection of an appropriate survey sample.

- Prepare an online survey instrument for industry validation of the domains and tasks defined by the job analysis panel. Scantron will issue an introductory email to the survey participants with a username/password and link/URL to access the online validation survey. Participants will use the same validation scales as the job analysis panel, if appropriate.
- Provide technical support to the survey participants. Scantron will monitor the participant response rate and will send reminder emails to participants who have not responded.
- Collect, compile, and analyze the validation survey results. Based on the validation data, Scantron will calculate relative weights for the required domains and tasks. The relative weights will determine the emphasis applied to each domain and task when developing the certification examination.
- Submit the recommended content weights (i.e., test specifications) to ABVE for review and approval. Upon ABVE's approval, Scantron will prepare the content weights in a classification system/rubric format for the certification examination development activities.
- Prepare a written report on the job analysis study to include a descriptive analysis of the survey respondents based on the demographic variables, an analysis of the survey results, and an interpretation of the results. The test specifications will be linked directly to the job analysis study results for strong content validity.

EXAMINATION DEVELOPMENT

The examination design will be determined by the results of the job analysis study. For this illustrative cost proposal, Scantron anticipates a 150-item multiple-choice examination with ABVE volunteers serving as the subject matter experts for the development. Scantron understands ABVE has experienced challenges with volunteers. At ABVE's request, Scantron will discuss the recruiting and hiring of subject matter experts for development activities. ABVE will determine the necessary qualifications of the individuals and Scantron will consult on the feasibility of hiring such persons and the needed compensation.

- Consult with ABVE on the selection of subject matter experts to form the item writing and examination assembly committees.
- Provide item development instructional materials to the item writing committee and provide item writers with instruction on using Scantron's secure online development system, ADE®.
- Monitor item writers as they develop items remotely in ADE®.
- Facilitate item review activities with the item writing committee using ADE®.
- Conduct psychometric and editorial reviews of newly developed test items and transfer the items into the appropriate item bank.
- Conduct a preliminary assembly of one (1) examination form.
- Facilitate examination review meetings with the examination assembly committee to review and approve new examination form.
- Complete the permission to publish process for the examination form, including beta testing of the test scheduling, test delivery, scoring, and reporting functions for secure internet-based testing.

- Facilitate meeting with subject matter experts to establish a criterion-referenced passing point for the examination form.
- Collect, compile, and analyze the difficulty ratings provided by the subject matter experts, provide ABVE with a recommended passing point based on the data, and prepare a written cut-score report for the certification examination.
- Submit final examination form and any remaining items to ABVE in a mutually agreed upon file format (e.g., Word, Excel) for administration by ABVE.

Scantron is pleased to present this proposal for ABVE's consideration. We believe Scantron's extensive psychometric expertise, exceptional customer service, and advanced technological solutions are very well suited to the current objectives and future goals of the certification programs and its stakeholders.

II. BACKGROUND INFORMATION

A. Company Profile

For nearly 50 years, the Scantron Corporation has been helping organizations worldwide design and enhance overall assessment and certification programs through quality assessment, survey, and analytics solutions. Scantron continues this trend with industry-leading expertise and innovative software.

In June 2018, Castle Worldwide joined the Scantron Corporation. The joining of these companies unites unparalleled customer service and psychometric and testing expertise to provide clients exceptional testing capabilities, leading assessment technologies, industry expertise, and a global presence in delivering all facets of licensure and certification testing programs for certifying agencies worldwide.

Scantron is proud to serve a variety of global certification sponsors, 96 of the top 100 school districts in the United States, 94 of the top 100 United States higher education institutions, as well as 56 countries, 48 Ministries of Education, and several top international universities throughout the world. Today, Scantron Corporation has more than 750 employees, and offices in Eagan, Minnesota; Columbia, Pennsylvania; Omaha, Nebraska; and Morrisville, North Carolina. We also employ a number of remote employees across the United States.

Scantron has been helping clients with test design, job analysis, blueprint development, item writing, item review, examination development, test administration, and analyses of licensing and certification examinations for more than 30 years, and the staff has a total of 185 years of experience in this work. Scantron is well known for its quality high-stakes examination programs, cost-effective technological solutions, and superior customer service. Having earned a reputation for excellence in examination development and test administration services, Scantron develops and administers certification and licensure examinations for highly respected national and international clients.

Scantron has developed and delivered hundreds of content-valid, reliable examinations since its founding. Scantron's clients represent a wide variety of professional fields including hospitality, regulatory affairs, environmental/architectural design; various healthcare specialties; nuclear technicians; mechanical, electrical, and transportation engineers; and energy professionals. In addition, Scantron assists many of its clients in achieving and maintaining *Standards for the Accreditation of Certification Programs* (National Commission for Certifying Agencies, 2014), the *ANSI/ISO/IEC 17024:2012 Conformity Assessment: General Requirements for Bodies Operating Certification of Persons* (ANSI), and *Accreditation Board for Specialty Nursing Certification Accreditation Standards* (ABSNC, 2017) accreditation.

Scantron Corporation, founded in 1972, is a stand-alone business operating as a wholly owned portfolio company of Transom Capital Group.

B. Scope of Services

As a full-service testing company, Scantron offers a broad array of products and services designed to meet the varied needs of professional, educational, and government organizations. Some of the services and products include:

- psychometric consultation, including program evaluations, accreditation support, and subject matter expert recruiting and retention policies;
- job/task/practice analysis and role delineation studies;
- item writer training and workshops, both in-person and through Scantron’s secure online test development system (ADE®);
 - written multiple-choice test development;
 - innovative item type development, including scenario-based focused testlets, multi-select, drag-and-drop, hot spot, objectively scored short answer, essay, and written simulation/branching logic;
 - oral, performance, and practical test development with examiner/juror training, observation, scoring, and evaluation;
- test administration using Scantron’s Proctored Assessment System (Scantron PASS™);
 - secure internet-based test delivery to Scantron’s proctored facilities. Scantron maintains an extensive national and international network of comfortable, consistent testing facilities, and trained proctors for both secure internet-based and paper-based administrations;
 - secure internet-based test delivery to the client’s facilities or third parties;
 - paper-based administrations at Scantron’s proctored facilities, client’s facilities, or conferences;
 - live online proctored test delivery; and
 - offline delivery of computer-based assessments;
- application/candidate handbook development;
- application processing, eligibility determination, and maintenance of certification through Scantron’s online credentialing management system, Scantron Connect™;
- registration and real-time online test scheduling;
- management of candidate appeals processes;
- statistical analysis of examination results;
- examination equating and scoring;
- diagnostic score reports, certificates, and digital badges;
- practice tests and study guides;
- learning/training consultation, including needs assessments and accreditation support; and
- development of training and learning products, including face-to-face instructor led, web-based instructor led, and self-paced eLearning.

C. Experience

Scantron is a widely respected full-service provider of high-quality testing for trade and professional associations, corporations, government agencies, and educational institutions. Scantron offers design, development, delivery, and analysis of high-stakes examinations.

Scantron offers clients the experience gained through years of service in leadership positions with the Institute for Credentialing Excellence (ICE), the National Commission for Certifying Agencies (NCCA), the American National Standards Institute (ANSI), the Association of Test Publishers (ATP), the American Board of Nursing Specialties (ABNS), the Accreditation Board for Specialty Nursing Certification (ABSNC),

and the Council on Licensure, Enforcement, and Regulation (CLEAR). Scantron's psychometric expertise is widely recognized and has been solicited for leading publications such as *Certification: An ICE Handbook* (Institute for Credentialing Excellence, 2019), *Operational Best Practices for Statewide Large-Scale Assessment Programs* (Council-Chief State School Officers and Association of Test Publishers, 2013), and *Standards for Educational and Psychological Testing* (American Educational Research Association, American Psychological Association, and National Council on Measurement in Education, 2014).

Scantron distinguishes itself from competitors through its reputation for stellar customer service, as well as the merger of psychometric expertise and technological capabilities. Scantron's psychometric methodologies ensure the development of content-valid, reliable testing instruments. The online technologies enhance the convenience and cost-effectiveness of developing, administering, and maintaining the testing program. Scantron is dedicated to providing an affordable product along with an exceptionally high level of customer service. Scantron tailors its services to meet the specific needs of each client, anticipates clients' future requirements, and responds immediately to customer service needs. Scantron is confident that its highly qualified staff combined with its technological capabilities will allow clients to achieve both short-term and long-term objectives.

Online Item Development (ADE®)

Designed and developed by Scantron's own psychometric and information technology professionals, ADE® provides a secure and flexible platform for reliable, thoroughly documented, and legally defensible item and test development processes. ADE® allows a large pool of subject matter experts to write, review, and validate new examination items using secure online access from the convenience of their home or office.

Item Banking (ADE®)

Scantron's ADE® system includes item banking. One of the most powerful and easily managed systems available, Scantron's project staff members use the item bank functionality within ADE® to select examination items according to the examination's blueprint, item status (e.g., scored/calibrated, experimental), and other parameters. Statistical analyses are readily available on operational items in the item bank, which enables Scantron to identify items that are not performing properly. Item bank security is maintained through several layers of password protection. Only those Scantron employees assigned to a specific account have access to the item bank for that account. And, all critical item data and metadata is stored in ADE®. Reporting functionality within ADE® allow for bank reporting to support test development activities.

Secure Internet-based Test Administration (Scantron PASS™)

Scantron PASS™ is a secure and flexible system that can deliver examinations to virtually any proctored facility. Scantron PASS™ supports a variety of item types, including multiple-choice, drag and drop, and written simulation. Scantron PASS™ works directly with ADE® so examination forms are published once for test administration across multiple testing modalities. Scantron delivers examinations in more than 1,350 secure, proctored internet-based test sites throughout the world. Scantron PASS™ also supports secure test administration at client facilities or via live online proctoring.

In addition to providing exceptionally strong coverage through Scantron's existing network, Scantron continually monitors testing trends and recruits new test sites to stay ahead of client and candidate demands for specific locations. In the more popular domestic locations, Scantron establishes additional sites as necessary in order to serve the demand. Scantron also works closely with its clients to add test sites in the rural locations where candidate demand exists.

Scoring/Statistical Analysis

Scoring and registration are integrated for accurate score reporting, and item performance data are maintained on each uniquely identified examination item. As noted above, statistical analyses are readily available on operational items in ADE®, again illustrating Scantron's fully integrated web-based system.

Scantron Connect™

Scantron Connect™ is the next-generation credentialing management system (CMS). Scantron Connect™ is an online solution that provides a single point of access to connect the candidate, the client, Scantron and other stakeholders to facilitate their credentialing needs. Scantron Connect™ offers clients a cost-effective and configurable solution for their data management needs.

D. Philosophy and Unique Strengths

Innovation

One of the hallmarks of Scantron has always been innovation. After first developing scanning and bubble sheet technology in 1972, Scantron relentlessly persisted into new technological corridors with the ultimate goal of assisting educators and assessment bodies in the identification of new and better ways to achieve results within their assessment programs.

Within a few years, Scantron was linking its scanners to computers to allow clients to scan answer sheets and have the answers available electronically within a matter of minutes. This revolutionized the entire assessment industry. Scantron then moved to computer-based assessment, launching the first computer-adaptive formative assessments for the K12 market more than 25 year ago. Scantron continues to innovate in ways that matter most to the clients it serves, saving them time, money, and resources.

But innovation is only valuable if it meets specific, tangible needs and can be implemented in a timeframe that works within the given environment. This is why Scantron works with each client to determine what innovations will provide specific value to them, and what timeframe will provide the most benefit within their unique environment.

Unique Expertise and Approach

While many testing companies apply the same assessment methodologies to developing and maintaining high-stakes examination programs, Scantron offers its clients and its candidates the following unique strengths.

Improving Lives Through Creative Solutions. Scantron approaches its relationship with client organizations as a close partnership, offering friendly, competent service to candidates and learners and the certifying organizations' staffs and board members. Scantron genuinely believes that this partnership benefits the lives of many individuals. Scantron's staff members are committed to providing quality products and services because it recognizes that the work impacts the credentialing organization, the certification candidates, and the greater public that they serve.

Assessment and Psychometric Expertise. Scantron offers clients the experience gained through years of service in leadership positions with the Institute for Credentialing Excellence (ICE), the National Commission for Certifying Agencies (NCCA), the American National Standards Institute (ANSI), the Association of Test Publishers (ATP), the American Board of Nursing Specialties (ABNS), the Accreditation

Board for Specialty Nursing Certification (ABSNC), and the Council on Licensure, Enforcement, and Regulation (CLEAR). Scantron's psychometric expertise is widely recognized and has been solicited for leading publications such as *Certification: An ICE Handbook* (Institute for Credentialing Excellence, 2019), *Operational Best Practices for Statewide Large-Scale Assessment Programs* (Council-Chief State School Officers and Association of Test Publishers, 2013), and the *Standards for Educational and Psychological Testing* (American Educational Research Association, American Psychological Association, and National Council on Measurement in Education, 2014).

Cross-Market and Global Presence. Scantron has the unique value of housing global assessment experience across a variety of markets all under one roof, including K12, higher education, pre-employment, certification, and licensure. This unique and unmatched collection of experts allows Scantron to provide a holistic set of support services for its clients that helps engage and evaluate life-long learners from the very start of their educational journey through the entire span of their careers. Scantron's reach into this span of market segments also allows us to provide best practices consultation for virtually every aspect of a client's assessment program.

Advanced Technology. Scantron's fully integrated web-based system are state-of-the-art, developed in partnership with our psychometric and information technology experts. Scantron's systems enhance convenience, accessibility, and data integrity while reducing the costs associated with test development and delivery.

Flexibility. Scantron recognizes that a one-size-fits all approach to program design, implementation, and support does not allow for the best solutions for its clients or their stakeholders. Scantron tailors its services to meet the specific needs of each client and to ensure a partnership that is extremely responsive and successful. Scantron continually evaluates its clients' programs to ensure that the most efficient and cost-effective solutions are provided throughout the lifecycle of the relationships.

Attentive Customer Service. Scantron is exceptionally attentive and responsive to both client organizations and their candidates. Scantron believes its strength in this area can be attested to by the long-term relationships Scantron has maintained with its existing clients. The customer service representatives, account managers, and client services executives understand that the interactions between Scantron and a client's candidates and learners are a reflection on the client's organization.

Extensive and Secure Testing Network. Scantron offers more than 1,350 secure, proctored internet-based test sites more than 115 countries. The test sites are located universities, community colleges, and training classrooms. Scantron's testing network is one of the most diversified in the industry, which protects clients from significant impact in the event of site closures by a single channel. In addition to the testing network, Scantron supports test administration at client-approved facilities, special events, and live online proctoring.

ANSI-Certified Test Proctors. Scantron's proctors are highly qualified individuals who have considerable experience in test administration. Scantron leads the industry in proctor quality assurance with the exclusive Test Proctor Training and Assessment Program, which is an Assessment-Based Certificate Program accredited by the American National Standard Institute's Certificate Accreditation Program (ANSI-CAP). Scantron is the only company in the industry with an ANSI-certified program which provides increased standardization and quality for all of the examinations delivered. Even in those instances in

which custom proctor programs are utilized, the industry best practices that drive Scantron’s proctoring approaches are at the foundation of every training program we deliver.

Highly Qualified, Passionate Staff. Scantron recruits and retains highly qualified staff in assessment development and psychometrics, information technology, test administration and scoring, documentation, professional development, account management, and financial management. The combined experience and expertise of the entire Scantron staff is available to meet a client’s objectives. Most Scantron staff members have been with the company for many years and are passionate about the professions Scantron serves.

Commitment to Health Care. Scantron has developed hundreds of content-valid, reliable examinations since our founding, and many of our clients work in healthcare-related fields. Our clients represent a wide variety of health-related fields including nurse specialists, physician specialists, pharmacists, radiology administrators, athletic trainers, occupational therapists, and environmental health professionals.

E. Sample Clients

Scantron has provided psychometric services (job analysis/role delineation, test development, test administration, scoring, reporting, and/or statistical analysis) for the following sample of clients. Organizations accredited by National Commission for Certifying Agencies, Accreditation Board for Specialty Nursing Certification Accreditation Standards, and/or American National Standards Institute are denoted with an asterisk (*).

- Accreditation Council for Accountancy and Taxation (ACAT)
- American Society for Bioethics and Humanities (ASBH)
- Addiction Consultant and Training Associates, LLC (ACT Associates)
- American Nurses Credentialing Center (ANCC)*
- American Academy of Cosmetic Dentistry (AACD)
- American Society of Anesthesia Technologists and Technicians (ASATT)
- American Academy of Healthcare Interior Designers (AAHID)
- American Society of Association Executives (ASAE)*
- American Academy of HIV Medicine (AAHIVM)
- American Society of Tropical Medicine and Hygiene (ASTMH)
- American Academy of Physical Medicine and Rehabilitation (AAPM&R)
- Association of Equipment Management Professionals (AEMP)
- American Association of Bronchology and Interventional Pulmonology (AABIP)
- Association of Image Consultants International (AICI)
- American Association of Diabetes Educators (AADE)
- Association for Talent Development (ATD)
- American Bankers Association (ABA)
- Association of School Business Officials International (ASBO)
- American Board of Orthodontics (ABO)
- Athletic Equipment Managers' Association (AEMA)
- American Board of Industrial Hygiene (ABIH)*
- Board of Certification for the Athletic Trainer (BOC)*
- American Board of Pediatric Dentistry (ABPD)
- California Council for Interior Design Certification (CCIDC)
- American College of Laboratory Animal Medicine (ACLAM)
- Canadian Council of Human Resources Associations (CCHRA)*
- American College of Medical Practice Executives (ACMPE)
- Center for the Assessment of Sign Language Interpretation (CASLI)
- American College of Rheumatology (ACR)
- Center for Health Design (CHD)
- American College of Veterinary Pathologists (ACVP)
- American Council on Exercise (ACE)*
- American Healthcare Radiology Administrators (AHRA)

- Certification Commission for Healthcare Interpreters (CCHI)*
- Certification Commission of the National Association Medical Staff Services (CCN)*
- Certified Licensing Professionals, Inc. (CLP)
- CFA Institute
- Connecticut Department of Energy and Environmental Protection (CT DEEP)
- Council of Petroleum Accountants Societies, Inc. (COPAS)
- Council of Residential Specialists (CRS)
- Electronic Transactions Association (ETA)
- FCSI The Americas
- Hand Therapy Certification Commission (HTCC)
- Healthcare Financial Management Association (HFMA)*
- The Instrumentation, Systems, and Automation Society (ISA)
- In-Home Addiction Treatment Institute, Inc. (IAHTI)
- Institute of Real Estate Management (IREM)
- International Association of Forensic Nurses (IAFN)
- International Dyslexia Association (IDA)
- International Society for Advancement of Cytometry (ISAC)
- NASBITE International
- National Apartment Association Education Institute (NAAEI)*
- National Association of Boards of Pharmacy (NABP)
- National Association of Insurance and Financial Advisors (NAIFA)
- National Association of Safety Professionals (NASP)
- National Association for Practical Nurse Education and Service, Inc. (NAPNES)
- National Board for Certification in Occupational Therapy (NBCOT)*
- National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA)*
- National Board of Medication Therapy Management (NBMTM)
- National Commission for Health Education Credentialing (NCHEC)*
- National Examining Board for Ocularists (NEBO)
- National Federation of Paralegal Associations, Inc. (NFPA)
- National Retail Federation Foundation (NRFF)
- National Work Readiness Council (NWRC)
- New York State Education Department (NYSED)
- North American Board of Certified Energy Practitioners (NABCEP)*
- North American Technician Excellence (NATE)
- North Carolina Board of Funeral Services (NCBFS)
- North Carolina Community College System and the North Carolina Biotechnology Center
- North Carolina Office of Emergency Management Systems (NCOEMS)
- North Carolina Speech, Hearing, and Language Association (NCSHLA)
- Orthopedic Nursing Certification Board (ONCB)*
- Patient Experience Institute
- Registry of Interpreters for the Deaf (RID)
- Regulatory Affairs Professionals Society (RAPS)*
- Rehabilitative Nurses Credentialing Board (RNCB)*
- Security Industry Association (SIA)
- Source Evaluation Society (SES)
- Society of Trauma Nurses (STN)
- Tire Industry Association (TIA)
- Transportation Professionals Certification Board (TPCB)
- University of Wisconsin
- Worldwide ERC
- Wound, Ostomy, and Continence Nursing Certification Board (WOCNCB)*

III. COST PROPOSAL

Service		Fee
A. Program Management and Psychometric Consultation	<i>per year</i>	\$4,500
B. Job Analysis Study	<i>per study</i>	\$11,975
C. Examination Development^{1,2}	<i>per development cycle</i>	\$18,050
Out-of-Scope Fees		
1. Psychometric Services	<i>per hour or part thereof</i>	\$250
2. Editorial Services	<i>per hour or part thereof</i>	\$225
3. Programming Services	<i>per hour or part thereof</i>	\$250
4. Test Administration Services	<i>per hour or part thereof</i>	\$225
5. Additional In-person Meeting Days ¹	<i>per staff member, per day</i>	\$2,500
6. Additional Web-based Meetings	<i>per staff member, per hour</i>	\$250

¹Plus reasonable travel expenses for Scantron staff.

²The outlined fee covers examination development for one examination form and 150 multiple-choice items. If modifications are made to the scope, Scantron reserves the right to adjust the pricing. In-person meetings can be replaced with an equivalent of remote meetings (conference calls and webinars) at no additional charge. Scantron will discuss options with ABVE and ABVE will approve all costs prior to the start of work.

Notes:

1. The location of any in-person meetings shall be determined by ABVE. ABVE will be responsible for meeting facility expenses and reasonable travel-related expenses for Scantron staff and all committee members (if committee members do not pay their expenses themselves). In addition, if committee members are to be compensated for their efforts, ABVE will be responsible for any honoraria.
2. If the number of items developed exceeds the anticipated number by more than 10%, Scantron reserves the right to charge an additional fee of \$45 per item for psychometric and editorial review and item banking.
3. ABVE will be responsible for preparing and providing to Scantron in compatible electronic format any graphics associated with examination items.
4. If ABVE changes the scope of work, Scantron reserves the right to adjust the above fees.