

# **nice** NATIONAL INTERVENER CERTIFICATION E-PORTFOLIO

## **5 Year Recertification Instructions**

**Updated March 2022**



# NICE 5-Year Recertification Instructions

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## Introduction

The initial National Intervener Certification E-Portfolio (NICE) Certification is valid for five years. After five years, an intervener must apply for recertification, which is valid for the next five years. The Paraprofessional Resource and Research Center (PAR<sup>2</sup>A Center) and the National Center on Deaf-Blindness have developed the following recertification requirements.

To be recertified, interveners must demonstrate continued knowledge, skill, and service development by submitting documentation of their achievements in each of the following areas since their initial certification or last recertification:

1. Professional Commitment
2. Continuing Education
3. Leadership and Service

The tables below describe options you can use to document achievement in each category and the points available for each type of documentation. **You must submit at least one type of documentation from each category while making sure not to exceed 50 points in any single category. The total for recertification must be at least 100 points.** Two examples included after the tables illustrate how to achieve a 100-point minimum.

All documentation must be submitted online using the NICE Recertification online form. Recertification can be submitted no earlier than 90 days of the fifth anniversary of your certification to allow for processing. Read all these instructions carefully before beginning the submission process.

## Required Documentation and Points Tables

[Note: Definitions of required documentation types are provided on page 9.]

**Table 1: Professional Commitment**

Submit at least one type of documentation for a professional commitment you have had since receiving your initial NICE certification or last recertification. Make sure the total points do not exceed 50 in this category.

Activity	Required Documentation	How to Calculate Points
Employment as an intervener	Proof of employment	1 year of employment = 5 points  Example: 3 years of employment = 15 points
<p>Reflection on your work: Write a single reflection of at least 300 words or make an audio or video recording of at least 5 minutes that addresses these questions:</p> <ol style="list-style-type: none"> <li>1. Describe the knowledge or skills you bring to your role as an intervener and how they have benefitted your student/client.</li> <li>2. In what ways are your knowledge or skills important to your work as a member of the student's/client's team?</li> <li>3. What factors motivate you to continue working as an intervener?</li> </ol>	Written or recorded reflection	Written/recorded reflection = 25 points

**Table 2: Continuing Education**

Submit at least one type of documentation for a continuing education activity or activities you have had since receiving your initial NICE certification or last recertification. Make sure the total points do not exceed 50 in this category.

Activity	Required Documentation	How to Calculate Points
<p><b>Attend a training event at your place of employment in a related subject area</b>            (e.g., a hosted Open Hands, Open Access modules class or a workshop)</p> <p>Provide a reflection for each training: Write a reflection of at least 300-words or make an audio or video recording of at least 5 minutes that addresses these questions:</p> <ol style="list-style-type: none"> <li>1. In what ways are the knowledge or skills you learned while completing the training important to your work with your student/client?</li> <li>2. In what ways are what you learned important to your work as a member of the student’s/client’s team?</li> <li>3. What did you learn about yourself as an intervener or about intervention during the training?</li> </ol> <p>Make sure to include the name, date, and sponsor of the training in your reflection.</p>	<p>Certificate(s) of completion or verification letter (if no certificate was offered) and written or recorded reflection(s)</p>	<p>1 hour of participation = 2 points</p> <p>Examples:            8-hour module = 16 points            2-hour workshop = 4 points</p>

<p><b>Complete a college course in education or a related field</b></p> <p>Provide a reflection for each course: Write a reflection of at least 300-words or make an audio or video recording of at least 5 minutes that addresses these questions:</p> <ol style="list-style-type: none"> <li>1. In what ways are the knowledge or skills you learned while completing the course important to your work with your student/client?</li> <li>2. In what ways are what you learned important to your work as a member of the student's/client's team?</li> <li>3. What did you learn about yourself as an intervener or about intervention during the course?</li> </ol> <p>Make sure to include the college, course name, and instructor in your reflection.</p>	<p>Transcript (showing course completed) and written or recorded reflection(s)</p>	<p>1 quarter credit = 10 points 1 semester credit = 15 points</p>
<p><b>Attend a conference on deaf-blindness or a related topic</b></p> <p>Provide a reflection for each conference: Write a reflection of at least 300-words or make an audio or video recording of at least 5 minutes that addresses these questions:</p> <ol style="list-style-type: none"> <li>1. In what ways are the knowledge or skills you learned at this conference important to your work with your student/client?</li> <li>2. In what ways are what you learned important to your work as a member of the student's/client's team?</li> <li>3. What did you learn about yourself as an intervener or about intervention at this conference?</li> </ol> <p>Make sure to include the conference name in your reflection.</p>	<p>Certificate(s) of completion or registration confirmation (if no certificate is offered) and reflection(s)</p>	<p>1 hour of participation = 2 points Example: 1-day conference (7 hours) = 14 points</p>

**Table 3: Leadership and Service**

Submit at least one type of documentation for a leadership or service experience you have had since receiving your initial NICE certification or last recertification. Make sure the total points do not exceed 50 in this category.

Activity	Required Documentation	How to Calculate Points
<p><b>Membership in a professional community that is relevant to your work as an intervener</b> (e.g., a group for interveners, Council for Exceptional Children, Association for Education and Rehabilitation of the Blind and Visually Impaired)</p>	Verification letter	1 year of membership = 5 points
<p><b>Serve as a support service provider (SSP)</b></p>	Verification letter	5 hours of support = 1 point
<p><b>Volunteer or work (including respite care) for individuals with deaf-blindness in a role other than SSP</b></p>	Verification letter	<p>5 hours of volunteering or work = 1 point</p> <p>Example: After school carnival in the fall and spring for 10 hours = 2 points</p>
<p><b>Peer-mentoring other interveners as directed by the team or supervising licensed professionals</b></p>	Verification letter	2 hours of mentoring = 1 point
<p><b>Receive an award or special recognition as an intervener</b> (Include a 50-word description of the award)</p> <p>*This does not include duration of the service certificates such as 5, 10, or 15 years.</p>	Photo and description of the award	1 award/special recognition = 20 points

<b>Give a presentation on deaf-blindness to staff at your worksite</b>	Copy of the presentation	1-hour presentation = 5 points
<b>Give a presentation</b> (e.g., at a conference or an event in a community setting)	Verification letter	1-hour presentation = 10 points
<b>Participate in local, state, or national work related to improving intervener services</b> (e.g., serve on a board or workgroup, provide advice or assistance to a state deaf-blind project). Note: This is different from working with individuals who are deaf-blind or their families. Instead it refers to group projects or activities.	Verification letter	1 hour of service = 1 point
<b>Provide advice on being an intervener</b> <ul style="list-style-type: none"> <li>Write a single reflection of at least 300 words or make an audio or video recording of at least 5 minutes that addresses this questions: What advice do you have for interveners who are just starting in the profession?</li> </ul>	Written or recorded advice	Written/recorded advice = 20 points

## Examples

The following two examples demonstrate how different combinations of documentation can help you reach the required minimum score of 100 points.

**Example 1**

<b>Category</b>	<b>Activity/Points</b>
<b>Professional Commitment</b>	Employed as an intervener for 5 years – <b>25 points</b>
<b>Continuing Education</b>	Completed a 3-credit college course on a quarter system – <b>30 points</b> Participated in a 4-hour training event sponsored by my employer – <b>8 points</b>
<b>Leadership and Service</b>	Gave two 1-hour presentations at a conference on deaf-blindness – <b>20 points</b> Received an award related to my role as an intervener – <b>20 points</b>
	<b>Total points = 103</b>

**Example 2**

<b>Category</b>	<b>Activity</b>
<b>Professional Commitment</b>	Employed as an intervener for 5 years – <b>25 points</b> Reflection on my work – <b>25 points</b>
<b>Continuing Education</b>	Attended 16 hours of training sponsored by my employer – <b>32 points</b>
<b>Leadership and Service</b>	Mentored another intervener for 8 hours – <b>4 points</b> Advice on being an intervener – <b>20 points</b>
	<b>Total points = 106</b>

## Required Documentation Definitions

### Proof of Employment

All proof of employment should come from your employer's human resources department and must include your active dates of work. To receive credit for working one year, you must be employed the minimum required school days in your state. See the [National Center on Educational Statistics](#) for your state's required number of days.

If your official title is not intervener, please have a principal, supervising teacher, or state deaf-blind project staff member submit a verification letter stating that you are working in the role of an intervener.

### Written or Recorded Reflections

Be sure to include your name on all written reflections. If you are submitting a recorded reflection, paste a link to the video or audio in a Word document and include your name.

### Certificates of Completion and Reflections

You must submit certificates of completion and reflections as one file.

### Transcripts of Course Completion

Official and unofficial transcripts are acceptable. The course(s) must be completed by the time of submission. You must earn a grade of C or higher to receive credit for the course.

### Verification Letters

Verification letters should be written by a supervisor or project leader. Letters **must**

1. Include **dates** and **duration** (hours/years as applicable) of each activity for which points are being claimed
2. Include the **signature, name, title, and contact information** of the letter writer
3. Be printed on letterhead, if issued by an organization

## Submission Process

1. Using the tables above, identify and locate the documentation you will submit. Remember to select at least one type of documentation for each category. Do not exceed 50 points in any category. Your total score should be at least 100 points.
2. It is essential to have all your materials ready at the time of submission. The online submission form may time out, exiting you from the form if too much time has elapsed without interacting with the form.
3. Save all documentation as pdf or Word documents with unique names that include your name as well as the category and type of documentation (e.g., SmithContinuingEducationCollegeCourse.pdf or JonesProfessionalCommitmentEmployment.docx). When submitting multiple files, such as multiple training certificates, they must either be submitted as **one combined document**. This can be completed by merging multiple PDFs, adding multiple files to a presentation such as Google Slides, or creating a compressed ZIP file.
4. Complete the **NICE 5-Year Recertification Worksheet** and enter the appropriate points for each type of documentation you will be submitting. Save the form as a pdf or Word document. **You will submit this worksheet along with your documentation.**
5. When ready to submit your recertification documentation, no earlier than 90 days from the fifth anniversary of your certification, register at <https://cvent.me/N331KW>. Pay the \$35 registration fee. Upon completion of the registration, you will receive a link to the NICE Recertification Online Form where you can upload your documentation. Please contact Dr. Ritu Chopra (ritu.chopra@ucdenver.edu) if you do not receive a link to the submission portal within 48 hours of registration.

## Technical Support

If you have questions about the recertification process or have any technical issues, please contact Dr. Ritu Chopra (ritu.chopra@ucdenver.edu).



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