



**CERTIFICATION COMMITTEE
OPERATION & PROCEDURES
MANUAL**

授證委員會
營運及程序手冊

中華價值管理學會

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Certification Program Operating Charter

1. 授證計畫營運章程

I. Program Objective

I. 計畫目標

VMIT's Board of Directors have authorized a certification program to be administered by a Certification Committee with the following objectives:

中華價值管理學會(以下簡稱 VMIT)理事會授權授證委員會執行授證計畫，其目標如下：

1. To establish, maintain, and administer professional certification programs to promote and support the practice of the value methodology, globally.

設立、維護、與管理專業授證計畫，以推廣和支持價值方法論在全球的應用。

2. To establish and maintain professional development in the value methodology by improving professional skills and competence in accordance with established standards.

設立、維護價值方法論的專業發展，依照設立的標準提升專業技能及競爭力。

3. To enforce standards for ethical behavior, as established by the VMIT Board of Directors for individuals certified under this program.

堅持遵從中華價值管理學會理事會所訂定的授證人員倫理標準。

4. To support the VMIT Board of Directors to clarify methods and procedures in the application of the value methodology; to create better understanding of the value profession; to develop universal acceptance and increase application of value practices.

協助中華價值管理學會理事會釐清應用價值方法論的方法及程序，進一步瞭解價值專業，推廣至全球並增加應用。

5. To support the VMIT Board of Directors to encourage the development and application of the value methodology and to encourage the successful application of projects in manufacturing, construction, service, government, and other fields.

協助中華價值管理學會理事會鼓勵發展及應用價值方法論，使其成功的應用在製造業、營建業、服務業、政府部門、及其他領域。

II. Certification Committee

II. 授證委員會

VMIT has chartered a Certification Committee to develop, maintain, and administer a program to achieve these objectives.

中華價值管理學會成立授證委員會以發展、維護、和管理授證計畫以達成上述目標。

III. VMIT Board of Directors Responsibilities

III. 中華價值管理學會理事會的責任

The VMIT Board of Directors is responsible for establishing the overall objectives for the Certification Committee. The VMIT Board of Directors will:

中華價值管理學會理事會負責設定授證委員會的目標。中華價值管理學會理事會將會

1. Approve policies set by the Certification Committee for the operation of the certification program.

核准授證委員會所提出之授證計畫經營策略。

2. Approve Certification Committee members, as recommended to the President by the Certification Committee, to maintain the highest level of professionalism.

核定授證委員會提名之委員，維護學會之最高專業精神。

3. Review the activities of the Certification Committee at the board meeting of VMIT to assess performance in meeting objectives.

於中華價值管理學會理事會中評估授證委員會執行狀況是否符合目標。

4. Review and approve recommendations for all fees associated with the certification program.

審查、核准授證委員會提出之授證計畫收費方式。

5. Review appeals from candidates for certification as presented by the President of VMIT.

審查申請人對授證事宜之申訴。

6. Establish ethical standards and code of conduct for the practice of the value methodology.

設立道德倫理準則、價值方法執行規範等。

IV. Certification Committee Responsibilities

IV. 授證委員會的責任

The Certification Committee is responsible for planning, directing, and administering a program to achieve these objectives agreed upon with the VMIT Board of Directors. It is the responsibility of the Certification Committee to assess that persons are qualified and capable of being recognized as certified by having fulfilled requirements established by the Committee. The Committee has the authority to deny certification to a person who is judged not to have met the established standards.

授證委員會負責規劃、執行、管理授證計畫，以達成中華價值管理學會理事會原定的目標。授證委員會負責審查申請人是否符合授證規定，如果申請人不符規定，授證委員會有權拒絕。

To accomplish this, the Certification Committee shall:

授證委員會將

1. Establish specific minimum knowledge and experience standards for each level of certification; establish the standard procedures for Committee operation; establish the policies for Committee operation; and submit these standard procedures and policies to the VMIT Board of Directors for approval.

設立各級證照的最低學經歷標準，設立授證委員會營運的標準作業程序、營運政策，並將上列標準作業程序、營運政策送請中華價值管理學會理事會核定。

2. Continually work to improve the certification program in accordance with program objectives, proposing changes to the policy and/or guidelines as appropriate, and to maintain current procedures to implement the objectives.

持續改善授證計畫以符合計畫目標，建議政策或指引的修正，維護更新標準作業程序以達成目標。

3. Evaluate, certify, and re-certify candidates for certification, based on established standards.

依據設定的標準評估申請人提出之授證申請。

4. Hold in confidence the individual performance of any certification applicant.

對申請人之申請絕對保密。

5. Evaluate university, commercial, industrial, and governmental programs, courses, seminars, workshops, and other types of educational programs to determine compliance standards.

審查教育訓練之授證申請。

6. Provide professional guidance on terminology, educational standards or material, or other requirements as the VMIT Board of Directors may request.

授證委員會將提供專業詞彙、教育訓練標準、訓練教材或其他中華價值管理學會理事會提出之要求。

7. Submit to the VMIT Board of Directors an annual report of performance to program objectives and recommendations for future plans to improve the certification program.

向中華價值管理學會理事會提出年度執行成果報告，並建議未來授證計畫之改善方向。

Certification Committee Organization & Operating Guidelines

2. 授證委員會組織及營運指引

I. Certification Committee Organization and Missions

I. 授證委員會組織和任務

The VMIT Certification Committee (CC) shall be comprised of a minimum of six (6) Certified Value Specialists. The Certification Committee Bylaws as follow,

中華價值管理學會授證委員會（以下簡稱 CC）應由最少六位（SAVE 為八位）價值專家（CVS）組成，其組織簡則如下：

1. The Certification Committee (CC) shall be established by the 23rd of VMIT constitutions.

授證委員會(以下簡稱本委員會)依據中華價值管理學會(以下簡稱本會)章程第二十三條設置之。

2. Missions :

本委員會任務如次：

- a. Draws up the value management related terms' explanation and operational procedure.

研擬價值管理相關名詞解釋與作業程序。

- b. To promote certification programs, support the universal practice of the value methodology. To plan certification designations, standards, and recertification operating process.

推動授證制度與國際接軌、研擬授證等級、授證標準及覆審之管理規範與作業程序。

- c. To evaluate qualifications for certification.

審核授證資格。

- d. To conduct the certification exams.

辦理授證考試。

- e. To conduct a recertification procedure.

辦理覆審授證。

- f. To conduct the requirements from VMIT Board of Directors.

辦理理事會交辦事項。

3. The CC shall comprise one chairman, one vice-chairman, numbers of members, and one administrator. The President of the VMIT will offer the chair's name of the CC and approval by the VMIT Board of Directors. The Chair will nominate the names of a vice-chairman, members, and an administrator, and approval by the VMIT Board of Directors. Their term of office will be the same as the current members' of VMIT Board of Directors and Board of Supervisors that be able to continually.

本委員會置主任委員一人，副主任委員一人，委員若干人，執行秘書一人，主任委員由理事長提請理事會通過後聘任之，副主任委員、委員及執行秘書由主任委員提請理事會通過後聘任之，其任期與當屆理、監事任期相同，連聘得連任。

4. The CC may establish several teams according to the needs of the Committee. The team leader and vice-leader will be appointed by the Chair. Those leaders work without payment.

本委員會得視其需要經委員會決議，設立若干小組，小組召集人及副召集人由主任委員指定之，均為無給職。

5. The CC is an internal organization. Members should obey tasks of VMIT Charter and conduct assigned missions by VMIT Board of Directors. The official documents are issued by VMIT.

本委員會係內部組織，應遵行本會章程所定之任務，並執行理事會交辦事項，對外行文以本會名義行之。

6. The budget of the CC shall be arranged by VMIT.

本委員會之經費，由本會統籌編列。

7. The Chair will hold a meeting of the CC every half an year as the Chairperson. The meeting shall be required for the occasion. The vice-chairman will be the chairperson when the Chair can't attend a meeting.

本委員會每六個月舉行會議一次，由主任委員召集之，並擔任會議主席，必要時得召集臨時會議，主任委員因故不能主持會議時，由副主任委員擔任主席。

8. The resolutions which made by majority attendees under the condition with over 50% members of the CC attend. Then, the resolution will submit to VMIT Board of Directors and practice after approval.

本委員會之決議，應有委員過半數之出席，出席委員較多數之同意，並經提報本會理事會通過後實施。

9. The Chair should submit a report of performance to program objectives and should place on record as be informed by VMIT Board of Directors to attend the Board of Supervisors meeting.

本委員會主任委員經理事會通知應列席本會理監事會議，提出工作執行報告，並列入會議紀錄。

10. If there are matters that are not mentioned herein, it should follow the VMIT Constitution and other related rules.

本簡則如有未盡事宜，悉依本會章程及有關法令規定辦理。

11. The missions will practice after approved by the VMIT Board of Directors, and same process is required when revised.

本簡則經本會理事會通過後實施，修正時亦同。

II. Use of Designations

II. 證照的使用

The Certification Committee may award the following certification designations:

授證委員會有權頒授下列證照

1. **Associated Value Specialist (AVS).** This individual is new to the practice of the value methodology and has demonstrated knowledge of basic techniques of the value methodology. Since this is an entry level designation, the AVS is encouraged to progress to VMP or CVS. AVSs typically participate in value studies to gain experience in VM as a team member or training as a team leader/facilitator assistant.

副價值專家 (Associated Value Specialist, 簡稱 AVS)：指對價值方法論的知識和技巧有初步認識，剛開始應用的個人。因是授證的最初層級，故鼓勵其進階成為價值專家。AVS 通常擔任研析小組成員或領隊的助理，藉由參與價值研析獲得經驗。

2. **Certified Value Specialist (CVS).** This individual has demonstrated knowledge, experience, and competence to professionally apply the principles of the value methodology and is continuing the development of professional skills. The individual has also made significant contributions to the value profession. The CVS is the highest level of certification. CVSs typically lead or facilitate value studies or manage VM programs.

價值專家 (Certified Value Specialist, 簡稱 CVS)：指具有價值方法論的知識、經驗、和專業應用技巧且持續發展，對價值專業有顯著貢獻的個人，是授證的最高層級。CVS 通常擔任研析小組領隊或管理價值計畫。

3. A CVS or AVS may use his/her designation with his/her name on business cards, business stationery, or other professional literature as long as he/she actively maintains certification by fulfilling the published requirements that apply to his/her certification designation level, including payment of annual certification maintenance fees.

CVS 或 AVS 在其證照符合 VMIT 授證需求（包括繳交授證維護費）期間，可以將其稱號印在名片、信紙、或其他印刷品上。

4. Certification is for the individual only. CVS, VMP, or AVS designations may not be used to imply that an organization, association, or firm is certified.

CVS 或 AVS 證書係授予個人，並不代表該人員之工作機構獲得授證。

5. An embossing seal will be issued to each CVS, if requested. The CVS will be charged for the cost of the seal. The seal will remain property of VMIT and must be returned to VMIT if the certification is revoked or terminated for any reason. AVSs are not for a seal.

CVS 可付費向 VMIT 協會購買戳章，若 CVS 被停權，則 CVS 戳章必須交回 VMIT，AVS 不得擁有戳章。

6. The CVS embossing seal may be used as part of the CVS signature on workshop certificates and other documents. Approved workshops—Module I and Module II—are determined by the Certification Committee, not the individual CVS.

CVS 戳章可用於研習會證書或其他文件。然而 Module I 和 Module II 研習會是由授證委員會認證核準，並不是由 CVS 核準。

7. The certification program is not an honors program. Certification will not be given to any individual who has not demonstrated the necessary knowledge, experience, and competence per the published certification requirements.

授證並非榮譽制，申請人必須顯示其知識、經驗與能力已經符合授證需求，否則將不會授予任何證照。

8. Value methodology training

價值方法論訓練

- a. The training requirements consist of two training courses. The first, Module I, or the basic workshop, provides the attendee with the primary value methodology training and practice of the individual skills utilizing live projects. The second, Module II, or the advanced seminar, continues the technical education beyond the basic workshop and presents new materials concerning the management and leadership of VM programs.

本訓練需求包含二級訓練，第一級是 Module I 或基礎研習班，訓練學員基本價值方法論和個人應用技巧，第二級是 Module II 或進階研討會，超越 Module I 的技巧訓練，並包含價值計畫的管理及領導才能等。

- b. The CC shall establish the criteria for workshops and seminars. They shall be of the highest quality and clearly demonstrate the value methodology, its history, its application, and how to properly implement the process.

授證委員會應制定 Module I 基礎研習班與 Module II 進階研討會的課程標準，該標準要求課程需有高品質且能清楚的說明價值方法論，包括歷史、應用、及如何正確的執行等。

- c. Courses shall be approved by the CC in accordance with established criteria. Approval will be based on submitted course materials, agenda, and syllabus. The approval is granted to a principal CVS, not to an organization. The principal CVS may designate other CVSs as alternate teachers of the course. The principal CVS is fully responsible for the conduct of the course as approved and must maintain his/her active CVS status for the course to remain approved.

課程應由授證委員會依照標準加以核准，是否核准將根據所提送的課程材料、課程表、課程大綱等決定。此項核准係授予課程講座中的主導 CVS，不代表該人員之工作機構獲得授證。主導 CVS 須全權負責課程的進行，且確保授課期間其 CVS 證照仍然有效，同時可指派其他 CVS 擔任課程的替代講師。

III. Requirements for Certification

III. 授證需求

1. Detailed certification requirements shall be published by the CC in separate documents: a *Certification and Recertification Manual* for AVS, VMP and CVS applications; and a *Workshop & Seminar Manual* for MOD I & II training courses.

詳細的授證需求請參考授證委員會另行出版的其他文件，AVS 與 CVS 的申請，請參閱「授證與覆審認證手冊」，Module I 研習班與 Module II 進階研討會的課程認證請參閱「研習班與進階研討會手冊」。

2. Summary of basic requirements for certification:

授證基本需求摘要：

- a. Associate Value Specialist (AVS): This individual must complete a VMIT/SAVE International Certification Committee's approved Module I course and successfully pass parts I and II of the certification examination.

副價值專家 (Associate Value Specialist, 簡稱 AVS) : 申請人必須上完 VMIT 或 SAVE 授證委員會認證的 Module I 研習班, 並通過第 I, II 部分的考試。

- b. Certified Value Specialist (CVS): This individual must complete VMIT/SAVE International Certification Committee approved Module I and Module II courses, demonstrate practical application of the value methodology, write and receive CC approval of an original paper on a value related subject, and successfully pass parts I through VII of the certification examination. The CC offers three “tracks” for CVS certification. The first “track” is for the value specialist, who facilitates, leads, or participates in value studies using the value methodology. The second “track” is for the value specialist who is employed as a government or corporate (not a consultant) in-house program manager, who is responsible to his/her employer for the management or direction of an in-house value program. The program manager is not only responsible for the success of studies performed by others, but is also responsible for the overall success of a value program. The third “track” is for college/university professors who teach a CC-approved Module I course to their students as a college/university course. Every CVS must fulfill all requirements of his/her CVS and must demonstrate or give evidence of:

價值專家 (Certified Value Specialist, 簡稱 CVS) : 申請人必須上完 VMIT 或 SAVE 授證委員會認證的 Module I 研習班與 Module II 進階研討會, 在價值方法應用上有實務經驗, 撰寫與價值有關的論文等通過審查, 通過第 I 到第 VII 部分的考試, 可取得 CVS 證照。本委員會提供三種 CVS 認證途徑:

第一類 CVS 是促進、領導並參與使用價值方法, 進行價值研析的人。
 第二類 CVS 是受僱於政府或其他機構擔任價值計畫經理, 負責管理、執行價值計畫, 價值計畫經理不止負責由其他人員執行的價值研析成敗, 也承擔整個價值計畫的成敗責任。
 第三類 CVS 是針對大學教授, 在學校裡教授經授證委員會認證的 Module I 研習班作為學校課程。所有的 CVS 必須符合需求並提出下列物證:

- i. Sufficient general background and education to work effectively as a value specialist.

足夠的專業背景及教育訓練。

- ii. The ability to communicate the value concepts.

價值觀念的溝通能力。

- iii. The ability to relate the value methodology to other concepts and techniques.

比較有關價值方法跟其他觀念、技巧關係的能力。

- iv. Sufficient knowledge of the basic of value methodology and efforts to work effectively as a CVS.

能夠像 CVS 一樣，有效執行工作，擁有基本價值方法的充足知識。

v. Contributions to the value profession.

價值專業領域的貢獻。

- vi. Every CVS is expected to continue his/her professional development and must give evidence of this development every four years in order to recertify. At the third recertification, CVSs, may be designated as CVS-Life, and will no longer be required to submit evidence of their development. They may still submit for recertification if they desire.

每位 CVS 均須持續發展其專業能力，並於每 4 年提送物證進行覆審認證，在第三次覆審認證通過後，頒與終身價值專家（CVS Life），往後即不必再辦理覆審認證。

- c. CVS-Life (Active): Life status is granted upon the third successful recertification. Following this designation, the individual no longer must recertify, but only pay the annual certification maintenance fees to maintain active status.

終身價值專家（有效的）：終身價值專家是頒授給成功辦理覆審認證 3 次的 CVS，該稱號往後即不必再辦理覆審認證，但每年必須繳交授證維護費以取得「有效」的狀態。

- d. CVS-Life (Retired): An individual may required and be granted “retired” status at any time. This allows the individual to cease paying the annual certification maintenance fee, but still remain in good standing and receive all other benefits of certification. An individual may return to active status by notifying the ED and resuming payment of annual certification maintenance fees.

終身價值專家（退休）：當個人需要，可認定為「退休」，此時即不必繳交授證維護費，但仍能保持良好聲譽及取得授證的效益。退休的終身價值專家只要重新繳交授證維護費，即可成為有效的終身價值專家。

IV. Continuing development

IV. 持續不斷的發展

The Certification Committee will encourage the continuing development of individuals and the field of the value methodology. Development will include:

授證委員會將鼓勵個人與價值方法領域的持續不斷發展，此項發展包括：

1. Practice of the value methodology.

應用價值方法。

2. Learning of the value methodology.

學習價值方法

- a. Further learning in related fields.
進一步學習其他相關方法。
 - b. Professional development in a specialty.
在某項特定專長中發展專業能力。
3. Sharing of the value methodology.

分享價值方法

- a. Further contributions to the value profession.
在價值專業進一步貢獻。
- b. Teaching of the value technology, methodology, and organization.
教授價值技術、方法、與組織。
- c. Presentation of value oriented speeches and writing to value and non-value oriented groups.
價值領域的演講，價值領域或非價值領域的寫作。
- d. Voluntary value related services to VMIT and to local, state, national, and international communities.
參與協會或其他機構與價值有關的義務工作。
- e. Publication of new materials, tools, and concepts.
新材料、新工具、新觀念等的出版。

V. Application of the Certification Program

V. 授證計畫應用

The certification program will be applicable to people from all fields, including but not limited to: industry, construction, government, and educational institutions.

授證計畫適合以下領域的人員，包括但不限於製造業、營建業、政府、教育機構等。

VI. Membership

VI. 會員

Membership in VMIT is highly recommended by the CC, but it is not required for certification.

本委員會建議授證申請人加入 VMIT 成為會員，但此非授證申請的必要條件。

VII. Guidelines for Program Operation

VII. 授證計畫營運指引

1. The CC will make every effort to accommodate all applicants who are competent in value work, making provisions for those who are hindered by the application process, such as those with a poor command of the Chinese language.

授證委員會將盡一切努力，方便價值領域內所有人申請認證，協助在申請流程上有困難者，例如中文不佳等。

2. Fees shall be charged of all applicants so as to defray the expenses of the review process. Certification maintenance fees shall be charged to defray the cost of the certification program. All certification designations, except “retired,” must maintain current fee payments to be listed as active. No maintenance fees will be charged to *retired* CVS-Life certifications.

申請人必須支付審查費，而證照維護費則用以支付認證計畫的花費。取得證照者除非已經退休，均必須支付授證維護費，以確保該證照之有效性。已經退休之終身價值專家（CVS-Life）則不必支付維護費。

3. All details pertaining to an applicant’s request for certification will be kept confidential by all involved in the certification process. Names of rejected applicants will not be disclosed.

所有參與申請程序人員應對申請人所提送的資料保密，未通過之申請人名單不應被公開。

4. The CC is responsible for determining whether an individual fulfills the requirements for certification. Individuals who are denied certification by the CC may appeal to the VMIT Board of Directors for consideration. The merit of the appeal must be based solely on whether the candidate fulfills the guidelines for certification.

授證委員會負責決定申請人是否符合授證需求，被判定不合格之申請人可向 VMIT 理事會申訴，該項訴求將僅根據是否符合授證需求加以判別。

5. The Chair shall be the initial point of contact for complaints about the technical competence of an individual with regard to his/her conduct of a study or workshop. Upon receiving a complaint, the Chair may convene an investigative committee to determine

the merit of the complaint. If the complaint is found to be valid, the same committee will recommend disciplinary action. The disciplinary action shall be ratified by the VMIT Board of Directors.

授證委員會主任委員是申請人抱怨事項包括研析或研習會等的第一聯絡人，收到後主任委員可指定人員組成調查委員會加以判斷是非曲直，如果抱怨是有根據的，調查委員會將提出懲戒建議，並由 VMIT 理事會通過後處理。

AVS Application Process

3. 副價值專家 (AVS) 申請程序

I. Application Process

I. 申請程序

Applications are received, processed, and approved by the Certification Committee Administrator (CCA). The process begins with:

申請文件由授證委員會執行秘書（以下簡稱 CCA）收件、處理、並核准。流程由以下步驟開始：

1. A request from an individual seeking certification with testing by either a proctor; or,
由個人提出，有監考人員監考之授證申請，或
2. A request from an individual seeking certification by testing at the annual conference; or,
參加年會考試的授證申請，或
3. A request from a Module I instructor, on behalf of his/her students, to make the application and take the examination in conjunction with the Module I course.

由 Module I 課程講座代表學員提出之授證申請，配合 Module I 課程提出申請並辦理考試。

All international affiliate AVS certifications are processed completely by the international affiliate. Each international affiliate is given a block of certification numbers for its use in assigning certification numbers.

所有國際聯盟會員（SAVE International Affiliate, 簡稱 SIA）皆自行完成所有步驟，每個聯盟會員都會由 SAVE 發給號碼區塊，以便自行在該號碼內發照。

II. Proctored Exams

II. 有監考人員監考的考試

1. Applicants for AVS using a proctor shall be made by submitting one hard copy of his/her application, Module I certificate. Applicants may also apply online, furnishing a digital copy of their Module I certificates. *Illegible applications will be rejected.*

有監考人的 AVS 申請人必須提送書面申請表、Module I 研習班結業證書。申請人也可線上申請，附上 Module I 研習班結業證書數位化影本。無法辨認的申請將被拒絕。

2. The CCA shall acknowledge receipt of the application by email and stipulate to the applicant what the proctor eligibility requirements are and identify the process for proctoring. The order of preference is a current CC member, a past CC member, a college professor of an accredited institution, a Certified Value Specialist, or an individual designated by the AVS/VMP Director. The applicant's advisor is not eligible to proctor the exam unless he/she is qualified by being a current or former CC member.

CCA 應以 email 告知申請人已經收到申請，並告知監考人須遵守之規定及監考程序。監考人可由現任或前任的授證委員會委員、大學教授、價值專家或 AVS 主任指定之人選擔任。除非是授證委員會委員，否則申請人的指導人不得擔任監考人。

3. The applicant's proctor must submit a letter on professional stationery or email message to the CCA stating that he/she agrees to proctor the exam and to administer the exam within fourteen (14) days of receipt, after which he/she will immediately return the completed or unused exam to the CCA in the envelope provided by the CCA.

監考人應以信函或 email 向 CCA 表達同意監考意願，並且會在收到考卷 2 週內舉行考試，考試結束後會立即將完整考卷或未使用考卷以 CCA 準備的信封寄還給 CCA。

4. The CCA will forward the proctor's request to the Certification Committee's Executive Director (ED) for approval.

CCA 會將監考人資料送請授證委員會之執行主任(以下簡稱 ED)核准。

5. The ED shall either approve or disapprove the proctor and notify the CCA. This process continues until an acceptable proctor is identified. The CCA then prepares and mails the examination in the following manner:

ED 將通知 CCA 是否核准該監考人監考，當監考人確定，CCA 將以下列方式準備並寄送考卷給監考人

- a. The exam is assembled by activating the random selection program (if available) and printed.

考卷係隨機選取後列印。

- b. The exam is sealed in an envelope with the applicant's name printed on the outside.

考卷將裝在信封內，並於信封上列印申請人姓名。

- c. The CCA prepares and includes an instruction letter for the proctor. This letter stipulates that, if for any reason, the examination cannot be conducted within two (2) weeks, the proctor will return the exam *unopened*. In this case, the CCA will then contact the applicant to make new arrangements.

CCA 將準備一份「說明文件」給監考人，說明如果在收到考卷 2 週內無法舉行考試，考卷將不會開封並寄還給 CCA，碰到這種情況，CCA 將聯絡申請人重新安排考試。

- d. The CCA includes a pre-addressed envelope for return of the completed exam directly to the CCA.

CCA 將準備一份已經寫好地址的回郵信封，以便將完整的考卷直接送回給 CCA。

- e. The CCA mails the exam package (sealed exam, letter to proctor, and return envelope) to the proctor.

CCA 將考卷包裹（含考卷、給監考人的信、回郵信封等）寄給監考人。

- f. The CCA records this action on the computer and in the applicant's file.

CCA 將上述行動記錄於電腦及申請人資料裡。

- 6. Upon receipt of the completed examination, the CCA should follow the steps as bellow,

當 CCA 收到完整考卷後，依照下列步驟處理：

- a. The CCA grades the exam and electronically records the scores in the applicant's database record.

由 CCA 評分並將分數紀錄於申請人檔案資料裡。

- b. The CCA sends the grade results and hard copy of answer sheets to the AVS member of assign by AVS Director to review results.

CCA 將評分結果連同影印之答案卷送交 AVS 主任指定之 AVS 委員覆閱。

- c. The AVS member informs the AVS Director and the CCA of the results.

AVS 委員告知 AVS 主任、CCA 覆閱結果。

- 7. The CCA then notifies the applicant, advisor, and ED of the results. If the applicant is successful, a certificate and congratulatory letter are issued and a copy placed in the applicant's file, with either a hard copy or digital copy sent to the AVS Director. If the candidate is unsuccessful with either or both part I or II of the certification exam, the CCA notifies the applicant and advisor, informing them of the retake options.

CCA 將考試結果告知申請人、指導人、和執行主任。如果申請人考試及格，證照和恭賀信將隨後寄發並紀錄於申請人檔案資料裡，且將副本以書面或數位化寄給 AVS 主任；如果申請人考試不及格，不管是第一部份、第二部份、或全部不及格，CCA 將結果告知申請人、指導人，通知他們安排補考。

III. Proctored Exams with Module I

III. 隨 Module I 訓練後舉行考試

1. This process is begun by a Module I instructor requesting exams to be given to his/her class at the end of the workshop. The instructor provides the names of the candidates, if possible, or the number anticipated. This request should be made a minimum of 45 days prior to the Module I. The CCA then prepares and mails the examinations in the following manner.

此程序是由Module I 訓練的講座提出，需在課程結束後提出考試的申請，講座提供參訓人員姓名或預估參加考試人數。該項申請應在Module I訓練前45天提出，CCA將以下列方式準備並寄送考卷給監考人。

- a. The CCA records the request and enters the applicants' information, if available, into the database.

CCA 記錄這項申請並將預定參與考試人員資料建檔。

- b. The CCA assembles and prints the exams by activating the random selection program (if available).

考卷係隨機選取後列印。

- c. The CCA seals each exam in an envelope with the applicant's name, if available, or identifying number printed on it.

考卷將裝在信封內，並於信封上列印申請人姓名並編號。

- d. The CCA prepares a letter instruction for the instructor and a pre-addressed return envelope. The letter of instructions includes a statement that, if for any reason, any of the examinations cannot be conducted, the exams shall be returned *unopened* to the CCA

CCA 將準備一份「說明文件」及已經寫好地址的回郵信封給講座。「說明文件」將敘明，不管任何原因，如果考試未能舉行，考卷將不會開封並寄還給 CCA。

- e. The CCA mails the sealed exam(s), letter instructions, and return envelope(s) to the instructor.

CCA 將考卷、給監考人的信、回郵信封等寄給講座。

2. The instructor returns completed exams with individual applications, copies of Module I certificates, and application fees to the CCA for processing. If the Module I instructor

requests, the application fees may be submitted at a later date to allow for cases in which a client or employer is paying the fees after receipt of services. *Exam results will not be released until all application fees are paid in full.*

講座將寄還完整考卷、Module I 結訓證書影本、考試費用給 CCA，如果 Module I 講座提出申請，考試費用可以稍後繳納，以便雇主或參訓者在完成課程後繳費，然而考試結果在未收到考試費用前將不會發出。

3. Upon receipt of the completed examination, the CCA grades the exam and electronically records the scores in the applicant's database record. The CCA then notifies the applicant, proctor, advisor, and AVS Director of the results. If the applicant is successful, a certificate and congratulatory letter are issued and a copy placed in the applicant's file, with either a hard copy or digital copy sent to the AVS Director. If the candidate is unsuccessful with either or both part I or II of the certification exam, the CCA notifies the applicant, proctor, and advisor, informing them of the retake options.

當 CCA 收到完整考卷後，由 CCA 評分並將分數紀錄於申請人檔案資料裡，然後 CCA 將結果告知申請人、監考人、指導人、和 AVS 主任。如果申請人考試及格，證照和恭賀信將隨後寄發並紀錄於申請人檔案資料裡，且將副本以書面或數位化寄給 AVS 主任；如果申請人考試不及格，不管是第一部份、第二部份、或全部不及格，CCA 將結果告知申請人、監考人、指導人，通知他們安排補考。

4. If after a period of six (6) months an applicant does not provide additional information to complete an application or does not take the exam or does not retest the failed portion(s) of the exam, then the applicant will be notified by email that, unless action is taken within 30 days, the application will be closed and discarded. The AVS Director will be copied with the notice.

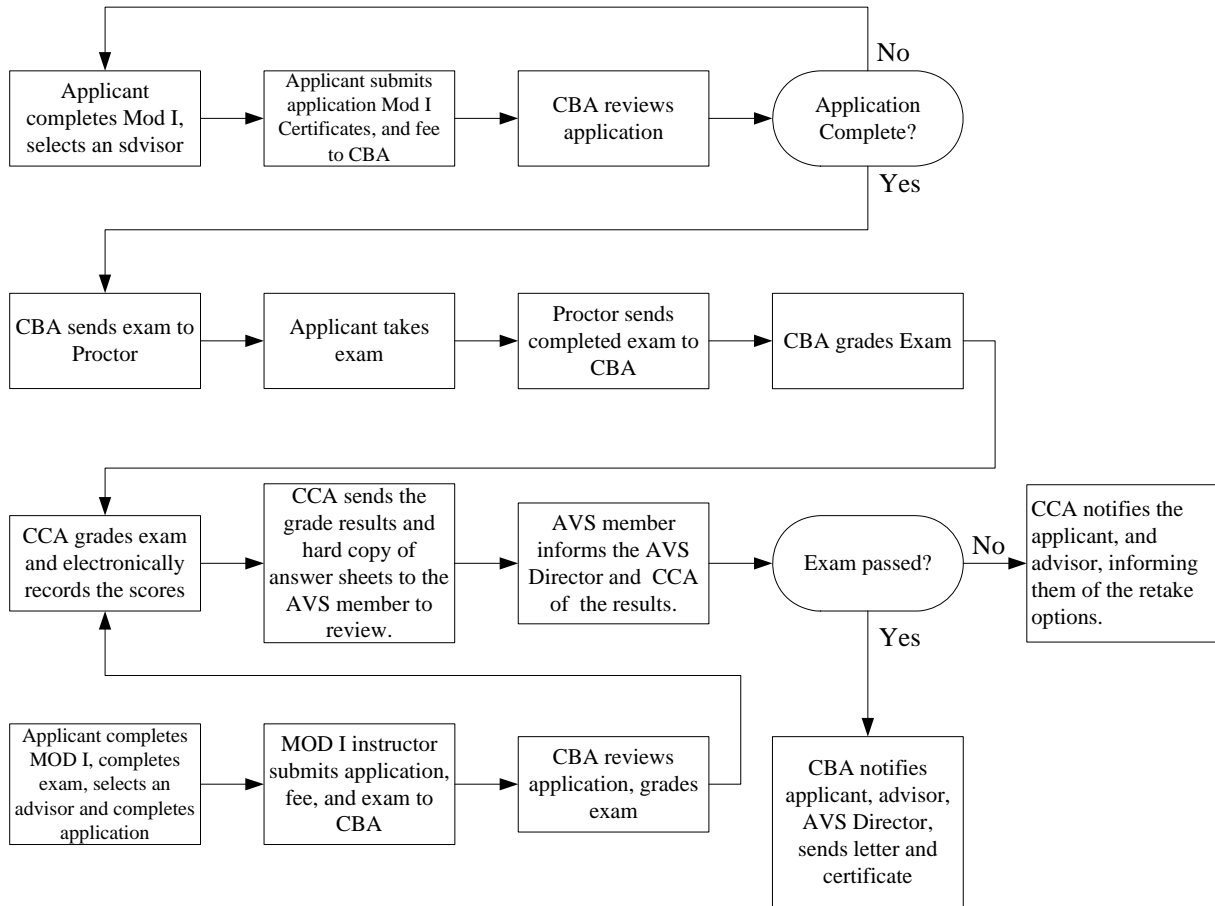
如果 6 個月內申請人未提供進一步資訊，說明已經完成申請、或未參加考試、或未參加補考，申請人將收到 email 通知，如果不能在 30 天內採取行動，申請案件將會結案並銷毀，該項通知亦將副知 AVS 主任。

5. An applicant deciding to continue the process after the file has been closed shall submit another application, including payment of fees, and retake the examination.

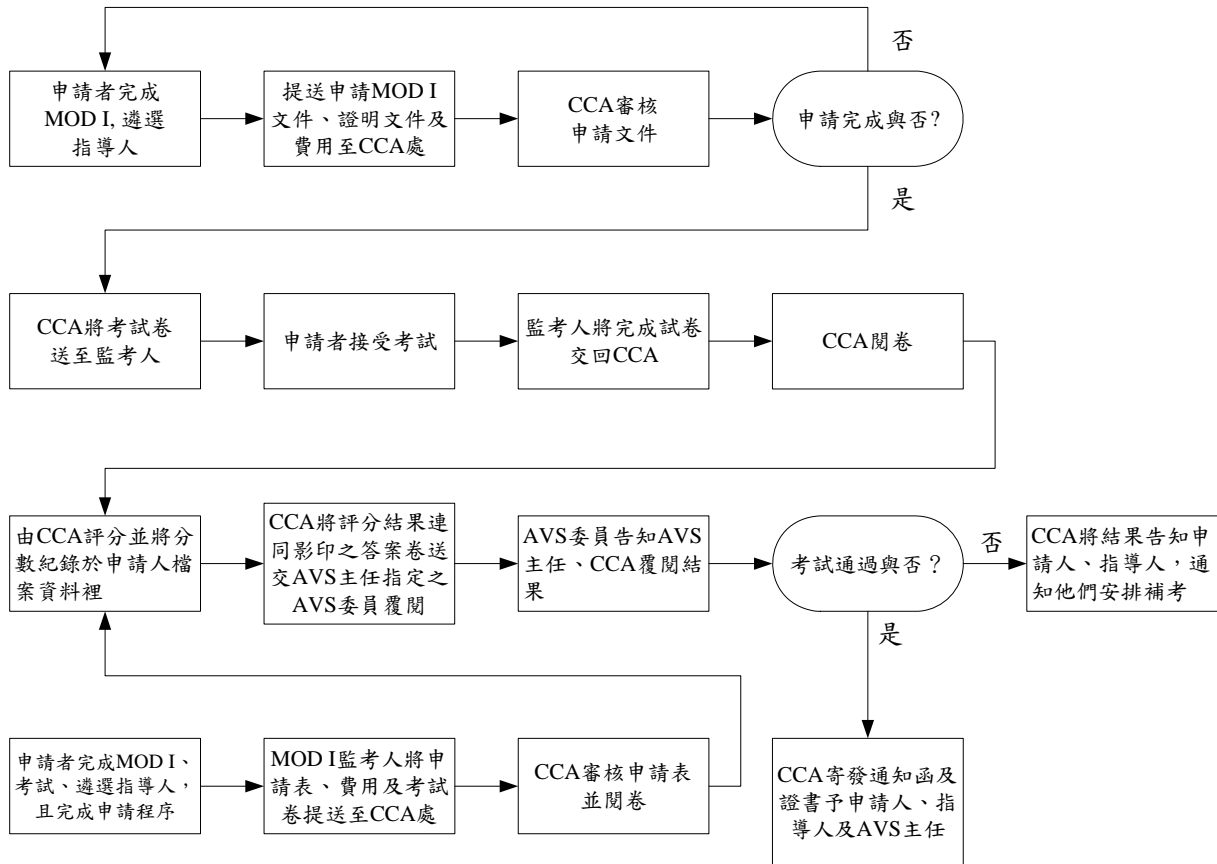
申請案件結案後申請人要繼續申請流程，必須重新提送申請表、繳交考試費用、並參加考試。

6. Completed files (certified applications) are retained and stored by the CCA.

完整的成功授證檔案由 CCA 保留並儲存。



副價值專家 (AVS) 申請流程圖



CVS Application Process

4. 價值專家 (CVS) 申請程序

I. Application Process

I. 申請程序

1. The CCA receives applications and forwards all applications to the ED for processing. The CCA screens the applications to include the following:

CCA 收到申請資料後將其送給 ED 開始進入程序，CCA 先初步過濾下列事項：

- a. Application fee in the correct amount.

繳費是否符合規定。

- b. If the applicant is an AVS, verify his/her certification status and status of certification maintenance fees. Notify applicant if fees are in arrears.

申請人如為 AVS，確認其是否有效？是否有繳交授證維護費？如果有欠款，通知申請人應繳清。

- c. Verify receipt of an original applicant and adequate copies (four hard copies or one electronic copy), summary worksheet, scholarly paper, and supporting materials. The CCA will review to verify whether the applicant has claimed the minimum number of certification points (CPs). If the minimum CPs have been claimed, the CCA will forward copies of the application to the CVS Director and review committee. If the minimum number of CPs are not claimed, the CCA will advise the applicant to resubmit when he/she has attained the minimum number.

確認收到 1 份原件及足夠的影本（4 份影本或 1 份電子檔），包括摘要工作表（summary worksheet）、論文、和必要的文件。CCA 須確認申請人是否已經符合需求點數，如果已經符合，CCA 應將申請資料影本送給 CVS 主任和審查委員，如果申請人不符合需求點數，CCA 將退還申請人，請其符合需求點數後再行提送。

2. The CVS Director acknowledges, to the CCA, receipt of the application.

CVS 主任於收到文件後將告知 CCA 已經收到。

3. The CVS review committee evaluates the application:

CVS 審查委員將審查申請：

- a. Modules I and II certificates appear reasonable.

第一級與第二級訓練證書的合理性。

- b. Value studies claimed appear reasonable.

價值研析點數的合理性。

- c. Experience for other categories appears reasonable.

各類所需經驗的合理性。

- d. The scholarly paper is appropriate.

學術論文的適宜性。

- e. The evaluators return their analyses to the Director. If the evaluations are not returned within two weeks, the Director will immediately contact the delinquent evaluator to ascertain that the materials were received and to expedite the review. If any reviewer cannot conduct the evaluation because of illness, absence, or etc., the Director shall either perform the third evaluation or send another copy of the application package to another CC member.

審查委員應將審查結果在 2 週內送還給 CVS 主任，否則 CVS 主任應與該失職的審查委員連絡，查明是否已經收到申請資料？並請其迅速進行審查，如果審查委員因病或其他原因無法審查，CVS 主任可進行審查或轉請其他授證委員會委員進行審查。

- f. The successful CVS application requires three approvals. If one evaluation is negative, the CVS Director exercises the “wild card” option and asks a fourth CB member to evaluate the application to obtain a third positive evaluation.

CVS 申請需要 3 位審查委員審查結果為「同意」，如果有 1 位審查結果為「不同意」，CVS 主任應轉請授證委員會內其他委員再擔任第 4 位審查委員，以爭取第 3 個審查結果為「同意」的機會。

- g. Once two positive evaluations are received, the Director notifies the CCA, who notifies the applicant that he/she is eligible to take the certification examination, with an approved proctor or at the next VMIT annual conference.

如果 CVS 主任收到 2 位審查委員審查結果為「同意」，而 CVS 主任自行審查結果也「同意」，CVS 主任應通知 CCA 回覆申請人資料已經通過審查，可以經由合格監考人監考參加考試，或參加中華價值管理學會於年會期間所舉辦的考試。

4. If the application is not approved, the Director notifies the CCA, who notifies the applicant of the reason(s) and requests that the missing or inadequate materials be submitted. The CCA also informs the applicant that if such material is not received

within six (6) months, the file will be closed. The CCA updates the applicant's database record to record the action.

如果申請人資料未通過審查，CVS 主任應通知 CCA 回覆申請人未通過審查的原因，並請其補充不足或不恰當的部份，此項回覆申請人的通知應副知 CVS 主任。CCA 應提醒申請人所有補充資料應該在 6 週內寄達，否則本件申請案將予以結案，CCA 應同時在資料庫內記錄這項動作。

5. Once the Director approves the application, he/she notifies the CCA, who notifies the ED to begin the exam procedure. The ED notifies the candidate that his/her application has been approved, including options for taking the certification exam.

當 CVS 主任核准申請人的資料審查結果為「同意」，CVS 主任應通知 CCA 轉知 ED 開始 CVS 考試程序，ED 將通知申請人資料已經通過審查，以及如何參加考試的安排。

II. Proctored Exams

II. 有監考人員監考的考試

1. The ED must approve all proctors. The order of preference is: CC member; past CC member; college professor of an accredited institution; or a CVS in good standing designated by the ED. The applicant's advisor is not eligible to proctor the exam unless he/she is or has been a CC member.

監考人需經 ED 同意，監考人可由授證委員會主任委員指定現任或前任的授證委員會委員、大學教授、或經 ED 指定的優秀 CVS 擔任，申請人的指導人不得擔任監考人，除非指導人是現任或曾經擔任授證委員會委員。

2. The proctor sends the ED a letter on business stationery or an email stating his/her willingness to proctor the exam, that the exam will be administered within two (2) weeks of receipt, and then the completed exam will be returned immediately to the ED. The ED is to receive the completed examination from the proctor within a maximum of two (2) weeks of the examination date.

監考人應以書面或 email 向 ED 表達監考意願，並且在收到考卷 2 週內舉行考試，考試結束後會立即將完整考卷寄給 ED，ED 最遲應在考試後 2 週內收到完整考卷。

3. The ED notifies the applicant of the approved proctor, or denies submission. If denied, the ED notifies the applicant to submit a different proctor. If approved, the ED prepares and mails the certification exam.

ED 將通知申請人，其監考人符合資格與否，如果監考人不符合資格，ED 將通知申請人另覓其他監考人，如果監考人符合資格，ED 將準備考卷並寄給監考人。

4. The exam is prepared by activating the random selection program (if available) and printed. If the applicant is an AVS, then only those parts not previously taken are prepared.

考卷係隨機選取後列印。如果申請人為AVS，考卷只要準備以前未考部分即可。

5. The ED seals the exam in an envelope, which is signed by the ED in such a manner as to extend over both the main body and the flap of the envelope.

考卷將裝在信封內，並由ED於封口簽名確認。

6. The ED prepares and includes a letter instruction to the proctor.

ED將準備一份「說明文件」給監考人。

7. The ED includes a pre-addressed return envelope for return of the completed exam.

ED將準備一份已經寫好地址的回郵信封給監考人，以方便監考人寄還完整考卷。

8. If for any reason the examination cannot be conducted within the 2-week period, the exam shall be returned *unopened* to the ED. The ED will contact the applicant to make new arrangements.

不管任何原因，如果考試未能於2週內舉行，考卷將不會開封並寄還給ED，ED將連絡申請人，以作後續考試安排。

9. Upon receipt of the completed examination, the ED grades parts I, II, IV, and V (as applicable).

收到考過的考卷後，ED對第I, II, IV, 和V等部分加以評分。

10. The ED sends copies of parts III (if applicable), VI, and VII to the CVS Director and the review committee with the evaluation form and instructions. The evaluators return their analyses to the Director within two (2) weeks. Two (2) reviewers must agree. The Director is a "de facto" third reviewer. Only if needed (recusal, director disagree with the first 2 reviews, etc) should a fourth reviewer be needed. Therefore, if the two (2) initial reviewers/graders agree on pass or accepted AND the Director agrees, it is accepted. The "wild card" is a fourth reviewer. If one evaluation is negative, then the Director exercises his/her "wild card" option and asks a fourth CC member to grade the exam to obtain a second positive grade or the Director may grade the exam and break the tie. If necessary, ED will offer a candidate who failed a portion of the exam to retake it. Up to three retakes may be attempted. Grading will follow. ED then directs the CCA to prepare either letters of condolence or letters of congratulations with CVS certificates, as appropriate.

ED將第III, VI, VII等部分影印連同評分表、評分說明等分送給CVS主任及審查委員，審查委員需在2週內將評分結果寄回CVS主任，當2位審查委員的評分結果為「通過」，CVS主任是法定的第3位審查委員，只有當CVS主任不同意其他2

位審查委員的評分結果才需要第 4 位審查委員，因此，當 2 位審查委員評分結果為「通過」，且 CVS 主任評分結果亦為「通過」，則考試結果為「通過」，如果有 1 位審查結果為「不通過」，CVS 主任應轉請授證委員會內其他委員在擔任第 4 位審查委員，以爭取第 2 個審查結果為「通過」的機會。如果申請人有部份不通過，ED 將通知申請人針對未通過部份安排補考，補考評分程序相同。ED 隨後指導 CCA 準備慰問信或恭賀信及 CVS 證書。

III. Examinations at the VMIT Annual Conference

III. VMIT 年會中的考試

1. Certification examinations are normally offered on the day before the annual conference. The ED prepares and administers the exam. Immediately following the examination, the ED grades parts I, II, IV, and V (as applicable) and gives copies of parts III, VI, and VII to the CVS review team to grade. As in proctored exams, three successful evaluations must be achieved and the final decision will rest with the CVS Director.

授證考試通常安排在年會前一天，ED 將準備考卷並管理考試，考試結束後，ED 對第 I, II, IV, 和 V 等部分加以評分，並將第 III, VI, VII 等部分影印連同評分表、評分說明等分送給 CVS 主任及審查委員加以評分，與監考人員監考的考試相同，3 份評分結果為「通過」方為「通過」，並由 CVS 主任作最後決定。

2. If any applicant is close to passing and the CC believes that the individual may have misunderstood the questions because of language or other circumstances, the CC may offer the candidate the option of an oral exam to clarify responses.

如果申請人非常接近及格邊緣，但可能因為語言或其他環境因素致誤解題意，授證委員會可對該名申請人另行安排口試以確認申請人的反應。口試並非追加的考試，只是確認評分的機會。

3. The ED advises the candidates of their scores. If necessary and practical, ED will offer a candidate who failed a portion of the exam to retake it at the conference. Up to three retakes may be attempted. ED then directs the CCA to prepare either letters of condolence or letters of congratulations with CVS certificates, as appropriate.

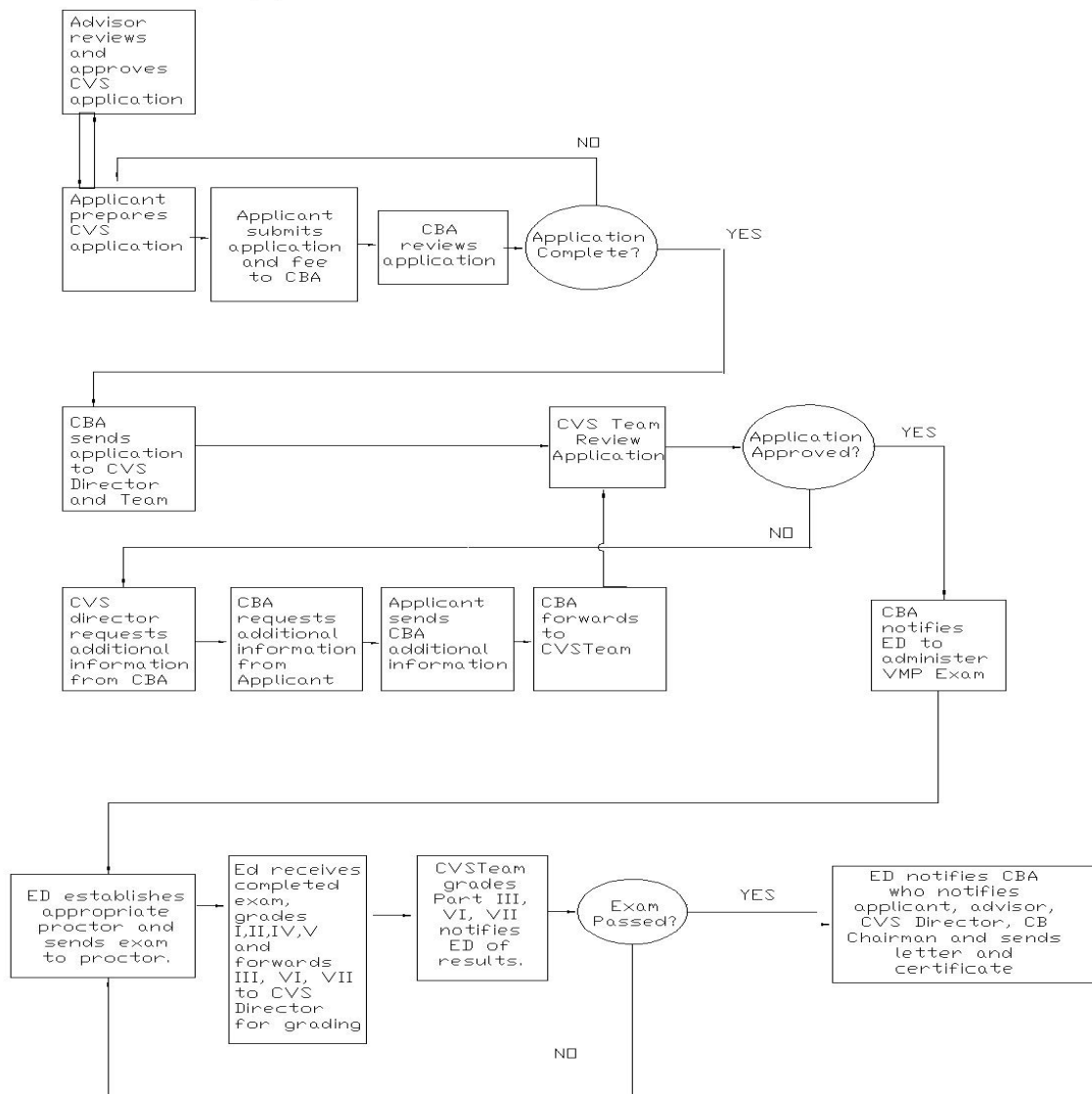
ED 將通知申請人考試結果，如果需要及情況許可，ED 將於年會期間對申請人未通過部份辦理補考，最多可能辦理 3 次考試，ED 隨後指導 CCA 準備慰問信或恭賀信及 CVS 證書。

IV. Incomplete Files

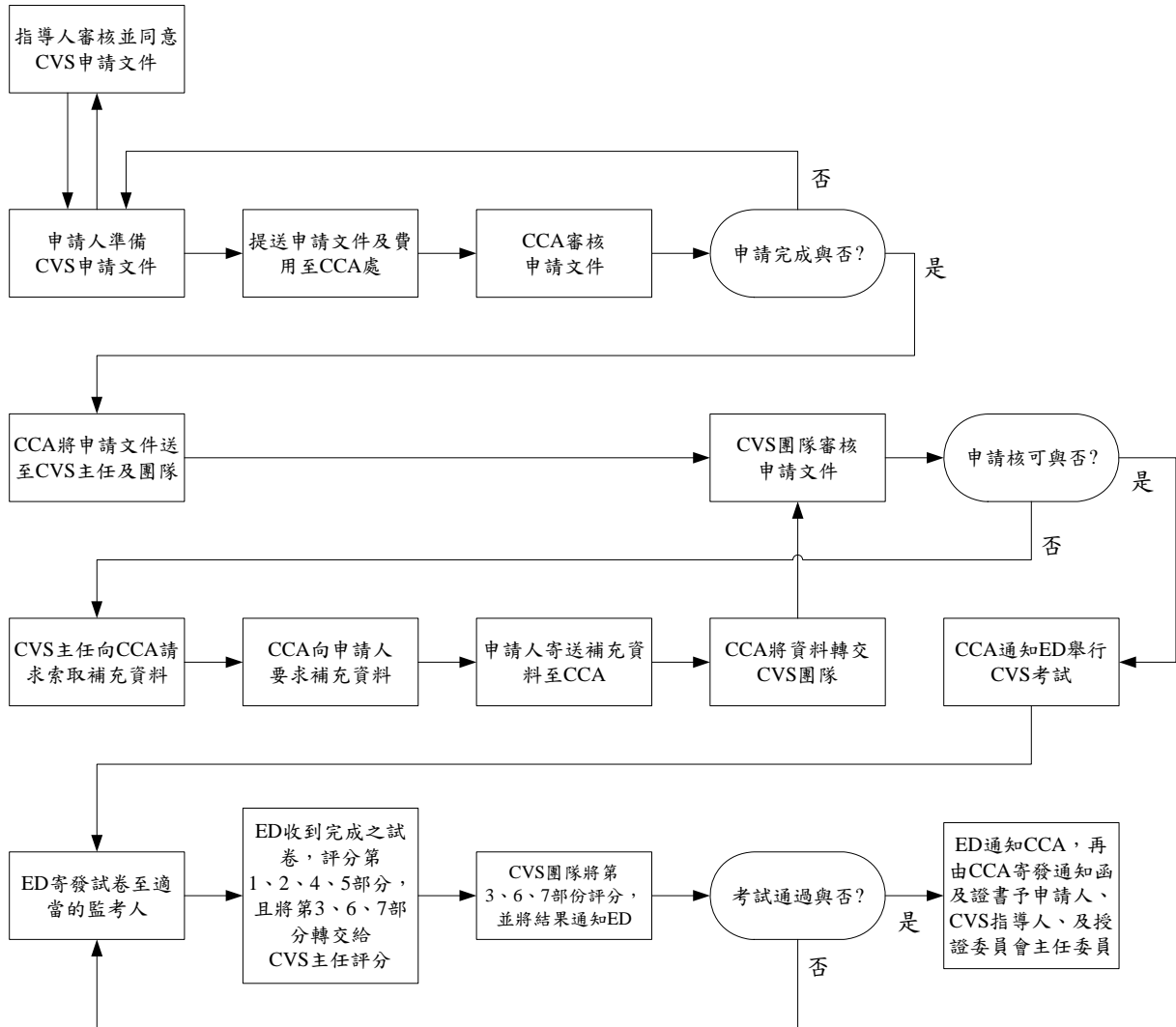
All incomplete files are purged after one year. No notice is required. Completed files are stored per the long-term storage procedure.

所有未完成程序的申請檔案每 1 年清理 1 次，不須事先知會，所有完成程序的申請檔案將依據檔案管理辦法處置。

CVS Application Process



價值專家 (CVS) 申請流程圖



Recertification Application Process

5. 覆審認證申請程序

I. Application Process

I. 申請程序

1. The CCA receives applications for CVS recertification and conducts the initial screening. The CCA starts a file and updates the applicant's database record indicating receipt of the application.

當 CCA 收到 CVS 的覆審申請，先進行初步的過慮，並將日期建檔。

2. The CCA verifies the following:

CCA 確認下列事項：

- a. Payment, in the correct amount, of the application fee.

繳費是否符合規定。

- b. Status of applicant's certification and status of certification maintenance fees. If certification maintenance fees are in arrears, then the CCA notifies the applicant to bring them up to date. *Payment of all past due fees must be received in full before the application will be forwarded to the review team for evaluation.*

申請人的證照是否有效及其授證維護費繳費狀況。如果有欠款，通知申請人應繳清，當收到所有欠款後，申請人資料方得進入審查程序。

- c. Receipt of an original and adequate copies (four hard copies or one electronic copy) of the application and summary worksheet.

申請文件應有正本 1 份及足夠的副本（4 份副本或一份電子檔）。

- d. Verification that the minimum number of certification points for each category are claimed.

確認申請者各類積分符合最低需求。

3. The CCA emails acknowledgement of receipt of the application. If the minimum application criteria are met, then the CCA forwards the copies of the application to the

appropriate director and review team. If the minimum number of CPs are not presented, the CCA notifies the applicant to resubmit when the minimum number of CPs have been attained.

如果積分符合最低需求，CCA 發一封確認函給申請人，並將資料影本送交覆審主任及審查委員。如果積分不符合最低需求，CCA 發函請申請人當積分符合最低需求時再提送資料。

4. The review team emails their evaluations of the application to the director within two (2) weeks of receipt.

審查委員在收件後 2 週將審查結果送還給覆審主任。

5. When the director receives evaluations:

覆審主任收到審查結果後：

- a. If three positive evaluations are received, then the Director notifies the CCA to notify the candidate and prepare the congratulatory letter and certificate for the successful applicant. The CCA sends copies of the letters to the director and Chair. The CCA attaches the letter to the successful candidate's file and updates his/her database record. *All other copies of the application are destroyed.*

如果 3 位審查委員的評審結果均「通過」，主任請 CCA 準備證書、卡片、及恭賀信並通知申請人，該通知副本送授證委員會主任委員及覆審主任，CCA 將信函附在該申請者資料存檔，並將其餘資料影本銷毀。

- b. The successful application requires three approvals. If one evaluation is negative, then the director exercises his/her "wild card" option with his/her own evaluation of the application or asks a fourth CC member to review the application to obtain a third positive evaluation.

審查合格係代表 3 位審查委員的評審結果均為「通過」，如果有 1 位審查委員的審查結果為「不通過」，覆審主任將自己擔任審查委員，或請其他授證委員會委員擔任第 4 位審查委員，以確認是否有第 3 份「通過」的審查結果。

- i. If two review committee members reject the application, then the director can, if warranted, submit the application to any other member(s) of the CC to seek a third approval.

如果有 2 位審查委員認為「不通過」，而覆審主任認為需要，則可請授證委員會之其他委員擔任審查委員，以尋求有 3 份「通過」的審查結果。

- ii. If the application is not approved, then the director notifies the CCA, who notifies the applicant of the reasoning and requests that the missing or inadequate material be submitted within sixty (60) days.

若申請案不被接受，覆審主任請 CCA 將審查不通過的原因告知申請人，並請申請人於 60 天內針對不足或不恰當的部份補件，否則申請案將結案。

- c. If evaluations are not returned within two (2) weeks, then the director immediately contacts the delinquent evaluator to ascertain whether the application package was received and to expedite the review. If any reviewer cannot conduct the evaluation because of illness, absence, etc., then the director shall either perform the third evaluation or send another copy of the application package to another CC member.

若審查委員未能於 4 週內送回審查結果，主任將立即連絡該位失職的審查委員，確認該份申請資料是否送到，如果已經收到，請立即審查。若審查委員因病或不在家致未能審查，覆審主任可自己進行審查或請授證委員會內其他委員審查。

- d. Copies of all notifications are sent to the Chair and director.

所有通知均應副本送授證委員會主任委員及覆審主任。

II. Special Exceptions

II. 特殊例外

If, in the opinion of the director, special exceptions are warranted, then the director will bring the matter to the entire CC for concurrence with his/her recommendation. This may be accomplished through regularly scheduled CC meetings or other means.

當有特殊例外情況發生，覆審主任取得申請人同意，可將該份申請資料提送授證委員會討論，以取得一致見解。

III. Incomplete Files

III. 未完成審查檔案

All incomplete files shall be retained, along with completed files, and are stored per the long-term storage procedure.

所有未完成審查的資料檔案，與所有完成程序的申請檔案一樣，將依據檔案管理辦法處置。

IV. Failure to Recertify

IV. 覆審不通過

All Certified Value Specialists who fail to recertify within twelve (12) months of their certification expiration date will be notified that their certifications have lapsed, that they are no longer entitled to the rights and privileges of their former certification, that CVSSs must return

their embossing seals, and that, should they desire to become certified again, it will be necessary to apply as an initial applicant, including taking the certification exam. A person who's CVS has expired:

CVS 若不能在證照有效期限結束後 12 個月完成覆審程序，他的 CVS 證照將失效，無權再使用 CVS 稱號，應退還 CVS 戳章，如果想再取得認證，必須與初次申請相同，包括參加考試。如果 CVS 證照過期：

Within 1 year, may recertify by complying with current recertification requirements without penalty or special approval; Between 1 year and 2 years, an application that met current requirements, would require the special approval of the Certification Board.

1 年內，可以在不加以處罰的情況下，以現行的覆審需求進行覆審，如果超過 1 年未達 2 年，則需要授證委員會的同意，才可以現行的覆審需求進行覆審。

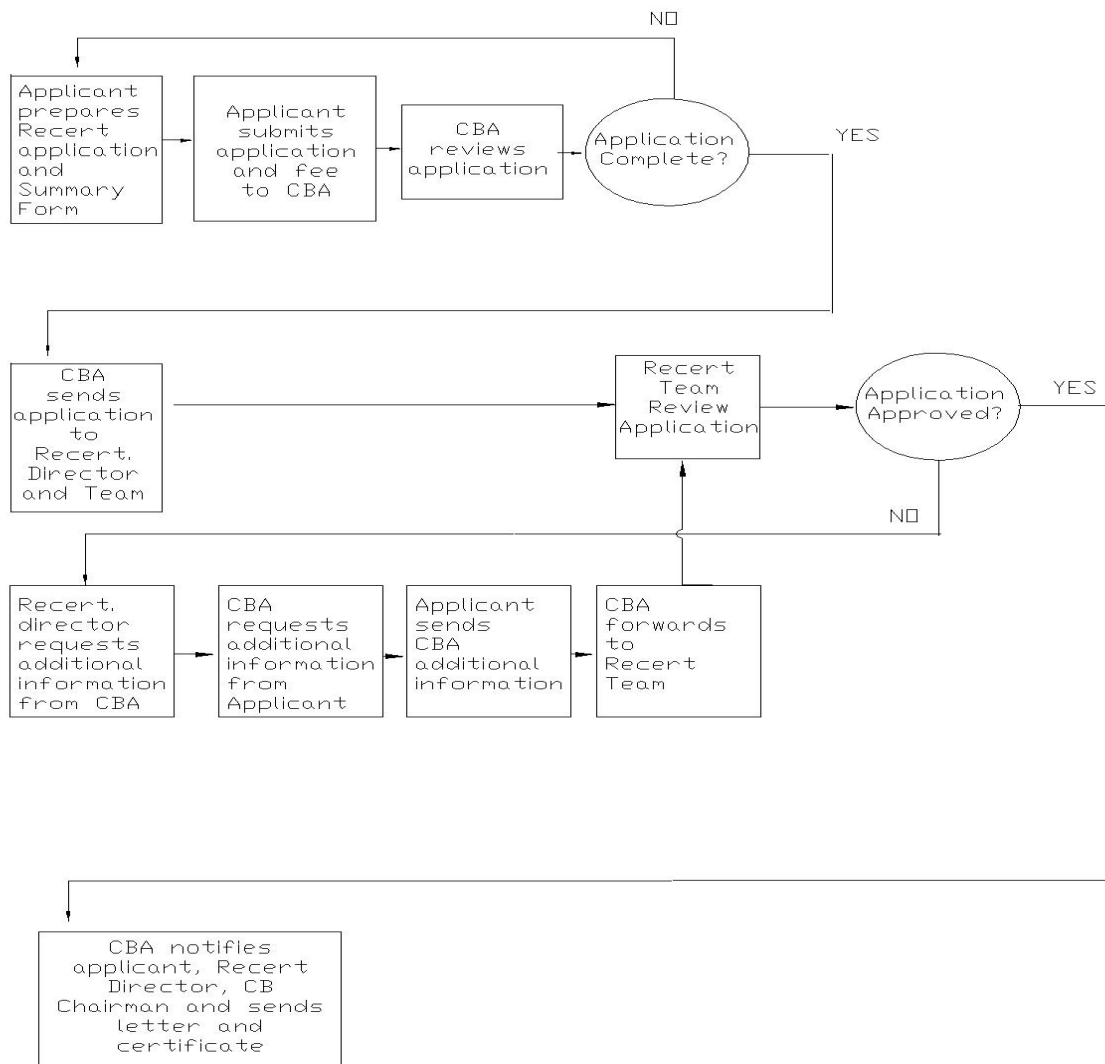
After two years, the certification expires and may not be renewed. If a person desires, they may apply for an AVS, and it will be granted with no documentation other than presenting an application;

超過 2 年，該證照將失效，不能進行覆審。然而，如果申請人提出需求，可以不需另外再提申請表即可授予 AVS 證照。

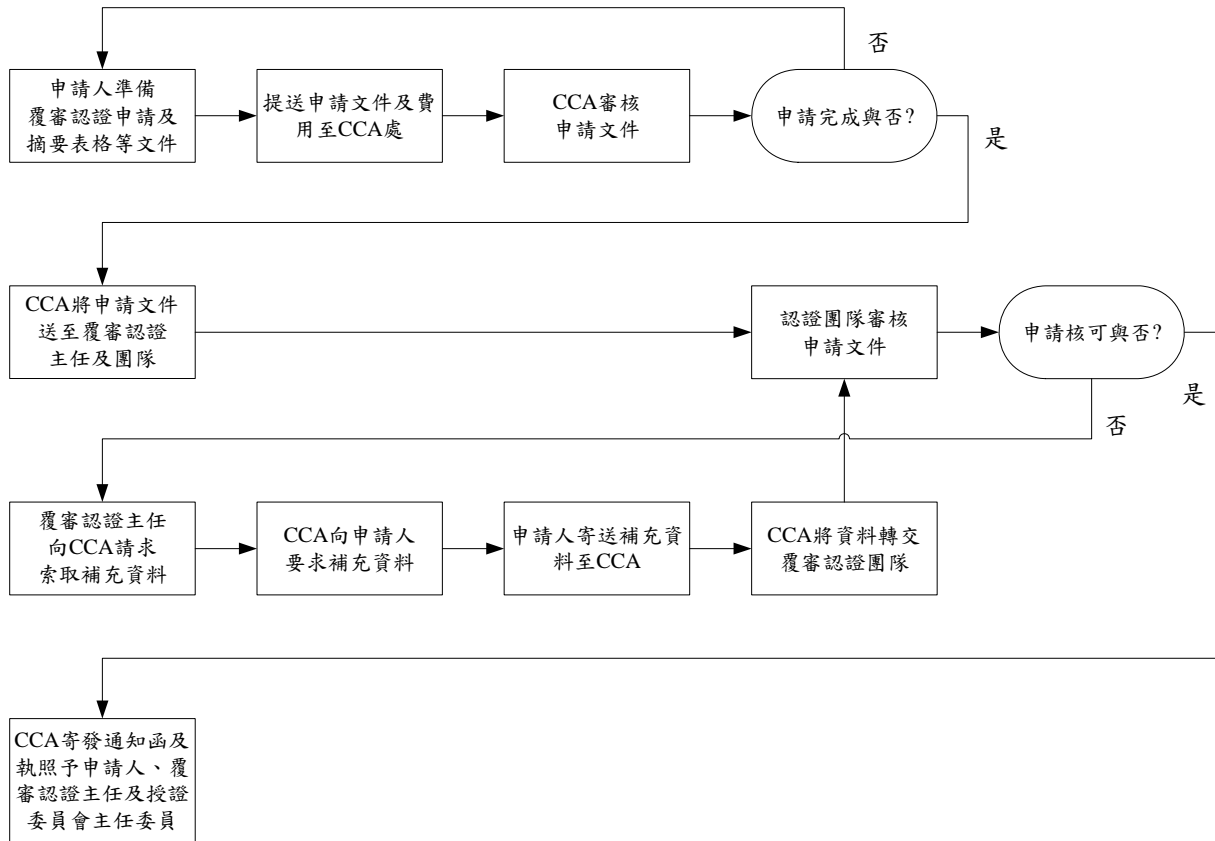
Or, a person may apply for CVS and be approved to take the CVS exam (Parts III, IV, V, VI, VII) provided they have attained the then current required number of CPs in each area of experience (performed, learned, and taught). The applicant's previous MOD I, MOD II will count towards certification requirements, however, only the applicant's previous work experience which had not been previously counted towards previous certifications, will be eligible.

或是申請人要進一步申請 CVS 審查通過，申請人的 MOD I, MOD II 結業證書、各類（執行、學習、分享）積分均符合現行規定經審查通過，方得參加 CVS 考試（第 III, IV, V, VI, VII 部分），無論如何，申請人以前申請 CVS 證照的相關積分不得重複使用。

Recertification Application Process



覆審認證申請流程圖



Workshop/Seminar Application Process

6. 研習班/進階研討班申請程序

I. Application Process

I. 申請程序

1. The CCA receives all workshop/ seminar applications, CCA conducts the initial screening, to include:

當 CCA 收到 Mod-I 研習班/Mod II 進階研習會的申請，CCA 將進行初步過濾：

- a. Payment, in the correct amount, of the application fee.

繳費是否符合規定。

- b. Verification that the applicant and any listed alternates are Certified Value Specialists in good standing.

確認申請人的 CVS 證照是有效的。

- c. Verification that an original and four hard copies (or an electronic copy) of the application (e.g., WS-1), WS-2, and WS-3 or WS-4 (whichever is applicable) are included.

申請文件中應有正本 1 份及副本 4 份 (WS-1,)，並包含 WS-2, 和 WS-3 或 WS-4 表格。

- d. Verification inclusion of: two (2) copies of the text and/or workbook; digital copy of the text/workbook/presentation; list of films, tapes, published texts, and other commercially available training aids to be used in the workshop.

教科書、工作手冊等應有 2 份副本，教科書、工作手冊、簡報等應有電子檔，影片、錄音帶、或其他教材等之清單。

2. If the application package is incomplete, the CCA notifies the applicant to submit the missing material. The file will remain open for twelve (12) months, after which time the file will be closed and discarded.

如果資料不齊全，CCA 將通知申請人補足資料，申請檔案將在 12 個月內有效，超過時間則檔案將關閉並銷毀。

3. The CCA forward the complete application package to the Workshop Director and review team. Review team members evaluate the application as follows:

CCA 將完整的申請文件送給研習班主任和審查委員，審查委員將審查下列事項：

- a. Certificates are valid and show correct information.

證照有效且可說明正確的資訊。

- b. Text materials are coordinated with the course agenda.

教材與課程表搭配。

- c. Syllabus reflects the course agenda.

摘要表反映出課程表情況。

- d. Hours are properly allocated and CVSs are assigned to correct subjects.

時數分配與CVS負責授課內容符合規定。

4. The successful application requires three approvals. If one evaluation is negative, then the Director exercises the “wild card” option and either evaluates the submittal or asks a fourth CC member to evaluate the application to obtain a third positive evaluation.

審查合格係代表 3 位審查委員皆評分「及格」，如果有 1 位審查委員認為「不及格」，研習班主任將自行擔任審查委員或請第 4 位授證委員擔任會審查委員，以確認有第 3 份「同意」的評分表。

- a. If two evaluators reject the application, the Director may, if warranted, submit the application to any other CC member(s) to seek a third approval.

如果有 2 位審查委員認為「不及格」，而研習班主任認為需要，則可請授證委員會其他委員擔任審查委員，以尋求 3 位審查委員之審查結果為「及格」。

- b. If the application is not approved, the Director notifies the CCA, who notifies the applicant of the reasoning and requests that the missing or inadequate material be submitted. The CCA includes notices that if such material is not received within sixty (60) days, the file will be closed.

若申請案不被接受，主任請 CCA 將審查不通過的原因告知申請人，並請申請人於 60 天內針對不足或不恰當的部份補足資料，否則申請案將結案。

5. If evaluations are not returned within two (2) weeks, the Director immediately contacts the delinquent reviewer(s) to ascertain whether the materials were received and to expedite the review. If any reviewer cannot conduct the evaluation due to illness, absence,

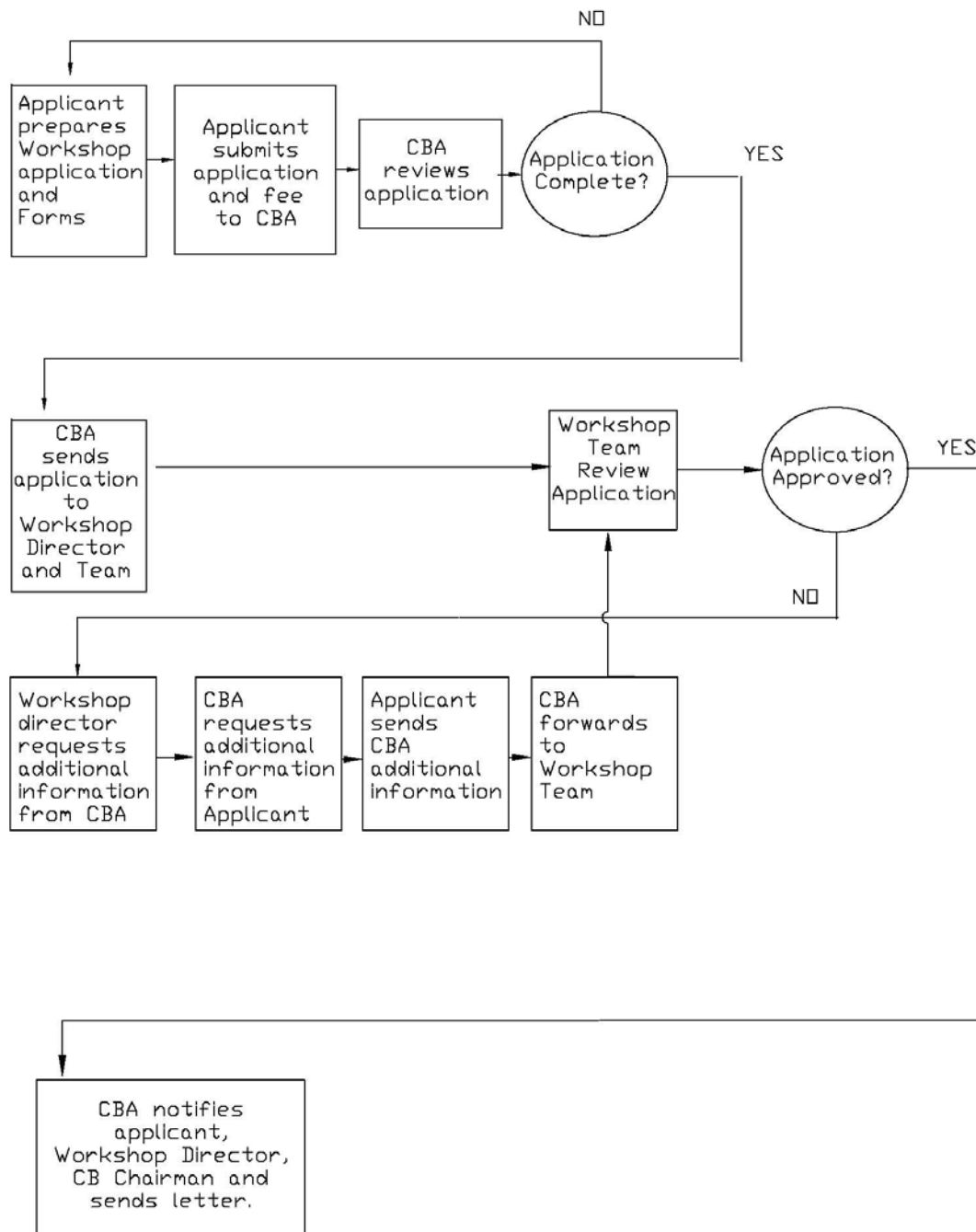
etc., then the Director shall either perform the third evaluation or send a copy of the application package to another CC member for review.

若審查委員未能於 2 週內送回審查結果，研習班主任將立即連絡該位失職的審查委員，確認該份申請資料是否送到，如果已經收到，請立即評分。若審查委員因病或不在家等原因致未能評分，研習班主任可自己進行審查或請授證委員會內其他成員審查。

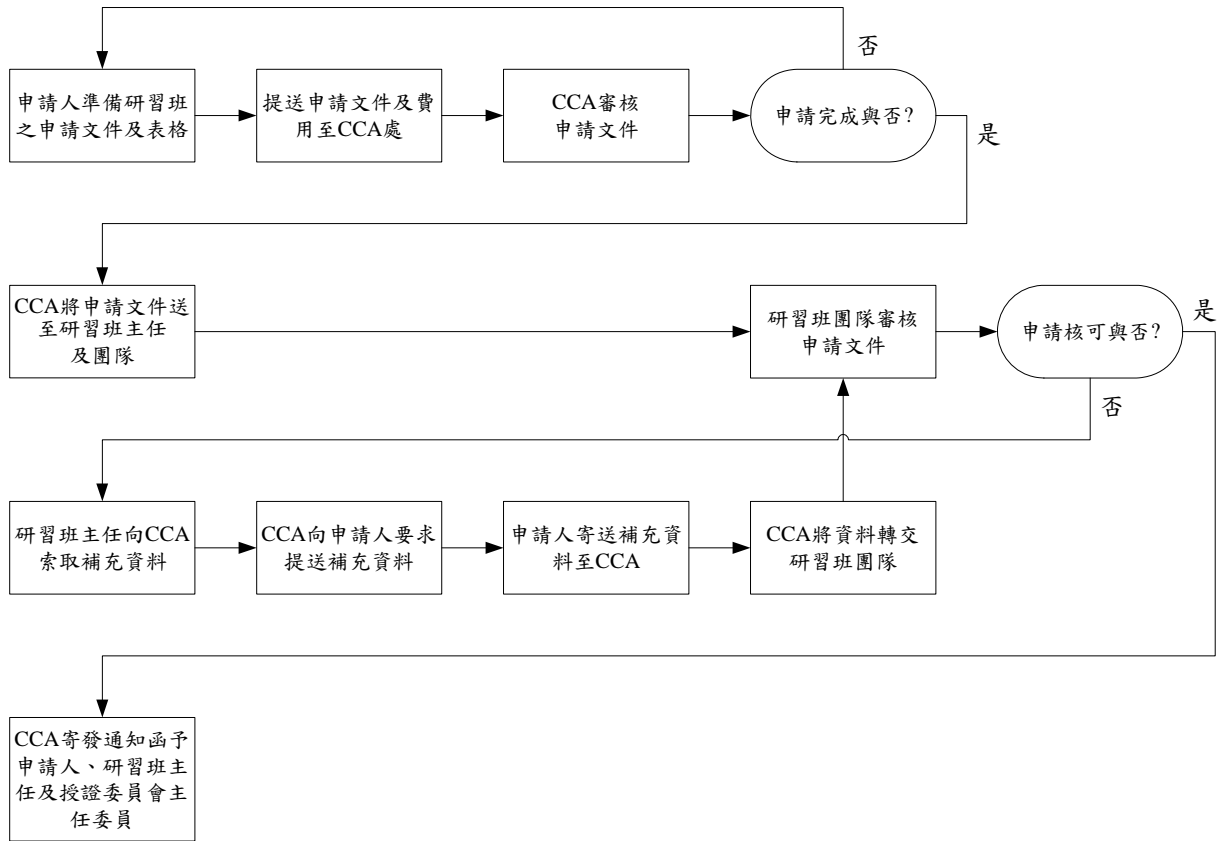
6. Copies of all notifications are sent to the Chair and Workshop Director.

所有通知均應送授證委員會主任委員及研習班主任。

Workshop Application Process



研習班/進階研討班申請流程圖



Notification Requirements

7. 通知書需求

It is the certificate holder's responsibility to recertify or apply for a new certification in a timely fashion without being reminded by the CC, and to advise the CC of their correct addresses. The CC will mail and or email all certificate holders notices of fees due and certification expirations as follows:

取得證照的人有責任定期更新或申請新的證照，不需要授證委員會提醒，如有地址更新，也應告知授證委員會，授證委員會將以信件或 email 通知持有證照人員該繳費或證照到期等事宜如下：

Maintenance fees:

- 60 days in advance;
- 30 days in advance;
- Immediately past due
- 3 months past due, a certification expiration notice is sent (with options).

授證維護費

- 60 天以前預先通知；
- 30 天以前預先通知；
- 到期時通知
- 過期後 3 個月，可選擇是否告知證照已失效

Certification expiration:

- 120 days in advance; (this gives them time to get it in)
- 30 days in advance;
- At expiration date – notice of expiration is sent with options.
- Notify all Certified Value Specialists whose certificates have expired for more than 12 months to return their embossing seals.

證照到期

- 120 天以前預先通知；（提醒應該採取動作）
- 30 天以前預先通知；
- 到期時，可選擇是否告知證照已失效
- 過期 12 個月，通知 CVS 寄回戳章

Workshop expiration:

120 days in advance; (this gives them time to get it in)
30 days in advance;
At expiration date – notice of expiration is sent with options.

研習班到期

120 天以前預先通知；（提醒應該採取動作）
30 天以前預先通知；
過期時，可選擇是否告知證照已失效

Certification application:

If an applicant does not respond to a request for additional information within 6 months; they are sent a notice stating that "unless the additional information is received within 30 days the application will be closed"

證照申請

如果申請人未在 6 個月內回覆補件通知，應該再發一次通知敘明「如果未能在 1 個月內回覆補件通知，該申請案件將結案」。

Once a certification expires, the CC will so reflect on the VMIT/SAVE International Web Site. One may apply for recertification or a new certification in accordance with the certification manual.

當證照到期，授證委員會將會在 VMIT/SAVE 網站上註明，當事人如果需要，應依據授證手冊重新申請。

Long Term Document Storage

8. 長期文件儲存

All completed applications will be stored indefinitely. An electronic copy of all electronic applications will be maintained by both the ED and CCA. Incomplete applications may be discarded. Board member files may be discarded once the applications are completed or declared incomplete.

所有完成申請程序的資料將永久保存，電子申請檔案將由 ED 及 CCA 保管；未完成申請程序的資料將銷毀，審查委員的檔案在告知申請人完成或未完成申請程序後將銷毀，

Functions & Responsibilities

9. 機能與責任

Certification Committee Chair

9.1 授證委員會主任委員

| | |
|------------------------|--|
| Reports to 報告對象 | President – VMIT VMIT 理事長 |
| Reported to by 提出報告 | Certification Committee Members, Certification Committee Executive Director, Certification Committee Administrat 授證委員會委員，ED，CCA |
| Term of Office 任期 | Two Years 2年 |
| Nominated by 提名者 | VMIT President VMIT 理事長 |
| Qualifications 資格 | Must be CVS 必須為具有良好聲望的價值專家 |

Basic Functions

基本機能

- Provide leadership, management, and overall direction to Certification Board activities and operations.
- 領導、管理授證委員會，制定營運方向。
- Represent the interests of the Certification Committee to the VMIT Board of Directors.
- 代表授證委員會向 VMIT 理事長負責。
- Promote growth and stature of the value profession.
- 推廣價值專業技能。

Administration

管理

- Functions
- 機能
 - Act as chairperson of all meetings of the Certification Committee.
 - 擔任授證委員會會議主席。
 - Coordinate and direct the certification program for the Certification Committee.

- 協調領導授證計畫。
- Activities
- 動作
 - Chair and Serve as a voting member of the Certification Committee.
 - 主持並具有授證委員會投票權。
 - Issue all formal letters of approval for certification, recertification, and certification training workshops.
 - 簽發 CVS, CVS 覆審, AVS, 與 Module I, Module II 訓練課程等審查結果與信函。
 - Maintain records of office activities and pass on to successor.
 - 保存相關紀錄並轉交給繼任者。

Representation

代表

- Functions
- 機能
 - Communicate activities of the Certification Committee to the VMIT President and Board of Directors.
 - 代表授證委員會與 VMIT 理事長及理事會溝通。
- Activities
- 動作
 - Prepare an annual report of Certification Committee activities for the VMIT annual business meeting.
 - 提送年度報告, 於 VMIT 年會中報告。
 - Solicit and recommend Certification Committee candidates for approval by the VMIT Board of Directors.
 - 提名授證委員會委員, 報請 VMIT 理事會核准。
 - Recommend any amendments to the certification fee structure for approval by the VMIT Board of Directors.
 - 向 VMIT 理事會建議授證收費之修正事項。

Promotion

推廣

- Functions
- 機能
 - Promote growth and stature of the value profession.
 - 推廣價值專業技能。
- Activities
- 動作
 - Develop plans for improving the certification program.
 - 訂定授證改善計畫。

Other

其它

- Perform other duties as deemed necessary.
- 執行其它必要之工作。

AVS Director

9.2 副價值專家主任

| | |
|-------------------------------|--|
| Reports to 報告對象 | Chairman – Certification Committee 授證委員會主任委員 |
| Reported to by 提出報告 | AVS Team Members, as assigned AVS小組成員 |
| Term of Office 任期 | Two Years 2年 |
| Elected by 選舉人 | Voting members of Certification Committee 授證委員會委員 |
| Qualifications 資格 | Must be a CVS 必須為具有良好聲望的價值專家 |

Basic Functions

基本機能

- Provide leadership, management, and overall direction for the AVS certification programs.
- 領導、管理 AVS 授證事宜。
- Promote growth and stature of the value profession.
- 推廣價值專業技能。

Administration

管理

- Functions
- 機能
 - Direct the activities of the AVS certification programs.
 - 領導 AVS 授證相關事宜。
- Activities
- 動作
 - Attend all scheduled Certification Committee meetings.
 - 參加授證委員會會議。
 - Serve as a voting member of the Certification Committee.
 - 為授證委員會中有投票權的委員。
 - Prepare a report on the status and activities of the AVS certification programs to the Chair prior to the VMIT annual business meeting.
 - 提供 AVS 授證的年度報告給授證委員會主任委員，以便其參加 VMIT 年會。
 - Maintain records of office activities and pass on to successor.

- 保存相關紀錄並轉交給繼任者。

Promotion

推廣

- Functions
 - 機能
 - Promote growth and stature of the value profession.
 - 推廣價值專業技能。
- Activities
 - 動作
 - Develop and execute plans for improving the AVS certification programs.
 - 訂定、執行、改進 AVS 授證計畫。

Other

其它

- Perform other duties as deemed necessary.
- 執行其它必要之工作。

CVS Director

9.3 價值專家主任

| | |
|-------------------------------|--|
| Reports to 報告對象 | Chairman – Certification Committee 授證委員會主任委員 |
| Reported to by 提出報告 | CVS Team Members, as assigned CVS小組成員 |
| Term of Office 任期 | Two Years 2年 |
| Elected by 選舉人 | Voting members of Certification Committee 授證委員會委員 |
| Qualifications 資格 | Must be a CVS in good standing. 必須為具有良好聲望的價值專家 |

Basic Functions

基本機能

- Provide leadership, management, and overall direction for the CVS certification program.
- 領導、管理 CVS 授證事宜。
- Promote growth and stature of the value profession.
- 推廣價值專業技能。

Administration

管理

- Functions
- 機能
 - Direct the activities of the CVS certification program.
 - 領導 CVS 授證事宜。
- Activities
- 動作
 - Attend all scheduled Certification Committee meetings.
 - 參加授證委員會會議。
 - Serve as a voting member of the Certification Committee.
 - 為授證委員會中有投票權的委員。
 - Prepare a report on the status and activities of the CVS certification program to the Chair prior to the VMIT annual business meeting.
 - 提供 CVS 授證的年度報告給授證委員會主任委員，以便其參加 VMIT 年會。
 - Maintain current files on the CVS certification program and membership.

- 保存現有 CVS 授證計畫及成員的檔案。
- Prepare material for long range storage as required.
- 整理需長期保存之資料。
- Maintain records of office activities and pass on to successor.
- 保存相關紀錄並轉交給繼任者。

Promotion

推廣

- Functions
- 機能
 - Promote growth and stature of the value profession.
 - 推廣價值專業技能。
- Activities
- 動作
 - Develop and execute plans for improving the CVS certification program.
 - 訂定、執行、改進 CVS 授證計畫。

Other

其它

- Perform other duties as deemed necessary.
- 執行其它必要之工作。

Recertification Director

9.4 覆審認證主任

| | |
|-------------------------------|--|
| Reports to 報告對象 | Chairman – Certification Committee 授證委員會主任委員 |
| Reported to by 提出報告 | RCVS Team Members, as assigned CVS 覆審小組成員 |
| Term of Office 任期 | Two Years 2年 |
| Elected by 提名人 | Voting members of Certification Committee 授證委員會委員 |
| Qualifications 資格 | Must be a CVS in good standing. 必須為具有良好聲望的價值專家 |

Basic Functions

基本機能

- Provide leadership, management, and overall direction for the CVS recertification program.
- 領導、管理 CVS 證照覆審事宜。
- Promote growth and stature of the value profession.
- 推廣價值專業技能。

Administration

管理

- Functions
- 機能
 - Direct the activities of the CVS recertification program.
 - 領導 CVS 證照覆審事宜。
- Activities
- 動作
 - Attend all scheduled Certification Committee meetings.
 - 參加授證委員會會議。
 - Serve as a voting member of the Certification Committee.
 - 為授證委員會中有投票權的委員。
 - Prepare a report on the status and activities of the CVS recertification program to the Chair prior to the VMIT annual business meeting.
 - 提供 CVS 證照覆審的年度報告給授證委員會主任委員，以便其參加 VMIT 年會。
 - Maintain current files on the CVS recertification and membership.

- 保存現有 CVS 證照覆審及成員的檔案。
- Prepare material for long range storage as required.
- 整理需長期保存之資料。
- Maintain records of office activities and pass on to successor.
- 保存相關紀錄並轉交給繼任者。

Promotion

推廣

- Functions
- 機能
 - Promote growth and stature of the value profession.
 - 推廣價值專業技能。
- Activities
- 動作
 - Develop and execute plans for improving the CVS recertification program.
 - 訂定、執行、改進 CVS 證照覆審計畫。

Other

其它

- Perform other duties as deemed necessary.
- 執行其它必要之工作。

Workshop/Seminar Director

9.5 研習班/進階研討班主任

| | |
|-------------------------------|---|
| Reports to 報告對象 | Chairman – Certification Committee 授證委員會主任委員 |
| Reported to by 提出報告 | Workshops Seminars Team Members, as assigned 研習會小組成員 |
| Term of Office 任期 | Two Years 2年 |
| Elected by 提名人 | Voting members of Certification Committee 授證委員會委員 |
| Qualifications 資格 | Must be a CVS in good standing. 必須為具有良好聲望的價值專家 |

Basic Functions

基本機能

- Provide leadership, management, and overall direction for the workshop approval program.
- 領導、管理研習班授證事宜。
- Promote growth and stature of the value profession.
- 推廣價值專業技能。

Administration

管理

- Functions
- 機能
 - Direct the activities of the workshop approval program.
 - 領導研習班認證相關事宜。
- Activities
- 動作
 - Attend all scheduled Certification Committee meetings.
 - 參加授證委員會會議。
 - Serve as a voting member of the Certification Committee.
 - 為授證委員會中有投票權的委員。
 - Prepare a report on the status and activities of the workshop approval program to the Chair prior to the VMIT annual business meeting.
 - 提供研習班認證的年度報告給授證委員會主任委員，以便其參加 VMIT 年會。
 - Maintain current files on the workshop approval and membership.

- 保存現有已經獲得研習班認證之成員的檔案。
- Prepare material for long range storage as required.
- 整理需長期保存之資料。
- Maintain records of office activities and pass on to successor.
- 保存相關紀錄並轉交給繼任者。

Promotion

推廣

- Functions
- 機能
 - Promote growth and stature of the value profession.
 - 推廣價值專業技能。
- Activities
- 動作
 - Develop and execute plans for improving the workshop approval program.
 - 訂定、執行、改進研習班認證計畫。

Other

其它

- Perform other duties as deemed necessary.
- 執行其它必要之工作。

Certification Board Member

9.6 授證委員會委員

| | |
|-------------------------------|--|
| Reports to 報告對象 | Chairman – Certification Committee 授證委員會主任委員 |
| Reported to by 提出報告 | N/A 無 |
| Term of Office 任期 | Two Years 2年 |
| Nominated by 提名人 | Chairman of Certification Committee 授證委員會主任委員 |
| Qualifications 資格 | Must be a CVS or AVS 必須為CVS或AVS |

Basic Functions

基本機能

- Provide support to the Certification Committee for the conduct of business.
- 支援授證委員會相關業務。
- Represent the interests of the Certification Committee.
- 代表授證委員會。
- Promote growth and stature of the value profession.
- 推廣價值專業技能。

Administration

管理

- Functions
- 機能
 - Support the activities of the certification program.
 - 支援授證計畫相關事宜。
- Activities
- 動作
 - Attend all scheduled Certification Committee meetings.
 - 參加授證委員會會議。
 - Serve as a voting member of the Certification Committee.
 - 為授證委員會中有投票權的委員。
 - Act as a reviewer for the evaluation of certification application materials, recertification application materials, and/or workshop application materials as assigned.

- 如經指派，得擔任證照申請、覆審，及研習班之審查委員。
- Maintain records of office activities and pass on to successor.
- 保存相關紀錄並轉交給繼任者。
- Assist with the conduct and operation of the Certification Committee.
- 協助授證委員會業務執行。

Promotion

推廣

- Functions
- 機能
 - Promote growth and stature of the value profession.
 - 推廣價值專業技能。
- Activities
- 動作
 - Develop plans for improving the certification program.
 - 訂定、執行、改進授證計畫。

Other

其它

- Perform other duties as deemed necessary.
- 執行其它必要之工作。

Certification Committee Executive Director (ED)

9.7 授證委員會執行主任

| | |
|-------------------------------|---|
| Reports to 報告對象 | Chairman – Certification Committee 授證委員會主任委員 |
| Reported to by 提出報告 | Staff, as required 職員，如果有 |
| Term of Office 任期 | One year with indefinite extension, subject to contract agreement 1 年，依合約內容不訂期延長 |
| Appointed by 核定人 | VMIT Chairman of Certification Committee VMIT授證委員會 |
| Qualifications 資格 | Must be a CVS in good standing. 必須為具有良好聲望的價值專家 |

Basic Functions

基本機能

- Acts as the representative of the Certification Committee and executes policies, procedures, and directives on its behalf.
- 代表授證委員會執行政策、程序、管理等。

Administration

管理

- Functions
- 機能
 - Promote the value methodology and the certification program.
推廣價值方法論和授證計畫。
 - Assure Certification Committee compliance with the certification program.
確認授證委員會依據授證相關規定執行業務。
 - Coordinate the activities of the international affiliates' certification programs.
協調國際協盟會員的授證計畫。
 - Represent the Certification Committee to the VMIT membership, other professional associations, international affiliate certification boards, and the general public.
代表授證委員會面對會員、其他專業團體、國際協盟會員的授證委員會、和一般大眾。
 - Oversee and assist international affiliates in the operation of their certification programs.
監督和協助國際協盟會員營運其授證計畫。
 - Administer examination process for CVS.
管理 CVS 考試程序。

- Act as the subject matter expert regarding the certification program.
- 擔任與授證有關業務的專家。
- Activities
- 動作
 - Serve as a nonvoting member of the Certification Committee and attend all its meetings.
 - 參加授證委員會會議，但沒有投票權。
 - Review all certification program documents and advise the Chair of recommendations for updates, corrections, or additional information.
 - 審閱所有授證計畫文件，對授證委員會主任委員建議更新、修改、或新增資料。
 - Respond to requests for information regarding the certification program.
 - 對有關授證業務所提出的要求，做出必要的反應。
 - Assist applicants and/or advisors in preparation of applications prior to submission.
 - 協助申請人或指導人在提出申請前準備相關資料。
 - Prepare a quarterly report of activities and audits conducted.
 - 準備季工作報告並稽查相關業務。
 - Receive and review all candidates' synopsis for certification recommended by authorized international affiliates. Approve if compliant with the full certification requirements. Consult with director(s) regarding any issues or concerns. Communicate results to director and CCA.
 - 收件並審查國際協盟會員所送來的授證人員概要，如果符合規定，就核定它，向相關主任就關切事項提出說明，並將結果告知 CCA。
 - Assist international affiliates in establishing and maintaining their certification programs.
 - 協助國際協盟會員制定並維護其授證計畫。
 - Track international affiliate compliance with international affiliate agreements and notify CC of occurrences of agreement violations.
 - 追蹤國際協盟會員遵照所定國際協盟會員合約，向授證委員會報告所發生的違約事項。
 - Schedule, prepare, grade, and report results of certification examinations for CVS.
 - 安排進度、準備、評分、與報告 CVS 考試結果。
 - Conduct all certification exams at the VMIT annual conference.
 - 在 VMIT 年會安排授證考試。
 - Evaluate all exam results and feedback and recommend improvements.
 - 評估所有考試結果並提出改進建議。
 - Based on exam results and participant feedback, identify needs for improvement and recommend actions for certification training courses.
 - 依據考試結果和考生的回饋意見，提出改進教育訓練的建議。
 - Prepare the annual Certification Committee budget.
 - 準備授證委員會的年度預算。
 - Review the monthly financial statements from the CCA. Notify the CC of deviations from the budget.
 - 審查 CCA 的每月財務報表，提醒授證委員會與原訂預算的執行偏差。

- Request payment for board approved expenditures. Both the ED and the Chair must approve expenditures, as authorized by the CC.
- 申報經費，如經授證委員會授權，ED 及授證委員會主任委員必須核定該筆支出。
- Regularly review certification data and the CC's web pages on the VMIT website; provide input to CCA for corrections and updates.
- 定期在 VMIT 網站上審閱授證資料，包括 CCA 所做的更新及更正資料。
- Prepare schedule and articles for monthly issues of VMIT member newsletter and prepare articles for other VMIT publications.
- 為 VMIT 簡訊及出版品準備文章。
- Coordinate Certification Committee meetings and prepare agendas.
- 協調授證委員會會議並準備議程。
- Promote VM certification to other professional associations, universities, practitioners, prospective practitioners, and clients of VM.
- 向其他專業機構、大學、開業人員、預期的開業人員、與價值業務的業主等推廣價值授證計畫。
- Encourage advancement of AVS to CVS.
- 鼓勵 AVS 進一步取得 CVS。
- Identify root causes of attrition and make recommendations for improved retention and advancement.
- 確認摩擦的基本原因並提出改進建議。
- Conduct audits of VMIT approved workshops, as directed by the Certification Committee.
- 經授證委員會要求，執行研習班的稽查。
- Review for general compliance with certification standards and consult with director(s) for certifications recommended by international affiliates..
- 審查國際聯盟會員提出授證有關的建議，是否符合授證標準並退相關主任提出建議。

Other

其它

- Perform other duties as deemed necessary. Other duties may be assigned by the Chair, through the Board of Directors.
- 執行其它必要之工作，或是由理事會所指定之工作。

Certification Committee Administrator (CCA)

9.8 授證委員會執行秘書

| | |
|-------------------------------|--|
| Reports to 報告對象 | Certification Committee Executive Director 授證委員會執行主任 (ED) |
| Reported to by 提出報告 | Staff, as required 職員，如果需要 |
| Term of Office 任期 | At the pleasure of the Certification Committee, subject to contract agreement 依照表現與合約規定，授證委員會決定 |
| Appointed by 核定人 | Chairman of Certification Committee 授證委員會主任委員與授證委員會 |
| Qualifications 資格 | Administrative 管理 |

Basic Functions

基本機能

- Acts as certification program administrator.
- 為授證計畫的管理員。
- Receives and properly records all monies on behalf of the CC.
- 代表授證委員會收取所有的費用，並做成紀錄。
- At the direction of the Chair, pays and records all expenses of the CC.
- 在授證委員會主任委員的領導下，支付授證委員會的所有支出，並做成紀錄。

Administration

管理

- Functions
- 機能
 - Maintain and store all applicant files.
 - 維護、儲存授證相關申請資料檔案。
 - Maintain CC's electronic data.
 - 維護授證委員會的電子資料。
 - Administer the application process for all certification activities. Forwards all international affiliate applications to the ED for processing.
 - 管理授證申請程序，執行所有授證動作；將國際協盟會員的授證申請轉給 ED。
 - Administer parts I and II of the certification exam for AVS certification.
 - 管理 AVS 考試的第 I, II 部分。
- Activities
- 動作

- Attends all CC meetings.
- 參加所有授證會議。
- Receive and process all workshop, certification, and recertification applications. Acknowledge receipt of applications and keep applicants up to date with their application status.
- 所有研習班、授證、與覆審授證的收件及處理，通知申請人已經收到申請資料，並將申請案件的處理狀況更新。
- Prepare an electronic record of all applicants, including if applicable and/or available: mailing address; telephone, fax, mobile, and email; VMIT membership type, status, and chapter; certification type; certification number; certification date; and, recertification due date.
- 整理所有申請人的電子檔案，包括郵遞地址、電話、傳真、手機、電子郵件信箱、VMIT 會員種類、會員狀態、分會、授證種類、授證編號、授證日期、和覆審授證到期日等。
- Record payment of certification maintenance fees and certification application fees by classification: AVS, CVS, workshop, recertification, number of individuals.
- 紀錄每個授證人員的授證維護費、授證申請費繳費狀況，AVS, CVS, 研習班、覆審授證、證照號碼等。
- Record and maintain data on all approved certification training courses, including alternate instructors. Notify instructors holding course approval numbers of upcoming expiration dates or whether their course approvals have expired.
- 紀錄並維護所有認證訓練課程的替換講座，通知講座課程有效日期即將到期或已經過期。
- Prepare and process all certification examinations (parts I and II) for AVS certification. Process selection of proctors. Assemble and mail examinations (parts I and II). Receive and record receipt of exams.
- 準備並處理所有 AVS 考試的第 I, II 部分，組合並郵寄第 I, II 部分的考卷，接收考完的考卷並評分。
- Assist Module I instructors in proctoring exams; receive and record requests for exams; prepare and mail exams; maintain record of candidates and exam scores and results; notify instructors and candidates of testing results.
- 協助 Mod-I 課程講座監考的考試，收件並紀錄考試的申請，準備並郵寄考卷，紀錄申請人資料、考試分數及結果，通知 Mod-I 課程講座及應考人考試結果。
- Grade parts I and II of certification exams (for AVS certification only).
- 針對 AVS 考試的第 I, II 部分進行評分。
- Receive and record certification exam scores for CVS; notify candidates of test results; maintain record of candidates requiring retesting.
- 收件並紀錄 CVS 考試的結果，通知申請人考試結果，維護申請人申請補考的紀錄。
- Receive requests for retesting; process requests including verification of past performance in preparation of exam; coordinate with proctor and record actions.
- 申請補考案件的收件、處理，包括過去的考試結果，連絡監考人並紀錄相關動作。

- Prepare letters (approval and disapproval) and certificates; send to candidates/applicants; copy to directors, advisors, instructors, and Chair as appropriate.
- 準備信件（通過或未通過）及證照，寄給申請人，副本通知相關主任、指導人、講座、與授證委員會主任委員。
- Notify directors of changes in application status with copy of notification to candidate(s).
- 通知相關主任申請案件的處理狀況，副本通知申請人。
- Receive, process, and store all certification, recertification, and workshop applications, except as noted for destruction of delinquent or inactive applications. An application is deemed inactive when there has been no activity for six months.
- 所有授證、覆審授證、研習班申請案件的收件、處理、和存檔，除非是過期或失效註明要銷毀的資料。申請案件若超過 6 個月沒有動作，視為失效案件。
- Prepare and submit to the ED a monthly financial report which includes all income shown by source (individual and classification). Expenses shall be categorized.
- 準備月財務報表並提送給 ED，報表內容包括所有經過分類的收入與支出。

Notices

- Notifies all certificate holders of maintenance fees due and certification expirations.
- 通知所有授證人員授證維護費、證照等已經過期。