



National Environmental Balancing Bureau

8575 Grovemont Circle, Gaithersburg MD 20877-4121
(301) 977-3698 • FAX (301) 977-9589



NEBB Subject Matter Expert / Item Writer Volunteer Position Description & Submission Form

Purpose: Assist in developing content that supports learning objectives for exam products and/or job tasks identified by the bodies of knowledge for certification products, primarily discipline examinations.

Location: May vary, but 95% of the work can be done remote.

Qualifications / Selection Criteria:

- NEBB Individual CP Certificant-in-good-standing in discipline content/topical area
- Extensive knowledge of the discipline content/topical area
- Ability to work on your own and within a deadline and work productively as part of a volunteer group
- Ability to bring daily professional experience to the subject matter– both content and its context for the business.
- Ability to communicate to external audiences without using jargon
- Detail-orientation and capacity to see the project through to completion

Key Responsibilities:

- Contribute core content knowledge and material for item writing
- Utilize source and reference publications and supplemental resources
- Add richness to the content by offering first-hand field knowledge (anecdotal stories, case studies, best practices, tips and/or “tricks-of-the-trade”) that can be shared with others to improve knowledge exchange and transfer
- Maintain confidentiality and perform volunteer duties in an unbiased, impartial and unprejudiced manner
- Meet all deadlines for project deliverables, reviews, or sign-off
- When asked, assist in defining the knowledge, skills and abilities required for Certificants to perform given responsibilities

Time Commitment:

- Variable by project and number of items assigned
- Project scope will be established and reviewed with the Subject Matter Expert at the onset of item-writing assignment

Training/support provided:

- Online (viewing of past training sessions; done on your own time) and one GTM training session from 8:00 pm -9:30 pm ETZ.
- Guidance on the development process.
- Conference calls or online development meetings as necessary.

Accountabilities

- SMEs are selected according to Guidelines in NEBB’s CBICPP Manual Policy 116: Examination Development & Maintenance.
- SMEs who breach Policy 120: Code of Conduct will immediately be placed under review, investigated and subject to sanctions as set forth in Policy 121: Compliance.
- SMEs who decide to participate in teaching or on committees, who no longer desire to remain an active Item Writer, or fail to respond or communicate issues with deadlines will move to Inactive status.
 - If an Inactive SME decides to re-engage and participate, they are required to submit a new application and go through the review process from the beginning.

Benefits:

- Opportunity to define and validate the profession
- Ability to network with other Subject Matter Experts (SMEs) and NEBB Leadership.
- Gain recognition by sharing your expertise and taking your place among our profession’s experts.
- Obtain Continuing education credits (under Volunteer CEC Category) with your involvement.



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Name of Nominee: _____

Organization/Position: _____

Address: _____

Phone/Cell: _____

Email: _____

SME Candidate Experience, Volunteer Experience and Skills

Please detail below your skills and experience in volunteer positions and indicate why you wish to be involved as a CB Subject Matter Expert / Item Writer. (Please keep explanation to 200 – 225 words.)

Email completed form to NEBB Director of Certification, Cynthia Hereth at cindi@nebb.org