

**Roles and Responsibilities for Candidates and Collaborators**

# Candidates

Candidates are responsible for:

* Reading all NICE materials and participating in the NICE training modules
* Creating an e-portfolio based on their own work and learning experiences
* Developing a timeline with their mentor
* Engaging in conversations with mentor about all aspects of e-portfolio development
* Being open to coaching and feedback from mentor
* Letting mentor know in a timely manner if circumstances arise that will prevent keeping to the agreed-upon timeline

# Mentors

Mentors are responsible for:

* Reading and understanding *Intervener Microcredentials and National Intervener Certification ePortfolio (NICE)*
* Reading and participating in the NICE training modules
* Developing a timeline with the candidate
* Establishing regular meetings and/or communication with the candidate for purposes of mentoring and coaching (a minimum of three sessions—face-to-face or virtual—for a total of at least six hours of mentoring)
* Communicating concerns or questions about the mentoring role and relationships with the state deaf-blind project, university partner, or the National Center on Deaf-Blindness
* Complete and submit the Review Recommendation Form when the candidate is ready to submit their work.

# State Deaf-Blind Projects/University Partners

Roles of state deaf-blind projects or university partners may include:

* Providing consultation to potential candidates to assist them in assessing their readiness to apply for NICE certification
* Assigning personnel from their staff to serve as mentors to candidates applying for certification
* Recruiting and assigning other individuals to serve as mentors to candidates applying for certification
* Using the NICE materials to provide training to mentors and candidates about the NICE process
* Providing consultation to candidates and mentors regarding questions or concerns that arise as candidates are engaged in portfolio development

# **NICE Reviewers**

Reviewers are responsible for:

* Reviewing and signing a confidentiality and impartiality NICE Review Board agreement
* Completing reviewer training (6 to 8 hours)
* Participating in a NICE reviewer virtual orientation meeting (1.5 hours)
* Attending four virtual NICE Review Board meetings per year (1.5 hours each; 6 hours total)
* Independently reviewing and scoring 5 to 6 e-portfolios per year
* Taking an optional, one-time survey at the end of the year about the experience of serving as a reviewer (15 minutes)

# **NICE Advisers**

Advisers are responsible for:

* Reviewing overall progress data with the PAR2A Center and offering feedback on the review process as it is launched
* Reviewing and signing a confidentiality and impartiality NICE Review Board agreement
* Participation in a NICE reviewer virtual orientation meeting
* Completing reviewer training
* Virtually attending two of the four NICE Review Board meetings per year to observe, ask questions, and offer feedback
* Taking an optional, one-time survey at the end of the year about the experience of being an adviser

# **The Paraprofessional Resource and Research (PAR2A) Center**

The PAR2A Center is responsible for managing:

* A high quality, fair, and systematic process for verifying intervener knowledge and skill competencies
* The use of the digital infrastructure platform (Venture) for NICE
* The use of training materials for reviewers
* The use of analytics to assess technical and performance data
* Training reviewers in the use of the NICE scoring protocol
* Providing feedback to NICE candidates
* Dissemination of guidelines to candidates and intervener training programs (shared responsibility of NCDB and PAR2A Center)
* Payment processes for NICE intervener candidates
* Identifying reviewer, adviser, and mentor qualifications
* Providing support to the PAR2A Center to recruit NICE Board members
* Assisting state deaf-blind projects and university partners to access and use the NICE training materials
* Assisting state deaf-blind projects to plan models of outreach and technical assistance to cohorts of interveners and mentors