



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