CORE CONCEPT

Personnel Certification Body Training: ISO/IEC 17024 Schemes, Exams and Recertification

7 – 11 December 2026
Paris - Right Bank business hotel

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Introduction:

Personnel certification body training on ISO/IEC 17024 schemes, exams and recertification is a 1-week course for scheme owners, certification managers and examination staff of professional associations and licensing bodies, ending with a Certification Scheme and Examination Plan for a case organisation. Credentials lose credibility when exam content is not tied to a job task analysis, cut scores rest on committee opinion and item banks leak or go stale. Nominees already run certification, examination or credential renewal activities and work through case studies on scheme documents, item statistics and candidate records. CoreConcept Training Center delivers this personnel certification body course.

Course Objectives:

- Interpret ISO/IEC 17024 requirements for bodies certifying persons and separate the roles of scheme owner, certification body and training provider
- Write a certification scheme covering scope, job and task description, required competence, prerequisites, code of conduct and assessment methods
- Run a job task analysis with subject-matter experts and convert its results into a weighted examination blueprint
- Develop, review, pilot and bank written, practical and oral exam items with defensible validity and reliability evidence
- Set cut scores with recognised standard-setting methods and secure exams against item exposure and candidate misconduct
- Design surveillance, recertification, suspension and withdrawal rules and prepare the body for an accreditation assessment

Target Audience:

- Scheme owner teams in professional associations responsible for defining what a certified practitioner must know and do
- Certification management teams accountable for eligibility review, certification decisions and certificate records
- Examination development teams responsible for blueprints, item writing panels and exam form assembly
- Psychometric and data analysis teams who review item statistics, reliability and pass rates
- Licensing and credential renewal teams who manage continuing professional development, surveillance and recertification

Course Outline:

Day 1: Certification of Persons Landscape and Current-State Review

- ISO/IEC 17024 Scope and Certification of Persons Terminology
- Certificates, Licences and Attendance Certificates Compared
- Scheme Owner and Certification Body Role Separation
- Credential Portfolio Mapping Across Occupations and Levels
- Current-State Gap Review of Scheme and Exam Records

Day 2: ISO/IEC 17024 Requirements, Scheme Structure and Impartiality

- ISO/IEC 17024 Clause Map for Bodies Certifying Persons
- Certification Scheme Elements From Scope to Code of Conduct
- Prerequisites, Eligibility Routes and Experience Evidence Rules
- Impartiality Risk Analysis Where the Body Also Trains
- Appeals, Complaints and Certificate and Mark Use Rules

Day 3: Job Task Analysis, Exam Blueprints and Item Development

- Job Task Analysis Survey Design With Subject-Matter Expert Panels
- Exam Blueprint Weighting From Task Criticality and Frequency
- Item Writing Guides for Multiple-Choice and Scenario Items
- Item Review, Bias Check and Pilot Testing Procedure
- Practical and Oral Assessment Rating Scales and Examiner Calibration

Day 4: Cut Scores, Item Banking, Exam Security and Recertification

- Modified Angoff and Bookmark Standard-Setting Panel Methods
- Item Bank Status, Statistics and Retirement Rules
- Classical Item Analysis Using Difficulty and Discrimination Indices
- Exam Security, Proctoring and Cheating Incident Response
- Surveillance, Recertification, Suspension and Withdrawal Decision Rules

Day 5: Case Study Work on a Certification Scheme and Examination Plan

- Case Professional Association Brief With Draft Scheme Documents
- Case Job Task Analysis Results and Blueprint Drafting
- Case Item Statistics Review and Cut Score Recommendation
- Case Impartiality Review and Accreditation Readiness Checklist
- Certification Scheme and Examination Plan Completion and Peer Review

Skills You Will Gain:

- Certification Scheme Writing
- Job Task Analysis
- Examination Blueprint Design
- Item Writing and Review
- Standard Setting
- Item Bank Management
- Exam Security Control
- Recertification Rule Design

Why Attend This Course:

- Deliver a Certification Scheme and Examination Plan to the governing board and scheme committee of the certifying body for approval
- Decide whether an exam form, cut score or eligibility route is defensible using blueprint, item and pass-rate evidence
- Avoid appeals, leaked item banks and accreditation findings caused by undocumented scheme rules and opinion-based pass marks
- Equip item writers, examiners and renewal staff with blueprint templates, review checklists and recertification criteria from the case work

Conclusion:

Back at work, the participant presents the Certification Scheme and Examination Plan to the governing board, the scheme committee and the examination team. The body uses it to approve the scheme document, commission a job task analysis, schedule item writing and standard-setting panels and fix recertification intervals and evidence rules. After the first exam administration under the plan, the body should review item statistics, pass rates, appeals and security incidents, then decide which items to revise or retire and whether to request an accreditation assessment.

Frequently Asked Questions FAQ:

What should participants know before personnel certification body training on ISO/IEC 17024?

Participants should already work in certification, examination or credential renewal and know their body's current scheme or exam process. No statistics background is needed. Bringing an anonymised scheme document, exam blueprint or item statistics report helps them apply the case work to their own credential.

How does personnel certification body training differ from management system or product certifier courses?

It concentrates on certifying people: job task analysis, exam blueprints, item banks, cut scores and recertification of individuals. Management system and product certifier courses deal with audit durations, factory sampling and organisational certificates, which do not apply to a body examining persons.

Why does personnel certification under ISO/IEC 17024 rely on a job task analysis?

A job task analysis shows which tasks practitioners perform, how often and how critical they are. It links every exam item to real work, gives the blueprint its weightings and provides the validity evidence a body needs when a failed candidate appeals or an assessor reviews the exam.

What do participants take back from personnel certification body training on ISO/IEC 17024?

Participants take back a Certification Scheme and Examination Plan with a scheme outline, a job task analysis and blueprint template, an item review checklist, a cut score recommendation, an impartiality review and recertification rules they can adapt to their own body.