



## SME QUALIFICATIONS & SKILLS

IC&RC is dedicated to recruiting subject matter experts (SMEs) who make up a diverse group of alcohol and drug counselors. SMEs panels represent various geographic locations, pathways to the profession, education, experiential backgrounds, and practice settings.

As such, IC&RC has a rigorous process for recruiting and vetting SMEs for all its psychometric activities. IC&RC disseminates an announcement to all known ADCs and IC&RC member boards that they are seeking subject matter experts.

Interested applicants are required to complete an application and provide a resume demonstrating their knowledge and experience as an ADC. Applications are reviewed by IC&RC and selections are made based on demonstration of meeting IC&RC SME criteria:

- Have **2-10** years of experience in the addiction counseling field
- Hold the IC&RC Alcohol and Drug Counselor (ADC) credential
- Currently work as an alcohol and drug counselor

In addition to the above-mentioned qualifications, interested professionals must have the following skills:

1. **Domain Expertise** - *The SME candidate should have a good understanding of the below domains for the credential and have knowledge about the roles and duties associated with these domains.*
2. **Process Expertise** - *The SME candidate should have experience in the detailed day-to-day processes and skill sets associated with the credential domain areas.*
3. **Methodology Expertise** - *The SME candidate should have a clear understanding of specific methodologies and theoretical approaches associated with the credential and its specific domains.*
4. **Team Player** - *The SME candidate will have a deep appreciation for working in a group format to accomplish a task.*
5. **Writing Skills** - *The SME candidate will have basic language skills for the development of readily understandable test questions without the need for extensive editing for language, composition, spelling, or grammar.*

In addition, panel diversity is taken into consideration. Race/ethnicity, gender, geographic location, work setting, and years of experience are all factors taken into consideration when selecting SMEs.

While IC&RC strives to have as diverse group of SMEs, geographic representation from IC&RC's 70 plus boards is impractical. Therefore, IC&RC diligently ensures diversity in as many demographic points as is feasible.