

CNAMB Job Task Analysis FAQ

General Information about the Job Task Analysis (JTA)

- **What is a JTA?**
 - A JTA is a systematic process used to identify and examine the tasks, duties, responsibilities, and required skills associated with a particular job or role. It involves breaking down a job into its essential components to understand what a person needs to do, know, and be able to perform effectively in that role.
- **Why is the JTA necessary for the certification program?**
 - A JTA helps ensure that the certification accurately reflects the current skills and knowledge required for the job, ensuring relevance and validity of the eligibility requirements for someone to hold the credential.
- **What changes can be expected in the certification program following the JTA?**
 - The JTA may lead to updates in eligibility requirements, examination content, reorganization of test domains, new competencies or knowledge areas, and adjustments to the scoring or weighting system.
- **What is the timeline for implementing these changes?**
 - The timeline will vary depending on the extent of the revisions, but candidates will be given sufficient notice before any changes take effect. CCI primarily announces changes to certification programs through our media channels; this includes Newsletters, social media, blogs, and on our website. Newsletters are emailed to all contacts in our system, this is why it is important to keep your contact information in the CCI portal up to date.
- **Who can I contact if I have questions about the JTA transition?**
 - Email info@cc-institute.org for inquiries.

Impact on Current Certificants and Candidates

- **How will these changes impact current certification holders?**
 - These changes will not impact current certification holders.
- **How will the certification renewal process be affected by these changes?**
 - The renewal process will not be affected by the JTA itself. However, the categories for maintenance points activities may be adjusted to incorporate new competencies or professional development requirements. Existing certificants will be informed of any changes and given guidance on how to comply with updated renewal criteria.
- **If I pass the examination under the old JTA, will my certification still be valid after the new JTA is implemented?**
 - Yes, certifications earned under the previous JTA remain valid. There are no new tasks for current certificants to complete.

Examination Content and Structure Changes

- **How will these changes affect the certification examination?**
 - The examination will be updated to reflect the new competencies and tasks identified in the JTA, ensuring it accurately evaluates candidates on skills that are most relevant and current.
- **How will the new JTA affect the examination content, format, and scoring?**
 - The JTA may result in modifications to test domains, content weighting, and overall examination structure. Specific details will be communicated in advance.
- **Are there any new topics or areas of focus that will be added/removed from the examination?**
 - Any changes to examination content will be outlined in updated task and knowledge statements, which will be made available to candidates.

Eligibility and Fees

- **Will the changes impact the eligibility requirements or fees for certification?**
 - Eligibility requirements may be updated based on the findings of the JTA to ensure candidates meet the most current qualifications. Fees will not be adjusted based upon any JTA outcomes. Any changes will be communicated in advance.
- **If I applied for eligibility under the old JTA but haven't taken the examination yet, will my eligibility still be valid under the new JTA?**
 - Yes, if you were approved of eligibility under the old JTA but have not yet taken the examination, your eligibility will generally remain valid. However, you will be required to take the examination based on the new JTA once it is implemented. Specific details on eligibility transitions, including any deadlines or required updates, will be communicated in advance to ensure candidates have ample time to prepare.

Transition Period

- **When can we expect updates about the changes to the certification program?**
 - Updates will be provided in advance throughout various media channels, including email, website announcements, and official documentation.
- **Will there be a transition period for candidates to take the current examination?**
 - The date that the new examinations will become available, will be shared well in advance. There will be no overlap where both the current and new examinations would be offered at the same time.
- **Will there be a blackout period during the implementation where no examination is available?**
 - No. There will be no period when the examination is not available.
- **How will I be notified of which version of the exam will be administered on my chosen examination date?**
 - Candidates will receive notifications via multiple media channels. However, it is important to keep your email and contact information up to date as a responsibility of being certified by CCI so that you receive important communications.

- **If I am scheduled to take my examination in December 2026, which examination will I be taking?**
 - Candidates testing prior to the implementation date of the new examinations, will receive the current version of the examination.
- **Should I take the examination before the new JTA is implemented, or should I wait until after?**
 - The decision depends on your preparedness and whether the updated content better aligns with your training and experience. Examination task and knowledge statements and transition guidance will be available to assist with planning.
- **If I fail the examination before the JTA changes, but the next available examination date is after the change, will I receive the current or the new content?**
 - Candidates who retest after the implementation date will take the new version of the examination.
- **If I need to retake the examination, how will the changing JTA affect my retake strategy?**
 - Candidates should consider the timing of changes when scheduling to retake their examination. Updated examination preparation resources will be available to support transition planning.

Study Materials and Preparation

- **Are there any new educational resources that I should use? Will there be any sample questions available for the new examination content outline?**
 - Updated study materials and sample questions will be made available before the implementation of the new examinations.
- **If I purchase study materials now, will they still be relevant for the examination after the JTA change, or will I need to purchase new materials?**
 - The study materials are likely to change with the new examination content outline. Updated resources will be recommended when available. In addition, a crosswalk of the current content and new content will be provided to help candidates identify any content gaps.
- **What if I purchased previous preparation materials?**
 - If your study materials are based on the current JTA, check for updates or supplement them with new resources to ensure alignment with the revised examination.