



CGFNS/ICHP COMMITTEES

COMMITTEE	FUNCTION	TERM OF OFFICE	MEETING SCHEDULE	STAFF TO COMMITTEE	MEMBERSHIP COMPOSITION
APPEALS	To hear and rule on any appeals submitted to CGFNS, in adherence with the CGFNS Appeals Process.	2 years	Appeals Procedure requires CGFNS to schedule at least 3 meetings per year and hold them on an as needed basis. Chief Executive Officer must attend the meetings.	Director of Governmental Affairs and Professional Standards & Chief Executive Officer	1 Trustee serving as Chair and 3 non-Trustees President Ex-Officio
AUDIT	Responsible for overseeing the financial reporting process, monitoring the internal control environment, and meeting directly with the external auditors before and after the annual audit concerning various topics, including the selection of accounting policies and principles	2 years	Must meet four times per year.	Chief Financial Officer & Chief Executive Officer	1 Trustee serving as Chair and 3 non-Trustees President Ex-Officio
BYLAWS	To review and recommend proposed changes to the Bylaws of CGFNS.	2 years	Must meet no less than once per year.	Chief Executive Officer	Secretary serves as Chair and 1 other Trustee President- Ex Officio
EDUCATION	Provide guidance for and review of strategic development and educational initiatives for CGFNS International University, and its University Centers: Knowledge Resource Center, Center for Global Research, Center for Comparative Education in the Health Professions, Center for Professional Development and the Center for Scholarship	2 years	Must meet no less than once per year.	Chief Executive Officer and Director of Global Learning, Research and Development	1 Trustee serving as Chair and 6 non-Trustees President- Ex Officio
EXAMINATION	To review test items and assemble the CGFNS Qualifying Examination in consultation with the nursing test vendor. The Committee also provides direction to CGFNS item writers and examines policy issues related to exam administration. The Committee also examines policy issues related to administering the CGFNS Exam.	2 years	Meetings must accommodate the review of the nursing examinations that CGFNS administers in a calendar year.	Director of Global Learning, Research and Development & Chief Executive Officer	1 Trustee serving as Chair and 3 non-Trustees. Members should not serve simultaneously on the Research & Evaluation Committee. President Ex-Officio

EXECUTIVE*	To exercise all the powers and authority of the Board of Trustees in the management of the ordinary business and affairs of the corporation between regularly called meetings of the Board (with exceptions as noted in the Bylaws).	2 years for each officer	Must meet at least twice per year at times other than meetings of Board of Trustees	Chief Executive Officer	The four Trustees who serve on the Executive Committee are the President, Vice President, Secretary and Treasurer.
NOMINATIONS	To present to the President a ballot of officers and nominations for Trustees-at-Large to the Board of Trustees, and make suggestions for Committee Chairs and membership.	2 years	Must meet at least once per year.	Chief Executive Officer	2 Trustees Immediate Past President President – Ex Officio
PROFESSIONAL NURSE CREDENTIALS AND STANDARDS	To develop, review and revise the Standards by which the CGFNS Credentials Evaluation staff assesses the comparability of a foreign educated nurse's education. It also is the arbiter which documents and determines the foreign educated nurse's status when the Credentials Evaluation staff is unable to determine an applicant's eligibility because of insufficient documentation or unusual situations.	2 years	Meets based on Qualifying exam schedule. Each meeting must precede the Qualifying Exam.	Director of Governmental Affairs and Professional Standards & Chief Executive Officer	1 Trustee serving as Chair and 4 non-Trustees President Ex-Officio
PROFESSIONAL NURSE CREDENTIALS AND STANDARDS SUB COMMITTEE ON ADVANCED PRACTICE NURSING	To address the need for educational standards to guide CGFNS to evaluate the comparability of education, licensure and practice of foreign educated registered nurses who have received post graduate (baccalaureate) education outside the U.S., to practice as an advanced practice registered nurse (nurse midwife, nurse practitioner, clinical nurse specialist or nurse anesthetist) or in a nursing specialty by certification (critical care, perioperative, surgery, or oncology).	2 years	Meets at least once per year	Director of Government Affairs and Professional Standards & Chief Executive Officer	1 Trustee 7 Non-Trustees 1 ex officio from Board President Ex-Officio
RESEARCH & EVALUATION	To oversee research activities supported by CGFNS and to ensure that the CGFNS Exam is psychometrically sound and legally defensible. The Committee also addresses issues related to the administration of the CGFNS Qualifying Examination, including web patrol (monitoring of web sites for CGFNS examination content by test vendor) and data forensics (statistical analysis of test taker performance to ensure test security).	2 years	Must meet at least once per year.	Director of Global Learning, Research and Development & Chief Executive Officer	1 Trustee serving as Chair and 3 non-Trustees. Members of the Research & Evaluation Committee members should not serve simultaneously on the Education Committee. President Ex-Officio

HEALTHCARE PROFESSIONS STANDARDS COMMITTEES:	To serve as liaison between the Board of Trustees of CGFNS and the Professional Standards Committees established for healthcare professions, to which ICHP provides credentials evaluation services. The committee shall act in accordance with the general policies and bylaws of CGFNS. The Committee serves as the Appeals Committee for VisaScreen actions.	2 years	Must meet at least once per year. Meetings must accommodate development, review and implementation of standards	Strategist & Chief Executive Officer	Composed of one member of the CGFNS Board of Trustees, who acts as Chair; and Chairs of each of the ICHP Health Professions Standards Committees. A Public Member and an International Educator or an Academic Admissions Officer. President Ex-Officio
LICENSED PRACTICAL NURSE STANDARDS	Develop and review profession specific standards and provide guidance on the evaluation of applicants whose credentials pose unusual problems. These Committees may also serve as the appeals committee for a specific profession.	2 years	Must meet at least once per year.	Director of Government Affairs and Professional Standards & Chief Executive Officer	Experts in the profession. President Ex-Officio
MEDICAL TECHNOLOGY PROFESSIONAL STANDARDS	Develops and reviews profession-specific standards by which the credentials of internationally educated Medical Technologists (Clinical Medical Scientists) and Medical Technicians (Clinical Medical Technicians) are analyzed to determine comparability to that of a US-educated Clinical Medical Technologist or Clinical Medical Technician. The Committee also serves as a resource for CGFNS International on trends within the professions and for CGFNS staff in the evaluation of international Medical Technologist and Medical Technician credentials.	2 years	Must meet at least once per year.	Director of Global Learning, Research and Development & Chief Executive Officer	Experts in the profession. President Ex-Officio
OCCUPATIONAL THERAPY PROFESSIONAL STANDARDS	Develops, revises and upholds the integrity of the standards for the Occupational Therapy Profession. The Committee also serves as a resource for CGFNS International on trends within the professions and for CGFNS staff in the evaluation of international Occupational Therapists.	2 years	Must meet at least once per year.	Strategist & Chief Executive Officer	Experts in the profession. President Ex-Officio
PHYSICAL THERAPY PROFESSIONAL STANDARDS	Develops, revises and upholds the integrity of the standards for the Physical Therapy Profession. The Committee also serves as a resource for CGFNS International on trends within the professions and for	2 years	Must meet at least once per year.	Strategist & Chief Executive Officer	Experts in the profession. President Ex-Officio

	CGFNS staff in the evaluation of international Physical Therapists.				
PHYSICIAN ASSISTANTS PROFESSIONAL STANDARDS	Develop and review profession specific standards and provide guidance on the evaluation of applicants whose credentials pose unusual problems. These Committees may also serve as the appeals committee for a specific profession.	2 years	Must meet at least once per year.	Director of Government Affairs and Professional Standards & Chief Executive Officer	Experts in the profession. President Ex-Officio
SPEECH LANGUAGE PATHOLOGY/AUDIOLOGY PROFESSIONAL STANDARDS	Develops, revises and upholds the integrity of the standards for the Physical Therapy Profession. The Committee also serves as a resource for CGFNS International on trends within the professions and for CGFNS staff in the evaluation of international Physical Therapists.	2 years	Must meet at least once per year.	Strategist & Chief Executive Officer	Experts in the profession. President Ex-Officio

*The Executive Committee is elected. The President in collaboration with the CEO appoints all other Committees.

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