

Enriching Lives Through Person Centered Engagement



NATIONAL CERTIFICATION COUNCIL FOR ACTIVITY PROFESSIONALS

March 2020

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An In-Depth Look at Job Task Analysis

NCCAP is excited to announce the critical undertaking of a Job Task Analysis. This important work is the foundation of all professional credentials and validates our independent National Exam.

At the same time, a Job Task Analysis provides the basis for promoting a consistent Job Title and Job Description across the long-term care sector.

It has come to our attention that the link in the last newsletter which was supposed to provide a more comprehensive summary regarding Job Task Analysis was not functional. We apologize for any inconvenience. Below is the summary which provides a more in-depth look at Job Task Analysis.

A fundamental requirement for test development is to conduct a formal Job Task Analysis (JTA) to ensure the examination reflects practice. The Civil Rights Act of 1964 and the Uniform Guidelines on Employee Selection Procedures are very specific about what organizations must do if they use tests to screen or qualify people or in any way judge a person's capability.

A job analysis is a formal process for determining or verifying what people do, under what working conditions they do it, what they must know to do it, and the skills they must have to do it. The



analysis can be applied to a set of duties, a group of tasks, a job, a role, an occupation, or a profession, but most people just refer to the process as a job task (or practice) analysis.

A job analysis consists of identifying and defining the components of that occupation or profession that distinguishes it from other occupations or professions. In general, a job or task analysis will result in enough data to support the development of performance standards and training. For purposes of certification, it is necessary to identify and analyze the knowledge and skills required for one to be **competent to practice** the job or profession. This is required for the development and maintenance of certification programs.

The first step in any comprehensive test development effort is the completion of a formal and thorough Job Task Analysis (JTA). The results from the JTA define the domain of relevant knowledge, skills, and competencies needed for competent entry-level practice, and form the backbone of the test blueprint. Thus, in a very real and direct sense, the test content itself is defined by the results of the JTA.

In order to meet the NCCAP's goal of creating standards of practice that are applicable to the field regardless of geographic location or area of business, a JTA must be conducted that addresses all of the issues inherent in establishing a single set of credentialing standards that can apply to all Activities Professionals. The JTA is conducted at least every five years, but the exam committee may decide to do it more often if their judgment so warrants.

A combination of both qualitative and quantitative approaches is employed to gather information required for the development of the NCCAP national certification examination. This snapshot of the profession is used to develop a fair and appropriate national examination to ensure the entry-level Activity Professional is competent to safely practice.

Apply for the Activity Professional Certification Today!



Save the Date!

National Certification Council for Activity Professionals
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NATIONAL
ASSOCIATION OF
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38TH ANNUAL CONFERENCE

April 21--24, 2020
Peppermill Resort
Reno, Nevada

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Way*



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