



## **Executive Summary of the Certified Employment Support Professional (CESP™) Certification 2018-2019 Job Analysis**

The Association for People Supporting Employment First (APSE) commissioned a job analysis to be conducted for its certification for employment support professionals in 2018. This study was previously conducted in 2011 as one of the prerequisites for program accreditation by the National Commission for Certifying Agencies (NCCA).

The twofold purpose of the current job analysis is to (1) update the exam content outline as the guiding document for the exam to determine the nature and emphasis of the exam content and (2) to fulfill the requirements for re-accreditation. By linking exam content to a job analysis, the exam gains content validity.

A representative panel of subject matter experts (SMEs) was appointed to oversee the job analysis, with guidance from a psychometric consultant and APSE staff. The data for the job analysis were gathered from an online survey that was distributed to APSE's certificant population. Of the 2397 surveys that were successfully delivered, 462 recipients followed directions in completing the survey. This yielded a response rate of 19.3%.

Respondents were asked to rate each of 75 content items on the basis of frequency of being used on the job, and the criticality of using the knowledge effectively. The survey provided a frequency and criticality rating scale for respondents to record their opinions. The ranking of combined frequency and criticality means compares the content items that are deemed most and least important based on the professional experience and expertise of the survey respondents. Domain emphasis is then determined by the number of content items and their relative importance.

The results were closely aligned with the results of the prior job analysis that was conducted in 2011. Several minor changes in emphasis resulted; however, the magnitude of emphasis was similar. The changes, though minor, were adopted by APSE's Exam Council (the Employment Support Professional Certification Council or ESPCC) to create test specifications. The examination will remain a 3-hour examination, with 135 questions (115 of which are scored to create the candidate score).

The content outline, sometimes also called the test blueprint, provides a listing of the major content areas to be included on each test form. The 2018-2019 job analysis and test specifications resulted in a new content outline, which will be implemented beginning with the next version of the exam to be developed in 2019. APSE continually strives to be up to date in its employment support work on behalf of the public and the profession.

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