



## SUBJECT MATTER EXPERT APPLICATION

The National Chimney Sweep Guild is seeking applications for Subject Matter Experts (SMEs) for the development of three certification programs: Certified Chimney Professional, Certified Chimney Journeyman, and Certified Chimney Reliner.

**All interested SMEs should currently be working in the profession.**

If you are interested in joining our SME roster, please complete the information below and email it to [office@ncsg.org](mailto:office@ncsg.org).

About You	
<b>First Name:</b>	
<b>Last Name:</b>	
<b>Address:</b>	
<b>Email Address:</b>	
<b>Phone #:</b>	
<b>Organization Name:</b>	
<b>Current Title:</b>	
<b>Years of Experience as a Sweep:</b>	
<b>List of Academic Background and Qualifications:</b>	
<b>Have you ever participated in the development of a test or certification program? If so, please describe your role.</b>	
<b>Age</b> (Information is used only to determine diversity in age when selecting SMEs. All age ranges will be represented in the certification development process.)	<input type="checkbox"/> 18 – 29 <input type="checkbox"/> 30 – 39 <input type="checkbox"/> 40 – 49 <input type="checkbox"/> 50 – 59 <input type="checkbox"/> 60+

### Your Expertise

Please describe your experience in the field of chimney sweeps:

Why would you like to be a SME for the National Chimney Sweep Guild?

List any volunteer organizations, committees, clubs, community groups, etc. with which you are involved:

### Connecting With You

How often do you check your email?  
(check one)

- Daily  
 2-3 times per week  
 Only when expecting important message

Are you able and willing to travel for face-to-face meetings outside of your city or state?

- Yes  
 No

Are you able to attend four or more meetings by web / phone per year?

- Yes  
 No

How often are you willing to participate in SME activities?  
(check all that apply)

- Once per year  
 2-3 times per year  
 4-5 times per year

Which of the following areas are you interested in providing your SME knowledge? (Select all that apply)

- Test Content Development (writing questions)  
 Beta Testing (taking an example test)  
 Standard Setting (setting the cut score)

Connecting With You	
<b>How often do you check your email?</b> (check one)	<input type="checkbox"/> Daily <input type="checkbox"/> 2-3 times per week <input type="checkbox"/> Only when expecting important message
<b>Are you able and willing to travel for face-to-face meetings outside of your city or state?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you able to attend four or more meetings by web / phone per year?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>How often are you willing to participate in SME activities?</b> (check all that apply)	<input type="checkbox"/> Once per year <input type="checkbox"/> 2-3 times per year <input type="checkbox"/> 4-5 times per year
<b>Which of the following areas are you interested in providing your SME knowledge? (Select all that apply)</b>	<input type="checkbox"/> Test Content Development (writing questions) <input type="checkbox"/> Beta Testing (taking an example test) <input type="checkbox"/> Standard Setting (setting the cut score)

Please read and check the appropriate statements below:

I authorize National Chimney Sweep Guild to use my name and email address for specific SME-related communications.

I further authorize National Chimney Sweep Guild to use my name where necessary in meeting minutes and in listing SMEs in reports for all certification development needs.

I am willing to sign a Non-Disclosure Agreement if selected to participate.

Signature of Candidate:  Date:

Name of Candidate (print):

**WHEN COMPLETE, PLEASE EMAIL TO [OFFICE@NCSG.ORG](mailto:OFFICE@NCSG.ORG)**