

## NICE 5-Year Recertification Worksheet

Before beginning the submission process, prepare and save your materials. Use this worksheet, which duplicates information found in the NICE 5-Year Recertification Instructions, to make sure you have the correct documentation and required number of points. You will upload this worksheet when submitting your documentation to the NICE Recertification Platform.

Steps:

1. For each activity that you select from the left-hand column, enter your points in the right-hand column. Delete the activities that you are not using.
2. Total your points at the bottom of each table.
3. After completing all three tables, calculate your total points.

### Table 1: Professional Commitment

Submit at least one type of documentation for professional commitment you have had since receiving your initial NICE certification or last recertification. Make sure the total points do not exceed 50 in this category.

Activity	Required Documentation	How to Calculate Points	Your Points
Employment as an intervener	Proof of employment	1 year of employment = 5 points  Example: 3 years of employment = 15 points	

<p>Reflection on your work</p> <p>Write a single 300-500-word reflection or make an audio or video recording of at least 5 minutes that addresses these questions:</p> <ol style="list-style-type: none"> <li>1. Describe the knowledge or skills you bring to your role as an intervener and how they have benefitted your student/client.</li> <li>2. In what ways are your knowledge or skills important to your work as a member of the student's/client's team?</li> <li>3. What factors motivate you to continue working as an intervener?</li> </ol>	<p>Written or recorded reflection</p>	<p>Written/recorded reflection = 25 points</p>	
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**Total points:**

## Table 2: Continuing Education

Submit at least one type of documentation for a continuing education activity or activities you have had since receiving your initial NICE certification or last recertification. Make sure the total points do not exceed 50 in this category.

Activity	Required Documentation	How to Calculate Points	Your Points
<p>Attend a training event at your place of employment (e.g., a hosted Open Hands, Open Access modules class or a workshop)</p> <p>Provide a reflection for each training: Choose one of the following questions and write a single 150-word reflection or make an audio or video recording of at least 2 minutes.</p> <ol style="list-style-type: none"> <li>1. In what ways are the knowledge or skills you learned while completing the training important to your work with your student/client?</li> <li>2. In what ways are what you learned important to your work as a member of the student's/client's team?</li> <li>3. What did you learn about yourself as an intervener or about intervention during the training?</li> </ol> <p>Make sure to include the name, date, and sponsor of the training in your reflection.</p>	<p>Certificate(s) of completion or verification letter (if no certificate was offered) and written or recorded reflection(s)</p>	<p>1 hour of participation = 2 points</p> <p>Examples:</p> <p>8-hour module = 16 points</p> <p>2-hour workshop = 4 points</p>	

<p>Complete a college course in education or related field</p> <p>Provide a reflection for each course: Choose one of the following questions and write a single 150-word reflection or make an audio or video recording of at least 2 minutes.</p> <ol style="list-style-type: none"> <li>1. In what ways are the knowledge or skills you learned while completing the course important to your work with your student/client?</li> <li>2. In what ways are what you learned important to your work as a member of the student's/client's team?</li> <li>3. What did you learn about yourself as an intervener or about intervention during the course?</li> </ol> <p>Make sure to include the college, course name, and instructor in your reflection.</p>	<p>Transcript (showing course completed) and written or recorded reflection(s)</p>	<p>1 quarter credit = 10 points 1 semester credit = 15 points</p>	
<p>Attend a conference on deaf-blindness or a related topic</p> <p>Provide a reflection for each conference: Choose one of the following questions and write a single</p>	<p>Certificate(s) of completion or registration confirmation and reflection(s)</p>	<p>1 hour of participation = 2 points</p>	

<p>150-word reflection or make an audio or video recording of at least 2 minutes.</p> <ol style="list-style-type: none"> <li>1. In what ways are the knowledge or skills you learned at this conference important to your work with your student/client?</li> <li>2. In what ways are what you learned important to your work as a member of the student's/client's team?</li> <li>3. What did you learn about yourself as an intervener or about intervention at this conference?</li> </ol> <p>Make sure to include the conference name in your reflection.</p>		<p>Example: 1-day conference (7 hours) = 14 points</p>	
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**Total points:**

### Table 3: Leadership and Service

Submit at least one type of documentation for a leadership or service experience you have had since receiving your initial NICE certification or last recertification. Make sure the total points do not exceed 50 in this category.

Activity	Required Documentation	How to Calculate Points	Your Points
Membership in a professional community that is relevant to your work as an intervener  (e.g., a group for interveners, Council for Exceptional Children, Association for Education and Rehabilitation of the Blind and Visually Impaired)	Verification letter	1 year of membership = 5 points	
Serve as a support service provider (SSP)	Verification letter	5 hours of support = 1 point	
Volunteer or work at an event for individuals with deaf-blindness in a role other than SSP	Verification letter	5 hours of volunteering = 1 point  Example: After school carnival in the fall and spring for 10 hours = 2 points	
Mentor other interveners	Verification letter	2 hours of mentoring = 1 point	
Receive an award or special recognition as an intervener (Include a 50-word description of the award)	Photo and description of the award	1 award/special recognition = 20 points	

Give a presentation on deaf-blindness to staff at your worksite	Copy of the presentation	1-hour presentation = 5 points	
Give a presentation related to intervener services or deaf-blindness to an audience other than staff at your worksite  (e.g., at a conference in a community setting)	Verification letter	1-hour presentation = 10 points	
Participate in local, state, or national work related to improving intervener services  (e.g., serve on a board or workgroup, provide advice or assistance to a state deaf-blind project). Note: This is different from working with individuals who are deaf-blind or their families. Instead it refers to group projects or activities.	Verification letter	1 hour of service = 1 point	
Provide advice on being an intervener  <ul style="list-style-type: none"> <li>Write a single 300-500-word document or make an audio or video recording of at least 5 minutes that addresses this question: What advice do you have for interveners who are just starting in the profession?</li> </ul>	Written or recorded advice	Written/recorded advice = 20 points	

**Total points:**

## Calculate Your Total Points

Category	Points
Professional Commitment	
Continuing Education	
Leadership and Service	
Total	



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