



## Bylaws

# The National Certification *for* Educational Diagnosticians

Updated October 2025

## TABLE OF CONTENTS

SECTION 1 PURPOSE AND ASSUMPTIONS .....	3
SECTION 2 DEFINITIONS .....	3
SECTION 3 NCED CREATION.....	3
SECTION 4 MEMBERSHIP OF THE BOARD .....	3
SECTION 5 TERMS .....	4
SECTION 6 OFFICERS/MEETING/QUORUM .....	4
SECTION 7 CONTRACT SERVICES .....	5
SECTION 8 PROHIBITED ACTS .....	5
SECTION 9 CERTIFICATE APPLICATION.....	5
SECTION 10 EXAMINATION.....	5
SECTION 11 NATIONAL CERTIFICATION .....	6
SECTION 11.1 NATIONAL CERTIFICATION - RETIRED .....	6
SECTION 12 CERTIFICATE RENEWAL .....	7
SECTION 13 INACTIVE CERTIFICATION.....	7
SECTION 14 DENIAL, SUSPENSION, AND REVOCATION OF A NATIONAL CERTIFICATION	7
SECTION 15 RULES AND FORMS .....	7
SECTION 16 FEES .....	7
SECTION 17 STANDARDS OF CONDUCT .....	7
SECTION 18 STANDARDS OF COMPETENCY.....	8
SECTION 19 ADVISORY COMMITTEES .....	8
SECTION 20 ANNUAL REPORT.....	8
SECTION 21 ROSTER OF NATIONALLY CERTIFIED PERSONS .....	8
SECTION 22 DISPLAY OF NATIONAL CERTIFICATION .....	8
SECTION 23 CURRENT ADDRESS OF NATIONALLY CERTIFIED PERSON .....	8
SECTION 24 AMENDMENTS OF THESE BYLAWS .....	8
SECTION 25 DISSOLUTION.....	8

## SECTION 1.

**PURPOSE AND ASSUMPTIONS:** These Bylaws are predicated upon the assumption that quality control for Educational Diagnosticians lies predominantly with the individual and with the profession. Certification is viewed as an endorsement from the professional body upon its own who qualify, necessitating continual growth, and encouraging higher and uniform standards from colleges and universities to enable their graduates to meet the requirements.

## SECTION 2.

### DEFINITIONS

(A) “Board” means the National Certification for Educational Diagnosticians Board of Directors (herein known as the Board).

(B) “Educational diagnostic service” means the: (1) Diagnosis, assessment, measurement, or prediction of how a person’s perception, motivation or cognition affects his or her learning abilities (2) Use of evaluation tests, methods, tools, or instruments in making an intellectual, perceptual, psycholinguistic, gross/fine motor, social or academic assessment of a person’s abilities (3) Evaluation of data and information about a person’s learning abilities (4) Development, review, change or termination of a person’s educational program.

(C) “Nationally Certified Educational Diagnostician” (herein known as NCED) means a person who performs an educational diagnostic service and holds a current Certification from the Board.

(D) “Certificate” means Certification by the Board.

(E) “Meeting” shall include all formats for meetings where Board members interact in a live setting such as face to face or electronic format. All other formats (e.g. email) shall follow the rules as set forth in Section 6.

(F) “Executive Session” means a closed meeting of the voting members of the Board.

## SECTION 3.

The NATIONAL CERTIFICATION FOR EDUCATIONAL DIAGNOSTICIANS BOARD OF DIRECTORS is created.

## SECTION 4

### MEMBERSHIP OF THE BOARD

(A) Directors on the Board must meet the following qualification criteria:

1. Hold the NCED credential.
2. Be a practicing Educational Diagnostician, supervisor of Educational Diagnosticians, trainer of Educational Diagnosticians, or other professional whose main responsibilities is related to the field of Educational Diagnosticians.

(B) Nominations and the appointment date for open Director vacancies on the Board will be advertised

through methods such as (1) NCED website and newsletters (2) certificate holder email on file with NCED

(C) To be nominated as a Director, the individual must submit the following information for consideration to the Board President no later than 30 calendar days prior to the posted appointment date: (1) Professional vita (2) Two letters of recommendation. One letter must be from a current member of NCED and the other from the applicant's supervisor unless prior approval is received from the Board.

(D) Directors will be appointed by a majority vote of the Board with the vote to occur prior to July 1 of the specified year.

## SECTION 5. TERMS

(A) Directors will serve one (1) three-year term (i.e., three consecutive years) on the Board

(B) At the end of their appointment, Directors may seek re-election for a second term. A Director may not serve more than two consecutive terms.

(C) A three-year term of office for a Director begins July 1 of the first year of appointment to the Board and ends June 30 of the third year of appointment.

(D) Directors completing their three-year term will rotate off the Board each year while new Directors will be installed to the Board each year, thereby ensuring infusion of the Board with fresh, new perspectives relevant to the profession and simultaneously permitting preservation of the historical foundations of the NCED program.

(E) Any vacancy in the membership of the Board occurring otherwise than by expiration of a term of office shall be temporarily filled by recommendation of the President with Board approval. Permanent appointments will be made by the Board prior to the end of the fiscal year.

## SECTION 6. OFFICERS/MEETING/QUORUM

(A) The Board annually shall elect a President, Vice President, Treasurer, and Secretary and such other officers and committee chairmen from its membership as the Board deems appropriate.

(B) Two Board meetings per fiscal year are required, preferably face to face. Additional meetings shall be held as needed throughout the fiscal year.

(C) A majority of voting members of the Board constitute a quorum.

(D) Only those Board members in actual attendance, inclusive of remote attendance, may vote or be considered in determining a quorum except as specified in Section 6F.

(E) All Board meetings are held in closed session due to the sensitive nature of review, approval, or rejection of applications for registration, employment or any other matter involving an individual's privacy.

(F) The board may conduct business in meetings held face to face or other interactive formats such as electronically, by phone or email.

## SECTION 7. CONTRACT SERVICES

The board, with a majority vote, may contract with consultants, legal advisors, or other service providers as necessary to carry out the business of NCED.

## SECTION 8. PROHIBITED ACTS

A person may not hold himself or herself out as a Nationally Certified Educational Diagnostician unless the person has a current Certificate issued under these Bylaws.

## SECTION 9. CERTIFICATE APPLICATION

An Applicant for a NCED certificate must meet all the following criteria:

1. Be at least 25 years of age.
2. Complete a program acceptable to the Board in the field of educational diagnostic services at an educational institution approved by the Board or the equivalent as determined acceptable by the Board.
3. Have a minimum of two full academic years of full-time teaching experience at the time of the submission of the examination application.
4. Be currently certified by the applicant's State of Licensure/Certification as an Educational Diagnostician, or the equivalent thereof, as determined by the Board, and have held such certification for a minimum of twenty-four (24) months, at the time of the submission of the examination application.
5. Have two academic years of full-time experience acceptable to the Board as a certified Educational Diagnostician at the time of the submission of the examination application.
6. Submit to the Board a completed application form prescribed by the Board and such other information as the Board may require.
7. Comply with standards of conduct and competency adopted by the Board.
8. Pay to the Board an application fee set by the Board. The application fee will cover certifying the validity of the application materials and the cost of administering the exam. Procedures for administering the exam are contained in the standing rules.
9. Demonstrate mastery of the examination at the standard for acceptable performance set by the Board.

## 10. SECTION EXAMINATION

(A) The board shall offer an examination at least once per year.

(B) The Board shall prescribe the content of the examination to test the knowledge of each applicant about the principles and procedures of educational diagnostic services.

(C) The Board shall determine standards for acceptable performance on the examination.

(D) An applicant who fails the examination is entitled to be re-examined according to procedures specified in the Standing Rules

## SECTION 11. NATIONAL CERTIFICATION

(A) The Board shall issue a Certificate to a person who complies with the Certificate application requirements under Section 9 of these Bylaws, pays a registration fee set by the Board, and passes the exam administered by the Board. Special provisions exist for exam development processes.

(B) The Board will set the expiration dates of Certificates and requirements for renewal.

### SECTION 11. 2. NATIONAL CERTIFICATION (RETIRED)

(A) The NCED (Retired) designation allows NCED certificate holders who are retired from professional practice to continue to identify themselves as professionals who have met national standards in special education assessment and educational diagnostics. The official title of this designation is Nationally Certified Educational Diagnostician (Retired) or NCED (Retired).

(B) Eligibility: A Nationally Certified Educational Diagnostician is eligible for NCED (Retired) status if the individual meets all of the following requirements:

1. Has ceased from public and/or private practice of special education assessment and educational diagnostics for remuneration; and
2. Has ceased performing the duties, role and/or responsibilities typically associated with an educational diagnostician or one involved in the training and education of educational diagnosticians for remuneration (examples include but are not limited to professors or university faculty in a field related to educational diagnostics, consulting with educators or parents, presenting or speaking related to educational diagnostics, or mentoring and training of educational diagnosticians or special education teachers); and
3. Is an active Nationally Certified Educational Diagnostician in good standing at the time of application for Retired status.

(C) Use of the title, Nationally Certified Educational Diagnostician (Retired) or NCED (Retired), will be deemed a violation of the NCED *Code of Ethics* if used without approval from the Nationally Certified Educational Diagnostician Board or if used while engaging in the capacities listed above for remuneration.

(D) NCED (Retired) individuals receive the same benefits as regular NCEDs, including access to the Member Login tab at the NCED website, obtaining national recognition, and an NCED (Retired) certificate.

(E) Reinstatement: Should an NCED (Retired) individual decide to reenter the workforce, he or she can convert NCED (Retired) status to an active NCED by completing the required documentation of professional growth hours as prescribed by the Board and maintaining active NCED status through submission of renewal fees.

(F) Fees & Procedures: The annual fee for NCED (Retired) status is the same as the Professional NCED fee. In order to obtain this designation, complete the application and submit it to the NCED Board along with payment (if renewal fees are due). Submitting documentation of professional growth hours to obtain or maintain this designation is not required.

## SECTION 12. CERTIFICATE RENEWAL

(A) A person may renew an unexpired Certificate by submitting to the Board, before the expiration date of the Certificate, the required documentation of professional growth hours as prescribed by the Board and a renewal fee set by the Board.

(B) A person may apply to renew an expired Certificate that has been expired for less than three years by submitting to the Board a letter requesting reinstatement, documentation of professional growth hours and all fees due as prescribed by the Board.

(C) A person whose Certificate has been expired for three or more years may not renew the Certificate. The person may obtain a new Certificate by complying with the requirements and procedures for obtaining an original Certificate.

## SECTION 13. INACTIVE CERTIFICATION

(A) The Board shall declare a Certificate inactive if requested to do so by the holder.

(B) After a Certificate is declared inactive, the Certificate holder may not hold himself or herself out to be a Nationally Certified Educational Diagnostician.

(C) The Board shall reactivate a Certificate within three years of the date of the Certificate if the holder pays a reactivation fee set by the Board and meets the Board's competency requirements applicable to other Nationally Certified Educational Diagnosticians.

## SECTION 14. DENIAL, SUSPENSION, AND REVOCATION OF A NATIONAL CERTIFICATION

(A) The Board may deny, suspend, or revoke a Certificate after notice and an opportunity for a hearing is given to the holder of the Certificate.

(B) The Board shall adopt rules establishing the grounds for denial, suspension, or revocation of a Certificate.

(C) The Board shall adopt rules for appeal of its decisions.

## SECTION 15. RULES AND FORMS

The Board shall adopt rules and prescribe forms necessary to carry out these Bylaws.

## SECTION 16. FEES

The Board shall set the fees required by these Bylaws so that the funds derived from the payment of the fees are sufficient for the administration of these Bylaws and so that unnecessary surplus funds are not accumulated.

## SECTION 17. STANDARDS OF CONDUCT

The Board shall adopt standards of conduct for applicants for and holders of Certificates. These Standards

of Conduct will be consistent with those held by CEC - CEDS.

#### SECTION 18. STANDARDS OF COMPETENCY

The Board shall adopt standards of competency and professional growth for applicants and holders of Certificates. These Standards of Competency will be consistent with those held by the CEC-CEDS

#### SECTION 19. ADVISORY COMMITTEES

The Board may appoint an advisory committee to assist the Board in administering its duties under these Bylaws as it deems necessary.

SECTION 20. ANNUAL REPORT Not later than ninety (90) days after the end of each Board fiscal year, the Board shall make public a report of the activities of the Board during the preceding fiscal year.

#### SECTION 21. ROSTER OF NATIONALLY CERTIFIED PERSONS

The Board shall prepare each year a roster of Nationally Certified Educational Diagnosticians. The roster is public information.

#### SECTION 22. DISPLAY OF NATIONAL CERTIFICATION

A Nationally Certified Educational Diagnostician shall be encouraged to display the Certificate in an appropriate manner at his or her principal place of business.

#### SECTION 23. CURRENT ADDRESS, EMAIL AND PHONE NUMBER OF NATIONALLY CERTIFIED PERSON

A Nationally Certified Educational Diagnostician shall keep the Board informed of his or her current home address, email, and phone number. This information will be used by the Board to contact the certificate holder as needed.

#### SECTION 24. AMENDMENTS OF THESE BYLAWS

Proposals for amendments shall be submitted to the Board by way of a committee appointed by the President, written petition signed by two-thirds of the members of the Board, or by way of a written petition signed by a majority (51%) of the currently Nationally Certified Educational Diagnosticians. The Board shall, within six months of receipt of written petition, cause to be disseminated to all Nationally Certified Diagnosticians, the proposed amendment, or amendments. The Board shall designate the manner and the limit of response time. The amendment or amendments shall become effective upon a two-thirds majority vote of those Nationally Certified Educational Diagnosticians voting within the designated time.

SECTION 25. DISSOLUTION In the event of the dissolution of this organization, the Board, after discharging all liabilities of the organization, shall donate the remaining assets to a national non-profit organization that supports educational diagnosticians.