

6.0 Master Electronic Document Professional (M- EDP)

The Master-EDP designation is under the Electronic Document Certification (EDP) program. The goal is to recognize people who are experts in the Electronic Document industry above and beyond the EDP certification.

Master Electronic Document Professionals are recognized as industry experts that other EDPs and EDAs can look to for expertise and advice within their area of the Electronic Document Body of Knowledge (EDBOK).

An M-EDP's expertise will be based on both extensive experience and formal training. They will have been actively engaged in their area of expertise for at least 10 years.

Xplor will be able to cite master-works, available or referenced in public, that clearly show their expertise within the chosen area.

6.1 M-EDP Certification Eligibility Requirements (effective January 1, 2018)

The candidate must:

- a) Must be a current EDP
- b) Must be actively engaged in the industry (and/or seeking employment within the industry)
- c) Must have recertified as an EDP once and have a minimum of 15 years in the industry or have accumulated 300 recertification credits in the previous 10 years.
- d) Is familiar with the EDP matrix of areas of expertise and can clearly state where within the matrix their expertise falls.
- e) Has contributed to, and can summarize, how they personally have contributed to the advancement of the industry. Contributions may be:
 - f) Published materials or training

- g) Internal proprietary materials or training
- h) Message board or blog responses that contribute to learning to distributing informative industry information
- i) The M-EDP candidate is a professional who can compose these accomplishments in a clear document for the review committee. There cannot be ambiguity as to the candidate's area of expertise.
- j) The M-EDP candidate will demonstrate their capability by submitting these documents:
 - k) A summary to the M-EDP committee stating why the person feels they should be considered as an M-EDP candidate. This summary must include:
 - l) Stated area of expertise
 - m) Brief summary of impact/contribution on industry
 - n) Industry resume – This will contain the more in-depth information as to why the candidate is qualified to be certified as an M-EDP. This resume is to include:
 - o) EDP history – when the candidate EDP certified and recertified
 - p) Professional summary – the highlights of the candidate's career that qualify them to be an expert in their area. Candidate should include both published and non-published (blog, message board, help desk, etc.) contributions
 - q) Employment summary – employment highlights that support area of expertise
 - r) Endorsements from two – three references describing contributions to industry
 - s) The M-EDP committee understands that due to changing privacy concerns, EDP/M-EDP candidates may not be allowed to share specific information regarding

accomplishments. The candidate's endorsers are to 'second' the information contained on the candidate's resume. They do not need to divulge proprietary information; they are to attest that the summarized contribution(s) did occur.

- t) The M-EDP review committee will:
- u) Review M-EDP candidate's submission. The area(s) of expertise and impact/contribution on the industry must be clearly stated.
- v) Confer with selected EDP/M-EDP population to review candidate and industry impact/ contribution. The candidate's stated area of expertise must concur with the opinion of the general EDP/M-EDP population.
- w) Review and possibly contact endorsements
- x) Respond to M-EDP candidate with results of review (grant the M-EDP certification, request more information to continue the review, or decline M-EDP certification)

6.2 M-EDP Fees

The fee for submission for the M-EDP certification is Three Hundred US Dollars (USD \$300), non-refundable. (Must be current on all EDP recertification fees to submit)

6.3 M-EDP Paperwork

The Master Electronic Document Professional Application is available for download and completion from the EDP website. All submissions must be in PDF format (no hard copies). Payment options will be displayed on the Xplor website. Credit card authorization form will be sent to the individual upon request.

6.4 M-EDP Maintenance Requirements

- Maintain current EDP status
- Keep current in the area of expertise awarded (may be subject to review at a later date).

6.5 M-EDP Recognition

- An M-EDP designation can only be certified as such, claiming and using one primary area of expertise
- M-EDP certificate will be issued at Xplor International Global Conference
- M-EDP plaque will be issued during Xplor Awards Ceremony at Xplor International Global Conference
- Update Xplor Website to include M-EDP
- Xplor Newsletter – include congratulations to recent M-EDP designates
- Xplor Region/Chapter Meetings – local individual recognition

6.6 M-EDP Schedule and Process

Steps to accreditation

- a) The prospective candidate will notify Xplor Headquarters through the EDP website (edp@xplor.org) that they wish to be considered for accreditation as a Master Electronic Document Professional.
- b) The Xplor Headquarters, the Commission Chair, and the Commission Registrar will assure that the prospective candidate meets all requirements for years within the industry, EDP re-certification, and necessary re-certification credits, and will communicate this information to the Chair.
- c) The Commission Chair will ensure that an Advocate (mentor) is assigned to the candidate. The Advocate's role is to help the candidate choose their area of expertise within the Body of Knowledge, select the appropriate publications or publicly available material that shows evidence of their expertise, and prepare for the Evaluation Panel review.
- d) Upon receipt of the M-EDP Application and the application fee, the Chair will

convene an M-EDP Evaluation Panel, of a minimum of three individuals, consisting of a mix of Senior Electronic Documentation Professionals and Master Electronic Document Professionals to evaluate the candidate's submission. One individual will serve as Chair of the M-EDP Evaluation Panel as selected by the Chair.

- e) The Chair may elect to convene a standing Evaluation Panel to process all M-EDP evaluations during the tenure of that Commission.
- f) The M-EDP Evaluation Panel will review the candidate's application, master-works, and supporting information as to why the master-work(s) show(s) proof of area expertise.
- g) The Chair of the M-EDP Evaluation Panel will establish a time agreeable for a conference call with the panel members and the candidate including the Advocate to formally review the candidate's application, brief, selection of area of expertise, and master-work(s).
- h) The M-EDP Panel will decide, by a simple majority, whether:
 - The candidate has proven expertise within a specific area of the Body of Knowledge
 - The master-work(s) illustrate this expertise
 - The master-work(s), or material describing the master-work(s), are publicly available
- i) Should the candidate's application meet the criteria (e), the M-EDP Evaluation Panel will recommend to the Commission that the candidate be accredited, and will name the area of expertise that will be announced with the accreditation.
- j) If, in the opinion of the M-EDP Evaluation Panel, the candidate's expertise is within the Body of Knowledge but does not fit a pre-defined area, they may recommend that a new area be defined and that the candidate be recognized for the new area.

k) The Commission will vote upon acceptance of the M-EDP Evaluation Panel's recommendation at their next meeting.

l) If approved, the Commission will notify the candidate that they have been accredited as a "Master Electronic Document Professional in <accepted area of expertise>".

The candidate may suffix M-EDP to their name upon receipt of the accreditation letter.

If the M-EDP Evaluation Panel does not accept the candidate's application and brief within sixty (60) days of its convening, the panel will advise the Commission that they cannot recommend the candidate for the accreditation, along with the information as to the candidate's denial.