



## InterSystems Certification – External Subject Matter Expert Program

InterSystems Certification is looking for subject matter experts (SMEs) from our community to participate in exam development events. These remote and in-person events are an important part of our certification exam development process and focus on the creation and review of exam content. At each event, SMEs receive training on relevant certification development tasks.

SME activities with InterSystems Certification may include:

- Establishing exam topics
- Developing and/or evaluating exam questions
- Determining the passing score for an exam

### SME qualifications

A SME must have the following:

- Relevant hands-on experience with InterSystems products
- Strong reading and writing skills in English
- A credential to be able to work on existing certification exams

### Benefits

- **Recognition:** A contribution to an industry-recognized program is a nice addition to your resume/CV and LinkedIn page. If you attend multiple events and contribute 12 hours of work, you can earn a SME digital badge in our technology.
- **Networking and learning:** You will have opportunity to work with other SMEs, share unique experiences, and learn from each other.
- **Compensation:** You will receive up to \$120 per work assignment, which typically involves five hours of work in a one-month time frame.

**Note:** Working as a SME for InterSystems Certification is paid, temporary contract work based in the **United States**. As such, to participate you must be eligible to accept paid work projects in the United States. You will be required to sign the InterSystems Vendor Agreement and complete a U.S. tax declaration form ([W-9](#)).

## How to apply

Action Item	Details
<b>Complete the project profile</b>	Write to <a href="mailto:certification@intersystems.com">certification@intersystems.com</a> to tell us about your expertise and why you are interested in being part of the InterSystems Certification External Subject Matter Expert Program. A team member will contact you to determine if your areas of expertise align with open projects.
<b>Accept</b>	If you are selected for an exam development opportunity, a team member will email you several forms requiring your signature: <ul style="list-style-type: none"> <li>• Statement of Work</li> <li>• InterSystems Vendor Agreement</li> <li>• W-9</li> <li>• Non-Disclosure Agreement</li> </ul>
<b>Train</b>	After you submit the signed documents, you will: <ul style="list-style-type: none"> <li>• Watch a short training video on question-item writing.</li> <li>• Complete a survey.</li> </ul>
<b>Participate</b>	The Certification team will send you information regarding your first assignment, including: <ul style="list-style-type: none"> <li>• Credentials to access QuestionMark, our SME item writing development system</li> <li>• A work assignment, which usually consists of writing and submitting questions. You will typically be given one month to complete the assignment.</li> </ul>
<b>Review</b>	InterSystems staff will review your content. InterSystems may accept, reject, or request revision to any question at its sole discretion. You may be asked to <b>resubmit</b> a question if the reviewer sees problems with the question item and finds a clear way to resolve it. Possible scenarios may include: <ul style="list-style-type: none"> <li>• The question has a conceptual problem. For example, a technical detail in the question stem is assumed or missing.</li> <li>• A particular use case would invalidate the question.</li> <li>• A different question rationale is preferable that most experts would assume is the best way to assess the target item.</li> </ul> <p>A question may be <b>rejected</b> if the reviewer disagrees fundamentally with the question rationale or determines it is not valid, or if they believe the investigation to fix the question requires an unrealistic amount of work.</p>
<b>Receive payment</b>	At the end of the project, you will receive a statement from InterSystems showing questions accepted by internal reviewers. You will receive payment for the accepted items within 30 days of the end of the project. If for any reason only a portion of the work package has been accepted, you will receive a pro-rated amount of the value of the work package.