



Payment Portal Services

The Business Coordinator provides support to the Member Boards regarding the online payment portal which includes the following:

- Payment Portal Access
- Login Support
- Payment History
- Billing Support

Payment Services Contact:

Victoria Ozment
Business Coordinator
717-540-4457 (option **7**)
victoria@internationalcredentialing.org

Office Administration Services

The IC&RC Office Manager handles day-to-day organization processes which include the following:

- Member Board Contact Information Changes
- IC&RC Website Directory Updates
- Board International Certificate and Seal Orders
- Board Data Collection and Organization
- Additional Assistance and/or Back up Support for Professional Services, Membership Services, and Exam Administration.

Office Administration Contact:

Skye Balzer-Roam
Office Manager
717-540-4457 (option **5**)
skye@internationalcredentialing.org

Exam Development & Credentialing Services

The IC&RC Exam Development Process and Credential Standards Development fall under the oversight of the Director of Credentialing, which includes the following:

- Subject Matter Expert (SME) Selection
- Exam Development Meeting Coordination
- Credential Development Meeting Coordination
- Accreditation Research and Processes

Exam & Credentialing Development Contact:

Susan Veit
Director of Credentialing
717-540-4457 (option **8**)
susan@internationalcredentialing.org

IC&RC Executive Director

The IC&RC Executive Director oversees all organizational operations and is the liaison between the organization and the Board of Directors.

Mark Attanasi
Executive Director
717-540-4457 (option **4**)
mark@internationalcredentialing.org