

**SMG 1121.34a**

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Regulatory Affairs**

**Office of Training, Education and Development**

**Division of Testing, Measurements and Certification**

Effective Date: December 14, 2018

**1. Division of Testing, Measurements and Certification (DCIJD).**

- A. Directs planning, design, development, implementation and evaluation of assessment strategies and surveys
- B. Establishes the Office of Regulatory Affairs (ORA) certification programs which determine competency standards that qualify regulatory staff through fair and reliable assessment practices.
- C. Maintains compliance with accreditation standards.
- D. Maintains separation between test and measurement functions and certification functions to prevent conflicts of interest with respect to certification.

**2. Test and Measurement Branch (DCIJD1)**

- A. Develops, and implements assessment strategies and plans.
- B. Evaluates test performance to measure the achievement of its objectives.
- C. Creates and delivers survey instruments.
- D. Develops recommendations from study results.

**3. Certification Branch (DCIJD2)**

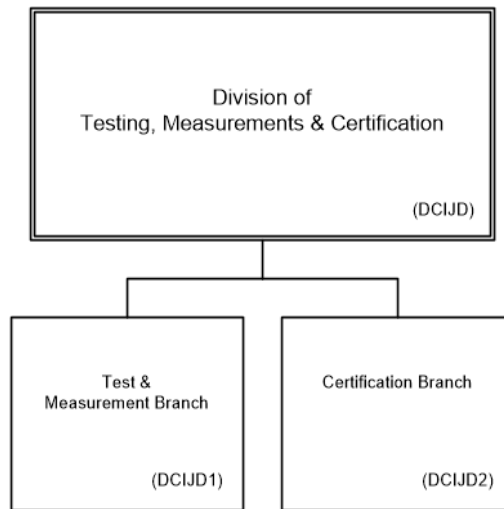
- A. Administers the ORA certification program.

- B. Determines and administers the eligibility criteria for certification.
- C. Implements the certification assessment strategy.
- D. Establishes and administers continuing education programs.

**4. Authority and Effective Date.**

The functional statements for the Division of Testing, Measurements and Certification were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Regulatory Affairs  
Office of Training, Education and Development  
Division of Testing, Measurements and Certification**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Training, Education and Development, Division of Testing, Measurements and Certification organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Testing, Measurements & Certification (DCIJD):

Test & Measurement Branch (DCIJD1)

Certification Branch (DCIJD2)