



Repossession Agency Qualified Manager Recruitment Notice

The Bureau of Security and Investigative Services, (BSIS) and the Office of Professional Examination Services (OPES) are recruiting Repossession Agency Qualified Managers to participate as Subject Matter Experts (SMEs) in Repossession Agency Qualified Manager Written Examination (RAQ) Workshops.

The Repossession Agency Qualified Manager Written Examination Development Project will consist of four different workshops.

Item Reclassification Workshop (In-person) – June 26 – 27, 2025

SMEs evaluate task and knowledge statements and make determinations about the criticality of these statements for BSIS practice. Licensees may also evaluate content area weights and construct a new examination outline.

Item Writing Workshop (Remote) – July 10 – 11, 2025

SMEs write new items for the RAQ. They receive training and spend a significant amount of time writing independently

Item Review Workshop (Remote) – July 24 – 25, 2025

SMEs work as a group to review examination questions.

Passing Score Workshop (In-person) – September 18 – 19, 2025

SMEs determine the passing score for new versions of the RAQ.

If you would like to participate in these workshops, please respond via email to BSISWorkshops@dca.ca.gov no later than **May 20, 2025**.

Please include the following in your response:

1. Repossessors license number.
2. Workshops you are interested in participating in.
3. The best phone number to contact you.

Participant Requirements

To participate as an SME, all licensees must:

- Hold a current active license and be practicing in California.
- Have no previous or pending disciplinary actions with the Bureau.
- Shall not be actively teaching potential licensees or working as an instructor. Due to potential conflict of interest, undue influence, and security considerations, instructors shall not serve as SMEs for, nor

participate in, any aspect of licensure examination development or administration, pursuant to DCA Policy OPES 20-01.

- Participate the full time of the workshop, from 9:00 am – 5:00 pm.
- SMEs must have access to a computer with a microphone/camera and an internet connection that can be used to join and participate for the duration of the one-day workshop.
- Have a quiet, private room to work in without interruptions during the workshop. SMEs will be working on confidential information and participate in discussions that require confidentiality and should not be exposed to or overheard by any other persons (including household members, coworkers, etc.)

Compensation

The Bureau provides compensation for participation in workshops. For all workshops, SMEs receive a \$200 per day honorarium. In addition, SMEs attending in-person workshops receive reimbursement for meals and other approved travel expenses. These reimbursements are made at current State travel rates and can take up to 6-8 weeks.

Response

Final selection of SMEs for workshops will be based on many factors. It is important to ensure representation of the profession in terms of experience, practice setting, geographical location, and years licensed.

Notification

If you are selected during this examination cycle, you will receive an email notification. The notification will confirm which workshop(s) you have been selected to participate in and to confirm the date and time of the interview. We greatly appreciate your interest in being a participant in the examination development process and look forward to working with you in the future. Please contact BSIS at BSISWorkshops@dca.ca.gov if you have questions or concerns.