



POSITION DESCRIPTION: CERTIFIED TEST CONSULTANT

POSITION PURPOSE

The purpose of the Certified Test Consultant (or CTC) position is to perform user-experience tests for WeCo's clients on web sites, software and other electronic venues.

REASON FOR THIS POSITION

People living with disabilities often have limited access, to many web sites and electronic venues. WeCo's Accessibility Test Platform is used by trained Certified Test Consultants who live with disabilities to assist organizations in finding practical ways to make their online and electronic venues accessible to people living with disabilities. The CTC's unique perspective, paired with our testing method, provides our clients with valuable information to facilitate this process.

CTCs test websites and software for our clients regarding specific IT accessibility needs each tester may have living with one or more disability recognized by the US Department of Human Services: Cognitive, Hearing, Motor Skill or Sight related. WeCo provides **free training** for this position which enables our CTCs to use WeCo's exclusive Accessibility Test Platform and join our Certified Test Team of independent contractors who work from their homes.

WeCo also provides **free professional training** throughout the year as well as a welcoming social environment, such as Café WeCo on Facebook, an annual company picnic and social gatherings in the Midwestern US.

REQUIRED BASIC COMPETENCIES

- Basic mastery of assistive devices used to access website and software, if applicable.
- Ability to navigate websites and software at a basic level of above. (Understand mouse and search box use, how links function, etc.)
- Have access to a lap top or desk top computer.
- Understanding of email communication; must actively use some type of account for communication with us.
- Access to and basic mastery of Microsoft Word.
- The ability to access websites via one or more type of mobile device.
- The ability to complete work independent of supervision, or with the assistance of their assigned job coach or counselor.
- Space to work from home or create a home office environment.

POSITION COMPENSATION

Compensation for the Certified Test Consultant position varies depending upon assignment. **On average, a new WeCo Certified Test Consultant may make between \$75-\$150* per testing assignment. *This amount is an estimate and cannot be guaranteed.**

NOTATION ABOUT TRAINING AND PROMOTION OPPORTUNITIES

Certification through training is a requirement for this position and **provided free of charge** to all WeCo Certified Test Consultants. Additional training may be deemed as mandatory to maintain this position. Because WeCo Certified Test Consultants **are individual contractors, they do not receive additional compensation from WeCo for attending training**, but may be able to include their training expenses as a tax deduction. (Please see your individual tax preparer for complete details.)

Certified Test Consultants also have the opportunity to advance via the WeCo Career Path. Perks include increased testing assignment pay rate, corporate recognition awards, leadership opportunities and experience in a professional work environment. More information is available upon request.

SUCCESSFUL CANDIDATE RESPONSIBILITIES

1. Complete the Certified Test Consultant Accessibility Test Platform training provided by WeCo. This training includes 3 hours of classroom instruction and take-home practice test cases.
2. Complete the Certified Test Consultant “Working With WeCo,” two-hour orientation training, provided by WeCo. This training covers the policies and procedures for Certified Test Consultants as well as professional conduct that are expected of people who represent WeCo, as well as company ethics policies.
3. Complete the test cases you accept from us within the agreed upon time period.
4. Complete the required documentation after finishing your test case work. (Instructions on how to complete the documentation will be provided during your training.)
5. Comply with the professional behavior expectations and company ethics and policies covered in The WeCo Certified Test Consultant’s Manual.
6. Complete annual Accessibility Test Platform recertification training. This will help you maintain your certification status so you can continue to work as a WeCo Certified Test Consultant.

THE NATURE OF CONTRACT WORK

The WeCo Certified Test Consultant position is considered a contractor role. This means that our CTCs enjoy greater flexibility regarding where and when they work. Because of this, we want to clarify some key points about what it means to be a test contractor with WeCo:

1. As an independent consultant, you are free to set your own work hours and work at any location you choose, including in your home.
2. You can choose to work as a Certified Test Consultant on a part-time basis, in combination with another position, or full-time. The decision is yours.
3. You have the option to accept or turn down assignments based upon your preference and availability.
4. WeCo cannot guarantee any amount of work or income level with this position. Assignments are distributed based upon the needs of our clients and specific projects as well as upon the quality of work you deliver as a Certified Test Consultant.
5. Because of the nature of our business, you may experience a wait time of some months before you receive work. We will do our best to help you make the most of the down time by offering training and other professional preparation during this period.
6. As an independent consultant, you will need to track your income from WeCo and withhold your own taxes as an independent consultant.