

**How to Become an Assessor: Requirements**

***\*\* The following requirements will be completed to achieve Assessor status. All required documentation must be provided to the Program Manager to be eligible for consideration. \*\****

**Assessor Application Form**: Even if the applicant has previously participated on mock assessments or on an official on-site assessment as an observer, the applicant must first notify the Program Manager of their desire to become an Assessor. Fill out the Assessor application form (attached) and send it to the Program Manager.

**Assessor Training**: Attend the Assessor Training Program. This training is normally held at the annual VALEAC conference, but other opportunities may also become available during this process. The applicant may begin to participate on mock assessments as part of this process prior to completing this training.

Date attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mock Assessment 1**: Serve as an **observer** (***learn basic file review procedures/ some participation****)* on a mock assessment under a certified Senior or Master Assessor. An Observation Form for Assessor Training shall be filled out by the Senior or Master Assessor. The applicant is responsible for providing the observation form to the Program Manager upon completion.

  Name of Senior/Master Assessor\* who served as mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date completed: \_\_\_\_\_\_\_\_\_\_\_\_ Location of mock: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mock Assessment 2**: Serve as an **observer** (***learn basic file review procedures/ some participation****)* on a mock assessment under a certified Senior or Master Assessor. An Observation Form for Assessor Training shall be filled out by the Senior or Master Assessor. The applicant is responsible for providing the observation form to the Program Manager upon completion.

 Name of Senior/Master Assessor\* who served as mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date completed: \_\_\_\_\_\_\_\_\_\_\_\_ Location of mock: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Mock Assessment 3:** Serve as an **active** **participant *(active file review with questions and answers/ increased participation)*** on a mock assessment under a certified Senior or Master Assessor. An Observation Form for Assessor Training shall be filled out by the Senior or Master Assessor. The applicant is responsible for providing the observation form to the Program Manager upon completion.

 Name of Senior/Master Assessor\* who served as mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date completed: \_\_\_\_\_\_\_\_\_\_\_\_ Location of mock: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mock Assessment 4**: Serve as an **active** **participant** **(*active file review with questions and answers/increased participation)*** on a mock assessment under a certified Senior or Master Assessor. An Observation Form for Assessor Training shall be filled out by the Senior or Master Assessor. The applicant is responsible for providing the observation form to the Program Manager upon completion.

 Name of Senior/Master Assessor\* who served as mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date completed: \_\_\_\_\_\_\_\_\_\_\_\_ Location of mock: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On-site Assessment**: Serve as an **observer/limited participant** on an official on-site. The applicant must make this request to the Program Manager for approval. The host agency must also approve for an observer to be present during their official on-site assessment. The applicant will be responsible for arranging their own lodging and paying for their own meals during the on-site. The Observation Form for Assessor Training shall be filled out by the Team Leader of the official on-site assessment.

Name of Senior/Master Assessor who served as mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date completed: \_\_\_\_\_\_\_\_\_\_\_\_ Location of mock: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Indicates that the Senior/Master Assessor for each mock must be different Assessors.**