

# **Accreditation Assessor / Mentor Certification Program**

## **Apprentice Assessor**

- Apply for apprenticeship
- Attend the Accreditation seminar
- Participate in five (5) file reviews within 24 months.

## **Certified Assessor**

- Apply for certification
- Satisfy the requirements of Apprentice Assessor
- Within 24 months of becoming an apprentice assessor, complete three (3) additional accreditation file reviews
- Attend annual accreditation training
- All certified assessors must complete at least two (2) assessments every 24 months to maintain their certification. Paper certificate to be awarded to those assessors that apply for and meet the minimum requirements.

## **Apprentice Mentor**

- Satisfy the requirements for Certified Assessor.
- Complete at least one (1) accreditation or re-accreditation process for their home agency and complete five (5) file reviews for accrediting agencies within 36 months of application.
- Attend annual accreditation training.

## **Certified Mentor**

- Satisfy the requirements of an Apprentice Mentor and serve as an Accreditation Mentor for four (4) agencies seeking re-accreditation with at least one of those agencies being a new accrediting agency
- Certified mentor's agency must maintain accredited status
- Certification must be achieved within 36 months of application and mentors must supervise at least one (1) accrediting or re-accrediting agency per year, after being initially certified, to maintain this certification
- Attend annual accreditation training
- A wood plaque certifying this status will be awarded to those mentors successfully completing all requirements for this certification at the semi-annual Professional Services Committee meeting.

Question about the Assessor / Mentor Certification program, contact Randy Maynard

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