

**PROCESS FOR BECOMING AN ASSESSOR**

Action Step	Who	Documents
1. Review qualifications/requirements document to determine if qualified.	Interested individual	<ul style="list-style-type: none"> <li>Assessor Qualifications/ Requirements document (APPM 5.1.1.f)</li> </ul>
2. Complete Assessor Application and submit application and current resume to AABB Accreditation Department	Qualified individual	<ul style="list-style-type: none"> <li>Assessor Application</li> <li>Applicant Resume/CV</li> </ul>
3. Evaluate application to determine if applicant is qualified	Accreditation Dept.	<ul style="list-style-type: none"> <li>Completed Assessor Application</li> <li>Applicant Resume/CV</li> </ul>
4. Notify applicant that application is approved (or not approved). An applicant may appeal the denial of qualification to the Accreditation Program Committee following the Accreditation Appeal Process found in the AIM Appendix 4.2.1.h.A	Accreditation Dept.	<ul style="list-style-type: none"> <li>Applicant letter</li> </ul>
5. Register and attend New Assessor Training	Applicant	<ul style="list-style-type: none"> <li>New Assessor Training Workshop Schedule</li> </ul>
6. Successfully complete New Assessor Training	Applicant	<ul style="list-style-type: none"> <li>New Assessor Training Verification</li> </ul>
7. Notify applicant that training was successful and is now considered a Trainee (or unsuccessful)	Accreditation Dept.	<ul style="list-style-type: none"> <li>Trainee letter and badge (successful/unsuccessful)</li> </ul>
8. Participate on a training assessment	Trainee	<ul style="list-style-type: none"> <li>Assessor Assignment notification</li> </ul>
9. Discuss training checklist with trainee	Lead Assessor	<ul style="list-style-type: none"> <li>On-Site Training Checklist</li> </ul>
10. Evaluate trainee's performance on training assessment	Lead Assessor	<ul style="list-style-type: none"> <li>On-Site Trainee Evaluation</li> </ul>
11. Notify trainee that assessment performance was acceptable (or unacceptable)	Accreditation Dept.	<ul style="list-style-type: none"> <li>Approved Assessor letter and badge (acceptable/unacceptable - requires additional training)</li> </ul>
12. Participate as an AABB Assessor in accordance with AABB Accreditation Program Policies	Approved Assessor	<ul style="list-style-type: none"> <li>AABB Accreditation Program Policy Manual</li> </ul>

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