

2009 Award Cycle

New Examiner Orientation

Nashville.....	May 28
Knoxville.....	June 2
Nashville.....	June 9

Examiner Training

Nashville I.....	June 23-25
Oak Ridge.....	July 7-9
Jackson.....	July 14-16
Nashville II.....	August 4-6

Award Intent to Apply Deadline.....	July 6
Award Application Deadline.....	Aug. 3

*** Independent Review & Scoring – Stage 1:**
August 15 – September 15

*** Consensus Meetings – Stage 2:**
Level 1.....Not required
Level 2.....Sept. 28 – Oct. 2
Level 3.....Oct. 5 – Oct. 9
Level 4.....Oct. 12 – Oct. 16

*** Site Visit Schedule – Stage 3:**
Level 1.....Ongoing
Level 2.....October 5 – 9
Level 3.....October 12 – 16
Level 4.....October 19 – 23

*** Final Scorebooks due – Stage 4:**
Level 1.....Two weeks after site visit
Level 2.....October 19 – 23
Level 3.....October 26 – 30
Level 4..... November 2 – 6
**Exact due dates will be determined by your team.*

Other Dates

- The TNCPE Panel of Judges convenes in early December.
- Feedback report distribution is ongoing.
- Presentation of Awards: Feb. 17, 2010 (tentative)

Team Assignment, Duties of Examiners

The TNCPE office assigns an examiner team to read, evaluate and score each application. The process TNCPE uses to assign examiner teams is designed to provide the fairest, most competent evaluation of each application.

Applicant organizations should receive significant value from applying to the TNCPE Award Program. Accordingly, examiner teams are developed to correspond with applicant organizations based on individual examiner knowledge and experience, consistent with conflict of interest requirements. TNCPE strives to spread the workload equitably among examiner teams.

Examiner Team Leaders

Each team is assigned a team leader – an experienced examiner who is responsible for guiding the team through the evaluation process.

Time Commitments

It is critical that examiners adhere to agreed-upon due dates and complete their evaluations on schedule. **Failure to meet due dates can significantly hamper the TNCPE Award Program.**

Stage 1 – Independent review: Duties require a time commitment of approximately 15 to 30 hours per application.

Stage 2 – Consensus: The consensus meeting requires a time commitment of 4 to 8 hours.

Stage 3 – Site visit: Duties require a total time commitment of 1 to 4 days, plus travel.

Stage 4 – Final Scorebook preparation: Additional time is required to fine-tune the Final Scorebook (the main component of the applicant's Feedback Report).