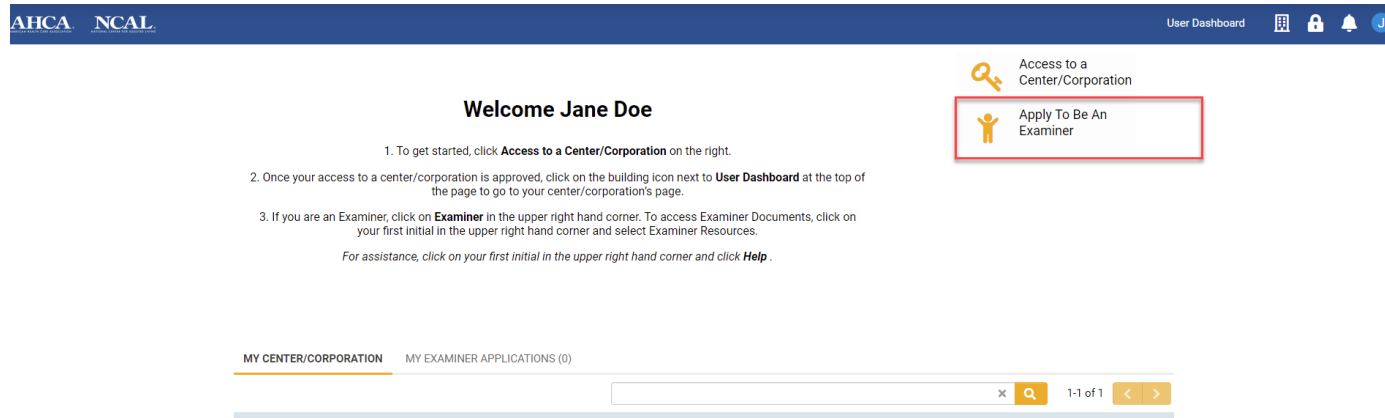


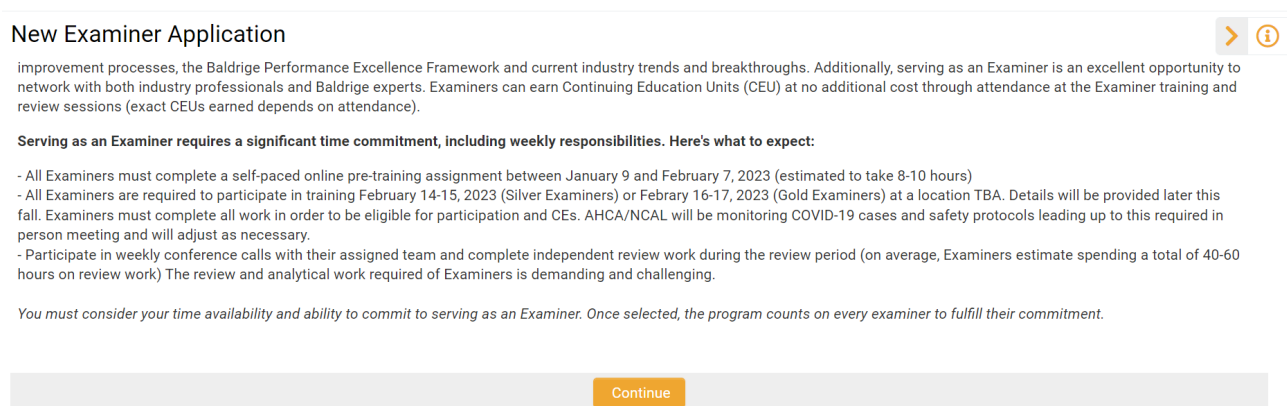
The Quality Award Portal: Applying to be an Examiner

This guide aims to help you apply to serve as an Examiner in the [Quality Award Portal](#). If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Navigate to the [Quality Award Portal](#) webpage.
2. Log into site with your credentials.
3. Navigate to the User Dashboard.
4. Click on the **Apply to be an Examiner** Button, shown below.



5. Read through the introduction, and click Continue.



The Quality Award Portal: Applying to be an Examiner

- Complete all fields with a red asterisk. These questions are mandatory. See below for an example of a mandatory question.

*** Tenure**

AHCA/NCAL National Quality Award Experience

- Returning Examiner
- New Examiner (but have served as an Examiner for a Baldrige-based program)
- New Examiner (Have never served in any Baldrige-based program)

- If you do not wish to submit your application right away, you can click **Save Draft** at the bottom of the application, and return to your application at any time before the Application Deadline.

Save Draft

You can use print preview to view your application or save a copy. This is located at the top of the page.

EX2022-1001226 (Application ID)

- Application Deadline is 11/11/2021 at 8:00PM.
- Click **Save Draft** button to save your application.

Status: Draft

* Examiner: Jane Doe

* Application Deadline: 11/11/2021

Print Preview: [Print Preview](#) 



The Quality Award Portal: Applying to be an Examiner

- To submit your application, make sure all fields with the red asterisk are completed, and click **Submit Examiner Application**.

Submit Examiner Application

- If you receive a error message that you have not completed all mandatory fields, you can return to the application and find which field needs a response. Example below.

* Phone Number:

(Month and Day):

Phone Number must contain 10 digits. ✖

- When your application is successfully submitted, the page will refresh, and you will see the following message. You will also receive an email confirming that your Examiner application has been submitted, and it will include an attachment of your completed application, for your records.



Help Navigate Privacy & Security Meghan User1

User Dashboard

Action Successful

Examiner Application (EX2021-1000219 (Application ID)) is now in Submitted status. To return to your dashboard, click [Home](#).

Examiners will be notified of selection via email in early December.