

# 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](mailto:qualityaward@ahca.org).

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

The screenshot shows the user dashboard interface. At the top left, the AHCA and NCAL logos are displayed. On the top right, there is a 'User Dashboard' label and several utility icons (grid, lock, bell, user). The main content area features a 'Welcome Test Test' heading and three numbered instructions. A red arrow points to the 'Apply To Be An Examiner' button, which is located in the top right corner of the main content area, next to the 'Access to a Center/Corporation' button. Below the instructions, there are two tabs: 'MY CENTER/CORPORATION' and 'MY EXAMINER APPLICATIONS (0)'. The 'MY EXAMINER APPLICATIONS' tab is active, showing a table with one application entry. The table has columns for Requestor, Organization, Date Request Submitted, Status, Role, and Awaiting Approval From. The entry for 'Test Test' is shown with a status of 'Approved' and a role of 'Center Contact'.

**Welcome Test Test**

1. To get started, click **Access to a Center/Corporation** on the right.
2. Once your access to a center/corporation is approved, click on the building icon next to **User Dashboard** at the top of the page to go to your center/corporation's page.
3. If you are an Examiner, click on **Examiner** in the upper right hand corner. To access Examiner Documents, click on your first initial in the upper right hand corner and select Examiner Resources.  
*For assistance, click on your first initial in the upper right hand corner and click **Help**.*

MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From	
Open	Test Test	Apple Home - Test Center	09/04/2020	Approved	Center Contact	Corporate Account Administrator;Primary Center Contact

5. Read through the introduction, and click Continue.

# The Quality Award Portal: Applying to be an Examiner

## New Examiner Application

Thank you for your interest in serving as an Examiner for the AHCA/NCAL National Quality Award program. The program relies on the support of professionals like yourself who provide valuable time, knowledge and expertise to our applicants. Not only does the applicant benefit from your feedback, but by serving as an Examiner, you develop further knowledge in quality improvement processes, the Baldrige Performance Excellence Framework and current industry trends and breakthroughs. Additionally, serving as an Examiner is an excellent opportunity to network with both industry professionals and Baldrige experts. Examiners can earn between 20 to 55 Continuing Education Units (CEU) at no additional cost through attendance at the Examiner training and review sessions (exact CEUs earned depends on attendance).

**Serving as an Examiner requires a significant time commitment, including weekly responsibilities. Here's what to expect:**

- All Examiners must complete an online pre-training assignment between January 4 and February 3, 2021 (estimated to take 8-10 hours)
- All Examiners are required to participate in virtual training, consisting of a series of online training modules that have both live and recorded components during the month of February (estimated to take 10-15 hours). Examiners must complete all work in order to be eligible for participation and CEs.
- Participate in weekly conference calls with their assigned team and complete independent review work during the review period (on average, Examiners estimate spending a total of 40-60 hours on review work) The review and analytical work required of Examiners is demanding and challenging.

*You must consider your time availability and ability to commit to serving as an Examiner. Once selected, the program counts on every examiner to fulfill their commitment.*

Thank you for your support, if you have any questions please email us at [qualityaward@ahca.org](mailto:qualityaward@ahca.org).

If you applied to be an Examiner last year, you have the option to copy your previous application. To do this, do not click Continue, and instead go back to your User Dashboard, click on the My Examiner Applications tab, and open last year's application. You will see a Copy Application button. The full application can be edited and submitted from there.

Continue

6. 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)

7. 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.

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EX2021-1001027 (Application ID)

Status: Draft

\* Examiner: Test Test

\* Application Deadline: 11/19/2020

Print Preview:

Print Preview



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

Submit Examiner Application

9. If you receive the 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.

Have you ever written, or been involved with the writing of a Quality Award (or Baldrige) application?

Yes

No

Baldrige Application cannot be empty. ✕

10. 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.

**AHCA**  
AMERICAN HEALTH CARE ASSOCIATION

**NCAL**  
NATIONAL CENTER FOR ASSISTED LIVING

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