

***Interested in Becoming an Independent Contractor Peer Evaluator?  
(ICPE)***

January 2016

This flyer will help you understand the qualifications, requirements and benefits of an Independent Contractor Peer Evaluator with NACCAS.

***1. There are three categories of ICPEs:***

- **Academic ICPE:** BA or higher in education or 4 years min. experience teaching in secondary or post secondary education in accredited school and knowledge/experience in pedagogy.
- **School Owner/Administrator ICPE:** Minimum 2 years experience in a NACCAS accredited school; currently active in school operations or five years experience in an administrative position in a NACCAS- accredited school and demonstrate current industry involvement.
- **Practitioner ICPE:** Must Be qualified in one or more of the fields within the NACCAS scope with at least 2 years experience; be currently licensed as a practitioner and demonstrate an abiding interest in the field.

**Please note: At this time NACCAS is NOT accepting new or reviewing applications for ICPE's in any category.**

***2. Steps for Applying to become an ICPE***

- a. View the mandatory recorded webinar/webinars specific to your area of expertise. The recorded webinars can be found on the NACCAS website under Events and Webinars> Recorded Webinars.

- a. Once viewed contact Alicia Williams - Director of Human Resources and Training at [awilliams@naccas.org](mailto:awilliams@naccas.org) to receive the Assessment you must complete.
- b. Inform Ms. Williams upon completion and she will email you the Certificate of Attendance for the Webinar viewed and the following three (3) requisite documents to complete.
  - Application for Independent Contractor Peer Evaluator
  - The Independent Contractor Agreement
  - The Background Check Authorization form.
- c. Complete required forms along with supplemental documentation and mail them via traceable carrier to the NACCAS Travel Office attention ICPE Specialist.

**Note: Be sure to keep a copy for your records**

- d. Once we have received all documents fully completed including all required attachments your application will be processed.

**Please note: The processing time is between 45-60 days.**

- e. After your forms have been deemed complete and accurate you will be notified via email of your status.
- f. At this time you will need to demonstrate proof of comprehensive understanding of NACCAS Standards and Requirements by submitting proof of registration and/or attendance at a NACCAS Workshop (including the ICPE Seminar). There is no registration fee for the Workshop and ICPE seminar; however travel and hotel expenses are not covered by NACCAS.



- Once you've attended a NACCAS Workshop and ICPE Seminar you will be notified via email that you must purchase Commercial General Liability (CGL) Insurance. Please have your Insurer submit documentation **directly** to Alicia Williams-(DHRT). For information regarding this requirement please contact Ms. Williams at [awilliams@naccas.org](mailto:awilliams@naccas.org).
- When you have completed the steps above you will receive a Congratulatory email along with our Trimester Availability Document (TAD) requesting your availability for a 4 month period (trimester intervals). Please note this is **not** a guarantee of assignment; however a gage of your Availability.
- When you are assigned to one of the visit weeks you will receive an email to reconfirm your availability.
- Once you have responded that you are available to the reconfirmation email we will proceed with making travel reservations and will contact you regarding the Statement of Work (SOW), Travel Compensation Summary and Itinerary.

**NATIONAL ACCREDITING COMMISSION  
OF CAREER ARTS & SCIENCES**

**4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302**

**For more information about accreditation and NACCAS, call (703) 600-7600, fax (703) 379-2200, or visit [www.naccas.org](http://www.naccas.org).**

**Thank You for Your Interest in Becoming an ICPE with NACCAS!**

**Upcoming Workshops for 2016**

**March 20<sup>th</sup>: Accreditation Workshop**

**March 21<sup>st</sup>: ICPE Seminar  
Hilton Tampa Downtown  
211 North Tampa Street  
Tampa, FL 33602**

Registration deadline: March 11, 2016 or until attendance capacity is met.

**June 26<sup>th</sup>: Accreditation Workshop**

**June 27<sup>th</sup>: ICPE Seminar  
Hilton Crystal City  
at Washington Reagan  
National Airport  
2399 Jefferson Davis Hwy  
Arlington, VA 22202**

Registration deadline: June 17, 2016 or until attendance capacity is met.

**September 11<sup>th</sup>: Accreditation Workshop**

**September 12<sup>th</sup>: ICPE Seminar  
Hilton Salt Lake City Center  
255 South West Temple  
Salt Lake City, UT 84101**

Registration deadline: September 2, 2016 or until attendance capacity is met.

**December 11<sup>th</sup>: Accreditation Workshop**

**December 12<sup>th</sup>: ICPE Seminar  
The Westin Kierland Resort & Spa  
6902 East Greenway Parkway  
Scottsdale, AZ 85254**

Registration deadline: December 2, 2016 or until attendance capacity is met

*Please visit our website [www.naccas.org](http://www.naccas.org) for additional workshop information. The registration fee will be waived as an ICPE- unless you are attending to meet the workshop requirements for the school's accreditation.*