

***Interested in Becoming an Independent Contractor Peer Evaluator?
(ICPE) October 2017***

1. There are three categories of ICPEs:

- **Academic ICPE:** (1) Have BA degree or higher in education & background in educational concepts(Evaluators reviewing GE courses in an Associate Degree program must meet qualification in 3.3(a)(1); and/or A min. of 4 years experience teaching in secondary or post secondary education in an accredited institution. (2) Have current knowledge & experience in pedagogy as demonstrated by evidence of (4) hours of continuing education within the preceding year and three (3) years of academic experience in the preceding (5) years.
- **School Owner/Administrator ICPE:** Minimum 2 years experience in an administrative position in a NACCAS accredited school and be currently active in the day to day school operations of a NACCAS accredited school; or Three (3) years experience in the preceding five (5)years in an administrative position in the day to day school operation of an accredited school and demonstrate relevant industry involvement by: active membership in professional organization in the field or evidence of continuing education in the field. Experience must include Admissions, Institutional Refunds and SAP-Satisfactory Academic Progress.
- **Practitioner ICPE:** Must have a current practitioner license (or nationally recognized certification if the state evaluator practices does not offer license). Must have at least (3) years of experience, in the preceding five (5) practicing on daily basis. Must demonstrate evidence of four (4) hours of continuing education in the field within the preceding year. May have direct/indirect interest in a school offering programs within NACCAS scope. Practitioner must have at least three (3) years of experience in the preceding five (5) as a practitioner providing services, which the evaluator will be assigned to evaluate.

2. Steps for Applying to become an ICPE

View the mandatory recorded webinar/webinars specific to your area of expertise. The recorded webinars can be found on NACCAS website: [Events and Webinars> Recorded Webinars.](#)

- a. Once viewed contact Alicia Williams - Director of Human Resources and Training at awilliams@naccas.org to receive the Assessment you must complete.
- b. Inform Ms. Williams upon completion of assessment and she will email the following three (3) requisite documents to complete.
 - Application for Independent Contractor Peer Evaluator
 - The Independent Contractor Agreement
 - The Background Check Authorization form.

Complete required forms along with resume,supplemental documentation, professional licenses, certificates and scan to: Cassandra Billups- ICPE Specialist cbillups@naccas.org

Be sure to keep a copy for your records

- c. Once we have received all documents fully completed including all required attachments, your application will be processed. **Allow between 45-60 days processing.**
- d. After your forms have been deemed complete and accurate you will be notified via email of your status.
- e. At such time you will need to demonstrate proof of comprehensive understanding of NACCAS Standards and Requirements by **attending a NACCAS workshop & ICPE Seminar, held on Sunday and Monday.** There is no registration fee for the Workshop and ICPE seminar; however, travel and hotel expenses are not covered by NACCAS.

This flyer will help you understand some of the qualifications and requirements of an Independent Contractor Peer Evaluator.

- 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. It is recommended that you do not obtain CGL Insurance until have been advised to do so. At that time please have your Insurer submit documentation **directly** to Alicia Williams-(DHRT). For information regarding this requirement please contact Ms. Williams at 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 it is a gauge 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 re-confirmation email we will proceed with making travel reservations. You will be contacted regarding the Statement of Work (SOW), Travel Compensation Summary and Itinerary.

Thank You for Your Interest in Becoming an ICPE!

Upcoming NACCAS Workshops in 2017

December 10th: Accreditation Workshop

December 11th: ICPE Seminar

Bally's Las Vegas

3645 S. Las Vegas Blvd

Las Vegas, NV 89109

Note**: There will be a processing fee for hotel reservations made via phone

Registration deadline: December 3, 2017 or until attendance capacity is met.

2018 Workshop

March 25th: Accreditation Workshop

March 26th: ICPE Seminar

Tampa Downtown

211 N. Tampa Street

Tampa, FL 33602:

Registration deadline: March 16, 2018 or until attendance capacity is met

Please visit our website 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 school Accreditation.

**NATIONAL ACCREDITING COMMISSION OF
CAREER ARTS & SCIENCES
3015 Colvin Street
Alexandria, VA 22314**

**For more information about Independent
Contractor Peer Evaluators and NACCAS, visit
our website at www.naccas.org.**