



Examiner Development Protocols

Candidates applying to become AERIE Examiners must have:

- 1 Completed a written Examiner Candidate Application
- 2 Submitted all (annual) Membership Fees
- 3 Successfully completed the certification process (minimally) at the level of the certification to be tested
- 4 Submitted a Resume indicating 5 years verifiable operational experience, with 3 years of operational experience (at the appropriate level) after becoming certified in the discipline or specialty to be examining
- 5 Completed an (annual) background check with no felonies or misdemeanors (excluding traffic offenses)
- 6 Successful participation in an Examiner Workshop specific to the Exam to be administered (taught) by a Chief Examiner
- 7 Successful completion of an apprenticeship in conducting practical testing of FSAs/KSAs specific to the exam to be administered
- 8 Requirement to participate in an applicable exam at least once every year, or re-attend the Examiner Workshop

Additionally, Chief Examiners, besides meeting all the above requirements, must have at least three years of experience testing the applicable FSAs/KSAs with a minimum participation of 5 exams as an Examiner and completion of a Chief Examiner Workshop.

NOTE – In no case will a Chief Examiner be allowed to supervise an Exam that will include candidates from a Team/Resource the Chief Examiner participates with operationally or administratively. Examiners and Chief Examiners may assist in an Exam that includes candidates from a Team/Resource they participate with operationally or administratively. In that case, all efforts will be made to exclude Chief Examiners or Examiners from testing candidates from a Team/Resource they participate with. Should the need arise for a Chief Examiner or Examiner to test a candidate from a Team/Resource they participate with, either operationally or administratively, the Group Supervisor will be notified at least 24 hours prior the occurrence.