

What Is My Commitment As A *Career*Tech Examiner?

1. **Complete online training course on CTYOU.org (this is being revamped and refined)** – Online training (videos or transcripts plus quizzes) must be completed by July 1. Returning examiners will need to complete sections designated by the Accreditation division. New examiners will need to complete all sections. You must score an 80% or higher on each quiz, which can be retaken as needed.
2. **Read through the technology center accreditation application** – You will be assigned to one technology center, and will need to read an approximately 80-page document between the dates of June 15 and July 22.
3. **Attend and actively participate in the Accreditation Examiner Boot Camp** – Boot Camp will be held at Meridian Technology Center in Stillwater, July 23-24, 2019. We will begin at 9am and conclude between 4-5pm each day. It is important to read the tech center application prior to this training, as we will conduct consensus reviews to determine documentation and interview lists during this time. This is the only time the examiner team will come together face-to-face prior to the onsite visit. As this is considered professional development, ***Boot Camp is not reimbursed***, and there is no designated hotel for those choosing to stay in Stillwater.
4. **Attend and actively participate in the Accreditation Onsite Visits** – This includes late afternoon/early evening debriefings each day. The statewide Accreditation Advisory Committee has a sub-committee that selects and assigns examiners based on examiner expertise. You will be assigned to only one of the eight examiner teams if selected as an examiner (state staff may serve on more than one team.) We will notify you on or before May 1st in regard to which team you are assigned. ***Examiners are reimbursed for the onsite visits***, including per diem, mileage, toll fees, and hotel if applicable. To be reimbursed for hotel costs, examiners must stay at the designated hotel at the designated rate. The 8 onsite visits for the fall semester are:
 - Southern Oklahoma Technology Center – September 17-18, 2019
 - Meridian Technology Center – September 24-25, 2019
 - Northwest Technology Center – October 8-10, 2019
 - Central Technology Center – October 22-24, 2019
 - Green Country Technology Center – October 29-30, 2019
 - Wes Watkins Technology Center – November 5-6, 2019
 - Tri County Technology Center – November 13-14, 2019
 - Indian Capital Technology Center – November 18-21, 2019
5. **Complete and send in the self-assessment tool following the onsite visit** – The self-assessment can be completed after the onsite visit debriefings, interviews, and application study. The self-assessment needs to be turned in to the Accreditation division within 5 business days after the onsite visit.