



California Awards for Performance Excellence Examiner Training

Administered by California Council for Excellence

California Awards for Performance Excellence (CAPE) holds annual trainings to prepare examiners to evaluate award applications through the lens of the Baldrige Criteria. These examiners are volunteers and represent a diverse background of industry and professional experience.

Examiner Training Overview

During our 3.5 day Examiner Training (2.5 for Returning/Senior Examiners), attendees will learn how to apply the Criteria for Performance Excellence to an organization, evaluate an application, and develop comment writing skills. The training is facilitated by experienced state and national examiners, who will guide the attendees through exercises that allow for hands-on, group-based learning that simulates the overall examination process.

2019 Training Dates

- June 18-21 Fairfield, CA **(Course Full)**
- June 25-28 Hanford, CA
- July 9-12 Irvine, CA
- July 16-19 San Diego, CA

Register for [training online](#) or contact Lindsey Cunningham at lindsey@caexcellence.org.

Training Outcomes & Examiner Benefits

- Understand and strengthen ability to apply Criteria for Performance Excellence to applications
 - Identify Key Factors, Strengths and Opportunities for Improvement
 - Apply the six-step evaluation process for Independent Review
 - Prepare feedback ready comments
 - Gain knowledge on item scoring
- Network with peers and enhance professional growth
- Review applications and provide feedback to leading organizations across California

Role of the Examiner

Examiners who are placed on a team are asked to participate in three stages of an application evaluation:

- *Stage 1 – Independent Review (IR):* Examiners independently review assigned application, write feedback comments, and recommend a score.
- *Stage 2 – Team Consensus:* Consolidate teams IR, consensus on scoring, and draft feedback report.
- *Stage 3 – Site Visit:* If an applicant receives a site visit, it will occur during one of the following weeks:
 - *Week 1 – October 20th*
 - *Week 2 – October 27th*
 - *Week 3 – November 3rd*

Examiners are expected to be available during the entire site visit, duration of site visit will vary depending on the size of the organization. During site visit, Examiners will verify identified strengths and clarify opportunities for improvement.



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Training Cost & Description

Training Type	Description	CCE Member Pricing	Non-Member Pricing
Training Experience Only	Trainees who would like to only attend the training and do not want to serve as an examiner.	\$1000	\$1200
New Examiner	Trainees who commit to volunteering as an examiner upon completion of training.	\$500	\$600
Returning and Senior Examiner	Trainees who commit to volunteering as an examiner upon completion of the training. MUST HAVE PREVIOUSLY SERVED ON AN EXAMINER TEAM	\$350	\$350

Items to Complete Before Training

- Examiner Application
 - Send completed application to lindsey@calexcellence.org
 - If you have previously submitted an application, CCE will send you a copy to review and update
- Pework
 - Once registered for training you will receive all the information needed to complete training prework. It will take up to 25 hours to complete.

California Council for Excellence Contact

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