

experience, consistent with the requirements to avoid conflicts of interest, to apportion the application load equitably, and to adhere to agreed-upon schedules.

8. Training Sessions

Participation by Board of Examiners in all training courses is critical to the success of the program because these courses include a detailed review of the Baldrige Performance Excellence Framework, the evaluation process, the scoring system, consensus development, site visit requirements, and the Code of Ethical Standards.

Training Expectations

- › All new/first-year Examiners must complete an 2-day Framework training class
- › All Examiners, both new and returning, must attend the 2-day preparation classes. (These two events will be held consecutively). Individuals who cannot attend the mandatory scheduled sessions may not serve as examiners.
- › Individuals invited to serve as a Senior Examiner will attend a 1-day training to outline their additional responsibilities. This training will be held on April 22nd virtually.
- › Examiners are required to complete a 4-hour case study evaluation prior to attending the class.
- › No special classes can be provided for those who cannot attend the scheduled classes.

9. Time Commitment

Applicants for the Board of Examiners should give careful consideration to the time commitment required to meet the award review schedule. Average of 125 hours is required from April to November 2020.

The actual commitment will depend on the number and levels of applications reviewed. Although the program seeks to accommodate varying schedules, service on the Board of Examiners is a one-year commitment. Examiners must be able to participate in the program's critical review periods detailed in the award program calendar.

Because Interest in Excellence and Focus on Excellence applications are accepted throughout the year, examiners may be asked to serve on a team any time throughout the year. These applications take significantly less time than full award applications.

Review of written award applications may be conducted at the examiner's work location or home. Business is also conducted via email, mail, and telephone.

Event/Stage	2020 Dates	ESTIMATED TIME* FOR BOARD OF EXAMINER ROLES				
		New/First Year Examiner	Examiner	Work Group Lead Examiner	Lead Senior Examiner	Judge
Senior Examiner Training	April 22				8*	8*
New Examiner Training	May 11 - 12	16*				
Examiner Training Case Study Prep** Class	May 13 – 14	4 16*	4 16*	4 16*	4 16*	4 16*



Stage 1 – Individual Application Review	June 1 – June 21	20-30+	15-25	15-20	15-20	8-12
Consolidation	June 22 – July 10	5	5	10	10	
Consensus & Site Visit Training/Prep	July 13 - 31	16*	16*	16*	16 *	4-8*
Consensus Feedback Preparation	August 1 - 5			8	12	8
Initial Judges Meeting	August 7					10**
Site Visit Preparation	August 1- Site Visit	8-10	8	10	16	
Site Visits (Sun-Fri)	Weeks of: August 16, August 23, and August 31	32-48+*	32-48+*	32-48+*	32-48*	4-8*
Feedback preparation for Judge's meeting	End of Site Visit – Sept 18			4-8	8-16	8-16
Final Judges Meeting	September 22				1-2	10**
Final Feedback Reports due to IMEC office	October 9				8	8
2021 Conference on Enterprise Excellence	February 2021	8	8	8	8	8
Total Hours (estimation of hours)		125-153+	100-126+	122-152+	153-183+	113-133+

* Time estimates do not include travel.

** Includes preparation and Judge's meeting time.

10. Examiner Training Fees

Registration fees are assessed to offset the cost of training facilitators and materials.

	Fee	Included Training
First year examiner	\$1075.00	New Examiner Training 2 days Examiner Training 2 days Site Visit Training/Prep 1 day (held after consensus mtg)
Second year examiner	\$500.00	Examiner Training 2 days Site Visit Training/Prep 1 day (held after consensus mtg) Optional: New Examiner Training 2 days
Three+ year examiner	\$0.00	Examiner Training 2 days Site Visit Training/Prep 1 day (held after consensus mtg) Senior Examiner Training 1 day (by invitation only)
Examiner training only – no application review	\$1500.00	New Examiner Training 2 days Examiner Training 2 days



Examiner registration fees cover the cost of materials and training site expenses. Payment of training fees is due prior to the 2.5-day training session. Submit payment by check payable to:

IMEC – Recognition Program
1501 W. Bradley Ave, Peoria, IL 61625

To request an invoice, send an email to: elee@imec.org

Note: Examiners are expected to fulfill their commitment to the Recognition Program. If an examiner withdraws from the examiner program, a **fee of \$600.00** will be charged to new and returning examiners **who do not finish** the 2020 Award Cycle. An invoice will be sent directly to your manager.

Visit <http://ilpex.org/develop/examiner-information/> for the **2020 Examiner Application**.

Direct questions to:

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