PROCESS TO BECOME AN EVALUATOR

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Revision History:

Version 17A Board Approved
September 2017

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1. Purpose and Scope

1.1. Purpose

    1.1.1. The purpose of this document is to provide Evaluator applicants the complete information regarding the process to become a SPRAT Evaluator.

1.2. Scope

    1.2.1. This document serves as a full outline to the process of becoming an Evaluator by providing a pathway through the following:

        1.2.1.1. Prerequisites and qualifications for application

        1.2.1.2. Evaluator Candidate Internship

            1.2.1.2.1. Evaluator Orientation

            1.2.1.2.2. Evaluator Internship Sessions

            1.2.1.2.3. Evaluator Workshop

        1.2.1.3. Evaluation Assessment

2. Evaluator Candidate Prerequisites:

2.1. The qualifications to apply to become an Evaluator are as follows:

    2.1.1. Applicants shall be a SPRAT member in good standing.

    2.1.2. Applicants shall have a record of participation in the organization, having attended at least one SPRAT annual or mid-year meeting and have at least one year active participation in a SPRAT Board of Directors appointed committee or Standards subcommittee.

    2.1.3. Applicants shall have a minimum of 10 years of experience in the rope access industry.

    2.1.4. Applicants shall have a minimum of 3 years of rope access experience as a SPRAT *Level III Technician* and 6 years total as a SPRAT *Level III Technician* or equivalent.

    2.1.5. Applicants shall have a minimum of 2000 hours of rope access work as a certified SPRAT *Level III Technician* or *Level III Technician* equivalent.

    2.1.6. Applicants shall have provided rope access instruction in a minimum of 5 courses that were followed by SPRAT evaluation sessions.

    2.1.7. In addition to rope access instruction, applicants shall possess a varied background in 2 rope system rope access, including a minimum of 60 hours of work exposure to a minimum of 3 differing areas of rope access work, such as petrochemical, geotechnical, communications, or others deemed acceptable by the Evaluations Committee.

3. Application Documentation

3.1. Applicants shall provide the following documentation as part of their application:

    3.1.1. A completed application.

    3.1.2. A rope access logbook demonstrating the minimum of 2000 hours as a certified SPRAT *Level III Technician* or *Level III Technician equivalent*.

    3.1.3. A rope access resume demonstrating the requirements as stated in Section 2.

    3.1.4. Two recommendation forms from current Evaluators, one of which shall be independent of the applicant.

3.1.5. Copy of current SPRAT *Level III Technician* certification

3.1.6. Copy of current First Aid, CPR, and AED certifications

3.1.7. A signed Evaluator contract

4. Application Submission

4.1. Applications and required supporting documentation can be submitted at any time of the year.

4.2. Incomplete applications will be returned to the Evaluator applicant.

4.3. Voting will take place twice a year at the May and November Evaluations Committee Meetings.

4.3.1. During voting, the Evaluations Committee will assess each application to verify eligibility only.

4.3.2. A simple majority of the entire Evaluations Committee is required for an applicant to move further into the process.

4.3.3. If a member of the Evaluations Committee is not able to make the appropriate meeting at which applicants are voted on, they shall, at a minimum, send an email to the SPRAT Office with their vote and any concerns they have.

4.3.3.1. This shall be done prior to the indicated meeting.

4.3.4. Any criteria dependent deficiencies noted by the Evaluations Committee will result in a rejection of the application.

4.3.5. The applicant must then wait a minimum of 6 months prior to resubmitting their application, with all deficiencies properly addressed.

4.3.6. As part of the application resubmission, the applicant will need to provide supporting documentation showing they have resolved deficiencies found in the prior review of the application.

5. Evaluator Written Test

5.1. Evaluator Written Test Process

5.1.1. After their application is approved, the Evaluator candidate has 30 days to take the Evaluator written test.

5.1.2. The Evaluator written test has been developed to test an Evaluator candidate's knowledge of the SPRAT certification process, SPRAT documentation, as well as technical knowledge required to be an effective Evaluator.

5.1.3. The test consists of 40 questions, and an Evaluator candidate must score a minimum of 80% (32/40) to pass the test.

5.1.4. The written test is available in an online format and is closed book.

5.1.5. A *proctor* must be assigned to administer the online test.

5.1.5.1. The *proctor* must contact the SPRAT Office to be issued a one-time use username and password for the online test.

5.1.5.2. After the test is administered, the *proctor* must submit a Proctor Affidavit form, which is found in Appendix A of this document.

5.2. Evaluator Written Test Results and Failure of the Evaluator Written Test

5.2.1. After taking the test, the Evaluator candidate will immediately be provided the score for the test.

5.2.2. Questions answered incorrectly on the Evaluator written test will not be viewable by the candidate.

5.2.3. If an Evaluator candidate fails the written test, they must wait a minimum of 6 months before submitting a new application to restart the process, and follow the current requirements of the approved *Process to Become a SPRAT Evaluator*.

5.2.4. The results of the written test may not be appealed.

5.2.5. Failure to take the written test during the stated time frame will constitute a failure of the written test.

6. Evaluator Candidate Interview

6.1. Following the Evaluator candidate's successful completion of the evaluator written test, an interview will be scheduled for the Evaluator candidate.

6.2. The interview must take place no more than 60 days past the initial acceptance of the application.

6.3. Interview Process:

6.3.1. The interview will be performed by three members of the Evaluation Committee that are independent of the Evaluator candidate.

6.3.2. The SPRAT Office will organize and schedule the interview process only, but will not be involved in the actual interview with the Evaluator candidate.

6.3.3. Questions in the interview pertain to the Evaluator candidate's background, experience, and knowledge of the SPRAT certification process.

6.3.4. Each Evaluations Committee member on the interview panel will score the interview performance on an Evaluator Candidate Interview Form.

6.4. Interview Scoring:

6.4.1. Interview responses are graded along the following scale:

Poor	Below Average	Average	Above Average	Excellent
0	0.5	1.0	1.5	2.0

6.4.2. The interviewer's findings will be sent to the SPRAT Office within one week of the interview.

6.4.3. The SPRAT Office will tabulate the results for review at the next scheduled Committee meeting following the interview.

6.4.4. All interviewers' scores will be averaged for each question, with the result being averaged for a final score.

6.4.5. An average score of "Above Average" (≥1.5) shall be the benchmark for acceptable interview performance.

6.4.6. It should be noted that this system allows an Evaluator candidate to be weak in one area and still proceed if they are excellent in other areas.

6.5. Interview Follow-up:

6.5.1. All Evaluator Candidate Interview Forms, and any associated comments, will be forwarded to the Evaluations Committee, along with the initial application, for consideration in continuing in the process.

6.5.2. Following a discussion of the findings at a scheduled Evaluations Committee meeting, the SPRAT Office will send an electronic ballot to all members of the Evaluations Committee.

6.5.3. A simple majority of the entire Evaluations Committee is required for an Evalautor candidate to move further into the process.

6.5.4. The SPRAT Office will not divulge individual Evaluations Committee member votes unless directed to do so by the Board of Directors.

6.5.5. If a member of the Evaluations Committee is not able to make the appropriate meeting at which a candidate is discussed, they shall, at a minimum, send an email to the SPRAT Office with any applicable comments on a candidate(s). This will be done prior to the scheduled meeting.

6.6. Failure of the Interview:

6.6.1. If an Evaluator candidate does not pass the interview process, they will be notified of the findings of the Committee in writing.

6.6.1.1. The notification will include the areas where the Evaluator candidate was found deficient (i.e., average scores of individual questions less than Above Average).

6.6.1.2. If an Evaluator candidate fails the interview, they must wait a minimum of 6 months before submitting a new application to restart the process, and follow the current requirements of the approved *Process of Becoming a SPRAT Evaluator*.

6.6.1.3. As part of the application resubmission, the Evaluator candidate will need to provide supporting documentation showing they have resolved deficiencies found in the prior interview processes.

6.6.1.4. The Evaluator candidate will be required to retake the written test.

6.6.1.5. The Evaluator candidate will be allowed the option to request a new set of interviewers.

6.6.1.6. Failure to schedule the interview during the stated time frame will constitute a failure of the interview.

7. Evaluator Candidate Internship

7.1. If the Evaluator candidate meets all previous criteria, and passes the interview process, they are approved to enter into the internship phase. During the internship phase, the Evaluator candidate will need to complete the following requirements:

7.1.1. Participate in an orientation webinar;

7.1.2. Attend an Evaluator Workshop;

7.1.3. Attend a minimum of three evaluation shadow sessions under the supervision of an Evaluator.

7.2. Internship Sequencing

7.2.1. An Orientation webinar will be scheduled for active candidates prior to a regularly scheduled Evaluator workshop.

7.2.2. The Orientation webinar must be completed prior to attendance at an Evaluator workshop or attendance of any evaluation shadow sessions.

7.2.3. Attendance at an Evaluator workshop or evaluation shadow sessions may be completed in any order.

7.3. Evaluator Workshop

7.3.1. An Evaluator workshop will be held at least twice a year to correspond with the annual and mid-year meetings.

7.3.2. Other Evaluator workshops may be scheduled as described in Section 13 of the Evaluator Guidelines.

7.4. Evaluation Shadow Sessions

7.4.1. A shadow session is where an Evaluator candidate accompanies an Evaluator during an entire evaluation session to develop further understanding of the evaluation process.

7.4.2. An Evaluator candidate will be expected to shadow only; performance of the actual evaluations is prohibited at this stage of the process.

7.4.3. As this a learning experience, interaction and communication between the Evaluator candidate and Evaluator is encouraged.

7.4.4. The following requirements are a minimum for the Evaluator candidate's attendance of sessions under the supervision of a current evaluator:

7.4.4.1. Two different Evaluators, at minimum, are required

7.4.4.2. Evaluator may have provided a letter of recommendation for the Evaluator candidate, but may only serve as the Evaluator for one shadow session

7.4.4.3. Only one evaluations session may be conducted with an Evaluator that is not independent of the Evaluator candidate

7.4.4.4. Two different locations, at a minimum, are required

7.4.4.5. Two different hosts, at a minimum, are required

7.4.4.6. Two evaluation sessions must contain upper level candidates

7.4.4.7. One evaluation session must contain a *Level 3 Technician* candidate

7.4.5. Evaluators and Evaluation Sessions Hosts have the right to deny any shadow request from an Evaluator candidate.

7.5. Evaluator Candidate Feedback

7.5.1. Feedback of Evaluator candidates will be collected via the Evaluator Candidate Feedback Form that must be filled out by the Evaluator following each Evaluation Shadow Session and returned with other paperwork to the SPRAT Office.

7.5.2. Evaluators and Evaluations Committee members are also encouraged to fill out the Evaluator Candidate Feedback Form following a candidate's attendance of an Evaluator workshop.

7.5.3. Feedback from the Evaluation Session Host of shadow sessions is also encouraged.

7.6. Internship Completion

7.6.1. Once an Evaluator candidate has completed all requirements of the internship, the Evaluations Committee will review all feedback forms, along with the written test of the Evaluator candidate.

7.6.2. Evaluations Committee members will conduct a blind vote.

7.6.3. One of the following votes must be submitted regarding the candidate:

7.6.3.1. Approve

7.6.3.2. Approve with Conditions

7.6.3.3. Reject

7.6.4. A vote of approval of 70% of the Evaluations Committee is required for the Evaluator candidate to pass the internship.

7.6.5. If this level of approval is not reached, the Evaluations Committee will review the votes internally at the next appropriate Evaluations Committee meeting, and a follow-up interview will be scheduled with the Evaluator candidate.

7.6.6. The interview will require, at minimum, a quorum of the Evaluations Committee members in attendance.

7.6.7. Following, the interview, the Evaluations Committee will vote a second time.

7.6.8. If 70% is not reached upon viewing the secondary interview results, the following stipulations will be followed:

7.6.8.1. More than a 50% approval will require further internship requirements.

7.6.8.2. Less than a 50% approval will require the candidate to restart the process.

8. Evaluator Candidate Assessment of Skills

8.1. Following the completion of the internship, the Evaluator candidate will be eligible to have their skills tested by performing a full evaluation session, while being assessed by a current Evaluator.

8.2. Evaluation Session Requirements

8.2.1. An Evaluator candidate may evaluate up to 8 candidates.

8.2.2. There must be at least 5 candidates, 2 of which must be upper level with 1 of which must be a *Level III Technician* candidate.

8.2.3. The Evaluator candidate does not have to be independent of the upper level candidates or the Evaluation Session Host.

8.3. Evaluators and Evaluation Session Hosts have the right to deny any assessment request from an Evaluator candidate.

8.4. Evaluator of Record Requirements and Responsibilities

8.4.1. To be eligible to assess an evaluator candidate, the Evaluator must:

8.4.1.1. Be an evaluator in good standing with the Society.

8.4.1.2. Previously conducted at least 10 evaluations during their current appointment.

8.4.1.3. Not have provided a letter of recommendation for the evaluator candidate during the application phase.

8.4.1.4. Be independent of the Evaluator candidate

8.4.1.5. Be independent of the upper level candidates in the session.

8.5. The Evaluator assigned to assess the candidate will be required to complete an Evaluator Test Assessment Form and write a summation of their findings and recommendations of the Evaluator candidate.

8.5.1. This information will be sent to the SPRAT Office with the other paperwork from the evaluation session.

8.6. Evaluations Committee Review of Documentation

8.6.1. The Evaluations Committee will review the summation and recommendations from the EOR at the next appropriate Committee meeting.

8.6.2. Once the summation and recommendations have been reviewed, the SPRAT Office will send out an electronic ballot to all members of the Evaluations Committee.

8.6.3. The Evaluator candidate must be approved by 70% of the Evaluations Committee to be approved as an Evaluator in Good Standing.

8.6.4. The SPRAT Office will not divulge individual Evaluations Committee member votes, unless directed to do so by the Board of Directors.

8.6.5. If 70% is not reached upon viewing the assessment results, the Evaluations Committee will hold a discussion of the Evaluator candidate at a closed Evaluations Committee meeting, and a second vote will be conducted.

8.6.6. If 70% is still not reached the following stipulations will be followed:

8.6.6.1. More than a 50% approval will require a second assessment of skills.

8.6.6.2. Less than a 50% approval will require the Evaluator candidate to restart the process.

8.6.7. If an Evaluator candidate does not pass the Evaluator Assessment of Skills process or is not approved by the Committee, they will be notified of the findings of the Evaluations Committee in writing.

8.6.7.1. The notification will include the areas where the Evaluator candidate was found deficient.

9. Candidate Approval

9.1. Upon approval, a new Evaluator shall receive an initial appointment with an expiration date aligned with the expiration of their current *Level 3 Technician* certification.

9.2. The Evaluations Committee will conduct an initial review of their Evaluator activities after a period of 12 months.

9.3. At the expiration of the new Evaluator's initial appointment, appointment renewals are issued as stated in the Evaluator Guidelines.

9.4. If the expiration of the new Evaluator's *Level III Technician* certification occurs before 12 months have elapsed, the Evaluations Committee will issue a new provisional appointment aligned to the *Level III Technician* re-certification that lasts until the 12 month review is conducted.

10. Time Limit

10.1. The Evaluator candidate will have two years (24 months) from the approval of their application to complete the process described in this document.

10.2. If the Evaluator candidate fails to complete the process within two years, it will automatically constitute a failure, and the candidate will be required to submit a new application to begin the process under the requirements in place at that time.

10.3. The SPRAT Office will not contact a candidate to provide reminders of any time limit.

11. Complaints and Appeals

11.1. Should an Evaluator candidate feel the need to appeal the findings of the Evaluations Committee at any point in the process, they should submit a written statement to the SPRAT Office detailing the circumstances of their complaint and the requested action.

11.2. The SPRAT Office will forward all complaints and appeals to the Board of Directors. Complaints and appeals will be considered and ruled by the BOD.

11.3. A written response will be provided to the aggrieved party within sixty (60) days of the written complaint.

11.4. The Board of Directors can choose to reconsider any action taken by the Committee if the BOD deems the action inconsistent with established certifications requirements or finds the action inconsistent with the best interests of the membership.

Appendix A: Evaluator Candidate Proctor Affidavit

I, _____, as previously agreed, have followed
Print Name

the Society of Professional Rope Access Technician's (SPRAT) Written Testing Procedure for Evaluator Candidates while fulfilling my responsibility as a SPRAT Proctor. I hereby verify that the procedure, as described in the Process to Become an Evaluator document, was fully followed and adhered to during the testing, which was held on

_____ in _____,
Date   **City or Area**

_____.
State or Province

_____.
Print Name

_____.
Signature of Proctor

_____.
Date