

Congratulations on being selected to serve as an Examiner for The Partnership for Excellence (TPE). We look forward to seeing you at Examiner Training in November!

You must meet 3 requirements to be accepted into Examiner Training:

- 1) **Complete the Pre-Work.** You will complete your Independent Review Items online in Scorebook Navigator, using the case study *FitHabits* and the Baldrige Excellence Framework for Business/Nonprofit/Government.

All Examiners	Complete Independent Review (IR) worksheets in Scorebook Navigator for each of the following Items: 1.1, 2.1, 7.1, and 7.5
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- 2) **Print and take to class: 2 copies of each of your completed Independent Review Item worksheets from Scorebook Navigator.** You will submit one copy of each to TPE on your first day of training. The second copy will be used by you and distributed among the other examiners for use during the exercises.
- 3) **Attend the entire two-day Examiner Training Course.** If there are extenuating circumstances that would prevent you from attending the entire course, please contact me (info below) in advance to discuss the issue. During the course, exemptions will be made only for emergencies.
- 4) All of the instructions and the materials necessary to complete the assignment are enclosed/attached or can be downloaded at http://www.thepartnershipforexcellence.org/resources_training.html

Please contact Tiffany Edmonds at tiffany@partnershipohio.org if you have questions.

Once again, thanks for all you do!

Sincerely,

Margot Hoffman
President & CEO
The Partnership for Excellence
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