

Office of Science Integrated Support Center

Qualifying Official 5-Step Process Checklist

Print and Review
the Standard(s)

Print and review the Standard(s) and other related documents which will be used as a guide in your evaluation.

Check When Completed

Review Each
Competency and
Supporting Evidence

Review and evaluate the evidence corresponding to each competency with an emphasis on the Supporting Knowledge and Skills statements provided in the Standard.

Check When Completed

Prepare and
Conduct an
Oral or Written
Examination

Prepare an oral or written examination and then arrange a meeting or teleconference to evaluate the trainee to ensure he/she knows the substance of the subject to the degree needed.

Check When Completed

Certify and Send
a Notification

Once you are comfortable with qualifying the trainee, you are ready to issue certification and notification. You should sign or initial the ESS record or qualification card, as applicable.

Check When Completed

File the
Documentation

Assemble a documentation folder for record keeping. Send the package to the TQP Manager for filing and return the original qualification and evidence package to the person you evaluated.

Check When Completed