NII (NACE International Institute)

Process document

Peer reviewer qualification process (Path to Peer)

Date: March 30th, 2018

Scope

The intent of this document is to establish the requirements for a NACE CIP Peer.

The Peer is responsible for the examination and evaluation of CIP candidates who are pursuing CIP level 3 certification.

To qualify as a peer, an individual will need to ensure that the have gained the requisite work experience in either Liquid or Powder Coating manufacturing, QC inspection, Coating & Lining application, Passive Fireproofing application, Thermal Insulation installation, Composite applications and Metallization methods. In addition, the Peer should possess project management experience and be familiar with coating processes and procedures. The process to attain Peer status involves 4 steps:

1. **Application** – submittal approval
2. **Demonstration** - presentation and communication skills - evaluated by the application review board
3. **Onboarding** (shadowing) – attend and contribute to at least two peer reviews as a "Provisional Peer"
4. **Approved** Peer

Application

Before submitting an application for Peer status, a candidate will need to meet the following minimum criteria:

- Hold a valid CIP level 3 certification for a period no less than 5 years
- Have a minimum of 10 years verifiable field work experience directly related to Coating Inspection as a CIP (NACE Certified Coating Inspector)
- Have a clean record with NACE and the NII which includes no disciplinary actions taken related to unethical behavior or breaches of NACE or NII policies.

Candidates who meet all of the above requirements may then complete an application and submit it directly to the NII for review and approval.

Each candidate's application will be verified by staff for completion and accuracy based on the above criteria and will then be forwarded to an independent member review board who will validate the work experience requirements.

The candidate will be notified by NII staff once their application has been reviewed or, if required, any additional documentation or information is needed in order to proceed with the application.

Demonstration

Upon receiving a notification that the Peer application has been approved, the candidate may then proceed to the next step which involves the demonstration of observable visible attributes. These attributes demonstrate key soft skills which are required to successfully administer the peer review process as an examiner or proctor. The observable visible attributes are essential to ensure that the examination is delivered in a consistent manner and to ensure that process is being followed.

In order to complete this requirement, each candidate will be required to submit a recorded mock interview to the NII for review. The mock interview will be reviewed by an independent review board who will assess the submitted recordings based on a set of defined observable attributes including, communication style, use of language and ability to relay specific information to an individual or group of individuals.

The review board will not evaluate technical skills and will be completely independent from any existing peers or peer reviewers

In addition to the skills noted above, all candidates will need to ensure that they are able to demonstrate other key attributes - see Appendix A - Key peer Attributes.

The Mock Interview will be no longer than 30 min. Each candidate will record themselves interviewing another person. Each mock interview will include the following questions:
1. *What is an Exam preparation guide? Describe each feature of the Exam Preparation Guide.*
2. *Where would you find the most up to date information about the requirements for Coating Inspector level 3 certification? Explain how you would get to the information.*
3. *What volunteer opportunities are available for certified individuals in the industry to be involved in the development of certification exams?*
4. *How do you apply to volunteer for a specific opportunity? Explain each step.*
5. *What does it mean to have legally defensible exams and how does it benefit the industry and students?*

Each candidate will be evaluated using the following Scoring guide or rubric:

Peer Mock Interview

Name:
Date:
Score:

For each item identified below, circle the number
to the right that best fits your judgment of their quality.
Use the rating scale to select the quality number. **Minimum Score required is a 22**

Mock Interview Review	Scale			
	Poor	Improvement	Good	Excellent
Applicant Peer is able to focus attentively when Candidate is giving answer.	1	2	3	4
Applicant Peer waits for Candidate to complete their answer before speaking.	1	2	3	4
Applicant Peer's questions to the Candidate are from the question set and are asked in a manner that the Candidate understands.	1	2	3	4
Applicant Peer does not badger or rush the Candidate into answering - provides the candidate adequate time to respond to the question without pressure	1	2	3	4
Applicant Peer is explicit and articulate in all communications so there is no ambiguity within a question.	1	2	3	4
Applicant Peer has the ability to convey in lay terms what is required from Candidates, displays a collaborative approach to all Q&A sessions, while demonstrating a clear understanding of the Candidate's responses.	1	2	3	4
Applicant Peer solves most issues that arise, creates an environment suitable for intensive Peer reviews.	1	2	3	4
Applicant Peer has the ability to document candidate responses and assess the responses for accuracy.	1	2	3	4

Onboarding

The third step in achieving Peer status is the onboarding or shadowing process. Upon successful completion of the application and demonstration steps, each candidate will qualify as a provisional Peer.

As a Provisional Peer, each candidate will be required to attend a minimum of two peer reviews within a one year time frame where they will be under direction supervision of an Lead peer. Additional reviews maybe required if the candidate does not meet qualification criteria outlined below.

Provisional Peers will have their expenses covered by NACE; however, there will be no pay or allowances given during the provisional process.

Provisional peers will be required to undergo the following process to demonstrate their commitment and proficiency as a peer in the following areas:

- Will be assigned a Lead peer as a mentor who will prepare and guide them prior to their first peer assignment
- Deliver peer examination questions and field answers in accordance with prescribed peer documentation and processes
- Will be required to confer with peer group as to whether or not the candidate should pass or fail. This will be for evaluation purposes only and will not be used to determine if the candidate receives a pass / fail
- Will need to demonstrate necessary observable skills and key attributes to effectively perform as a peer.

The provisional Peer will be digitally recorded and evaluated after the Peer review, so that the evaluation of the provisional Peer does not interfere with the examination of the candidate sitting for the Coating Inspector Level 3 exam. A review panel made up of the Peer team the provisional candidate worked with, one additional Peer, and one NII staff member will review the video of the provisional peer via conference call and use the scoring guide or rubric below to evaluate the strengths and weaknesses of the provisional Peer. The total score from each member of the panel will be averaged to decide the status of the provisional Peer.

Provisional Peer Evaluation

Name:	
Date	
Score:	

For each item identified below, circle the number
to the right that best fits your judgment of its quality.
Use the rating scale to select the quality number. **Minimum score of 93 is required attend second Peer Review.
Second Peer Review minimum score is 105 to continue as a Peer.**

Survey Item	Scale				
	Unacceptable	Needs Improvement	fair	Good	Excellent
Good Listening Skills					
• Provisional Peer focuses attentively when Candidate is giving answer.	1	2	3	4	5
• Provisional Peer waits for Candidate to complete their answer before speaking.	1	2	3	4	5
• Provisional Peer's questions to the Candidate are from the question set and are asked in a manner that the student understands.	1	2	3	4	5
• Provisional Peer has self-awareness of their verbal and body language and adjusts in order to remain positive and encouraging to the candidate.	1	2	3	4	5
Understanding and Patience					
• Provisional Peer ensures that Candidate understands question.	1	2	3	4	5
• Provisional Peer does not badger or rush Candidate into answering before Candidate feels confident and fully prepared.	1	2	3	4	5
• Provisional Peer does not deviate from the question sets.	1	2	3	4	5
• Provisional Peer sets the scene and provides assurance to all candidates that the NACE CIP Peer process is fair and honorable.	1	2	3	4	5

Physically able to sit for long periods of time, and willing to do so					
• Provisional Peer sits quietly and without fidgeting.	1	2	3	4	5
• Provisional Peer does not talk, walk or otherwise disturb the Candidate when he/she (Candidate) is formulating answers.	1	2	3	4	5
• Provisional Peer is able to sit for multiple reviews without the need for frequent breaks.	1	2	3	4	5
• Provisional Peer is aware of the long hours required of this position and remains consistent in performance throughout.	1	2	3	4	5
• Provisional Peer understands time pressures and necessity of adhering to the prescribed time allocation	1	2	3	4	5
Ability to administer Open Ended questions					
• Provisional Peer asks the question provided in the question set, without deviating from the original question.	1	2	3	4	5
• Provisional Peer uses the information provided in the peer book to restate or adapt the questions in a way that provides a standard, fair and unbiased way to tests the Candidate's adaptability, decision-making and problem-solving capabilities.	1	2	3	4	5
• Provisional Peer understands the possible answers provided in the peer book and have the technical knowledge to decipher if a student is answering correctly.	1	2	3	4	5
• Provisional Peer is explicit and articulate in all communications so there is no ambiguity within a question.	1	2	3	4	5
• Provisional Peer is conscious that there could be differences between their culture and another person's, and that these differences could affect their relationship. The Provisional Peer will remain free from prejudices and preconceptions about other cultures.	1	2	3	4	5
Good hearing, either naturally, or with the aid of mechanical improvements (i.e. hearing aids)					
• Provisional Peer conveys in lay terms what is required from Candidates, displays a collaborative approach to all Q&A sessions, while demonstrating a clear understanding of the Candidate's responses.	1	2	3	4	5

	1	2	3	4	5
• Provisional Peer solves most issues that arise, creates an environment suitable for intensive Peer reviews.	1	2	3	4	5
• Provisional Peer communicates at a normal voice level, and is able to hear Candidate's responses when given at a normal voice level. (I. e. Normal Voice Level is defined as 60 Db-A, or less).	1	2	3	4	5
Ability to be flexible to changing schedules during the work day					
• Provisional Peer interacts with other Peers and assists or remains silent when required. Does what is required to accomplish the scheduled workday.	1	2	3	4	5
• Provisional Peer fosters cooperation & collaboration, while taking responsibility for their actions and remaining accountable to the NACE CIP program.	1	2	3	4	5
• Provisional Peer has prepared thoroughly for the Peer review.	1	2	3	4	5
Teamwork and Acceptable Work Output					
• Provisional Peer respects others' views, and has the courage to review decisions	1	2	3	4	5
• Provisional Peer communicates, in the form of verbal or written submissions, to assist with the Peer assessments	1	2	3	4	5
• Provisional Peer integrates well with other Peers, and is willing to be flexible with changing job roles	1	2	3	4	5
Organizational and Decision-Making Skills					
• Provisional Peer documents candidate responses and assess the responses for accuracy based on the pre-determined knowledge, skills, and abilities required of a Level Three Coating Inspector.	1	2	3	4	5
• Provisional Peer asks the questions from the question set in a way that the candidate can understand without changing the question intent.	1	2	3	4	5
Ability to adhere to Exam Security procedures					
• Provisional Peer secures all exam materials at all times.	1	2	3	4	5
• Provisional Peer ensures that Candidates are provided a written copy of only the questions set they are being asked.	1	2	3	4	5
• Provisional Peer ensures that each Candidate signs a non-discloser agreement prior to starting the exam.	1	2	3	4	5

• Provisional Peer organizes candidates waiting to take the exam in such a manner as there is no opportunity for them to talk to candidates who have just completed the exam.	1	2	3	4	5
• Provisional Peer acknowledges and discloses all conflicts of interest.	1	2	3	4	5
• Provisional Peer recuses themselves as examiner or proctor for any candidate where there is a perceived conflict of interest.	1	2	3	4	5

Approval

Upon successful completion of the onboarding process, the NII will review all of the requirements to ensure that the Provisional Peer can be formally approved as an Approved peer.

This step is designed to ensure that all candidates have been thoroughly vetted against the peer requirements and to eliminate any bias. Should any outstanding documentation or actions be required, the NII will work with the candidate to close on these items.

Once complete, the candidate will be issued with the status of Approved Peer and will be able added to the peer list to be selected for peer assignment.

NOTE:

NACE regularly analyzes the number of Peers that it requires in order to support market need.

NII has the right to limit the number of peer candidates who advance beyond Step 1, based on the number of peer assignments that NACE projects in a given year. This is to ensure that fully approved Peers receive enough assignments to stay active and current in the program.

Appendix A - Key peer Attributes

Good Listening Skills

- Provisional Peer is able to focus attentively when Candidate is giving answer.
- Provisional Peer waits for Candidate to complete their answer before speaking.
- Provisional Peer's questions to the Candidate are from the question set and are asked in a manner that the student understands.
- Provisional Peer has self-awareness of their verbal and body language and is able to adjust in order to remain positive and encouraging to the candidate.

Understanding and Patience

- Provisional Peer ensures that Candidate understands question.
- Provisional Peer does not badger or rush Candidate into answering before Candidate feels confident and fully prepared.
- Provisional Peer does not deviate from the Technical portion question sets.
- Provisional Peer sets the scene and provides assurance to all candidates that the NACE CIP Peer process is fair and honorable.

Physically able to sit for long periods of time, and willing to do so

- Provisional Peer is able to sit quietly and without fidgeting.
- Provisional Peer does not talk, walk or otherwise disturb the Candidate when he/she (Candidate) is formulating answers.
- Provisional Peer is willing to sit for multiple reviews without the need for frequent breaks.
- Provisional Peer is aware of the long hours required of this position and remains consistent in performance throughout.
- Provisional Peer understands time pressures and necessity of adhering to the prescribed time allocation

Ability to administer Open Ended questions

- Provisional Peer is able to ask the question provided in the question set, without deviating from the original question.
- Provisional Peer is able use the information provided in the peer book to restate or adapt the questions in a way that provides a standard, fair and unbiased way to tests the Candidate's adaptability, decision-making and problem-solving capabilities.
- Provisional Peer should understand the possible answers provided in the peer book and have the technical knowledge to decipher if a student is answering correctly.

- Provisional Peer is explicit and articulate in all communications so there is no ambiguity within a question.
- Provisional Peer is conscious that there could be differences between their culture and another person's, and that these differences could affect their relationship. The Provisional Peer will remain free from prejudices and preconceptions about other cultures.

Good hearing, either naturally, or with the aid of mechanical improvements (i.e. hearing aids)

- Provisional Peer has the ability to convey in lay terms what is required from Candidates, displays a collaborative approach to all Q&A sessions, while demonstrating a clear understanding of the Candidate's responses.
- Provisional Peer solves most issues that arise, creates an environment suitable for intensive Peer reviews.
- Provisional Peer is able to communicate at a normal voice level, and is able to hear Candidate's responses when given at a normal voice level. (I. e. Normal Voice Level is defined as 60 Db-A).

Ability to be flexible to changing schedules during the work day

- Provisional Peer interacts with other Peers and assists or remains silent when required. Does what is required to accomplish the scheduled workday.
- Provisional Peer has the ability to foster cooperation & collaboration, while taking responsibility for their actions and remaining accountable to the NACE CIP program.
- Provisional Peer has prepared thoroughly for the Peer review.

Ability to be away from work from for periods ranging 3 or more days. This includes electronic separation from work.

- Provisional Peer accepts assignments in a balanced, rotational manner. This includes both short and long duration peer assignments.
- Provisional Peer does NOT conduct regular business while in the employ of NACE during NACE assigned working hours.
- Provisional Peer does NOT depart before completion of work assignment, or before being released from that assignment by the Lead Peer.

Ability to perform a minimum of two (2) Peer Reviews per year.

- Provisional Peer must accept not less than two (2) offered assignments per year.
- Upon approval, Peer must accept and execute not less than two (2) offered Peer assignments per year.
- Failure to accept and execute the minimum number of Peer assignments per year will result in a request by the Certification Committee that the Peer resign their position.

Secure and maintain Travel documents for International Assignments (as needed)

- Provisional Peer must obtain and possess a valid current passport issued by their country of residence should they accept an international assignment.

Teamwork and Acceptable Work Output

- Provisional Peer respects others' views, and has the courage to review decisions
- Provisional Peer communicates, in the form of verbal or written submissions, to assist with the Peer assessments
- Provisional Peer integrates well with other Peers, and is willing to be flexible with changing job roles

Organizational and Decision-Making Skills
- Provisional Peer has the ability to document candidate responses and assess the responses for accuracy based on the pre-determined knowledge, skills, and abilities required of a Level Three Coating Inspector.
- Provisional Peer asks the questions from the question set in a way that the candidate is able to understand without changing the question intent.

Ability to adhere to Exam Security procedures
- Provisional Peer will secure all exam materials at all times.
- Provisional Peer will ensure that Candidates are provided a written copy of only the questions set they are being asked.
- Provisional Peer will ensure that each Candidate signs a non-discloser agreement prior to starting the exam.
- Provisional Peer will organize candidates waiting to take the exam in such a manner as there is no opportunity for them to talk to candidates who have just completed the exam.
- Provisional Peer will acknowledge and disclose all conflicts of interest.
- Provisional Peer will not serve as examiner or proctor for any candidate where there is a perceived conflict of interest.