



Association for Materials Protection and Performance

Process Document

Peer Reviewer Qualification Process (Path to Peer)

Scope

The intent of this document is to establish the requirements for a AMPP CIP Peer Reviewer (PR). The PR is responsible for the examination and evaluation of CIP candidates who are pursuing AMPP CIP Level 3 certification.

To qualify as a PR, an individual must have 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 PR should possess project management experience and be familiar with coating processes and procedures. The process to attain PR 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 Reviewer”
4. **Approved** Peer Reviewer

Application

Before applying for PR status, a candidate must 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 (AMPP Certified Coating Inspector)
- Have a clean record with AMPP which includes no disciplinary actions taken related to unethical behavior or breaches of AMPP policies.

Candidates who meet all the above requirements may complete an application and submit it directly to AMPP Certification 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 AMPP Certification staff once their application has been reviewed or, if required, any additional documentation or information is needed to proceed with the application.

Demonstration

Upon receiving a notification that the PR 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.

To complete this requirement, each candidate is required to submit a recorded mock interview to Certification 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 must 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 elements 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

For each element listed below, circle the applicable rating.

Poor	1
Needs Improvement	2
Good	3
Excellent	4

Applicant PR can focus attentively when Candidate is giving answer.	1	2	3	4
Applicant PR waits for Candidate to complete their answer before speaking.	1	2	3	4
Applicant PR'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 PR 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 PR is explicit and articulate in all communications so there is no ambiguity within a question.	1	2	3	4
Applicant PR can 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 PR solves most issues that arise, creates an environment suitable for intensive Peer reviews.	1	2	3	4
Applicant PR can document Candidate responses and assess the responses for accuracy.	1	2	3	4

Onboarding

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

As a Provisional PR, 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 a Lead peer reviewer. Additional reviews maybe required if the candidate does not meet qualification criteria outlined below.

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

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

- Will be assigned a Lead PR 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 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 PR.

The provisional PR will be digitally recorded and evaluated after the Peer review, so that the evaluation of the provisional PR does not interfere with the examination of the Candidate sitting for the Coating Inspector Level 3 exam. A review panel made up of the PR team with whom the provisional candidate worked, one additional PR, and one Certification 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 PR. The total score from each member of the panel will be averaged to decide the status of the provisional PR.

Provisional Peer Reviewer 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 Reviewer Status.**
Second Peer Review minimum score is 105 to continue as a Peer Reviewer.

Provisional Peer Reviewer Evaluation

For each element listed below, circle the applicable rating.

Unacceptable	1
Needs Improvement	2
Fair	3
Good	4
Excellent	5

Good Listening Skills					
<ul style="list-style-type: none"> Provisional PR focuses attentively when Candidate is giving answer. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR waits for Candidate to complete their answer before speaking. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR'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
<ul style="list-style-type: none"> Provisional PR has self-awareness of their verbal and body language and adjusts to remain positive and encouraging to the Candidate. 	1	2	3	4	5

Understanding and Patience					
<ul style="list-style-type: none"> Provisional PR ensures that Candidate understands question. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR does not badger or rush Candidate into answering before Candidate feels confident and fully prepared. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR does not deviate from the question sets. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR sets the scene and provides assurance to all Candidates that the AMPP CIP Peer Review process is fair and honorable. 	1	2	3	4	5
Physically able to sit for long periods of time, and willing to do so					
<ul style="list-style-type: none"> Provisional PR sits quietly and without fidgeting. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR does not talk, walk, or otherwise disturb the Candidate when he/she (Candidate) is formulating answers. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR can sit for multiple reviews without the need for frequent breaks. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR is aware of the long hours required of this position and remains consistent in performance throughout. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR understands time pressures and necessity of adhering to the prescribed time allocation. 	1	2	3	4	5
Ability to administer open ended questions					
<ul style="list-style-type: none"> Provisional PR asks the question provided in the question set, without deviating from the original question. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR 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
<ul style="list-style-type: none"> Provisional PR 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
<ul style="list-style-type: none"> Provisional PR is explicit and articulate in all communications so there is no ambiguity within a question. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR is conscious that there could be differences between their culture and the Candidate's culture, and that these differences could affect their relationship. The Provisional PR 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)					
<ul style="list-style-type: none"> Provisional PR 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
<ul style="list-style-type: none"> Provisional PR solves most issues that arise, creates an environment suitable for intensive Peer reviews. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR communicates at a normal voice level and can 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 workday					
<ul style="list-style-type: none"> Provisional PR 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
<ul style="list-style-type: none"> Provisional PR fosters cooperation & collaboration, while taking responsibility for their actions and remaining accountable to the AMPP CIP program. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR has prepared thoroughly for the Peer review. 	1	2	3	4	5
Teamwork and Acceptable Work Output					
<ul style="list-style-type: none"> Provisional PR respects others' views and has the courage to review decisions. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR communicates, in the form of verbal or written submissions, to assist with the Peer assessments. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR 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					
<ul style="list-style-type: none"> Provisional PR documents Candidate responses and assess the responses for accuracy based on the pre-determined knowledge, skills, and abilities required of a Level 3 Coating Inspector. 	1	2	3	4	5
<ul style="list-style-type: none"> Provisional PR 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 PR always secures all exam materials.	1	2	3	4	5
• Provisional PR ensures that Candidates are provided a written copy of only the questions set they are being asked.	1	2	3	4	5
• Provisional PR ensures that each Candidate signs a non-discloser agreement prior to starting the exam.	1	2	3	4	5
• Provisional PR 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 PR acknowledges and discloses all conflicts of interest.	1	2	3	4	5
• Provisional PR 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, Certification staff will review all the requirements to ensure that the Provisional PR can be formally approved as an Approved PR.

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 Certification Department will work with the candidate to close on these items.

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

NOTE:

AMPP regularly analyzes the number of Peer Reviewers required to support market need.

Certification has the right to limit the number of peer candidates who advance beyond Step 1, based on the number of peer assignments that AMPP projects each year. This is to ensure that fully approved PR receive enough assignments to stay active and current in the program.

Appendix A - Key Peer Attributes

Good Listening Skills

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

Understanding and Patience

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

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

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

Ability to administer open ended questions

- Provisional PR can ask the question provided in the question set, without deviating from the original question.
- Provisional PR 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 PR should understand the possible answers provided in the peer book and have the technical knowledge to decipher if a student is answering correctly.

- Provisional PR is explicit and articulate in all communications so there is no ambiguity within a question.
- Provisional PR is conscious that there could be differences between their culture and the Candidate's culture, and that these differences could affect their relationship. The Provisional PR 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 PR can 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 PR solves most issues that arise, creates an environment suitable for intensive peer reviews.
- Provisional PR can 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 workday

- Provisional PR interacts with other Peer Reviewers and assists or remains silent when required. Does what is required to accomplish the scheduled workday.
- Provisional PR can foster cooperation & collaboration, while taking responsibility for their actions and remaining accountable to the AMPP CIP program.
- Provisional PR 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 PR accepts assignments in a balanced, rotational manner. This includes both short and long duration peer assignments.
- Provisional PR does NOT conduct regular business while in the employ of AMPP during AMPP assigned working hours.
- Provisional PR does NOT depart before completion of work assignment, or before being released from that assignment by the Lead Peer Reviewer.

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

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

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

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

Organizational and Decision-Making Skills

- Provisional PR can document Candidate responses and assess the responses for accuracy based on the pre-determined knowledge, skills, and abilities required of a Level 3 Coating Inspector.
- Provisional PR asks the questions from the question set in a way that the Candidate can understand without changing the question intent.

Ability to adhere to Exam Security procedures

- Provisional PR will always secure all exam materials.
- Provisional PR will ensure that Candidates are provided a written copy of only the questions set they are being asked.
- Provisional PR will ensure that each Candidate signs a non-discloser agreement prior to starting the exam.
- Provisional PR 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 PR will acknowledge and disclose all conflicts of interest.
- Provisional PR will not serve as examiner or proctor for any Candidate where there is a perceived conflict of interest.