



## Be An Examiner... 2018 Examiner Application Package

- ◆ Develop or refine **YOUR** analytical, teamwork, and interviewing skills
- ◆ Build and expand **YOUR** professional network and résumé
- ◆ Assist **YOUR** organization in continually improving
- ◆ Learn firsthand innovative approaches used by leading organizations



*To be considered as a potential examiner, submit an application by Annual Learning Summit.  
Examiners who have previously served must apply each year.*

Driving Performance Excellence in New Mexico



## BOARD OF EXAMINERS/EDITORS APPLICATION PACKET

Each year, the *New Mexico Performance Excellence Awards* (NMPEA) Program seeks new and former Examiners/Editors to apply and re-apply for its **Board of Examiners/Editors** (BOE/E).

Teams composed of a Team Leader, Team Editor, and other Examiners, review an organization's Self-Assessment.

All types of organizations from all sectors (business, education, government, health care and non-profits) submit Self-Assessments as part of their 'performance excellence journey'.

Organizations use the *Baldrige Excellence Framework™/Criteria* as their guide to improve overall performance.

## BOE/E SELECTION

Individuals are recruited and selected to serve on the BOE/E based on, but not limited to:

- reputation for ethical conduct and integrity
- current/previous job experience/responsibilities
- commitment to meet deadlines
- project and team based skills
- analytical skills
- specialization or quality practices knowledge
- experience as a state or national Examiner
- experience with the Baldrige Criteria and/or other quality management systems

Eligibility does not guarantee placement on the BOE/E

## EXAMINER APPOINTMENT & TERM OF SERVICE

The QNM CEO makes appointments to the BOE/E. Service is considered a 'project' and occurs between July and December (see schedule).

Senior Examiners may serve throughout the year to conduct *Level 1 Adobe Assessments*. Junior Examiners may request to be mentored on the Adobe Assessment process.

## ETHICS/CONDUCT/CONFIDENTIALITY/CONFLICTS

All Examiners, Editors, Judges, Trainers, QNM Board and staff are **governed** by a Code of **Conduct; Ethics Policy; Confidentiality** and **Conflict of Interest** Agreements.

*Before applying be sure to read the policies and agreements. (included in this package)*

## FEES

Fees include the Baldrige Excellence Framework/Criteria and **Examiner Orientation** Workshop (required for new Examiners, recommended for returning Examiners) and subsequent Examiner training (required for all Examiners):

**New Examiners** - **\$225/person**

**Returning Examiners** - **\$150/person,**

**\$225/person** if also attending recommended Criteria/Orientation Workshop

## BALDRIGE EXCELLENCE FRAMEWORK

According to the Baldrige Performance Excellence Program, the Framework/Criteria are developed from state-of-the-art learning of private and public-sector organizations and reflect validated, leading-edge practices for achieving performance excellence.

The Framework's seven categories represent an integrated framework of what it takes to run an effective, successful operation:

1. Leadership
2. Strategy
3. Customers
4. Measurement, Analysis & Knowledge Management
5. Workforce
6. Operations
7. Results

## TIME / MEETINGS / TRAVEL

- The Examination **time** commitment is about **110** hours from training through to close of the project.
- Independent review of the Self-Assessment is conducted at the Examiner's home and/or work location (in an environment of **confidentiality**).
- Teams usually consist of Examiners from all over New Mexico and at times other states. Therefore, team '**meetings**' can be conducted via conference calls, web-based teleconference, and/or in person.
- Travel within the state of New Mexico is **necessary** if a site visit is needed. Site visit expenses are the only costs that are reimbursed to Examiners, Judges, and other required site visit attendees (i.e. mileage, hotel, meetings, and travel meals).

## BOARD OF EXAMINERS/EDITORS ROLES

From the BOE/E, teams are formed and assigned to each organization submitting a Self-Assessment.

Team roles consist of:

### 1. Team Leader

Proven leadership, project skills; serves a dual role; keeps team focused; manages schedule; ensures on-time deliverables; facilitates discussion; leads site visit; contributes fully to consensus and comment development

### 2. Team Editor

Dual role to oversee grammar, non-prescriptive and non-judgmental language, consistency of report; contributes fully to consensus and comment development

### 3. Senior Examiner

4+ years' experience; Criteria experience and mentor for team; guides and assists in review; contributes fully to consensus and comment development

### 4. Junior Examiner

2-3 years' experience; contributes sector knowledge and experience to team; contributes fully to consensus and comment development

### 5. New Examiner

1<sup>st</sup> year - typically no knowledge of or experience with the Criteria or process; contributes sector knowledge and experiences to team; contributes fully to consensus and comment development

### 6. Technical Coach

Technical Coach serves as the liaison between the NMPEA Training Team and the Examiner Team through continual coaching/training. The Technical Coach is not officially a member of the team but is quite familiar with the applicant to assist the team in developing key factors, aligning comments to scores, preparing for a site visit if requested, and other important aspects of the Examination process. The Technical Coach can serve in a limited role during site visits.

## Technical Editors

### 1. Chief Editor

Knowledgeable and experienced with the Criteria; assists teams without editors; manages/tutors tech editing team; assists to improve feedback reports (primarily customer product); ensures on-time deliverables; trainer/instructor

### 2. Technical Editor

Editing skills required; edits Feedback Reports to ensure Criteria-based, non-judgmental and non-prescriptive comments; reports to Chief Editor



## TEAM WORK / RESPONSIBILITIES

**All** Team Members will:

- **Adhere to** the Ethics, Code of Conduct, Confidentiality policies and disclose any Conflicts of Interest
- Attend required **training**
- Complete the assigned **pre-work**
- Perform an evaluation on an Organization's written Self-Assessment including:
  - ↪ **Review and development** of key factors, write **Criteria-based comments**,
  - ↪ serve as **Item lead** and consolidate team comments,
  - ↪ participate in and lead team **consensus meetings**,
  - ↪ determine Item and Category **scores**,
  - ↪ participate in any necessary **site visit**,
  - ↪ prepare a **written Feedback Report** on strengths and opportunities for improvement
  - ↪ participate in the **Executive Briefing** to clarify comments and offer additional feedback

All team members are required to use the software designed specifically for the work of this project. Training on this software is provided.

## APPLY NOW

If you believe you are qualified - are willing to make the volunteer commitment of time and energy – want to bring back tremendous learning to your organization – want to help improve New Mexico's competitiveness - and want to benefit from networking and professional development - *please apply* to serve on the Board of Examiners/Editors.

## NOTIFICATION

Candidates for the BOE/E will be notified via email within two weeks of submitting application of their selection status.

## 2018 NMPEA TRAINING

### Baldrige Criteria and Examiner Orientation

**Workshops/Webinars** will be held January through May throughout New Mexico either in-person or through on-line learning (**specifics will be posted on QNM website in December**). This workshop is required for new Examiners and recommended for returning Examiners.

The 2-day Examiner training (required for all Examiners) will be held June through July in locations throughout New Mexico (specifics will be posted on QNM website in December).

A **~half-day team-specific training** will be led by the team's technical coach and will serve as the official kick-off of the Examiner team's work.

## 2018 NMPEA SCHEDULE

<b>Organization <i>Intent to Apply</i></b>	<b>NLT Annual Learning Summit</b>
<b>Examiner BOE/E Application <i>Submittal</i></b>	<b>NLT Annual Learning Summit</b>
<b>Organization's <i>Self-Assessment Submittal</i></b>	<b>Not Later Than second Wednesday of July</b>
<b>Baldrige Criteria Workshop</b> (Required for new Examiners)	<b>January thru May</b> (see QNM website Calendar in December)
<b>2-Day Examiner Training</b> (required for all Examiners)	<b>June or July</b> (see QNM website Calendar in December)
<b>QNM Establishes Preliminary Teams</b>	<b>Week of July 10<sup>th</sup></b>
<b>QNM Finalizes Teams</b>	<b>End of July</b>
<b>~Half-Day Team Specific Training</b>	<b>First Week of August</b>
<b>Team Independent Review and Consensus Work</b>	<b>August thru September</b>
<b>Site Visits</b> (If deemed necessary by Judges according to set criteria)	<b>October</b>
<b>Panel of Judges convenes Determinations Announced to Organizations</b>	<b>November</b>
<b>Technical Editing</b> (Feedback Report final composition)	<b>November</b>
<b>Feedback Reports</b> distributed to Organizations	<b>November</b>
<b>All Executive Briefings</b> (Organization / Examining Team / QNM)	<b>December</b>

Quality New Mexico (QNM) *Improving competitiveness and performance of New Mexico organizations*

### Highest Standards

QNM's success and sustainability as an organization is directly related to how we conduct our business and our individual actions each day. It should be understood by all that are governed under this policy that unethical behavior which brings adverse scrutiny or embarrassment to this organization cannot be tolerated and will be addressed in a fair, corrective, and decisive manner. Holding our organization, and those with whom we associate and partner, to the highest standards of ethics and integrity demonstrates to New Mexico businesses and organizations that we are worthy advocates of performance excellence.

This policy is to guide the conduct of all individuals acting in any capacity for and on behalf of QNM and the New Mexico Performance Excellence Awards (NMPEA). The policy serves to inform organizations, employees, consultants, volunteers, other partners, and the general public that all actions and decisions associated with administering the NMPEA will meet the test of integrity and ethical behavior. These standards serve to assure organizations and the public that the awards process is conducted in a fair and unbiased manner, without conflict of interest or desire for personal gain on the part of any person serving in an administrative, judging, or examining capacity for the awards.

Violations of this policy will result in administrative action, up to and including the removal of any position and/or association with QNM.

### Declaration of Principles

These standards will govern all individuals acting in any capacity for, and on behalf of, QNM and the NMPEA, and each individual:

1. Will conduct themselves professionally, with truth, accuracy, fairness, respect, and responsibility to the public and in a manner that does not negatively impact or damage the perception or reputation of QNM;
2. Will not represent conflicting or competing interests, nor place them in such a position where their interests may be in conflict, or in perceived conflict, with the purposes and administration of the NMPEA program by QNM;

#### Principle 2 Clarification

- a. Conflicting interest will be considered present when a Judge, Editor, or Examiner (including QNM Board of Directors and staff who are serving in one or more of these roles) or any member of his/her immediate family holds a direct interest in an

organization, which has submitted a Self-Assessment in the NMPEA process, or of a "parent" organization, which has an organizational unit that has submitted.

- b. Direct interest is defined as employment (including any consulting arrangement that may be in effect), direct ownership of stock or bonds, or partner interest in the organization. This does not require Examiners, Editors, or Judges to attempt to ascertain whether there may be hidden indirect holdings through third party mutual funds or in trusts over which the Judge, Editor, or Examiner has no control.
  - c. Conflicting interest will be considered present when a Judge, Editor, or Examiner or any member of his/her immediate family either personally, or by virtue of employment or board membership, makes significant contributions, or decisions about making significant contributions, to any organization which has submitted a Self-Assessment for the awards. Significant contributions may include money, "in-kind" expertise, or time.
  - d. Judges, Editors, and Examiners will refrain from participating in the evaluation, scoring, or selection of an organization's Self-Assessment when a direct financial or personal relationship exists outside of that organization with an officer, senior manager, administrator, or director of the organization. If, for instance, an Examiner, Judge, or Editor is engaged in a business venture, partnership, or other business relationship with an officer, director, senior administrator, or policy-level manager of an organization, they should not participate in evaluation of that organization's NMPEA self-assessment.
  - e. Judges, Examiners, and Editors will refrain from participating in the evaluation or judging of a primary competitor of any organization, division or business unit of which he/she is employed or with which a consulting arrangement is in effect.
3. Will not direct the processes, efforts, and actions of the administration by QNM or the NMPEA to serve their own interests. Inclusive in this principle, is the stipulation that no members of the QNM staff or Board of Directors, NMPEA Team, Board of Examiners/ Editors, or Panel of Judges will accept retainers, commissions, or valuable consideration from past or present recipients or interested parties in exchange for offering confidential information or disclosures which may in any way influence the awards integrity or process, either currently or in the future;



4. Will not intentionally communicate any information that may compromise the integrity or confidentiality of the awards process or its outcome;
5. Will safeguard the confidences of all parties involved in the judging or examination processes of present or former submitting organizations;

Principle 5 Clarification

- a. No member of the QNM staff or Board of Directors, NMPEA Team, Board of Examiners/Editors, or Panel of Judges will release or disclose to any third party the name(s) of any firms submitting an assessment to the NMPEA program. Some organizations may authorize such release; that release may be done only by the staff of QNM. No participant in the NMPEA process will release or use the name(s) of submitting organizations except as permitted by the organization.
- b. No Examiner, Editor, or Judge will at any time disclose to any person not directly involved as a member of the examination team evaluating a specific assessment any information concerning the scoring or judging process of a specific organization, either current or past. The only exceptions will be: 1) the Panel of Judges; 2) the QNM CEO; and 3) the Policy Implementation Team for ethics consideration.
- c. No person who has served as an Examiner, Editor, or Judge of a specific organization may use their knowledge of that organization through the NMPEA process to solicit that organization for employment or contracts until the commencement of the THIRD calendar year following the awards cycle in which he/she served. (Example: for the 2018 award cycle, Examiners, Editors, and Judges would be precluded from soliciting employment or contracts until January 1, 2021).
- d. No person involved in the NMPEA process will, as part of their professional credentials, indicate that they have served as an Examiner, Editor, or Judge for a specific organization. The fact that they have served as a “member of the staff, or as a Judge, Editor, or Examiner” for the NMPEA may be used as long as specific organizations are not mentioned.

6. Will act as ambassadors for Quality New Mexico and the New Mexico Performance Excellence Awards Program;

Principle 6 Clarification

- a. Participants will not intentionally communicate false, misleading, or damaging information that may compromise the integrity of the NMPEA or QNM;
- b. Will encourage submission of Examiner/Editor applications and NMPEA Self-Assessments;
- c. Will resolve conflicts regarding the NMPEA, QNM, or any person acting on behalf of or for QNM;

- d. Will promote an atmosphere focused on overall performance improvement rather than on winning an award.

Furthermore, it is pledged that each participant in the NMPEA process, acting on behalf of QNM, will endeavor to aid the professional development and advancement of the NMPEA program in stimulating New Mexico organizations to improve their overall performance through the use of the *Baldrige Criteria for Performance Excellence*.

**Implementation of Code of Conduct, Ethical Standards Policy, Confidentiality, and Conflicts of Interest Agreements**

The Policy Implementation Team is comprised of the QNM Board Chair, QNM President, and QNM CEO. The Team is responsible for implementing and executing this policy. Furthermore, the Team will also be responsible for determining administrative actions, when deemed appropriate, in the event of noncompliance or infractions by individuals acting in any capacity for and on behalf of QNM.

I, \_\_\_\_\_  
 (*please print name*), hereby pledge to uphold the principles of ethical behavior, confidentiality, and conflicts of interest as set forth in this Policy and Agreements.

\_\_\_\_\_  
 Signature (e-signature accepted)

\_\_\_\_\_  
 Date

**(Return this page with your Examiner Application)**



## 2018 NMPEA Board of Examiner/Editor Application

### SUBMIT TO QNM BY ANNUAL LEARNING SUMMIT

PLEASE complete ALL fields legibly. Ensure that information is ACCURATE and COMPLETE. (Required for all Examiners/Editors)

LAST NAME	(check one) Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/>	Country of Citizenship _____
FIRST NAME	MID. INITIAL	FAMILIAR NAME
CURRENT JOB TITLE or POSITION	CURRENT SECTOR (check one) <input type="checkbox"/> BUSINESS <input type="checkbox"/> EDUCATION <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> HEALTH CARE <input type="checkbox"/> NON-PROFIT	
CURRENT EMPLOYER (Formal Name)	Is your employer supportive of this Project and your time commitment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK	
EMPLOYER MAILING ADDRESS, CITY, STATE, ZIP		
YOUR PREFERRED MAILING ADDRESS, CITY STATE, ZIP		
YOUR PRIMARY PHONE NUMBER	YOUR SECONDARY PHONE NUMBER	FAX NUMBER
PRIMARY E-MAIL ADDRESS:		SECONDARY E-MAIL ADDRESS: (optional)
HIGHEST EDUCATION LEVEL COMPLETED	(check one) <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> ASSOCIATE <input type="checkbox"/> BACHELOR <input type="checkbox"/> MASTER <input type="checkbox"/> DOCTOR	
SECTOR INDICATING YOUR MOST TRAINING OR EXPERIENCE	(check one) <input type="checkbox"/> BUSINESS <input type="checkbox"/> EDUCATION <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> HEALTH CARE <input type="checkbox"/> NON-PROFIT	
PREVIOUSLY SERVED AS NEW MEXICO EXAMINER	(check one) <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, HOW MANY YEARS DID YOU SERVE? _____ WHAT YEAR WAS YOUR LAST YEAR OF SERVICE? _____ PREVIOUS NMPEA TEAM LEAD? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No PREVIOUS NMPEA TEAM EDITOR? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No PREVIOUS NMPEA TECHNICAL COACH? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
NATIONAL BALDRIGE EXAMINER	(check one) <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, HOW MANY YEARS? _____	

**NAME** \_\_\_\_\_  
(Please Print)

**READ** the descriptions carefully - **CHECK** the role(s) you are willing to perform and commit to as an NMPEA Examiner

Check	TEAM MEMBER	ROLES	REQUIREMENTS
	<b>NEW EXAMINER</b>  1 <sup>st</sup> year in the NMPEA program	<b>ROLE OF NEW EXAMINER</b> Typically no knowledge of or experience with the Criteria or process <ul style="list-style-type: none"> <li>• contribute sector knowledge and experience to team</li> <li>• contribute fully to consensus and comment development; site visit; feedback report; Executive Briefing</li> </ul>	<b>REQUIREMENTS OF NEW EXAMINER</b> <ul style="list-style-type: none"> <li>➢ attend <b>Baldrige Criteria</b> Workshop</li> <li>➢ attend <b>two-day Examiner Training</b></li> <li>➢ attend ~<b>half-day Team Specific Training</b></li> <li>➢ complete all duties and obligations of the examination process</li> <li>➢ inform Team Leader of conflicts</li> </ul>
	<b>JUNIOR EXAMINER</b>  2 <sup>nd</sup> - 3 <sup>rd</sup> year as NMPEA Examiner	<b>ROLE OF JUNIOR EXAMINER</b> <ul style="list-style-type: none"> <li>• contribute sector and process knowledge and experience to team</li> <li>• contribute fully to consensus and comment development; site visit; feedback report; Executive Briefing</li> </ul>	<b>REQUIREMENTS OF JUNIOR EXAMINER</b> <ul style="list-style-type: none"> <li>➢ attend <b>Baldrige Criteria</b> Workshop – <b>NOT REQUIRED</b></li> <li>➢ attend <b>two-day Examiner Training</b></li> <li>➢ attend ~<b>half-day Team Specific Training</b></li> <li>➢ complete all duties and obligations of the examination process</li> <li>➢ inform Team Leader of conflicts</li> </ul>
	<b>SENIOR EXAMINER</b>  4+ years as NMPEA Examiner	<b>ROLE OF SENIOR EXAMINER</b> <ul style="list-style-type: none"> <li>• team mentor in Criteria and NMPEA process</li> <li>• guide and assist in all areas of the project; application review, comment development, site visit, development of Feedback Report</li> <li>• participate in Executive Briefing</li> <li>• if interested in also serving as a <b>Team Leader</b> or <b>Editor</b> check that option as well</li> </ul>	<b>REQUIREMENTS OF SENIOR EXAMINER</b> <ul style="list-style-type: none"> <li>➢ must be Criteria experienced</li> <li>➢ attend <b>Baldrige Criteria</b> Workshop – <b>NOT REQUIRED</b></li> <li>➢ attend <b>two-day Examiner Training</b></li> <li>➢ attend ~<b>half-day Team Specific Training</b></li> <li>➢ complete all duties and obligations of the examination process</li> <li>➢ inform Team Leader of conflicts</li> </ul>
	<b>TEAM EDITOR</b> Serves a dual role: Examiner/Team Editor (Selected by QNM CEO and Chief Editor)	<b>ROLE OF TEAM EDITOR</b> <ul style="list-style-type: none"> <li>• work closely with the Team Leader</li> <li>• edit Feedback Report comments based on team consensus and Criteria guidelines</li> <li>• assist in preparing a well-written Feedback Report</li> <li>• roles of Examiners above apply</li> </ul>	<b>REQUIREMENTS OF TEAM EDITOR</b> <ul style="list-style-type: none"> <li>➢ attend <b>Baldrige Criteria</b> Workshop – <b>NOT REQUIRED UNLESS NEW EXAMINER</b></li> <li>➢ attend <b>two-day Examiner Training</b></li> <li>➢ attend ~<b>half-day Team Specific Training</b></li> <li>➢ complete all duties and obligations of the examination process</li> <li>➢ inform Team Leader of conflicts</li> </ul>
	<b>TEAM LEADER</b> Serves a dual role: Leader/Examiner (Selected by QNM CEO and Awards Administrator)	<b>ROLE OF TEAM LEADER</b> <ul style="list-style-type: none"> <li>• lead, guide team throughout the process</li> <li>• manage team and schedule</li> <li>• keep team focused / ensure on time deliverables</li> <li>• make team assignments</li> <li>• resolve conflict</li> <li>• contribute fully to consensus, comment development; site visit; feedback report</li> <li>• lead Executive Briefing</li> </ul>	<b>REQUIREMENTS OF TEAM LEADER</b> <ul style="list-style-type: none"> <li>➢ attend <b>Baldrige Criteria</b> Workshop – <b>NOT REQUIRED UNLESS NEW EXAMINER</b></li> <li>➢ attend <b>two-day Examiner Training</b></li> <li>➢ attend ~<b>half-day Team Specific Training</b></li> <li>➢ complete all duties and obligations of the examination process</li> <li>➢ inform QNM of conflicts</li> </ul>
	<b>TECHNICAL EDITOR</b> (Selected by QNM CEO and Chief Editor)	<b>ROLE OF TECHNICAL EDITOR</b> <ul style="list-style-type: none"> <li>• ensure Criteria-based, non-prescriptive and non-judgmental comments</li> <li>• editing for a superior product for the Organization</li> <li>• if interested in also serving as a <b>Team Leader, Editor, or Examiner</b> check that option as well</li> </ul>	<b>REQUIREMENTS OF TECHNICAL EDITOR</b> <ul style="list-style-type: none"> <li>➢ attend <b>Baldrige Criteria</b> Workshop – <b>NOT REQUIRED</b></li> <li>➢ attend <b>two-day Examiner Training</b></li> <li>➢ attend one-day <b>Editor Training</b></li> <li>➢ complete all duties and obligations of the editing process</li> <li>➢ editing skills</li> </ul>
	<b>NMPEA TECHNICAL COACH</b> (Selected by QNM CEO)	<b>ROLE OF TECHNICAL COACH</b> <ul style="list-style-type: none"> <li>• provide oversight and guidance to assigned team(s) in the NMPEA assessment process</li> </ul>	<b>REQUIREMENTS OF TECHNICAL COACH</b> <ul style="list-style-type: none"> <li>• attend <b>Baldrige Criteria</b> Workshop – <b>NOT REQUIRED</b></li> <li>• attend <b>two-day Examiner Training</b></li> <li>• lead ~<b>half-day Team Specific Training</b></li> <li>• complete all duties and obligations of the technical coach role</li> </ul>



NAME \_\_\_\_\_  
(Please Print)

Please comment on the following:

<p><b>PERSONAL STATEMENT:</b> Describe your motivation and interest for applying to be a member of the NMPEA Board of Examiners. Indicate your ability/willingness to fulfill the time commitments required by the Examination Process.</p>	
<b>NEW EXAMINERS ONLY: please comment on the remaining questions:</b>	
<p><b>KNOWLEDGE:</b> Describe your familiarity with the Baldrige Criteria.</p>	
<p><b>EXPERIENCE:</b> Describe your experience with quality or performance excellence including through of the following: TQM, Project Management, Process Improvement, ISO 9001, Lean/Six Sigma.</p>	
<p><b>ASSESSMENT SKILLS:</b> Describe your experience in assessing quality systems and providing formal feedback (Examples: evaluating suppliers and/or customers, organizational assessments, etc.)</p>	
<p><b>PARTICIPATION:</b> Has your organization participated in the New Mexico Performance Excellence Awards program or any other state or national Performance Excellence Awards program? If yes, did you have any role in your organization's efforts?</p>	
<p><b>COMMUNICATION/TEAM BUILDING/LEADERSHIP:</b> Describe related knowledge, experience, and/or skills that would have a positive influence or contribution to the NMPEA Examination Team Process.</p>	

NAME \_\_\_\_\_  
(Please Print)

**AGREEMENT AND FEES**

**AGREEMENT:** By signing below, I attest to the accuracy of the information I provided on this application and that I have read, understand, and will comply with the **New Mexico Performance Excellence Awards Program (NMPEA) Ethical Standards Policy, Confidentiality & Conflict of Interest Agreements**. I will notify the QNM CEO immediately, during any part or phase of the examination process, of any relationship, contact, involvement, or situation that may involve, or appear to involve, a conflict of interest or violation of the **Ethical Standards Policy or Confidentiality & Conflict of Interest Agreements**.

I understand that I **must attend** the required **Criteria Workshop if I am a new Examiner (recommended for returning Examiners)** and the two-day **Examiner Training** and pay the associated **fees**. I understand I am expected to fulfill my commitment to the NMPEA. I understand that if I fail to notify QNM at least three days before scheduled training of cancellation or withdrawal from the Board of Examiners/Editors I will be assessed the applicable fee(s) listed below. I understand that if I attend the training and do not fully participate thereafter in the examination process or complete the duties thereof, I may (at the discretion of QNM) be assessed a **\$565** training fee.

Your Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Your Supervisor's Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Are You and/or Your Organization a Partner of QNM?    Yes     No     Don't Know   
Does your Organization intend to submit its Self-Assessment to the NMPEA?    Yes     No     Don't Know

**FEES**

Quality New Mexico is a 501(c)(3) non-profit corporation. The **training fees** are kept to a minimum to encourage broad participation and to off-set expenses. Fees include both the Criteria workshop and 2-day training

- **New Examiner: \$225**
- **Returning Examiner attending recommended one-day Criteria Workshop: \$225**
- **Returning Examiner not attending one-day Criteria Workshop: \$150**

**PAYMENT METHOD**

1) Credit Card     Visa     MC     AmEx

Name on Card \_\_\_\_\_  
Card # \_\_\_\_\_    CVV \_\_\_\_\_    Exp. Date \_\_\_\_\_  
Billing Address \_\_\_\_\_    Billing Zip Code \_\_\_\_\_

- 2)  Check (enclosed) made payable to Quality New Mexico
- 3)  Purchase Order \_\_\_\_\_

e-mail address to send invoice: \_\_\_\_\_

**Return the signature page of the Ethics policy/agreement and this application**  
(these documents are also available in electronic format – visit [www.qualitynewmexico.org](http://www.qualitynewmexico.org))  
**EMAIL or MAIL or FAX TO: New Mexico Performance Excellence Awards [Jeff@quality-newmexico.org](mailto:Jeff@quality-newmexico.org)**  
**Quality New Mexico**  
**P.O. Box 25005**  
**Albuquerque, NM 87125 Tel. 505.944.2003 Fax 505.944.2002**