



Guideline: Acceptable Quality Assurance Tools

Rational

The Quality Assurance (QA) Committee must ensure Registrants are making a reasonable effort to complete the QA Tool to the best of their ability.

Guideline Statement

1. The QA Committee will provide guidelines on appropriate answers to the case study questions.
2. All questions require an answer that relates to the specific case study questions.
3. The example provided by a Registrant must be a personal example that relates to the theme of the case study.
4. QA Tools with blank spaces will not be approved. Registrants will be required to complete the blank section(s) by e-mail and/or telephone.
5. Registrants must provide a minimum of 250 words to describe their thoughts on page three of the QA Tool.
6. If a Registrant's response is unclear or questionable, it will be forwarded to the QA Committee for further review.

Quality Assurance Committee Approval Date: March 11, 2010
Revised: April 1, 2011