



## Pathways To Excellence Recognition Program Audit Procedures

### LEVEL: Member of Excellence

#### General Audit information

1. The random audit percentages are as follows:
  - a. 1% of the MOE submittals – with no more than 200 total being audited
  - b. 5% of the COE submittals
  - c. 20% of the DOE submittals
2. Members will be randomly chosen for the audit process via a computer-generated list.
3. Random audit notices will be sent to members by the International President.
4. Audit notifications will go out on August 15<sup>th</sup> with instructions detailing which District Director will be performing the audit, and where the member is to send their information.
  - a. DRAFT SAMPLE OF EMAIL NOTIFICATION – Member of Excellence

Congratulations on attaining your Member of Excellence Rating for the 2008-2009 IAAP year. You are to be commended on your initiative to achieve excellence and continue to grow as a professional.

You have been randomly chosen for an audit sample for the Member of Excellence level.

To protect the integrity of the program, random audits are being performed. The audits will also provide valuable information for program enhancements in the future.

XXX, International Director for the XX District will be auditing your submittal. The Director's contact information is:

XXX

Please send the following by (DATE):

Copy of Submittal Form  
Copy of the Commitment Form  
Back up documentation for each criterion (*see attached list*)

The results of the audit will be completed by September 30. You will be notified of its outcome.

If there is an issue of why you cannot send the required information to the above Director, please contact them immediately.

Once again, thank you for participating in the Pathways to Excellence Program.

5. The member will have until September 1 to fax, mail, or email their submittal information to the designated District Director. If the member is mailing their information, it must be sent so it is received by the Director by September 1. Any submittal received after September 1, will not be accepted.
6. If a selected member does not submit the requested information by September 1, the member will be advised that their designation has been withdrawn. Directors will send reminders to those who have not submitted their documentation one week prior to deadline.
7. When the District Director receives the package:
  - a. Fill out the Member of Excellence check off sheet
  - b. Review each criterion achieved on the submittal form
  - c. If back up documentation is required, note whether or not it is provided
    - i. If it is not provided, contact the member
  - d. For information that can be verified by HQ, communicate with the appropriate manager or department for those items
8. If the Director has a question or needs more information regarding criterion backup, they will communicate directly with the member requesting a response within 24 hours of notification that additional information is requested.
9. If the member is out of the office or on vacation, then the member will be given an extension with the same time constraints given above (within 5 business days of return to their office or home) to forward their submission in order to not delay the audit.
10. If a Director is uncertain as to whether to count a certain item or accept an item as backup, they may send the submittal to their fellow Directors for their audit and a consensus.

11. Upon completion of the audit, the Director will communicate the results to the member via email.
12. The Director will send their completed audit packets to the Membership Services Manager for storage for one year. After one year the information will be destroyed. Only current audit information will be housed at Headquarters.
13. The Director will prepare an audit report summary of all audits and provide a copy to the International President, President-Elect, and Membership Services Manager.

**What the Member Being Audited Shall Provide:**

- Copy of signed and dated Member of Excellence Commitment Form
- Copies of all backup documentation compiled into one document

The following is a list of criteria that requires backup documentation: #1, #2, #3, #4, #5, #7, #8, #9, #11.

Criteria #6, #10 will be verified through records at Headquarters.

The following is a list of suggested acceptable backup for the above criteria:

Criteria	Acceptable Backup **
<b>#1</b> Be a current CPS and/or CAP holder	Copy of certificate or plaque
<b>#2</b> Sign the online Member of Excellence Commitment agreement	Copy of the signed and dated Member of Excellence Commitment Form
<b>#3</b> Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)	<b>A copy of all posts to the web community</b> – or dates and forums posted to can be provided to be verified by the IAAP webmaster; <b>Copy of the article written</b> – NOTE an article must consist of at least 200 words
<b>#4</b> Attend non-IAAP professional educational workshops, seminars and conferences	Copies of certificates of attendance, copies of emails or letters from supervisors or training provider
<b>#5</b> Hold a degree, certificate or equivalent ( a minimum of one year in length) from an accredited college or earn a Microsoft certification	Copy of degree or certificate
<b>#6</b> Pay membership dues on or before anniversary date	Information will be verified through records at Headquarters
<b>#7</b> Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program	<b>For Chapter or Division officers</b> – copy of SF8, letter, email or certificate from the president; <b>RTF Trustee</b> – letter, email or certificate from the Chairman; <b>International Officer</b> – Letter, email or certificate from the president; <b>School Advisory Board</b> – Letter from the dean of department on letterhead

Criteria	Acceptable Backup **
#8 Conduct a public presentation, program or training (60 minutes in length)	<p>Copy of agenda showing that you were a featured speaker, a copy of the CEU or recertification points awarded for the program, and certificate of appreciation for your presentation.</p> <p>If your presentation was not at an IAAP event, then a copy of the brochure, agenda, presentation, and letter from the entity that invited you to speak verifying the duration of the presentation of at least 60 minutes.</p>
#9 Attend a minimum of 8 chapter, division or international sponsored meetings, programs or events (any combination)	Letter from the officer in your unit that tracks attendance
#10 Recruit at least one new member	Information will be verified through records at Headquarters
#11 Integrate IAAP membership and involvement into annual performance plan or review	<p>Copy of portion of performance evaluation that shows you did put IAAP on your evaluation.</p> <p>If you do not have performance evaluations or cannot release the information, a list of goals identifying IAAP as a resource for development measures (i.e. attending workshops/seminars/educational programs) to assist in your career development will be permitted. Documentation for justification would be a copy of the list signed by your employer.</p>

\*\*SPECIAL NOTE: The above list of backup is not all inclusive. Auditors will have the authority to approve other backup as appropriate.

### Additional Submittal Instructions

All information is to be mailed, emailed, faxed, etc. to the designated International District Director conducting the audit, and should be compiled into **one document**. Separate submissions for any piece of the submittal are not permitted.

Only submit copies. No submissions will be returned after the audit is complete.

Only submit backup for criteria that you document as achieving.



**Pathways to Excellence  
Member of Excellence  
Audit Sheet**

Member: \_\_\_\_\_  
Auditor: \_\_\_\_\_  
Date: \_\_\_\_\_

Criteria	Yes	No	Question	Follow Up
1. Be a current CPS and/or CAP holder				
Submission:				
2. Sign the online Member of Excellence Commitment agreement				
Submission:				
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)				
Submission:				
4. Attend non-IAAP professional educational workshops, seminars and conferences				
Submission:				
5. Hold a degree, certificate or equivalent ( a minimum of one year in length) from an accredited college or earn a Microsoft certification				
Submission:				
6. Pay membership dues on or before anniversary date				
Submission:				
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program				
Submission:				
8. Conduct a public presentation, program or training (60 minutes in length)				
Submission:				
9. Attend a minimum of 8 chapter, division or international sponsored meetings, programs or events (any combination)				
Submission				
10. Recruit at least one new member				
Submission				
11. Integrate IAAP membership and involvement into annual performance plan or review				
Submission				