



## **BECOMING A REVIEWER FOR AER ACCREDITATION PROGRAM**

Thank you for your interest.

### **ABOUT the ROLE:**

Reviewers serve on a panel of two to four colleagues. The panel is responsible for reviewing and evaluating the materials provided by an organization, school, or higher education personnel preparation program that is seeking accreditation. The manager of the AER Accreditation Program facilitates the logistics of the process for the panel and the applicant.

The Accreditation Council makes the final decision on accreditation. There are two separate sets of standards used to make the evaluations: one set for the organizations and specialized schools, and a different set for higher education programs preparing individuals to be education or rehabilitation professionals. AER's website provides links to both sets of standards: <https://aerbvi.org/the-national-accreditation-council/>.

### **QUALIFICATIONS:**

- Three or more years of recent (within the last 5 years) related field and/or faculty/administrative experience, or at least 10 years of prior related experiences.
- Certification by ACVREP or relevant administrative experience.
- Completion of a self-guided course of reviewer training materials— approximate time: 2 or 3 hours.
- Passing a short multiple-choice exam with a score of 80 or better. There is an exam for the organization/schools set of standards and a different exam for the higher education program set of standards. You can choose either or both.
- Excellent oral and written communication skills.



#### THE FINE PRINT:

- ACVREP awards 2 points for every hour served on a panel, in Category 4.
- The average panel completes its work in about 15 hours, over a period of about 2 months.
  - The hours are divided among 4 zoom conferences (60-90 minutes), plus time spent to read the materials.
  - Panelists also divide about six interviews: leadership, board, consumers/students, and community partners.
  - Panels for organizations and schools also conduct a virtual tour of the facility which takes about 60 minutes.
  - No travel is required for any panel members.

#### WHAT CURRENT REVIEWERS SAY:

*"I totally enjoyed working on the panel and meeting some great colleagues."*

*"It was interesting... and fun!"*

*"I will definitely do it again."*

*"Thank you for inviting me to serve on a review panel. I learned a lot."*

*"My own agency is going for accreditation. Being on a panel really helped me get to know what it's all about."*

#### NEXT STEPS:

Download the Reviewer Training Materials and Reviewer Profile Form here:

<https://aerbvi.org/the-national-accreditation-council/>

Send the Profile Form and your completed test(s) to [accreditation@aerbvi.org](mailto:accreditation@aerbvi.org).  
Your results will be provided within 5 working days.

STILL HAVE QUESTIONS? Call or email: Elly du Pré, accreditation manager, [accreditation@aerbvi.org](mailto:accreditation@aerbvi.org) or 305-898-2636.

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