



# National Ski Patrol

## Central Division

### Senior Program Quality Assurance Program



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## Quality Assurance Staff Guidelines

Thank you participating and providing the quality assurance for the Central Division Senior Ski and Toboggan Evaluation. These are guidelines that will assist you in making the test a successful event.

- ❏ Be sure to contact the senior advisor and the region director at least one month before the test.
- ❏ Establish and confirm the test location, time of the event and how many senior candidates will be testing.
- ❏ Provide a copy of the [Central Division Quality Assurance Feedback for Senior Alpine Evaluation](#) form and review each component.
- ❏ Provide your information to the senior advisor (contact information and email)
- ❏ Ensure lodging arrangements are available for the event.
- ❏ At the conclusion of the test provide feedback directly to the senior advisor and region director. These comments should come from your notes taken during the test.
- ❏ Provide the [Central Division Senior S&T Evaluations Quality Assurance Staff Feedback form](#) for your QA performance at the beginning of the senior evaluation.
- ❏ The final QA report should be submitted within the week after the test to the Division Senior Supervisor, the Region Director, and the Region Senior Advisor.
- ❏ If you have been assigned mentee, please be sure they are copied on all communication.

If you have questions, please contact the Division Senior Supervisor. Contact information can be found on the Division website at <http://www.nspcentral.org/roster.php>. Thanks again for your participation in the Senior program.