

Woodwork Career Alliance of North America

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WCA Evaluator Policies and Procedures

To streamline the evaluation process and ensure national accessibility, we have established two levels of evaluators who will have the authority to evaluate candidates and issue passport stamps: Accredited Skill Evaluators (ASE) and Accredited Chief Evaluators (ACE).

The Accredited Evaluators are all independent contractors, working on their own time and fee schedule. The Woodwork Career Alliance does not direct them in any way. We do provide links on our database to Evaluators near any Passport holder who would like to hire them for assessments and evaluations, and recommend them as we get requests.

Any Passport Holder may apply to become an Accredited Skill Evaluator (ASE). The application process is detailed on the WCA Website in the Overview Section.

Accredited Skill Evaluators have the authority to: 1) evaluate individual candidates and issue Passport Points, 2), enter assessment records into the official WCA Registry, 3) recommend individual candidates to the WCA Board for certificates and credentials

Accredited Chief Evaluators are selected and approved by WCA with the goal of having at least one Chief Evaluator in each state. An Accredited Skill Evaluator may petition the WCA Board for elevation to Accredited Chief Evaluator (ACE). Announcement, selection, and training of Chief Evaluators will occur through the WCA.

Chief Evaluators will have the authority to: 1) evaluate individual candidates and issue Passport Points, 2), enter assessment records into the official WCA Registry, 3) recommend individual candidates to the WCA Board for certificates and credentials, 4) issue certificates and credentials, 5) certify Evaluators and grant them the authority to issue WCA passport points. Skill Evaluators can represent a state, a local area, a training institution, a profit or non-profit organization, or an individual company.

WCA Evaluator Requirements

1. Individuals may apply for or be nominated by Members of the WCA board, or associated industry partners, to be an evaluator.
2. All evaluators will be required to sign a professional ethics agreement.
3. Evaluators must complete a training process which includes a face to face component.
4. Evaluators shall participate in annual updates to maintain active status.
5. Evaluators will complete a self-assessment of their skills and will be authorized to perform skill assessments and issue stamps for the tools/operations in which the WCB determines s/he is qualified.
6. Evaluators may be skilled tradespersons, machinery technicians, production supervisors, woodworking educators, or anyone possessing expertise in the skills being evaluated and meeting the WCA criteria.

WCA Chief Evaluator Requirements

1. A Chief Evaluator candidate must possess expertise in the field of wood manufacturing, woodworking machinery or woodworking education and have prior experience as a WCA Skill Evaluator. The Evaluations Board will recommend qualified applicants to the Board for approval.
2. There will be a minimum of one Chief Evaluator per region.
3. Chief Evaluator performance will be reviewed annually by the WCA Board.
4. The Board can remove Chief Evaluators at their discretion.
5. Chief evaluators will have the authority to recruit, train, and appoint Accredited Skill Evaluators.
6. Chief Evaluators can recommend removal of Accredited Skill Evaluators to the Evaluations Committee.
7. The group of Chief Evaluators will constitute an Evaluations Committee, subordinate to the Board that will oversee the activities of Skill Evaluators.

Evaluations Committee Responsibilities

- Serves as the Board of Appeals to resolve grievances.
- Makes recommendations to the Board to fill Chief Evaluator vacancies.
- Approves Skill Demonstration Projects (i.e. Diamond Award).
- Monitors evaluation trends across all regions.
- Is responsible for the content of the Evaluator Handbook.
- Determines training policies and procedures.
- Approves Skill Evaluator applications.

WCA Skill Evaluator Appointment Procedure

1. Accredited Skill Evaluator (ASE) candidates must submit an Evaluator Application and provide the following:
 - Any credential (diploma, certificate, license) that pertains to their qualification
 - A resume of employment in the woodworking industry or woodworking education
 - Three references that affirm the candidate's skill set
 - List of tools/machines for which competence is claimed, as a part of typical "data collection" for the Application for Skill Standards Evaluator.
2. ASE candidates are required to complete the detailed Self Assessment listing all tool/machines/operations they feel qualified to evaluate prior to their interview with a Chief Evaluator.
3. ASE candidates complete the ASE Online short course, and achieve a score of 80% or better on the course quiz.
4. ASEs must be able to perform at a level equal to or higher than the skill level they will be evaluating.
5. ASE performance is regularly reviewed by their regional Chief Evaluator.

Skill Evaluators may be removed at the discretion of the Evaluations Committee.