The Quality Award Portal: Applying to be an Examiner
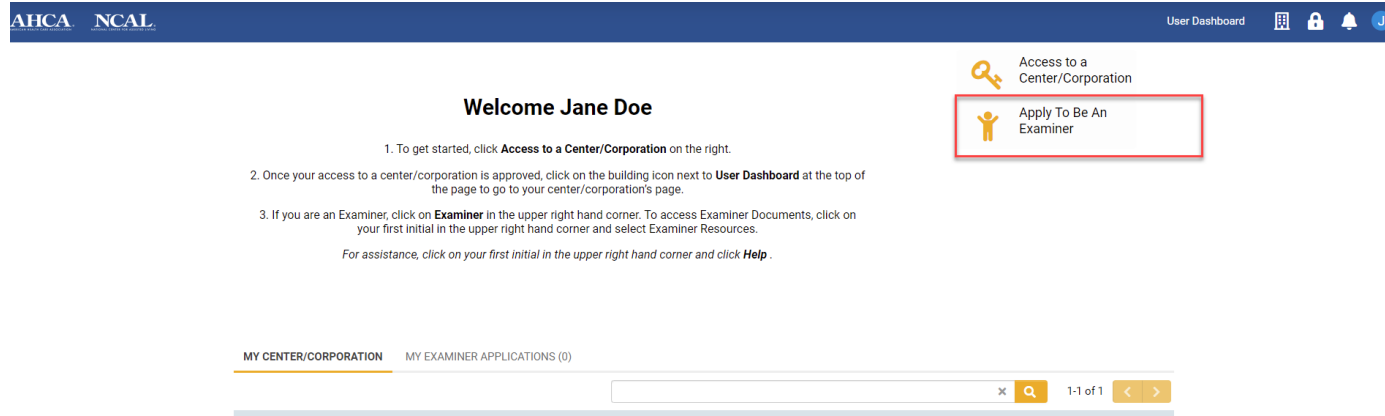
This guide aims to help you apply to serve as an Examiner in the Quality Award Portal. If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Navigate to the Quality Award Portal webpage.
2. Log into site with your credentials.
3. Navigate to the User Dashboard.
4. Click on the **Apply to be an Examiner** Button, shown below.

5. Read through the introduction, and click Continue.
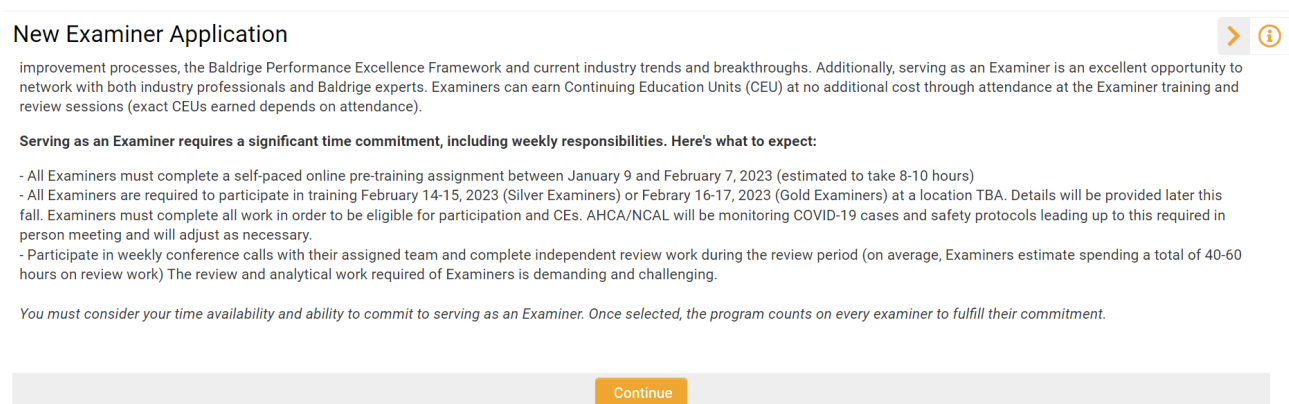
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6. Complete all fields with a red asterisk. These questions are mandatory. See below for an example of a mandatory question.

7. If you do not wish to submit your application right away, you can click **Save Draft** at the bottom of the application, and return to your application at any time before the Application Deadline.

You can use print preview to view your application or save a copy.

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8. To submit your application, make sure all fields with the red asterisk are completed, and click **Submit Examiner Application**.

9. If you receive the error message that you have not completed all mandatory fields, you can return to the application and find which field needs a response. Example below.

10. When your application is successfully submitted, the page will refresh, and you will see the following message. You will also receive an email confirming that your Examiner application has been submitted, and it will include an attachment of your completed application, for your records.

Examiners will be notified of selection via email in early December.

2023 Version