



ROCKY MOUNTAIN

Auditor Guidelines

Welcome to the Auditor Resource Guide! This comprehensive document is designed to provide support to Trainers on your auditing journey for PSIA-AASI Rocky Mountain events. By engaging in the audit process, Trainers can deepen your comprehension of the PSIA-AASI RM process by seeing the evaluation of learning objectives and assessment criteria through assessment activities. Furthermore, this unique opportunity grants Trainers an exclusive insight into the roles of clinicians and evaluators. Alongside this experience, we've laid out essential guidelines and expectations for auditors, which are delineated below.

Audience: Current Trainers interested in auditing PSIA-AASI Rocky Mountain Events

Before the Assessment:

1. How to Register -
 - a. To register, please email the following information to Steven Rosenthal (steve@psia-rm.org)
 - i. Completed:  25-26_EventApplication.pdf
2. Confirmation Timeline -
 - a. After Registration, the Auditor will receive the following communications from the PSIA-AASI RM office.
 - i. Confirmation of the receipt of your audit application will be emailed within 5 business days
 - ii. A tentative Staffing email will be sent out 5 weeks prior to the event
 - iii. Final Staffing email will be sent out 1 week prior to the event
 1. Be sure to read all documents as there is important information that could be adapted depending on the assessment, date, and location.
 - iv. Priority
 1. Current PSIA-AASI Staff have first priority to audit events
 2. Each trainer will be scheduled for a first audit before a trainer is scheduled for a second audit.
3. Study for the Assessment -
 - a. To get the most from these experiences, it is expected that the auditor is familiar with the current process and learning outcomes of the assessment.

During the Assessment:

1. Arrive on time at the morning meeting location.
 - a. The event lead will pair the auditor with an evaluator.
 - b. The evaluator will then set the expectations for the day.
 - i. Appropriate interaction guidelines for the auditor and the group.
 - ii. If the Auditor will perform demonstrations.



ROCKY MOUNTAIN

- iii. If and what type of feedback the auditor will provide
 - iv. Appropriate times to ask the evaluator questions.
- 2. Be sure to wear personal gear
 - a. No uniform pieces
 - b. Clothing must be clean and in good repair
- 3. Meet the expectation of an unbiased auditor
 - a. No recruiting for your home resort
 - b. No bias for participants whom you may know

After the Assessment:

- 1. Debrief with the Evaluator
 - a. You must ensure the examiner completes the [Review of Auditor Form](#) before leaving
- 2. Submit any event feedback to Steven Rosenthal (steve@psia-rm.org)

Note:

- 1. Auditor names will not be included on assessment forms unless they are PSIA-AASI staff members.

We hope you have a great experience while auditing a PSIA-AASI RM event. For any questions, comments, or concerns please contact Steven Rosenthal (steve@psia-rm.org) or via phone 970-879-8335.