

Reviewers Criteria

Purpose:

Create a process to develop qualified Clean Marinas Program Reviewers (CMP Reviewers). The need for recruiting and developing additional CMPPRs is crucial for the growth of the Clean Marinas Program (CMP). In order to satisfy the growing number of marinas wanting to become certified we must continue to grow the available volunteers.

Process:

Once identified as an individual having interest and support to become a CMPPR this individual must be brought to the CMP Board for approval. Approval will be based substantially on criteria listed in this document. Once approved by the board, this person will be designated as a CMP Reviewer Trainee and arrangements will be made to begin participating in property reviews. The Trainee will schedule with the CMP Secretary or designated CMP representative to attend property reviews. The CMP Reviewer Trainee will participate in a sufficient number of property reviews to demonstrate they have the skill sets and understanding of the CMP and its requirements based on the criteria listed in this document. An approved CMP Lead Reviewer, will be tasked to review, critique and report back to the board the Trainee's performance. If deemed to possess the skill sets and understanding of the CMP and its requirements the board will approve the Trainee as a CMP Reviewer Trainee, simultaneously the Trainee can become a Lead CMP Reviewer if all criteria is met at the same time. Lead status is required to lead a review team or review for recertification

Qualifications for being considered:

- Industry knowledge of marina operations
- Personally involved with the Clean Marina Program either as a key staff member at a clean marina or a person with appropriate knowledge of the CMP
- Skill sets adequate to perform all duties as required for review process
- Adequate resources to travel to and from marina reviews
- Adequate time to dedicate to performing review
- Board approval

Steps for CMPPR approval:

1. CMP Reviewer Trainee will observe an initial CMP certification
 - a. CMP Lead Reviewer will document attendance
2. Participate in an initial CMP certification as a CMP Reviewer
 - a. CMP Lead Reviewer will document attendance
 - b. Depending on CMP Lead Reviewer's critique, the CMP Reviewer Trainee may be required to repeat step 2

- c. CMP Lead Reviewer will critique the CMP Reviewer Trainee and present to the board as CMP Reviewer for approval
- 3. Act as Lead Reviewer in an initial CMP certification
 - a. A CMP Lead Reviewer will act as a proctor to review and critique trainee
 - b. The CMP Lead Reviewer can also participate on the panel
 - c. The CMP Lead Reviewer will document attendance
 - d. Depending on CMP Lead Reviewer's critique, the CMP Reviewer Trainee may be required to repeat steps 2 or 3 or both
 - e. CMP Lead Reviewer will critique Trainee and present to the board as CMPPR for approval

Continued Reviewer Availability:

Because of changing factors such as regulatory, operational, technology or internal program review all approved CMP Reviewers are required to participate in at least one property certification annually. This maintains consistency throughout the program as changes are incorporated. The CMP Lead Reviewer will document attendance.