



CART Certification Program

CART Field Exercise

Assessor SUMMARY FINDINGS

Instructions

This form is used by CART assessors in summarizing findings from their field exercise checklist and associated documentation.

If you are a co-assessor, this summary report and the detailed field exercise checklist which supports your summary findings **should be submitted to the lead assessor within 5 calendar days of the completion of the field exercise**. This timely and complete submission allows the lead assessor to review all co-assessors' summaries/findings as he/she prepares the **final/comprehensive certification** report for the AATTAP CART project coordinator, which is due to AATTAP within 30 calendar days of the field exercise's completion.

How to complete and submit this form:

This form should be downloaded to the assessor's local computer or drive. Once downloaded, there are two options for completing and submitting the form:

1. Complete the form electronically from your tablet or computer, typing in responses; or
2. Print the form, legibly write in responses, and scan the completed form into your computer to create the final file.

After using one of these methods to create the completed file, do the following:

1. Save the form with this naming convention: CARTNAME_Field-Exercise-Summary_Assessor_[LASTNAME]_Month-Year.

Example: XYZCART_Field-Exercise-Summary_Assessor_Smith_May-2020

2. If you printed and hand-wrote the form, scan it back into your computer and save with the prescribed naming convention.
3. Email the completed form to the lead assessor within five (5) business days of completion of the onsite field exercise.



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Name of CART program	
Name of assessor and role (co-assessor or lead assessor)	
Date and location of onsite field exercise	
List the primary areas to which you were assigned (i.e., command post, call in-take, search/canvass, reunification, etc.)	
List the applicable section(s) and standards for each of the primary areas to which you were assigned	
Add comments for each of the primary areas in which you were assigned, indicating strengths and/or weaknesses of each area	



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<p>List and describe the overall strengths and weaknesses observed</p>	
<p>Is the performance of this CART acceptable for certification?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If no, provide detailed recommended corrective actions and a proposed timeline for the submission of a performance improvement plan</p>	