

Reserve Specialist® (RS®) Designation Application

APPENDIX A: DETAILED CLIENT REFERENCE

REFERENCE NAME _____

POSITION TITLE _____

PHONE _____

EMAIL _____

APPLICANT NAME _____

Level of service provided: LEVEL I, FULL LEVEL II, UPDATE, WITH SITE VISIT/ON-SITE REVIEW

The applicant has submitted an RS designation application to CAI and has given your name as a reference. They authorize any individual, company, or institution with whom they have been associated to furnish CAI with information concerning their qualifications as a Reserve Specialist. If the applicant has not produced a Level I or Level II reserve study for you, please do not continue with completing the reference form.

Statements by those with personal knowledge of the applicant are helpful in providing evidence of their good character and qualifications. All information is kept confidential.

Evidence submitted via this form should not be perfunctory nor made for the mere purpose of aiding the applicant to be approved. The reference should understand the responsibility toward the public interest involved as the applicant is being considered for designation as a qualified Reserve Specialist to provide reserve schedules throughout the country.

Since the application cannot be approved until references are received and reviewed, please submit this form promptly to caieducation@caionline.org or you may complete the reference form online at <https://www.surveymonkey.com/r/rsappxa>.

1. How well do you know the applicant? Very Well Well Slightly Not At All

2. List dates (month and year) of contacts with applicant.

▼ FROM DATE (MM/YY)

▼ TO DATE (MM/YY)

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3. What is your professional relationship to the applicant? _____

4. Is your knowledge of the applicant's experience based exclusively on your relationship described in item 3?

Yes No If no, please indicate the basis of your knowledge. _____

5. What is your opinion of applicant's personal integrity and general character? _____

6. Using the definitions below, how do you rate the practice and quality of performance of the applicant's work?

- Above Average:** Performance unquestionably of a professional level demonstrated through competence and creative ability.
- Average:** Work not distinguished in content or level, but adequate for preparation of reserve schedules indicating an ability, under some supervision, to produce workable schedule.
- Below Average:** Barely adequate performance, needing careful checking and rather close supervision to meet requirements.
- Unsatisfactory:** Work of poor quality, not up to minimum professional standards. Work requires review and revision by associations or supervisors before execution.

7. Please explain from your personal knowledge the type of work the applicant has performed and details of responsibility: _____

8. Do you consider that the applicant demonstrated a professional level of competence in his/her work?

Yes No If no, please indicate why. _____

9. Remarks. The Committee will appreciate any additional information or amplifying information regarding the applicant's experience, capabilities, or limitations, if any:

10. Do you recommend the applicant for the Reserve Specialist designation? Yes No

I certify that the above statements are correct to the best of my knowledge.

PRINTED NAME

SIGNATURE

PRESENT POSITION

TELEPHONE/E-MAIL ADDRESS