



AUDITOR APPLICATION

Last Revised – 9/2025

Dear prospective auditor,

ACA auditors are correctional professionals who have been selected and trained by the Association. These individuals perform the field work for the Association which includes providing assistance to agencies working toward accreditation and conducting on-site audits of agencies to assess compliance with program requirements. Auditors provide technical assistance, conduct audits, re-audits, and monitoring visits.

On behalf of the American Correctional Association (ACA) and the *Commission on Accreditation for Corrections* (CAC), I would like to thank you for your interest in becoming involved in the accreditation process. As the eyes and ears of the commission, ACA auditors are vital to the successful function of the entire process and we are very proud of all our auditors. As an audit team member, you will represent the best of the association and its core values of improvement, dedication, and excellence.

Becoming an ACA auditor has a wide range of benefits including professional exposure to new ideas and techniques, building new relationships with fellow corrections professionals, and traveling the United States and the world! Outlined below are some of the great benefits of sharing your expertise and experience with the field as an ACA auditor:

- **Gain Professional Exposure:** whether you are still working in, or have retired from, the field of corrections, auditing for the American Correctional Association will expose you to the latest and most innovative techniques and programs used by agencies across the United States. Especially for auditors still employed in the field, auditing has proven to be an excellent source of new ideas that has improved everyday operations in their home agency and boosted their professional value to their superiors.
- **Know the ACA Standards:** the ACA standards represent the consensus of best practice for correctional agencies of all types, from prisons and jails to community corrections and juvenile agencies. The in-depth knowledge and specialization of ACA auditors regarding the ACA standards enhance their overall knowledge of correctional operations and offers opportunities to share this knowledge with others in the field.
- **Stay Up-to-Date and Involved in Corrections:** auditing with ACA is an excellent way of gaining and maintaining skills and knowledge of the correctional field. Auditing allows corrections professionals to stay involved and updated on the most recent trends, tactics, and techniques. Becoming an auditor is an opportunity to share your knowledge of ACA expected practices as well as learn from other corrections professionals across the country.
- **Build Networks and Relationships:** many have built and maintained lifelong friendships with

their fellow auditors. A sense of family exists between ACA auditors through a shared experience, passion, and dedication to corrections.

The following application will serve as your introduction to the role of the auditor in the accreditation process. In order to be considered for approval as an auditor, you must meet the following requirements:

- 1) Be a current member of ACA and in good standing. At minimum auditors must have a Professional I membership.
- 2) Work or have worked at a accredited facility.
- 3) Submit a current resume showing five years' experience in corrections along with a cover letter. The cover letter should briefly describe your current/past experience within the correctional field.
- 4) Submit a letter of recommendation from the Director/CEO of your agency; letterhead and signature required. If retired, from previous Director/CEO. The letter shall cover the following qualifications:
 - a. Work Ethic
 - b. Judgment
 - c. Flexibility
 - d. Communication (written and verbal)
 - e. Knowledge and Experience within the Agency

Participation as an auditor requires attendance at a minimum of two training sessions, in a three-year period. The training attended must be at least three hours in length. Training sessions are offered two times per year at the Winter Conference, Congress of Correction and at least twice virtually during the year. Should you have any questions regarding this process, please feel free to contact our office. Your application should be submitted via email to acaauditor@aca.org. Thank you again for your interest in becoming an ACA auditor!

David Haasenritter,
Director
Standards and Accreditation Department
American Correctional Association



AUDITOR APPLICATION INFORMATION

All fields are required to be completed. Any omitted information will *delay* the processing of your application. If you have any questions about the application please contact acaauditor@aca.org. This form is fillable so you can type directly into the grey boxes.

I. APPLICANT INFORMATION

ACA Membership #			
	<u>Note:</u> At a minimum you must have a Professional I membership		
Full Name (Last, First, MI)			
	<u>Note:</u> Your name must be entered precisely as it appears on your state issued identification card/driver's license (<i>deviations will affect your ability to make travel arrangements</i>)		
Gender	☐ Male	☐ Female	
DOB (MM/DD/YYYY)			
Address (Physical Address City, State, Zip)	Home:		
	Business:		
	<u>Note:</u> Correspondence will be mailed to your business address, unless otherwise indicated. Check this box if you want correspondence to be sent to your home address: ☐ Home		
Phone Information	Cell:		
	Home:		
	Business:		
	Fax (if applicable):		
Email Address			
Bilingual	If you are fluent in a language other than English, please indicate the language and your level of fluency		
	Language	Level of Fluency	
		☐ Beginner ☐ Intermediate ☐ Expert	
		☐ Beginner ☐ Intermediate ☐ Expert	
	☐ Beginner ☐ Intermediate ☐ Expert		
Airport closest to your residence			
	<u>Note:</u> Include the official airport name and three letter code (i.e., Ronald Regan Washington National Airport – DCA)		

Present Work Area	Please list your present facility/agency name: Job Title:
	Are you working in an ACA accredited facility: ☐ Yes ☐ No Please select those that apply: ☐ County Employee ☐ Self Employed ☐ Federal Employee ☐ State Employee ☐ Private Agency ☐ Other (please specify): ☐ Retired (please list recent past employer): Are you retired from an ACA accredited facility: ☐ Yes ☐ No
Correctional Experience	Below please indicate the number of years' experience you have in the following disciplines and indicate your role and responsibilities.
	Use this space below to indicate your role for your selections. Please be brief. (i.e., 5 Adult Correctional Institutions – Compliance Manager)

PREA Certified Auditor	☐ Yes ☐ No If you selected yes, please attach your letter or certificate as confirmation.
Availability	In the event of an emergency would you be able to conduct an audit on short notice? ☐ Yes ☐ No

II. EMERGENCY CONTACT INFORMATION

Primary Contact

Name	
Relationship	
Phone Number	Cell:
	Work:
Email Address	

Secondary Contact

Name	
Relationship	
Phone Number	Cell:
	Work:
Email Address	

III. WRITING SAMPLE

1) Please briefly explain why you are interested in becoming an ACA Auditor (maximum 250 words).

Please insert response here

IV. AMERICAN CORRECTIONAL ASSOCIATION AUDITOR AUDIT

DISCLAIMER AGREEMENT

I, _____ while working as an auditor for the American Correctional Association, hereinafter referred to as the Association, understand while working to increase openness and accountability for the process, I will not disclose to external parties specific information contained in the agency's self-evaluation report, visiting committee report, confidential offender information (e.g. medical records), or information discussed in the hearing.

Signature of Auditor

Printed Name of Auditor

Date

V. APPLICATION SUBMISSION

This document must be completed in its entirety, signed and returned before your auditor application will be processed. Your signature confirms that the information provided is accurate to the best of your knowledge. Selecting the boxes below confirms enclosure of a current resume showing five years' experience in corrections and a letter of recommendation from the Director/CEO of your agency. If retired, from previous Director/CEO.

☐ Resume Attached

☐ Letter of Recommendation

Signature of Auditor

Date

Upon completion, please submit this application to acaauditor@aca.org or return via U.S. Mail to:

Standards and Accreditation Department
206 North Washington Street, Suite 200
Alexandria, VA 22314

ATTN: Auditor Application



FREQUENTLY ASKED QUESTIONS

How long does it take to be approved after the requirements are met?

After receipt of the required documentation, application processing can take anywhere from 6-8 weeks.

What documentation is required if you cannot provide a LOR from a previous director?

Please provide a letter of recommendation from a previous colleague (i.e., warden, fellow officer, facility administrator, etc.). Letters of recommendation from family members are not permitted.

Can I be an ACA auditor and PREA auditor simultaneously?

Yes

Can ACA set me up to become a PREA auditor?

If you are interested in becoming a PREA auditor, refer to the PREA resource center website at <https://www.prearesourcecenter.org/>

If you are a PREA auditor and would like to do PREA audits for ACA, put that in in your application.



AUDITOR CODE OF ETHICS

On relationships with clients, colleagues, other professions and the public:

- I. Auditors will respect and protect the civil and legal rights of all clients
- II. Auditors will serve each case with appropriate concern for the client's welfare and with no purpose of personal gain
- III. Relationships with colleagues will be of such character as to promote mutual respect within the profession and improvement of its quality of service
- IV. Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose
- V. Auditors will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment
- VI. Subject to the client's rights of privacy, auditors will respect the public's right to know

On professional conduct and practices:

- I. No auditor will use the position to secure personal privileges or advantages
- II. No auditor will act in an official capacity in any matter in which personal interest could impair objectivity
- III. No auditor will use the position to promote any partisan political purposes
- IV. No auditor will accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities
- V. Each auditor will be diligent in the responsibility to record and make available for review any and all information which could contribute to sound decisions affecting a client or the public safety
- VI. Each auditor will report without reservation any corrupt or unethical behavior which could affect either a client or the integrity of the Association or the Commission
- VII. Auditors will not discriminate against any client, employee or prospective employee on the basis of race, sex, creed, or national origin
- VIII. Each auditor will maintain the integrity of private information; auditors will neither seek personal data beyond that needed to perform official responsibilities, nor reveal information to anyone not having proper professional use for such information.