

# PAACO CERTIFIED AUDITOR REQUIREMENTS



## >>Eligibility for Certification

---

To be qualified for certification, a minimum education level with combined relevant experience is required. Requirements are as followed:

- High School Diploma - 5 years of relevant experience within the past 10 years
- Associate or Bachelor's Degree - 3 years of relevant experience within the past 7 years
- Master's, Ph.D., DVM Degrees - 2 years of relevant experience within the past 5 years

## >>Training & Exam

---

Once approved for training, trainees will attend the onsite training that is taught by industry professionals who are experts within their field. At the end of training, attendees will complete a comprehensive exam, which they must pass. If the exam is not passed, trainees are offered one retake of the exam with an approved proctor. Initial and retake failure of the exam will require the trainee to retake the entire course over at full price.

## >>Shadow Audits (Review of Auditor Performance Report)

---

Following training and a passing exam score, auditors are required to perform shadow audits. All shadow audits must be completed with a PAACO Certified Auditor.

Shadow requirement are as followed:

- Poultry, Swine, Dairy & Beef Feedlot - 2 shadows
- Meat Plant - 3 Shadows

## >>Recertification

---

After an auditor has achieved certification, they will be required to recertify on an annual basis. Prior to the one year anniversary of auditor certification, each auditor must complete 12 hours of Continuing Education (CE). CE requirements are as followed:

- 12 total hours of contact time of relevant classes, seminars or meetings
  - 4 can be auditing hours w/ a PAACO Certified Auditor or performing a shadow audit with a trainee
  - 8 hours of CE (online and/or in person)

All CE events must be approved by PAACO. • A list of approved, but not all inclusive, CE events are listed on the website.

Note: These are not requirements to take the course, but are required for individual auditor certification

