

Advisor's Check List

Name of Applicant _____ Date of First Contact _____

Church or Employer _____

I. Application Phase

Date application submitted _____

Time and place for consultation _____

- Review Presbytery requirements with the Educator

Recommendations resulting from consultation:

Date educational and work experience requirements fulfilled _____

Date *Exam Readiness Form for Advisor Only* submitted _____

II. Formation of Reference Group

Reference Group selection

Educator Colleague _____

Session appointee _____

Staff Colleague _____

Presbytery committee representative (if applicable) _____

Date for orientation meeting _____

Plan for support of Educator during exam phase:

III. Examination Phase

Date examination requested _____

Date examination due _____

Date of Midpoint/Partial exam review by Reference Group _____

Date of Final/Complete exam review by Reference Group _____

Date of evaluation collection _____

Conference with educator following Reference Group Process scheduled:

Date _____

Location _____

- All Advisor forms sent to Educator Certification Council

If notice is received that rewrite of exam is needed:

Date of consultation with Educator _____

Plan to fulfill requirements outlined by the Council:

IV. Certification Phase

Next meeting of Educator Certification Council (circle one)

Late Spring

Late Fall

Upon receipt of Notice of Certification:

Date of contact with Executive Presbyter to discuss next steps _____

Discuss with educator:

- Preparation of a Statement of Faith
- Other presbytery requirements
- Date for presbytery recognition _____
- Invite other educators, Reference Group members, etc. to attend presbytery meeting
- Contact Clerk of Session regarding plans for congregational recognition

Date of congregational recognition _____