

# The Reference Group

## A. Purpose of the Reference Group

The Reference Group is formed to encourage the educator in the certification process, as well as to attest to and to promote the educator's professional competency and personal character.

## B. Accountability of the Reference Group

The Educator Certification Advisor and the Reference Group are responsible to the Educator Certification Council and the presbytery for the integrity of the process.

## C. Formation of the Reference Group

It is suggested that the Educator Certification Advisor follow these steps once the Application Form and supplemental material (Educational Requirements Worksheet, Transcripts, etc.) have been sent to the AC.

1. Offer to meet with Session or employing body. Interpret the certification process, elicit their support for their educator.
2. Work with the educator in the formation and contact of the Reference Group members following the completion of the Educator's educational requirements and the submission of the *Exam Readiness Form for Advisor Only*.

The Reference Group will include:

- A staff colleague (selected by the Educator). This individual should *not* be the spouse of the Educator;
- Another Christian educator, preferably certified, who knows the Educator's work (selected by the Educator);
- Representative appointed by the Session or employing agency/governing body to whom the Educator is responsible;
- The Educator Certification Advisor, who serves as moderator/convener of the group;
- A representative from the appropriate committee of presbytery (if available)

## D. Responsibilities of the Reference Group During the Examination Phase of the Process

The following process best assures that these responsibilities are carried out:

### 1. Prior to Beginning Review of the Exam

#### *Step I*

With the educator and in consultation with other Reference Group members, select dates on which the Reference Group will meet. The first meeting of the Reference Group with the educator is to clarify the purpose of the meeting, the role of the Reference Group in the certification process and to ask questions. Allow Reference Group members a chance to become more familiar with the process and their expectations.

#### *Step II*

Between meetings, members of the Reference Group are to maintain contact with the Educator, to offer support and encouragement.

### 2. Prior to Reference Group Meetings With the Educator

Group members should receive a copy of the completed examination from the educator at least two weeks prior to the meeting date. Reference Group members will also receive

from the Educator a copy of *Reference Group Guidelines for Reading the Exam*. Each member of the Reference Group is to review the exam, complete the *Reference Group Guidelines for Reading the Exam* and the *General Reference Group Comments*.

### **3. The Reference Group Meeting With the Educator**

#### *Step III*

Meet with the educator, review responses from *Reference Group Guidelines for Reading the Exam* and the *General Reference Group Comments*.

The Educator Certification Advisor will convene and moderate the meeting.

#### *Step IV*

At the meeting, the Reference Group should also discuss the educator's plans for future professional development.

#### *Step V*

The Reference Group may excuse the educator if they desire, and proceed to discuss all evaluations and to decide to recommend or to not recommend certification with the educator present.

#### *Step VI*

The educator will be informed of the Reference Group's decision with appropriate follow-up (i.e., revisions that need rewriting). **PLEASE NOTE: The exam should not be sent on to the Educator Certification Council without Reference Group approval of the exam. It will not be accepted for reading without this approval.**

### **3. Following The Reference Group Meeting With the Educator**

#### *Step VII*

Following the meeting of the Reference Group the Educator Certification Advisor will meet once more with the educator to reflect on the entire application, examination and Reference Group process. The Advisor will then complete the evaluation form and the educator will complete his/her *Reflections on Learnings* form.

#### *Step VIII*

The Educator Certification Advisor will mail the *Summary of Educator Seeking Certification*, and the *Examination Evaluation Form for Advisor Only* to the office of the Associate for Certification in Louisville.

**NOTE: The Associate for Certification will not send the examination to readers until the Reference Group process has been completed to the satisfaction of the Advisor and the AC has received the *Examination Evaluation Form for Advisor Only*.**