

## PATH Intl. Expectations for Faculty/Evaluators Training Apprentices

As PATH Intl. ESMHL Faculty/Evaluators, you are expected to mentor and train faculty/evaluator Apprentices to support the expansion and sustainability of the PATH Intl. ESMHL Certification Program. This includes faculty/evaluator candidates and Associates pursuing Lead faculty/evaluator status. Apprenticeship is a critical step in preparing faculty/evaluators to teach and evaluate in accordance with the ESMHL workshop learning objectives and ESMHL Certification Program criteria.

As representatives of the PATH Intl. ESMHL Certification Program, you are expected to collaborate with Apprentices as peers and foster a learning environment for them just as would for workshop participants.

Steps for arranging apprenticeships:

- 1) The faculty/evaluator candidate is to contact the host site for the event they wish to apprentice at and obtain the names and contact information for the contracted faculty/evaluators *no less than 30 days prior* to the event (60 days is recommended).
- 2) The faculty/evaluator candidate is to contact the contracted faculty/evaluators and request to apprentice at the event.
- 3) The faculty/evaluator candidate is to follow-up with the faculty member in their respective role to confirm they:
  - Have been accepted to apprentice
  - Have the most up-to-date workshop materials
  - Know the lessons and/or exercises they will be expected to facilitate
  - Understand their expected role(s) during the Horsemanship Skills Test
  - Travel plans
- 4) The faculty/evaluator candidate is expected to work with the faculty member in their respective role to finalize the lessons and/or exercises for the workshop, role(s) during the Horsemanship Skills Test, and travel arrangements *no less than 1 week* prior to the event to ensure they have adequate time to prepare.

## Reminders for scheduling Apprentices:

- Only one Apprentice need be accepted per event. However, please consider ways by which you might be able to accept 2 (perhaps one in their 1<sup>st</sup> of 2 apprenticeships and another in their 2<sup>nd</sup> apprenticeship).
- The contracted faculty/evaluators' priority at events is ensuring the optimal experience for the participants. Therefore, faculty has the right to decline an Apprentice for any event if atypical circumstances arise that may complicate facilitating the event effectively. Apprentices are advised not to make non-refundable travel arrangements until the contracted faculty has confirmed that they can accept an Apprentice. **FACULTY MUST CONTACT PATH INTL. CERTIFICATION COORDINATOR IF THERE IS A NEED TO RETRACT ACCEPTANCE OF AN APPRENTICE.**
- Faculty/evaluator candidates are only required to complete 2 apprenticeships with passing performance evaluations. They cannot be expected to demonstrate facilitation of every single workshop lesson and exercise within 2 apprenticeships. Therefore, when assigning lessons and exercises, please consider which lessons and exercises might infer the faculty/evaluator candidate's aptitude to facilitate others.
- The faculty/evaluator candidate is expected to be prepared to teach the lessons and/or exercises assigned PRIOR to arriving at the host site. They have been advised to do their due diligence to get any questions about content or presentation processes answered by the faculty prior to their arrival and not to count on there being time to address questions on the Faculty Day.
- The contracted faculty/evaluators must provide a minimum of 48 hour notice if the lessons and/or exercises assigned to the faculty/evaluator candidate need to be changed. If less than 48 hour notice is provided, the faculty/evaluator candidate has the right to decline the changes if they believe there is not adequate time to prepare for effective facilitation.
- Faculty/evaluator candidates are required to apprentice at two events and receive a minimum of 2 passing performance evaluations and corresponding upgrade recommendations from 2 different lead faculty members in the role they are pursuing. The faculty/evaluator candidate is responsible for supplying a copy of the performance evaluation rubric to the faculty evaluating them.

Following the event:

- Performance evaluation(s) and corresponding upgrade recommendation(s) are to be discussed with the faculty/evaluator candidate(s). Signatures from both parties must be present on a copy of the forms provided to the candidate AND on copies submitted to PATH Intl. by the faculty/evaluator that completed the candidate evaluation.

PATH Intl. appreciates your support of ESMHL Certification Program. Thank you for your time and effort training ESMHL Faculty/Evaluator Apprentices!