

## Process for Specialist Certification in SPE

1. Candidate seeking Specialist Certification in SPE reads CAPPE/ACPEP Standards Certification, Section III or IV.
2. Candidate must negotiate a consultative process with a Specialist &/or a Teaching Supervisor (Consultant). The model of either individual or group consultation is acceptable.
3. Candidate and Consultant design a process whereby the candidate can reflect on the ministry experience of the candidate and prepare to demonstrate competence for certification as specialist. This process usually spans several months.
4. Candidate gathers "Formal Documents Required at Step One" and prepares papers "Documentation Required for Step Two."
5. When candidate's materials are entirely prepared and assembled (those required for Step One & Step Two), the candidate mails a completed application form and the prescribed certification fee to the Chair of the National Certification Committee.

### Process Starting Point

- Once all materials are prepared, **Candidate** submits application form and certification fee to the Chair of the National Certification Committee.



### Step One

Candidate	Chair of National Certification Committee	Verifier
<ol style="list-style-type: none"> <li>1. Sends a copy of their Step One - Formal Documents to assigned Verifier.</li> <li>2. Moves on to Step Two after receiving notice of Review Team assigned.</li> </ol>	<ol style="list-style-type: none"> <li>1. Informs Candidate of the Verifier assigned.</li> <li>2. Then remits application fee to the National office.</li> <li>3. After approval recommendation from Verifier, National Certification Committee assigns a Review Team to Candidate.</li> <li>4. Communicates assignment to Review Team and Candidate.</li> <li>5. Copy of Step One Report Form sent to Candidate and each member of Review Team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Reads formal documents to ascertain whether all formal requirements have been met, communicating with Candidate to request any missing document(s).</li> <li>2. Completes first part of Step One Report Form.</li> <li>3. Makes recommendation at next Certification Committee regarding approval.</li> </ol>



### Step Two

Candidate	Reviewing Team
<ol style="list-style-type: none"> <li>1. After receiving notification of Reviewing Team, a full set of required papers are sent to each member of the Review Team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Each Reviewer reads all papers.</li> <li>2. Each Reviewer independently completes a draft Step Two Report Form.</li> <li>3. Within 6 weeks reviewers meet (face---face or by phone) and complete Step Two Report Form.</li> <li>4. If all competencies are demonstrated, the Step Two Report Form is sent to Candidate and Chair of National Certification Committee within 24 hours of the Review Team meeting.</li> <li>5. The Review Team Chair negotiates with Candidate and Review Team an appointment for a face-to-face meeting.</li> </ol>



### Step Three [Final Step]

#### Personal Interview for Integration Occurs

1. Candidate meets with Review Team, at a mutually agreed upon time, for a face---face interview of about one hour to determine whether the Candidate demonstrates Ministry Competence Indicators appropriate for a Specialist in SPE
2. Review Team Chair faxes a copy of the Step Three Report Form to the National Certification Chair within 24 hours of the review.
3. National Certification Chair submits candidate for ratification at the next Education Standards Commission meeting.
4. After ratification, candidate is functioning at the level of Specialist.