INSTRUCTOR PORTFOLIO AND INTERVIEW PROCESS

1. Student instructor completes 375 hour training and other requirements to become eligible to apply for instructor exam.

2. Student instructor mails 4 portfolios and the application to Board office 45 days prior to the next scheduled exam.

3. Board receives portfolio and Board sets up an interview 1-2 weeks prior to the registration deadline for the exam with the third party examiner.

4. Board and instructor exam candidate have interview based on the portfolio. Interview will be recorded and consist of 20 verbal questions related to the material in the portfolio. Portfolio should be diverse on topics.

5. Board and instructor exam candidate conclude interview. 14 questions are needed to be answered correctly to pass. Questions consist of short answers and/or description based.

6. Board mails out results within 5 days of the interview. Applicants that pass will receive the instructor exam eligibly letter to mail to the third party examiner. Applications that fail will receive letter stating the reason.

7. Applicants that pass the interview will apply for the exam with the third party examiner. Unsuccessful applicant will re-submit for interview.