

1. Scheduling the Level I Exam

- A. The Training Director schedules the exam.
- B. It is the Training Director's responsibility to notify the PSIA -NW office of the date of the exam and the estimated number of candidates **two weeks prior to the scheduled exam.**
- C. The PSIA -NW office will forward a packet containing all the necessary forms and information to the Member School / TD for the administration of the exam. ***The bottom of the Exam Roster is your invoice.***
- D. The Training Director will notify the PSIA-NW office as soon as possible of any substantial changes in the number of candidates that would require additional forms.

2. Registration for Level I Exam within member schools

Candidates:

- A. Complete the Level I curriculum.
- B. Complete a minimum of 10 teaching hours prior to taking the Level I exam.
- C. Confirm your intention to be a candidate for a scheduled exam to your Training Director.
- D. Complete the National Registered Written Test and submit to your Training Director for their signature.
- E. Complete the Level I exam application form and submit along with a \$25.00 exam fee to your Training Director (checks payable to PSIA-NW).

Training Directors:

- A. Ensure that the candidates have completed the Level I curriculum as part of their training and have met the National Outcomes in the teaching category during their 10 teaching hours.
- B. Ensure that timelines are established within your school that will allow for an accurate estimate of the number of candidates within the two week PSIA/AASI-NW office notification date.
- C. Ensure that a completed National Registered Written Test, Level I exam application and \$25.00 exam fee check are submitted to you prior to the exam.

3. The Exam

- A. The process is outlined in the PSIA-NW Certification Guide

4. Validating the Exam

Candidates - How to join PSIA-AASI and PSIA-NW:

- A. Pay \$95.00 to become a National and a Divisional PSIA member (\$50.00 National/\$45.00 Divisional). Complete the PSIA-NW Membership application and send to the PSIA-NW office (best case scenario, with the Level I exam packet, membership is necessary for the Level I to be valid).
- B. Dues need to be collected at the time of taking the Level I, in essence the person needs to be a member before taking the Level I, not after the fact. For this season, if dues are not included with the level I exam, they are payable **within 30 days of successfully completing the Level I exam.** After 30 days without payment of dues, the Level I results become null and void.
- C. Dues are renewable annually on June 30th.



Level I Process

- D. Dues paid after February 15 of the current year are renewable June 30th the following year. (If you successfully complete the Level I exam after Feb 15 of 2012 and pay the appropriate dues on or after February 15, 2012, your next dues billing will be Spring 2013).

Training Directors:

- A. Training Directors are responsible for returning the completed exam packets to the PSIA-NW office **within 10 days of the completion of the exam.**
- B. Packets would include:
- completed National Written Tests for each candidate as applicable
 - completed Level I application forms for each candidate
 - \$25.00 exam fee for each candidate
 - dues payments collected
 - office copies of exam documents
 - assessment sheets for each candidate
 - evaluation forms as collected
- C. If a Training Director fails to comply with these Level I Policies and Procedures, he/she will lose his/her accreditation status for the remainder of current year and the following year.
- D. Be sure to inform candidates that the Level I certification needs to be kept current by way of educational credit.

PSIA-NW Office:

- A. The PSIA-NW office will process new members as soon as possible **once they receive the completed Level I Exam packet from the TD / Member School.**
- B. Participants neglecting to pay dues will receive a courtesy billing by mail or email.
- C. Level I Certificates and Pins will be sent by mail to successful candidates that become members within the 30 day deadline.
- D. Every effort will be made to offer new members the extended membership benefit as outlined above, if applicable.