

Level I Candidate and Trainer Procedure Guide

1. Joining the organization and registering for Level I Exam

Candidates:

- A. Join the organization, either online or complete the paperwork, current season dues will be due at this time.
- B. Start the process by registering online at psia-nw.org for the Level I written exam, cost is \$30.**
- C. Complete the online written test two weeks before the on snow exam and submit successful results to your trainer before the on snow.
- D. Register online at psia-nw.org for the Level I on snow exam scheduled by your trainer at your school. Payment for the exam occurred when registering for the written exam.
- E. Complete your two-page synopsis from the season, have your trainer sign it and turn it in before the start of the on snow Level I exam.
- F. To participate in the on snow Level I exam, the written test must be completed with results sent to your trainer two weeks before the exam and the synopsis must be completed and turned into your trainer before the exam. If these are not completed you will not be able to participate in the on snow exam.

2. Scheduling the Level I Exam

Trainers:

- A. The Level I accredited trainer schedules the exam.
 - i. It is the trainer's responsibility to notify the PSIA-NW office of the date of the exam and the estimated number of candidates at a minimum of **two weeks prior to the scheduled exam**.
- B. The PSIA-NW office will mail a packet containing all the necessary forms and information to the Member School / trainer for the administration of the exam.
- C. When notified of the exam date, the exam will be placed on the psia-nw.org calendar on the date specified for the candidates to sign up online. Candidates must be signed up ahead of time in order to participate in the exam.
 - i. **Candidates will first register at their convenience for the Level I written exam**, similar to the process for the Level II and Level III written exam.
 - 1. Successful completion of the written exam will be emailed to the individual, along with a copy to the Northwest office. A copy of this email must be received by you in order for the participant to participate in the on snow portion of the Level I exam. If no proof is provided to you, the individual may not participate in the on snow portion of the exam.
 - ii. The candidate will be sent an email confirmation of successful completion of the registration for the on snow portion of the Level I exam, this needs to be shown to you for confirmation for participation in the on snow portion.
- D. The trainer will notify the PSIA-NW office as soon as possible of any substantial changes in the number of candidates that would require additional forms.

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Level I Accredited Trainers:

- A. Ensure timelines are established within your school that will successfully allow for the candidates to join the organization, sign up for the Level I exam and take their online written exam. It is recommended to be no less than two weeks prior.
 - B. Ensure that each participant has provided you successful completion of the online written test and turned in the synopsis **prior** to starting any portion of the exam.
3. **Running the Exam**
- A. Further details are found in the PSIA-NW Certification Guide as well as under the tech zone Level I Exam Information.
4. **Validating the Exam**

Level I Accredited Trainers:

- A. Trainers are responsible for returning the completed exam packets to the PSIA-NW office **within 10 days of the completion of the exam.**
- B. Packets will include:
 - Completed roster signed by all participating in the on snow portion of the exam
 - **Completed synopsis, signed by the candidate's trainer**
 - Copy of the completed assessment sheet (yellow copy) for each candidate
- C. If an accredited trainer fails to meet these expectations, he/she will lose his/her accreditation status for the remainder of current season and the following season.
- D. **Be sure to inform candidates that the Level I certification needs to be kept current by way of continuing educational credit, each season. As well as maintaining membership via dues.**

PSIA-NW Office:

- A. The PSIA-NW office will process as expeditiously as possible **the completed Level I Exam packet when it is received from the trainer.**
- B. Level I Certificates and pins will be sent by mail to successful candidates.