

PROCEDURE
FOR
ACCREDITED CALLER-COACH
RE-ACCREDITATION



CALLERLAB
The International Association
of Square Dance Callers

Revised March 2, 2023

494 S Emerson Ave, Ste H1
Greenwood, IN 46143-1953
(785) 783-3665

Revision History

Date	Page	Change
08-06-2004	1	Revision - Caller-Coach Re-Accreditation - CALLERLAB Membership status
04-17-2006	2	Revision - Total number of hours for Re-Accreditation reduced to 50 hours
08-11-2008	1	Revision - Page 1; Paragraphs seven and eight
08-21-2009	8	Revision - Added Item #2 – CALLERLAB Accredited Caller Certificated up to date
08-21-2009	8	Revision – Renumbered Items.
01-14-2010	7	Removed - A Copy of the syllabus used during your participation in Caller Education must be submitted with this application.
08-07-2019	4	Removed - After a Caller-Coach has been Re-Accredited <u>2</u> times, the number of required hours shall be reduced to 50 hours.
08-07-2019	6	Revision – Accredited Caller Coach Emeritus Status procedures.
08-07-2019	All	Revised document to add the word “Accredited” to Caller Coach and Caller Coach Committee
03-02-2023		Updated CALLERLAB Address

ACCREDITED CALLER-COACH RE-ACCREDITATION

In 1976, the Board of Governors (BOG) of CALLERLAB directed there be a process for Caller-Coach Accreditation. This was amended by BOG action April 1984 to establish policy for Accredited Caller-Coach Re-Accreditation.

Once Caller-Coach accreditation has been achieved, maintaining a high level of skill, expertise, knowledge, and ability becomes the responsibility of the individual. The Accredited Caller-Coach must also keep abreast of changes in growth, environment, philosophy & methodology affecting the field of calling.

It is necessary that CALLERLAB periodically affirm that the Accredited Caller-Coach has maintained a high level of competence and has remained current in the field. This is accomplished through the Re-Accreditation process. Every 5 years the Accredited Caller-Coach must apply for Re-Accreditation.

The CALLERLAB Home Office maintains a file on the Re-Accreditation of all Accredited Caller-Coaches. The Home Office notifies the Accredited Caller-Coach, approximately six (6) months prior to expiration of current Accreditation. This is accompanied by a standard Re-Accreditation Application Form. The Home Office also alerts the Chairman of the Accredited Caller-Coach Committee of any potential lapse of Accreditation. Periodically an updated roster of currently Accredited Caller-Coaches is published. The Accredited Caller-Coach Committee seeks to ensure that Accredited Caller-Coaches meet all specified standards, prior to recommending Re-Accreditation. This is accomplished by review of the candidate's application. The Chairman or Vice Chairman of the Accredited Caller-Coach Committee has review authority.

Accreditation as a Caller-Coach is a recognition available only to members of CALLERLAB. Any Accredited Caller-Coach who ceases to be a CALLERLAB Member in good standing shall immediately forfeit ALL Accreditation and certification.

Each Accredited Caller-Coach has the responsibility to submit their Re-Accreditation application to the CALLERLAB Office in a timely manner. A timely manner is judged to be at least the last day of the previous certification period. The candidate for Re-Accreditation shall be granted a one month grace period during which there would be no penalties or actions needed, other than to complete the application. If the application for Re-Accreditation is received by the Home Office later than one month after the last date of the Accredited Caller-Coach's certification period, then the Accredited Caller-Coach would need to include an explanation of the reasons which caused the lateness. Acceptable reasons would include, but not limited to, illness of either the Accredited Caller-Coach or their immediate family, death of an immediate family member or personal crisis, such as moving, divorce, house fire, etc. When the Re-Accreditation application is received by the Home Office later than 6 months after the last date of the Accredited Caller-Coach's certification period, the Accredited Caller-Coach would have to rewrite a selection of essay questions and retake the oral exam.

When Re-Accreditation is in question because of a lapse of Accreditation of 2 to 6 months and/or a lapse in CALLERLAB Membership, an ad hoc Committee of Accredited Caller-Coaches will be appointed to review the application. The ad hoc committee shall include the Vice-Chairman of the Accredited Caller-Coach Committee and shall not total less than 3 or more than 5 members of the Accredited Caller-Coach Committee. The results of the review will be processed to the Accredited Caller-Coach Committee, through the Chairman of the Accredited Caller-Coach Committee, with appropriate recommendations. The Home Office will advise the applicant of any Accredited Caller-Coach Committee Re-Accreditation action. The Chairman of the Accredited Caller-Coach Committee will also be advised. The Accredited Caller-Coach Committee has decision authority whether to conduct any hearing which may be requested and has final authority to issue or deny Re-Accreditation.

If the Accreditation of the Accredited Caller-Coach has lapsed for more than one full Accreditation period (5years), the candidate shall be required to show their qualification by retaking the written, essay and oral portions of the Accredited Caller-Coach Accreditation Procedures. Any Accredited Caller-Coach who has been Re-Accredited two times will be exempt from any frequency of calling requirement.

REQUIREMENTS FOR CALLER-COACH RE-ACCREDITATION

The applicant must be an active CALLERLAB Member and a CALLERLAB Certified Square Dance Caller.

The applicant must have been calling actively and consecutively on an average of at least 50 dances per year for the 3 most recent years preceding application.

To qualify for Re-Accreditation, a candidate must demonstrate and document having met the minimum requirements specified for at least two (2) of the five (5) Categories described below. CATEGORY 1. IS MANDATORY. The candidate may choose any one of the other four Categories for Re-Accreditation qualification. The five categories are:

1. ACTIVE PRACTICE IN CALLER EDUCATION
2. CREATIVE COMPONENTS RELATED TO CALLER EDUCATION
3. DEVELOPMENT THROUGH CONTINUING EDUCATION
4. SERVICE TO THE CALLER EDUCATION FIELD
5. RE-EXAMINATION

BREAKDOWN BY CATEGORY

1. ACTIVE PRACTICE IN CALLER EDUCATION

- a. Serve on the staff of a full-curriculum caller college.
- b. Conduct a full-curriculum Caller College.
- c. Conduct a caller education program for a local organization or group, covering all 21 prescribed subjects.
- d. Conduct seminar(s) in a caller education environment.
- e. Conduct seminar(s) for square dance leaders.
- f. Make presentations related to the caller education field.

In order to receive Re-Accreditation, the candidate must have conducted and/or directly supervised Caller Education events totaling at least 50 hours in this category during the immediate preceding five (5) years.

2. CREATIVE COMPONENTS RELATED TO CALLER EDUCATION

- a. Writing articles for publications.
- b. Developing instructional material for caller education activities.

To receive full credit in this Category, the candidate must have met minimum requirements for any one of the following:

- a. Have produced (on the average) at least one (1) annual article, specifically related to the caller education field. It must have been published and/or distributed on a national basis.
- b. Have produced annually, at least three (3) articles, published and/or distributed on a statewide or regional basis.
- c. Have produced annually, at least six (6) articles, published and/or distributed on a Local Community basis.

3. DEVELOPMENT THROUGH CONTINUING EDUCATION

To receive full credit in this Category, the Candidate (during the immediate previous five years) must have attended:

- a. A Caller College conducted by another qualified instructor.
- b. A caller education seminar conducted by another qualified instructor
- c. A course or training session outside the caller education field but helpful in improving the candidate's caller education activity.

4. SERVICE TO THE CALLER EDUCATION FIELD

Service on committees within organizations which are doing work directly related to caller education.

To receive full credit in this category, a candidate must be a working member of a committee, the effort of which is clearly related to the caller education field. The organization can be operating at the local, state, province or national level. The candidate must be able to document specific areas of effort that would demonstrate the claimed effort and its relationship to caller education.

5. RE-EXAMINATION

To receive full credit in this Category, the candidate must satisfactorily complete one of the following:

- a. Take the written Accredited Caller-Coach examination.
- b. Arrange for the Accredited Caller-Coach Interview Examination.

To receive full credit in this category, the candidate must:

- a. Successfully pass the written examination. Successfully passing will mean achieving the score which has been set for initial accreditation.
- b. Satisfy a team of accreditors that the candidate is competent and capable of meeting the standards required in initial accreditation situations.

COMMENT

ACCREDITED CALLER COACH RE-ACCREDITATION PROCEDURE

In order to obtain Re-Accreditation, the following procedure will apply:

1. Complete the application form supplied by the Home Office, showing details for categories of qualification during the immediate past five (5) years.
2. Mail the application and a check for \$25.00, payable to CALLERLAB, to:

CALLERLAB
494 S Emerson Ave, Ste H1
Greenwood, IN 46143-1953

EMERITUS STATUS

Accredited Caller-Coaches who reduce their caller education activities to the point where they no longer meet Re-Accreditation requirements may apply to the Caller-Coach Committee for "Emeritus" status.

To be eligible for Emeritus Status, Accredited Caller-Coaches:

- 1) must have been an active CALLERLAB member, in good standing, for every year that they have been an Accredited Caller Coach.
- 2) if residing in North America, must have attended a minimum of three (3) annual CALLERLAB Conventions or CALLERLAB Mini-Labs; if residing overseas, must have attended at least one (1) CALLERLAB Convention or one (1) CALLERLAB Mini-Lab. If the applicant feels the attendance requirement is a problem due to circumstances beyond their control, they may apply for a waiver to the Accredited Caller Coach Committee.
- 3) must have been initially accredited as an Accredited Caller Coach for five (5) years.
- 4) must have been subsequently Re-Accredited as an Accredited Caller Coach twice, for five (5) years each time. This means that a person can not apply for Emeritus Status unless he/she has been an Accredited Caller Coach for at least 15 years.
- 5) must apply in writing to the Chairman of the Accredited Caller Coach Committee. Then the request must be approved by a simple majority vote of the members of the Committee. Then the request will then be sent to the Executive Committee for final approval.

Upon approval of the Accredited Caller-Coach Committee and the Executive Committee, the status of Emeritus may be granted.



ACCREDITED CALLER COACH
Re-Accreditation APPLICATION
(Revised January 14, 2010)

Name: _____

Address: _____

Email: _____ Phone: _____ Fax # _____

Item #1 - (MANDATORY) - Active Practice in Caller Education (teaching/learning) Events (50 hours required)

<u>Date</u>	<u>Location/Type</u>	<u>Hour</u>
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Item #2 - CALLERLAB Certified Caller Certificate up to date? _____

Please select any one (1) of the following:

Item #3 - Creative Components Related to Caller Education

Item #4 - Development Through Continuing Education

Item #5 - Service to the Caller Education Field

Item #6 - Re-examination (Date requested and arranged through the home office.)

Oral: _____ Date: _____ or Written: _____ Date: _____

Signature: _____ Date: _____

Please mail completed application with \$25.00(U. S. Funds) check to:

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