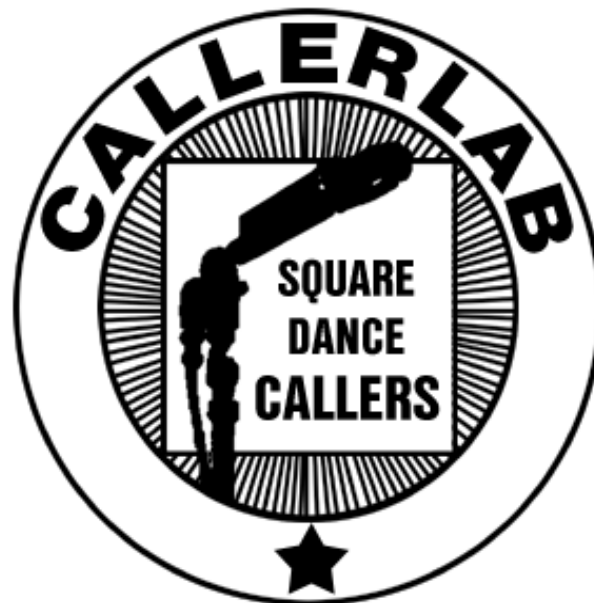


PROCEDURES  
FOR  
CALLERLAB  
CALLER-COACH  
ACCREDITATION



**CALLERLAB**  
The International Association  
of Square Dance Callers

Revised July 28, 2023

*CALLERLAB Home Office*  
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Greenwood, IN 46143-1953  
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## Revision History

Date	Page	Change
10-23-01	3	Revised Adequacy Review – Committee Only will Review and Vote on Applications
11-05-03	1	Revised Determining Qualifications & Determining Eligibility
11-05-03	2	Revised Written Examination and Oral Examination Information
07-08-04	2	Revised Oral Evaluation Interview
07-08-04	3	Revised Adequacy Review - Termination of CALLERLAB Membership Forfeits Recognition as a CALLERLAB Accredited Caller-Coach
03-09-06	Var	Revised Determining Qualifications (Ethics, Complaint, Questions); Various Other Changes
02-03-10	ALL	Converted to Word.
02-03-10	2,3,8	Added (3) Determine (If asked by an applicant..., (Made up as 1 of the 5..., If the chairman determines that an oral...,If this will be an oral (written) exam..., If you would want to be considered to take an oral (written)
03-09-10	2,3,8	Changed “oral” to “alternate form of” , “the invigilator” to another qualified observer, added If the candidate is happy to..., ... observer could then serve to <u>record</u> the oral response
03-29-15	ALL	Revised Procedures to Better Reflect Current Needs.
09-17-15	1,3,4,5,6	Step1-Changed “session” to “hours”; Step4-Changed 95 to 100 correct answers; Step 4- removed two sentences regarding a third non-caller party as proctor; Step5-Changed U.S. to North American; Step5-Removed the words “with no right of appeal”
10-02-15		Proposed revisions approved by Committee Vote.
08-07-19		Changed “Accredited Caller” to “Certified Caller”
11-22-22		Updated Home Office address
7-28-2023	8	Fixed discrepancy: 150 sessions to 150 hours

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# **PROCEDURES FOR CALLERLAB CALLER-COACH ACCREDITATION**

## **STEP 1 – Petitioning for an Application**

To qualify for formal consideration as a CALLERLAB Accredited Caller-Coach, the petitioner is required to meet the minimum standards as outlined below:

1. The petitioner must be an active CALLERLAB Member and a CALLERLAB Certified caller.
2. The petitioner must have attended at least one CALLERLAB or MiniLab Convention.
3. The petitioner must have been calling regularly for 10 years and must have been calling on average no less than 150 hours per year for the 3 most recent years preceding the petition. The hours are a unit of time focusing on 1 form of entertainment, not limited to, but including club dances, dance parties, workshops, or new dancer lessons.
4. The petitioner must complete and sign the required Recommendation Signature Card (Attachment 1a) attesting to the above requirements, provide the essay required, along with the signatures of two current CALLERLAB Accredited Caller-Coaches verifying eligibility and preparedness.
5. The petitioner must obtain a completed CALLERLAB Accredited Caller-Coach Evaluation Form (Attachment 1b) from two CALLERLAB Accredited Caller-Coaches on different occasions.
6. The Recommendation Signature Card verifying prequalification, required essay, two completed CALLERLAB Accredited Caller-Coach Evaluation Forms, along with a non-refundable \$25 U.S. funds administrative fee, must be sent to the CALLERLAB Home Office for verification and review, petitioning the CALLERLAB Accredited Caller-Coach Committee for an application to start the CALLERLAB Caller-Coach Accreditation process.

## **STEP 2 – Baseline Knowledge and Skills**

Once the petitioner's request and information is verified by the CALLERLAB Home Office, it will be sent to the CALLERLAB Accredited Caller-Coach Committee Chairman who will then seek a  $\frac{3}{4}$  majority approval by the existing members. If the petitioner's request is not approved, they (along with their mentors) will be notified and provided notice as to why and will be allowed to provide additional materials or evidence that may be required to proceed. Failure to follow-up on the request will result in the petitioner being removed from the accreditation process. They may start the process from the beginning again at any time. If approved, the petitioner will be notified and sent by the CALLERLAB Home Office the CALLERLAB Accredited Caller-Coach Application (Attachment 2), the remaining procedures, and requirements necessary to proceed, along with the mandatory Mini-Test.

The Mini-Test serves two purposes; first, to acquaint the applicant with the types of questions on the full written examination, and second, to establish a baseline of knowledge determining strengths and weakness. The applicant must complete and return the completed Mini-Test for grading and feedback, along with the completed application to the CALLERLAB Home Office. The CALLERLAB Home Office will forward the Mini-Test to a testing administrator of the CALLERLAB Accredited Caller-Coach Committee for evaluation, who will notify the Chairman of said Committee and applicant the final results. If the applicant fails to pass the Mini-Test, the testing administrator will notify the applicant and his/her mentors of the results. At this point, the

applicant has a three month period to retake another Mini-Test. Failure to retake the Mini-Test within the allotted timeframe or failure to pass the second Mini-Test will result in the applicant being removed from the accreditation process. They may opt to petition for an application again at any time starting the process from the beginning.

Upon passing the Mini-Test, the applicant is notified of acceptance by the CALLERLAB Accredited Caller-Coach Committee Chairman, and will continue the accreditation process as a CALLERLAB Associate Trainer; a title that may be used for publication. At this point, the newly appointed CALLERLAB Associate Trainer must complete the remaining qualifications within a five year period. Failure to do so will forfeit the title and end the accreditation process. They may start the process from the beginning at any time.

### STEP 3 – Document Qualifications

The CALLERLAB Associate Trainer must next compile and provide composite experience equivalent to presenting a complete training program five times, encompassing the Caller Training Curriculum Guidelines for Caller Training and Technical Supplement, currently approved by CALLERLAB. The aggregate equivalent to five complete programs may include, but is not limited to, any or all of the following.

- a. Personally taught complete programs to one or more student callers.
- b. Serve on staff at colleges offering the complete training program.
- c. Presented the requisite subjects of the program in conjunction with:
  1. One-on-one mentor.
  2. Technical seminars
  3. Special subject lectures.
  4. Home caller training programs.
  5. Educational leadership programs.

The CALLERLAB Associate Trainer must provide a written record of the caller training they have conducted as a means of measuring minimum qualification standards. Such records should include dates, subjects taught sponsors, and/or occasions where appropriate. The CALLERLAB Accredited Caller-Coach Chairman may determine that additional details are needed. In some instances the applicant may not have conducted a full course training program but has extensive experience over a long period of time in conducting seminars and clinics on most of the subjects covered in the Curriculum Guidelines. Supporting documentation may be required.

The CALLERLAB Associate Trainer must submit a personal syllabus of training articles, professional or technical writings, pamphlets, books and/or curriculum outlines offered to perspective new callers.

All the above documented materials are to be sent to the CALLERLAB Home Office along with a non-refundable administration fee of \$75 U.S. funds to cover the cost of the next step of the accreditation process, the written examinations. The documented materials will be forwarded to the CALLERLAB Accredited Caller-Coach Committee Chairman for confirmation and review. The CALLERLAB Accredited Caller-Coach Committee Chairman may request additional information in order to verify the provided documentation or correct any ambiguities. Upon verification and approval of the above documented materials, the CALLERLAB Associate Trainer is notified they may proceed to the written examination phase of the accreditation process.

### STEP 4 – The Written Examinations

The written testing phase is comprised of two parts; the written exam, and the essay exam. It becomes the responsibility of the CALLERLAB Associate Trainer to coordinate with the testing administrator of

the CALLERLAB Accredited Caller-Coach Committee to make arrangements for a suitable time and place to take the full written examination. The testing administrator will select a standardized written test (one of five currently approved) to be sent to the appropriate proctor. The examination must be proctored. Therefore, the CALLERLAB Associate Trainer should allow several months to coordinate this step of the process. An alternative testing method may be offered if the CALLERLAB Associate Trainer documents reasonable needs. If the CALLERLAB Accredited Caller-Coach Chairman determines that an alternative form of written test is needed, then a qualified observer would be picked to read, paraphrase, or rephrase, the test questions. If the candidate is comfortable to read the written questions, the qualified observer could then serve to record the oral response. The presence of the proctor is a safeguard against any question about impropriety.

### Written Exam

The written exam is not an open book or laptop test. However, checkers may be used to verify work. The exam focuses on skills and techniques used by callers in their careers on and off the microphone. All of the questions and answers are covered in the “Curriculum Guidelines for Caller Training or the Technical Supplement”. The test is weighted according to the emphasis contained in the Guidelines. The test consists of several parts with a series of questions in one of three formats; multiple choice, true or false, or short answer. Some questions may require short choreographic answers to specific questions. The test consists of 110 questions and the CALLERLAB Associate Trainer must achieve at least 100 correct answers in order to proceed with the next step. The test is extracted from a base of many questions and made into several discreet tests so that in the event of an inadequate first performance, the applicant will be allowed to take a second test after a period of 6 months. The finished test must be returned to the testing administrator by the proctor for grading. The test results will be discussed between the testing administrator, the Chairman of the CALLERLAB Accredited Caller-Coach Committee, the prospective Caller-Coach, and his/her mentors. The CALLERLAB Home Office will be advised as to whether the applicant passed or failed. If the test is failed, the applicant will be retested with a different test, no earlier than 6 months after the first test or opt to remove themselves from the process. If the second test is failed, the CALLERLAB Associate Trainer is removed from the accreditation process and forfeits all titles. They may re-enter the accreditation process from the beginning at any time.

### Essay Exam

When it has been determined that a CALLERLAB Associate Trainer has successfully passed the full written test, the test administrator will send out 5 selected essay questions. The essay questions deal with the philosophical approaches to problems stated by the CALLERLAB Accredited Caller-Coaches. The CALLERLAB Associate Trainer must answer the questions to the best of his/her capabilities. Upon completion of the essay exam, the CALLERLAB Associate Trainer must send the essay answers to the CALLERLAB Home Office along with a non-refundable fee of \$100 U.S. funds used to cover the cost of the next phase of the accreditation process; the oral evaluation. The CALLERLAB Home Office will forward answers to the essay questions to the CALLERLAB Accredited Caller-Coach Committee Chairman. The essay answers will be evaluated and forwarded to the oral evaluators for review. The CALLERLAB Associate Trainer will be notified by the Chairman of the CALLERLAB Accredited Caller-Coach Committee if additional information is needed regarding the essays.

## STEP 5 - THE ORAL EVALUATION

The evaluation interview is an in-depth inquiry into the applicant’s knowledge, caller-coaching experience and other attributes of the calling profession. It is a great opportunity to ascertain the CALLERLAB Associate Trainer’s technical skills before proven peers. Once the essay questions are deemed appropriate by the Chairman of the CALLERLAB Accredited Caller-Coach Committee, the CALLERLAB Associate Trainer will be asked to submit to the same chairman a list of three to five

names of current CALLERLAB Accredited Caller-Coach Committee and/or CALLERLAB Accredited Caller-Coach Emeritus members that they would prefer as the oral evaluators. The CALLERLAB Associate Trainer may not select any oral evaluator with prior fiscal business connections to avoid any conflict of interest or perceived bias. In general, all CALLERLAB Accredited Caller-Coaches and CALLERLAB Accredited Caller-Coach Emeritus may act as oral evaluators. In fairness to the applicant and the evaluators, applicants who work on staff with a CALLERLAB Accredited Caller-Coach should not select fellow staff members as evaluators. This protects each party from undue influence and provides for a more objective view.

The CALLERLAB Associate Trainer may not be afforded his/her selected choices due to availability, though all efforts will be exhausted to secure his/her preferences. The CALLERLAB Accredited Caller-Coach Committee Chairman will first contact the Caller-Coaches as listed by the CALLERLAB Associate Trainer to ascertain availability. If unavailable, the CALLERLAB Accredited Caller-Coach Committee Chairman may then inquire of other CALLERLAB Accredited Caller-Coaches until a selection of two or more is made. Accreditor's may request not to test a certain individual. The CALLERLAB Associate Trainer also may request to not be tested by certain committee members.

The CALLERLAB Accredited Caller-Coach Chairman will coordinate the time and location of the oral evaluation with the CALLERLAB Associate Trainer and the agreed upon examiners. Time and place of the oral evaluation will be mutually determined by both the CALLERLAB Associate Trainer and evaluators. Expenses should be minimized and must be authorized in advance by the Chairman of the CALLERLAB Accredited Caller-Coach Committee. Expenses in excess of \$100 U.S. funds will become the responsibility of the CALLERLAB Associate Trainer.

The CALLERLAB Accredited Caller-Coach Committee Chairman will make available all information regarding the CALLERLAB Associate Trainer to the oral evaluators. The essay answers will be reviewed by each examiner prior to the examination and serve as a starting point for the oral evaluation. The appointed examiners will conduct the oral evaluation for the purpose of reviewing and assessing the applicant's total qualifications for accreditation as a Caller-Coach. The CALLERLAB Associate Trainer should look at this experience as an opportunity to review strengths and determine areas where additional work may be required. One of the major benefits of the evaluation process is to help the CALLERLAB Associate Trainer refine strengths and improve on any noted weaknesses.

If the evaluators determine that the CALLERLAB Associate Trainer meets the standards that accreditation demands, they will advise the Chairman of the CALLERLAB Accredited Caller-Coach Committee in written form that the applicant be awarded CALLERLAB Accredited Caller-Coach status. If weaknesses are noted, at the discretion of the testers, the applicant may be approved or re-tested. In either case, the evaluators must indicate to the CALLERLAB Associate Trainer steps that should be taken to improve those weakened areas.

If oral re-testing is required, the oral testers will notify the CALLERLAB Associate Trainer and the CALLERLAB Accredited Caller-Coach Committee Chairman. The oral re-testing should take place no later than: six months for North American callers or one year for overseas callers after the original oral exam. The oral re-test will be held with the same testers as the original oral test to verify that corrections/additions were followed and now meet the testers' requirements. If the second oral examination is passed, the results will be sent to the CALLERLAB Accredited Caller-Coach Committee Chairman who will inform the CALLERLAB Home Office. If the second oral examination is failed, the CALLERLAB Associate Trainer's bid for accreditation is disapproved. They may start the process over again from the beginning at any time.

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

## Recommendation Signature Card

I, \_\_\_\_\_, hereby acknowledge my interest in becoming a CALLERLAB Accredited Caller-Coach and pledge the following information to be factual.

I am an active CALLERLAB Member and a CALLERLAB Certified caller.

I have attended at least one CALLERLAB or MiniLab Convention.

I have been calling regularly for 10 years and have been calling on an average no less than 150 hours per year for the last 3 years.

\_\_\_\_\_  
Signature of Petitioner

In approximately 200 words, express in writing the reasons why you wish to become a CALLERLAB Accredited Caller-Coach.

We the undersigned, verify the petitioner has met the pre-qualifications necessary to become a CALLERLAB Accredited Caller-Coach. It is our recommendation he/she start the process of becoming a CALLERLAB Accredited Caller-Coach and will pledge to mentor the petitioner as necessary.

\_\_\_\_\_  
CALLERLAB Accredited Caller-Coach

\_\_\_\_\_  
CALLERLAB Accredited Caller-Coach



## CALLERLAB Accredited Caller-Coach Evaluation Form

Required in Step 1 – Petitioning for an Application of the Caller-Coach Accreditation Process.

\_\_\_\_\_ has requested to start the process of becoming a CALLERLAB Accredited Caller-Coach. Listed below are essential skills necessary to understand, to apply, and to be able to demonstrate in order to be an effective caller-coach. On a scale from 0 to 5 with 0 having no knowledge of the applicant and 5 being superior, please rate the skills of the applicant to the best of your knowledge. The scores shall be tabulated as established by the accreditation procedures and presented to the applicant for further review.

The petitioner _____	<u>Understands</u>	<u>Applies</u>	<u>Instructs</u>
Methods of Choreographic Management	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Music	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Teaching/Education	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Smooth Dancing/Body Flow/Timing	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Voice/Vocal Delivery	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Leadership/Ethics	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Singing Call Techniques	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Dance Parties	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Showmanship	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
Business/Promotion	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5

This assessment was observed at \_\_\_\_\_ on this date \_\_\_\_\_

I hereby provide the ratings of the applicant to the best of my knowledge and verify that the petitioner is worthy/is not worthy to start the process of becoming a CALLERLAB Accredited Caller-Coach.

\_\_\_\_\_  
CALLERLAB Accredited Caller-Coach

**APPLICATION FOR CALLERLAB ACCREDITED CALLER-COACH**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**SQUARE DANCE BACKGROUND**

How many years have you been a square dancer? \_\_\_\_\_

How many years have you been a square dance caller? \_\_\_\_\_

Are you now retired and calling part-time? \_\_\_\_\_

How many years have you been a full-time caller? (If applicable) \_\_\_\_\_

If you are not a full-time caller, what is your main occupation? \_\_\_\_\_

What forms of square dancing have you been involved with? \_\_\_\_\_

Describe your own training as a caller (e.g., schools attended, clinics, seminars, special courses). If you took some form of apprentice training, who served as your Caller-Coach or mentor? Use a separate page if needed.

Circle the programs which you now teach or call on a regular basis:

1. Dance Party 2. Basic 3. Mainstream 4. Plus 5. Advanced 6. Challenge

Do you regularly teach or cue round dances? \_\_\_\_\_

Do you regularly teach or call contras? \_\_\_\_\_

Do you regularly teach or call/cue clogging, line or round dances? \_\_\_\_\_

**EXPERIENCE/BACKGROUND**

Have you ever served on the staff of a full curriculum caller's school (40 hours)? (Please provide details as above (i.e., who was on staff (besides you), what classes you taught, etc. Please send a syllabus or outline and material (to be returned) that you have used when teaching this school.

Have you conducted a home-based caller's class or school? (Provide details as above and indicate whether you operated the school or whether it was sponsored by a caller's association or other group.)

Have you ever served on the staff or mentored a home-based school for callers? (Provide details as above).

On a separate sheet, please list all caller clinics, seminars or other training sessions you have conducted. Provide details showing location and date of above including subjects taught or special training offered.

On a separate sheet, please list all caller training articles, pamphlets, books or other publications that you have authored (or co-authored) and include publication dates, publication in which the material appeared, subjects/titles, etc. Please include copies, if possible, of any/all of these writing with your application.

Describe below all other qualifications as a Caller-Coach which you would like to bring to the attention of your accreditors. A separate sheet may be used if necessary.

If you wish to be considered to take an alternate form of the regular written exam, please include a letter requesting to do so stating the reason(s) why (i.e., phobia about written tests, inability to easily read English due to dyslexia, language barriers, etc.). Is this necessary? \_\_\_\_\_

The information above is accurate to the best of my knowledge. This information may be made available to the CALLERLAB Home Office, the CALLERLAB Accredited Caller-Coach Committee, and the CALLERLAB Board of Governors, as necessary, for evaluation and approval/disapproval of this application.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

Return the above completed two page application, supporting documentation along with your completed Mini-Test to the CALLERLAB Home Office to proceed.

*CALLERLAB Home Office: 494 S Emerson Ave, Ste H1, Greenwood, IN 46143-1953*

## Oral Evaluation Report

This is to certify that on \_\_\_\_\_, I personally evaluated \_\_\_\_\_, and found him/her to be acceptable/not acceptable (in my judgment) as a CALLERLAB Accredited Caller-Coach. A detailed report is included on the back of this form. Any weaknesses have been discussed with the CALLERLAB Associate Trainer and a suggested course of action for improvement has been brought to his/her attention.

\_\_\_\_\_  
CALLERLAB Accredited Caller-Coach

\_\_\_\_\_  
Name Printed

Where appropriate please provide your reasons for finding the CALLERLAB Associate Trainer as acceptable or unacceptable as a CALLERLAB Accredited Caller-Coach in the space below:

EVALUATOR COMMENTS ON BACK  
**EVALUATOR COMMENTS**

OVERALL SKILLS

Communication skills:

Use of current curriculum vernacular:

Personal demeanor, presence, common sense:

Good judgment, ethical knowledge:

Coaching experience and ability:

CURRICULUM KNOWLEDGE

Mechanics:

General observations & comments:

*Attach separate sheet if necessary*

Methods:

Music:

Formation:

Timing:

Body Flow:

Phrasing:

Teaching:

Metering:

Voice:

Programming:

Any recommended reading:

Other subjects

