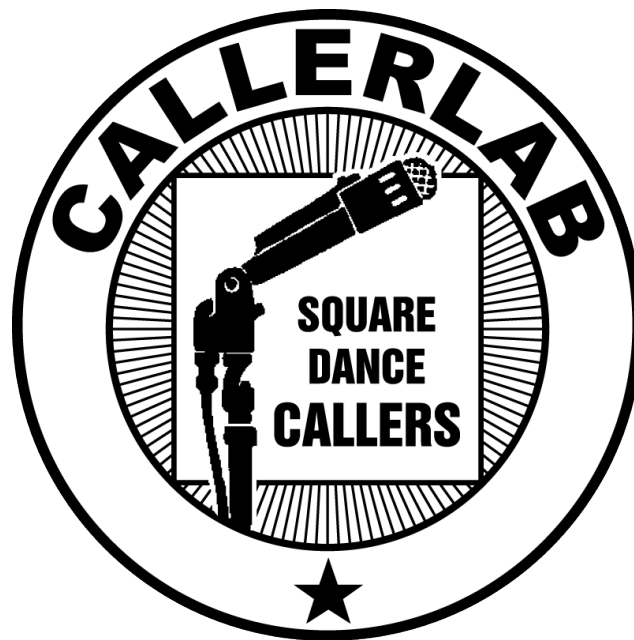


PROCEDURES  
FOR  
CALLERLAB  
CALLER COACH  
ACCREDITATION



**CALLERLAB**

**The International Association  
of Square Dance Callers**

Revised January 31, 2025

*CALLERLAB Home Office*  
494 S Emerson Ave, Ste H1  
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
07-28-23	8	Fixed discrepancy: 150 sessions to 150 hours
01-31-25	ALL	Revised Procedures to better reflect current needs.

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## **Introduction**

CALLERLAB's mission is "to foster the art of square dance calling and improve caller skills". Caller Coaches provide an essential service helping other callers to improve their skills. The Accredited Caller Coach program recognizes those coaches that have demonstrated their ability to teach every aspect of the art of calling.

The process to gain accreditation is not easy: applicants must meet certain minimum requirements to formally begin the accreditation process; they develop their skills by providing many hours of coaching; and they finally complete a rigorous written examination and in-depth oral examination with previously Accredited Coaches.

The accreditation process is the responsibility of CALLERLAB's Accredited Caller Coach Committee ("the Committee"), whose Chairman and members are involved with each application.

Accreditation offers several benefits to a caller coach:

- Accredited Caller Coaches carry a high degree of credibility because of the rigorous nature of this process.
- Accredited Coaches will have demonstrated their ability to discuss and present best-in-class material across the full spectrum of the craft of calling.
- Inclusion in the CALLERLAB-published list of Accredited Caller Coaches.
- Coaches have the option of participating in Committee-sponsored advertising and publicity.
- Schools led by the Coach that cover the required material will qualify for student scholarships.

## **The Accreditation Process**

The accreditation process has four distinct phases:

- **Pre-Application Phase:** A caller must meet certain minimum requirements before formally beginning the accreditation process. These requirements include gaining expertise as a caller coach and learning key aspects of the art and aspects of calling.
- **Application Phase:** The applicant completes an application, providing documentation that they have met the minimum requirements.
- **Skill Development Phase:** The applicant completes a preliminary written examination, then further refines their coaching skills through actual coaching of callers. The applicant's coaching techniques will be evaluated and documented, and the applicant will complete the remaining requirements. When successful, the application can move to the final phase.

- **Final Assessment Phase:** The applicant's skills are demonstrated by providing documentation demonstrating that necessary requirements have been completed, passing a written examination and completion of an in-depth oral examination by a panel of Accredited Caller Coaches.

## **Pre-Application Phase**

The minimum requirements for beginning the official accreditation process are:

- The applicant must be an Active Member of CALLERLAB (not an Apprentice, Associate or Retired member).
- The applicant must have been actively calling for a minimum of ten years, with a minimum of 100 hours of calling per year for the most recent three years.
- The applicant must have a minimum of 50 hours of documented experience in coaching or mentoring callers prior to applying. See the list of acceptable "coaching events" in the Skill Development Phase for the types of activities that would count towards this minimum time requirement. No more than 10 of these 50 hours may be done using remote communications ("Zoom meetings", etc.)

The applicant may wish to establish a mentor/mentee relationship with a current Accredited Caller Coach who can help the applicant navigate the accreditation process. The Committee Chair will seek a mentor should one be needed or requested.

Before making a formal application to begin, applicants are encouraged to learn about the many subjects involved in the craft of calling. Two documents, the "Curriculum Guidelines for Caller Training" and "Technical Information for Caller Training", may be acquired from the Home Office and can be invaluable in learning about these subjects.

## **Application Phase**

To begin the accreditation process, the applicant must:

- Submit a completed "Application for Accredited Caller Coach" to the Home Office and pay a \$100 non-refundable Administrative Fee. This fee will cover the entire process from application to the final oral exam.
- Include documentation that would allow verification of their minimum hours of coaching.
- Include a brief essay (no more than 200 words in length) explaining why they wish to become an Accredited Caller Coach.

The application form can be supplied by the Home Office. A copy of that form is also included in this document as Attachment 1.

When the completed application has been submitted to the Home Office along with the administrative fee, the members of the Committee will vote upon the acceptance

of the application. Those members of this Committee without personal knowledge of the applicant may choose to abstain from this vote; acceptance of the application will require a majority of the non-abstaining votes submitted.

If the application is not approved by the Committee, the reasons for the decision will be provided and the applicant may choose to submit additional materials or evidence for the Committee to consider.

## **Skill Development Phase**

This phase of the process has multiple elements:

- Establishment of a baseline of knowledge by passing the written “Mini-Test”.
- Accrual of additional training hours by actively coaching callers, using the information in the “Curriculum Guidelines” and “Technical Information” as a basis for their coaching.
- Increased expertise in preparing and presenting relevant material to students.
- Development of a sample syllabus for a full curriculum caller school, using materials drawn from existing sources or developed by the applicant.

After passing the Mini-Test, the applicant may use the title of “CALLERLAB Associate Trainer” throughout the remainder of the accreditation process. The Associate Trainer must then complete the remainder of the accreditation process within three years, or the application will be rejected and the title of “CALLERLAB Associate Trainer” must be forfeited. The applicant may request an extension of this time (not to exceed an additional two years) from the Committee Chair.

### *Mini Test*

Once the Committee has accepted the application, a 50-question “Mini-Test” will be provided to the applicant. The questions on this test may address any of the required or optional topics introduced in the “Curriculum Guidelines” document and fully explained in the “Technical Information”. The applicant must answer at least 45 of the 50 questions correctly for a passing score.

The Mini-Test is not a “closed book” test; the applicant may use whatever resources are appropriate to answer the questions. It does, however, resemble in nature the more in-depth Written Examination that is required later in the accreditation process – and that examination *will* be a “closed book” test, taken without access to any external resources.

The completed Mini-Test must be returned to the Home Office within four weeks and will be graded by the Accredited Caller Coach Chair or a designated representative of the Committee.

If the applicant does not receive a passing score, a second test can be requested and resubmitted within three months. If the applicant does not pass either the first or second Mini-Tests, then the application will be rejected, and the application process

will be closed. The applicant may then restart the entire process from the beginning at any time.

### *Active Coaching*

Throughout this phase, the Associate Trainer may request evaluations by other Accredited Caller Coaches. When requested, the evaluator will complete an “Accredited Caller Coach Evaluation Form” with their honest estimate of the Trainer’s skill level.

These Evaluation Forms document the observed progress of the applicant in their skills acquisition journey. At least two of these Evaluation Forms (completed by different Accredited Caller Coaches) should be submitted when moving to the Final Assessment phase. If the applicant is only able to submit one evaluation, or two evaluations from one ACC, a written explanation of the extenuating circumstances should be included with the submission. There are no minimum scores required on these evaluations, but these evaluation results will be considered by the members of the Committee as part of their final approval.

Trainers must keep a log of their coaching events. For the purposes of this process, a coaching event is one of these types of activities:

- a) Conduct or serve on the staff of a full-curriculum Caller School.
- b) Conduct a caller education program for a local organization or group, covering all 21 prescribed subjects.
- c) Conduct seminar(s) for square dance leaders or in a caller education environment, including presentations at CALLERLAB conventions.
- d) Conduct individualized caller coaching.

To qualify, each event should be:

- Pre-arranged, not unplanned or spur of the moment.
- Part of an intentional coaching or teaching environment, and not merely a conversation between or among individuals.
- Of substantial duration, such as one or more hours in length.

To proceed to the Final Assessment Phase, the Associate Trainer must accrue a minimum of 200 hours of qualifying coaching events. The hours accrued as part of the Pre-Application Phase may be included within this 200-hour total.

No more than 50 of these 200 hours may be remote internet-based presentations or coaching sessions.

The intent of this minimum time requirement is to allow the Associate Trainer to experience the presentation of the full set of subject material about 5 times. While this “5 times through the complete training program” ideal is not a requirement, an Associate Trainer’s experience should include the full set of subjects.

## *Presentation Skills*

At its heart, caller coaching is a process of education that includes more than just observing and critiquing callers. Accredited Coaches should be comfortable in preparing and presenting topics to group audiences using appropriate visual aids, demonstration groups, and other such supporting material.

During the Skill Development Phase, the Associate Trainer should prepare and present materials covering several of the mandatory or optional topics listed in the “Curriculum Guidelines” and “Technical Information” documents. The Associate Trainer must include representative samples of two or more prepared presentations when moving into the Final Assessment Phase. These representative samples may include digital copies of presentation material, recorded audio or video of the Associate Trainer presenting material to a class, or other such materials to assist the Committee in assessing the Associate Trainer’s presentation skills.

## *Sample Syllabus*

Each Accredited Caller Coach should be capable of planning and executing a full-curriculum Caller School. To this end, the Associate Trainer must assemble and submit a sample syllabus for such a school that includes material covering each of the mandatory topics referenced in the “Curriculum Guidelines” and ideally includes some or all the optional topics as well.

The materials in this syllabus may be developed by the Associate Trainer, supplied by permission from other sources, or assembled from an online library of supporting material. When submitting, an electronic version of the sample syllabus is preferred, although a printed copy may be supplied.

The syllabus does not need to have been used in a Caller School but should still be representative of what the Associate Trainer could provide.

The intent of this requirement is not to test the Associate Trainer’s ability to generate such material, but instead to acquaint the Trainer with the breadth of coaching material available today. Reviewing multiple explanations of the same topic can also provide insights that go beyond what may have been presented in any single Caller School.

## **Final Assessment Phase**

To begin the Final Assessment Phase, the Associate Trainer must submit the following to the Home Office:

- Their log of a minimum of 200 verifiable hours of coaching events;
- A minimum of two Caller Coach Evaluation Forms, each completed by a different Accredited Caller Coach;
- A digital copy of the sample syllabus (a printed copy may be accepted if a digital copy is not available);



- Representative samples of presentations prepared by the Associate Trainer;
- A request to proceed to the Final Assessment Phase.

This final assessment has three parts: a written examination, a series of essays, and an Oral Examination.

### *The Written Examination*

The Written Exam is a “closed book” examination completed by the Associate Trainer without the assistance of written, recorded or otherwise supporting material, although the use of “checkers” and scratch paper is permitted.

The exam is observed (“proctored”) by an individual selected by the Committee Chair. The role of this proctor is to monitor the Trainer during the testing period and ensure that the Trainer does not access any outside materials or people for assistance. The written test itself will be sent to the proctor in advance, and the proctor will return the completed test to the Committee Chairman.

It is the Associate Trainer’s responsibility to coordinate a mutually agreeable time and location for the examination with the proctor. There is no specific time limit for completion of the test, but the Trainer should be considerate of the proctor’s time.

An alternative testing method may be offered if the Associate Trainer documents reasonable needs. If the Committee Chair agrees, a qualified observer would be selected to read, translate, paraphrase or rephrase the questions as necessary and to record any oral response if needed.

The examination itself consists of 110 questions and a passing score requires answering at least 100 of the questions correctly. It focuses on skills and techniques used by callers in their careers on and off the microphone and covers only the material in the “Curriculum Guidelines for Caller Training” or the “Technical Information for Caller Training”. The number of questions for each subject will roughly follow the emphasis of those subjects within the Guidelines.

The questions will be in one of three formats: multiple choice, true or false, or short answer. Some questions may require short choreographic answers or diagrams.

If the applicant does not achieve a passing score on the Written Examination, it may be taken again after a period of six months. There are multiple approved versions of the test, so a subsequent test will not contain the exact same questions as the first.

### *The Essays*

After successfully completing the Written Exam, the Trainer will be provided a list of five essay questions. The essay questions deal with the philosophical approaches to problems stated by the CALLERLAB Accredited Caller Coaches. The Associate Trainer should answer the questions to the best of his/her capabilities.

The Home Office will forward answers to the essay questions to the Committee Chair. The Associate Trainer will be notified by the Committee Chair if additional information is needed regarding the essays.

### *The Oral Examination*

The Oral Examination is a conversation between the applicant and two or more selected members of the Committee (the “examiners”). It is the responsibility of these examiners to probe the applicant’s depth of knowledge, their caller coaching experience and other attributes of the calling profession. Since there are many topics to cover, it is not uncommon for these reviews to last more than two hours.

The applicant should consider this interview as an opportunity to review strengths and determine areas where additional work may be required. One of the major benefits of this evaluation process is to help the CALLERLAB Associate Trainer refine strengths and improve on any noted weaknesses.

The applicant may provide a list of three to five members of the Committee that they would prefer to have as examiners and may also request not to be examined by certain Committee members. The applicant should not request any Committee members with whom they have had (or expect to have) a significant conflict of interest, particularly where there are prior or future financial considerations. While these requests will be given due consideration, there is no certainty that the requests will be fully honored.

The Committee Chair shall be responsible for selecting the examiners. The Chair will provide material relevant to the application, including the Associate Trainer’s responses to the essays, to the examiners to provide background for the conversation.

The Oral Examination will be an in-person meeting held at a mutually agreeable time and location in a sufficiently private area. If circumstances warrant and all those involved agree, the review may be held virtually using remote audio and video communication tools. Much like the Written Examination, the review should not include access to supporting materials except for illustrative tools like “checkers”.

At the conclusion of the review, the examiners will privately determine whether the applicant meets the standards for accreditation, then inform the applicant of their decision. If weaknesses are noted, the applicant may be approved or designated for retesting at the discretion of the examiners. In any case, the examiners must describe to the applicant those steps that should be taken to improve in the weak areas.

If the examiners agree that the applicant has met the standards for accreditation, or is sufficiently close that retesting is not necessary, the applicant will have earned the title “CALLERLAB Accredited Caller Coach”. The examiners will notify the Home Office and the Committee Chair of their decision, and the result will be publicized.

If retesting is required, the applicant should meet again with the same examiners within a year to determine if the corrective actions were followed and if the applicant now meets the expected standards. If this retest is not successful, the applicant’s bid

for accreditation will be disapproved and the process is considered concluded. The applicant may restart the accreditation process from the beginning at any time.

### **Completed Accreditation**

This accreditation lasts for a five-year period and must periodically be renewed to continue using the title over time. The Re-Accreditation process ensures that the coach has remained active and is contributing to the activity.

All Accredited Caller Coaches are automatically members of CALLERLAB's Accredited Caller Coach Committee.

This recognition is available only to members of CALLERLAB. Any Accredited Caller Coach who ceases to be a member in good standing of CALLERLAB shall immediately forfeit the accreditation.

# Attachment 1

## Application for Caller Coach Accreditation

## **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? \_\_\_\_\_

Approximately how many hours per week do you call? \_\_\_\_\_

Are you an Active Member of CALLERLAB? \_\_\_\_\_  
(Not an Apprentice, Associate or Retired Member)

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

Approximately how many hours did you call or teach:

Last year? \_\_\_\_\_

Two years ago? \_\_\_\_\_

Three years ago? \_\_\_\_\_

Describe your own training as a caller including 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.

## **CALLER COACHING BACKGROUND**

Have you ever served on the staff of a full curriculum caller's school (40 hours)? Please provide details including who was on staff (besides you), what classes you taught, etc.

Have you conducted, served on the staff of, or mentored 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.

On a separate sheet, please list 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. A minimum of 50 hours of verifiable coaching experience is required.

Describe any other qualifications as a Caller Coach that you would like to bring to the attention of your accreditors. A separate sheet may be used if 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.

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Applicants Signature

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Date

Return this completed application and supporting documentation to the CALLERLAB Home Office to proceed.

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

Digital materials may be emailed to [director@callerlab.org](mailto:director@callerlab.org)

## Attachment 2

### Accredited Caller Coach Evaluation Form

# CALLERLAB Accredited Caller Coach Evaluation Form

Required in Skill Development Phase

Evaluation of \_\_\_\_\_

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

Listed below are essential skills necessary to understand, to apply, and to be able to demonstrate to be an effective caller coach. On the scale provided, 0 indicates you have not observed the applicant's performance in that subject area, and numbers 1 through 5 indicate an observed skill level ranging from 1 (minimal) to 5 (superior).

Subject	Understands	Instructs
Mechanics of Choreography	0 1 2 3 4 5	0 1 2 3 4 5
Methods of Choreographic Management	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
Teaching / Education	0 1 2 3 4 5	0 1 2 3 4 5
Programming	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
Voice / Vocal Delivery	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
Individual Coach Critiques	0 1 2 3 4 5	0 1 2 3 4 5

Other Comments (use other side if necessary):

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CALLERLAB Accredited Caller Coach



# Attachment 3

## Request for Final Phase of Accreditation

**REQUEST FOR**  
**FINAL PHASE OF CALLER COACH ACCREDITATION**

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

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

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

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

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

Including those coaching hours required to begin  
the initial process, how many documented hours  
of caller coaching have you completed?

*(At least 200 hours are required)*

\_\_\_\_\_

How many signed Caller Coach Evaluation  
Forms are you submitting?

*(If less than 2, provide an explanation)*

\_\_\_\_\_

How are you submitting your sample syllabus?

*(A digital copy is preferred)*

\_\_\_\_\_

At least two representative samples of  
presentations are required. What topics are you  
providing and what is the format? (Digital is  
preferred)

\_\_\_\_\_

Do you wish to take an alternate form (spoken,  
translated, etc.) of the written exam?

*(If so, please include request to do so, including  
the reasons why this would be necessary.)*

\_\_\_\_\_

Return this completed application and supporting documentation to the  
CALLERLAB Home Office to proceed.

*CALLERLAB Home Office: 494 S Emerson Ave, Ste H1, Greenwood, IN 46143-1953*  
Digital materials may be emailed to [director@callerlab.org](mailto:director@callerlab.org)

## Attachment 4

### Oral Examination Evaluation

**CALLERLAB Accredited Caller Coach  
Oral Evaluation Report**

Date: \_\_\_\_\_

Evaluation of: \_\_\_\_\_

This is to certify that we personally evaluated this CALLERLAB Associate Trainer and in our judgment have found him/her to be **acceptable / not acceptable** as a CALLERLAB Accredited Caller Coach. Any weaknesses have been discussed with the Associate Trainer and any necessary courses of action for improvement have been brought to his/her attention.

We have attached any significant findings to this report.

Signed	Printed name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Return this completed form to the CALLERLAB Home Office to proceed.  
*CALLERLAB Home Office: 494 S Emerson Ave, Ste H1, Greenwood, IN 46143-195*