WABA Guidelines for Instructor Certification Applications - Coach Advisor – 2023.03.31

For certification Coach Advisors (CAs).

Preparation of a complete application for WABA Instructor certification is the responsibility of the Applicant, in coordination with the Applicant's Mentor. It is important to establish a Mentor relationship with a Senior Instructor early in the process, and to be familiar with WABA Instructor Certification Requirements.

1. Application Protocol

1.1 Submission of Application

• Prepare a complete application package in conjunction with a Mentor (SI or CA).
• Fill out Application Overview Form for the appropriate level, sign, and provide it to Mentor for checking, signing, and submitting.
• Submit application package to ESAC (esac@waba.pro)

1.2 Cross-Check and Review by ESAC

• ESAC cross-check completeness of Application and informs WABA BD that application is in process.
• ESAC makes digital files available on Instructor Application cloud drive/TEAMS, and notifies ESAC Chair/Secretary that the package is ready for review.
• ESAC Chair/Secretary brings application to ESAC Members for review and sets deadline.
• ESAC Liaison guides discussion and communicates back with Applicant and Mentor as needed. • ESAC Chair/Secretary communicates recommendation and discussion summary to WABA BD.

1.3 Approval by WABA BD

• WABA BD approves or not, based on ESAC recommendation and application package.
• WABA BD communicates the decision back to ESAC Chair/Secretary.

1.4 Notification and Archiving

• ESAC Chair/Secretary communicates the decision to the Applicant and Mentor.
• ESAC archives application and related communication in secure WABA Archive cloud drive/TEAMS.

2. Step-By-Step Guidelines for Preparation of Application Package

• Prepare Application Overview with a checklist, using WABA Application Overview Form for the appropriate level.
• Use filenames with file number, applicant name, level, and content (e.g., *01_smith_ca_overview.pdf*, *02_smith_ca_intent.pdf*, *03_smith_ca_transcript.pdf*). See full list of filenames below.

• Compress files (especially large scans) to reduce file size using pdf compressor (e.g. https://pdfcandy.com/compress-pdf.html)
• WABA is committed to ensure that all languages are respected, and that there is no discrimination or impediment to certification based on native language of the Applicant, Mentor, or Reviewer. If feasible, please submit an application in English, because English is the language used by WABA for application processing and review. In cases where part or all of applications are submitted in another language, the Applicant, Mentor, and Liaison will work together to find a way to translate key documents for the WABA review process.
• Mail as attachments
• Before submitting an application, the Applicant and Mentor must ensure the personal transcript is complete, updating as needed to show all courses in WABA Registry, including co-teaching (trainee) and coach-advised teaching.

3. Recommendations
• Recommendations address the preparation of an Applicant to advance to a particular level of WABA certification, based on first-hand professional assessment.
• See *WABA Guidelines for Letters of Recommendation* for details about writing Letters of Recommendation.

4. Filenames for Coach Advisor (CA) Certification

• *01_name_level_overview.pdf* – signed Application Overview Form (e.g., *01_smith_ca_overview.pdf*)

• *02_name_level_transcript.pdf* – Transcript(s) of course taken and taught (e.g., *02_smith_ca_transcript.pdf*)

• *03_name_level_recommendation.pdf* – recommendation/evaluation from Mentor or other SI (e.g., *03_smith_ca_recommendation.pdf*)

• *04_name_level_feedback.pdf* – Student feedback (e.g., *04_ca_smith_feedback.pdf*)

• *05_name_level_feedback_summery*.pdf – Student feedback summary (e.g.,05_smith_ca_feedback summary.pdf)

5. Exceptions
• Exceptions are rare cases with circumstances that merit deviation from usual Instructor Certification requirements.
• Typically, a Mentor prepares a request for exception in conjunction with an Applicant, as soon as practical, with detailed written explanation of specific exception(s) and justification.
• Submit requests for exceptions to ESAC Chair or Secretary, (esac@waba.pro) along with Instructor Application Summary Form, filled out to summarize actual and projected record.
• Typically, requests for exceptions should receive a response within 6 (six) weeks.