

Principles of the ESSEINTRICS[®] Program

Level 4 Certification Exam Submission Package

ESSEINTRICS HEAD OFFICE

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ESSEINTRICS® ACADEMY

LEVEL 4 EVALUATION BREAKDOWN & GRADING SCHEME

There are four components to your Level 4 Essentrics Certification.

A minimum total grade of 80% is required to obtain the Essentrics Level 3 Certificate of Completion and become a Certified Level 4 Essentrics® Instructor.

1. WRITTEN EVALUATION10%

Submission of multiple choice exam.

2. APPRENTICE TEACHING HOURS _____complete

Submission of the completed 18 Apprentice Teaching hours form with accurate reflection of Live Teacher Training attendance when applicable. *Each Live Training workshop day deducts 2 hours from your Apprentice teaching requirements for each corresponding Level.*

3. PRACTICAL EVALUATION pt I: Live Evaluation Session40%

Skype or live in-person* evaluation session demonstrating an ability to teach Level 4 strengthening exercises with a sophisticated understanding of techniques, execution, modifications and anatomy.

**Upon location and availability of exam grader.*

4. PRACTICAL EVALUATION pt II: Final Class Assessment Video _____50%

A recorded video submission demonstrating a 1-hr Essentrics class with appropriate use of exercises, techniques, tempo, equipment, modifications, anatomy, class flow and confidence expected from a Level 4 Essentrics instructor. The class objectives and target clientele of your class will reflect your certification track: General fitness or Aging Backwards®.

Please note: If any portion of your evaluation is incomplete, your exam will not be reviewed.

YOUR L4 EXAM SUBMISSION & PROCEDURE CHECKLIST:

1. Completed Multiple Choice Evaluation
2. Completed Apprentice hours tracking form: 18 teaching hours
3. Correction fee: Online payment
4. Arranged live in-person or virtual evaluation session
5. Recorded 1-hr class assessment video submission

Once you have completed the multiple choice and Apprentice teaching components of your Level 4 evaluation, you are ready to send us your documents and arrange for Part I of your Practical Evaluation! Important reminders: Do not film your 1-hr class until you have completed your live evaluation session. Your exam will not be reviewed if any piece is missing or submitted out of the prescribed order.

STEP 1: ONLINE CORRECTION FEE PAYMENT

The first step towards your Level 4 exam submission is submitting your correction fee online.

When you are ready to do so, please make your payment [here](#)

Otherwise type in the address: <https://store.essentrics.com/products/level-4-exam-correction-fee>

Make sure you have selected the proper currency tab on the right-hand side.

ELECTRONIC SUBMISSION

We *highly* encourage and recommend sending all exam portions online (step-by-step instructions on how to do so in the following pages). If you are unable to send us your documents and videos electronically, please e-mail the Teacher Training department at training@essentrics.com for additional guidance.

VIRTUAL or LIVE IN-PERSON EXAM

You will be given the option of arranging a live in-person or virtual exam session for Part I of your Level 4 Practical Evaluation. Please email examsubmissions@essentrics.com for live exam inquiries and availability.

As soon as the payment is successfully received, you will be sent an email notification. Now you are ready to submit your exam!

STEP 2: EXAM SUBMISSION

SUBMITTING YOUR ESSETRICS EXAM ONLINE

Electronic exam submission made easy

WRITTEN EXAM: Uploading your written portions

Once you have completed your multiple choice and Apprentice teaching sheet, you will need to upload your documents to a computer by either scanning or taking photos of each page. Please make sure the orientation is consistent for each page, that you have captured the entire page, and that the lighting and quality make your exam easy to read. If your pages are too dark or illegible for any reason, you will be asked to resubmit.

Once you have your photo images saved onto an electronic device (a computer, iPad, iPhone, tablet, etc.) you're ready to upload the files and send them to us by the steps outlined below.

PRACTICAL EXAM: Uploading your follow-up videos

Following the live in-person or virtual evaluation session, you will be asked to send us your recorded 1-hr class video. When that has been arranged, please refer to the steps below.

The following video formats are accepted:.avi, .mpg, .mpeg, .mov, .vob, .dv, .wmf, .mod, .m4v, .mp4

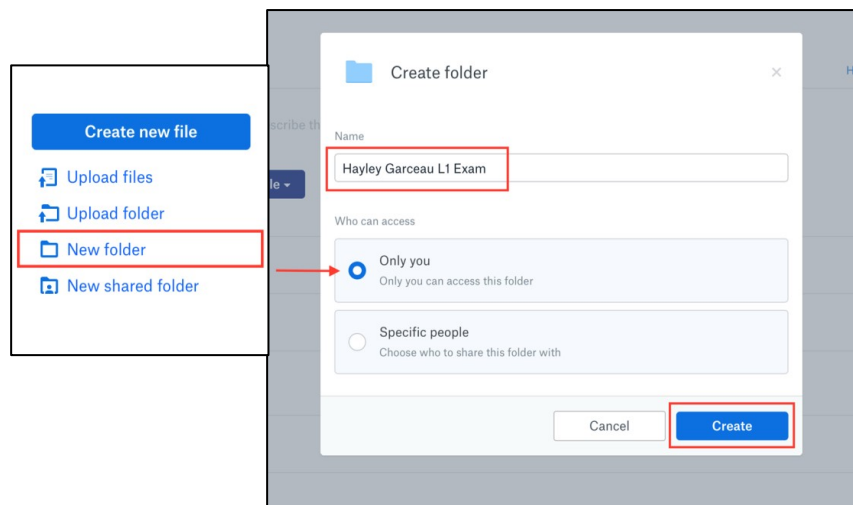
HOW TO USE DROPBOX

Our preferred online tool that makes electronic sharing easy

*Dropbox is **free** if there is not enough space in your free account, no need to upgrade, try to compress your video before uploading to Dropbox.

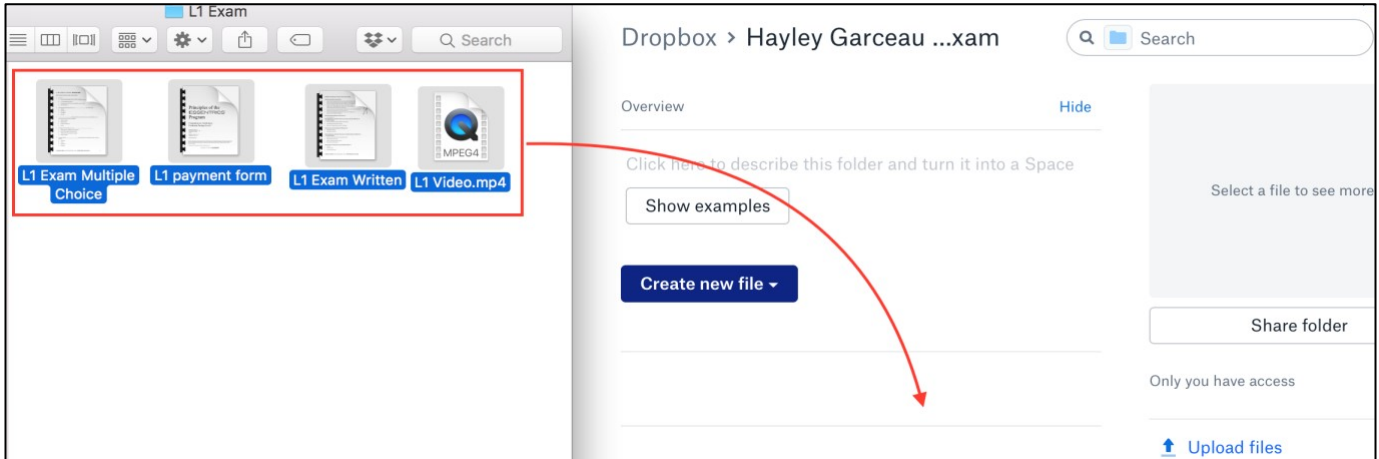
1. Sign in / sign up: <https://www.dropbox.com/home>
2. Start by creating a new folder. You can keep the folder on the "Only you" setting for now.

3. The next uploading files into Select

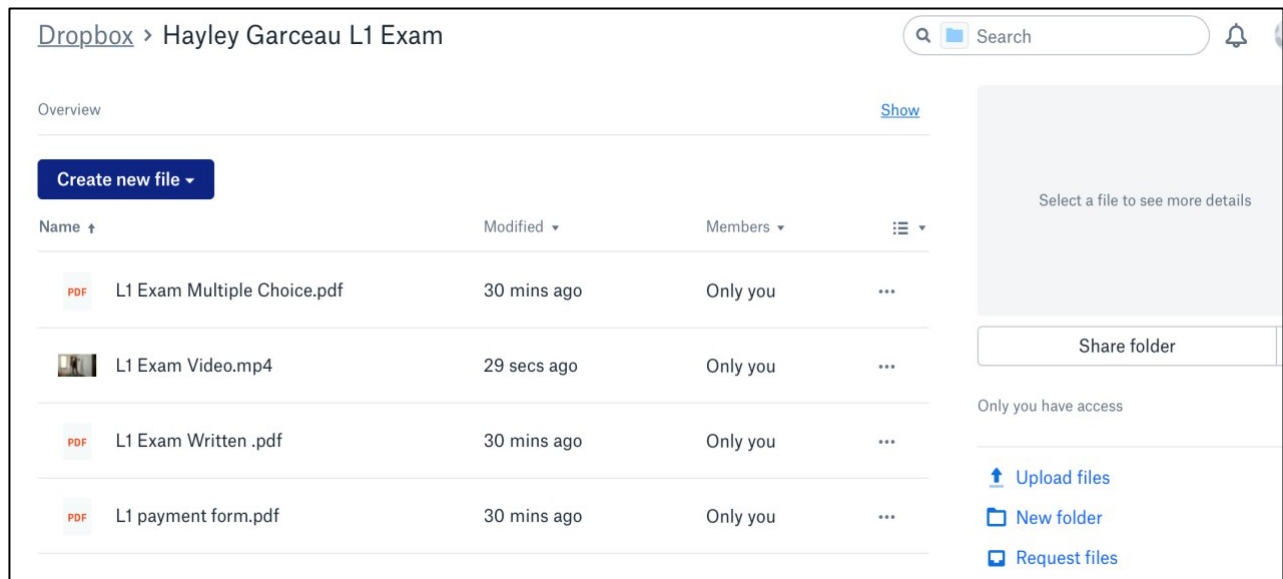


step is your exam this folder. your exam

files and video(s) from your device and drag them into your this new folder. You can select one at a time, or to speed things up, select all your files (*your choice!*). You will see a message appear in green when dragging the documents. “Drop your files to download” really means release your mouse!



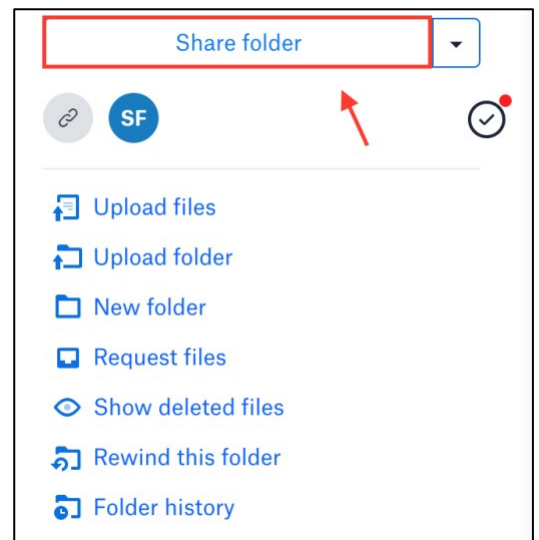
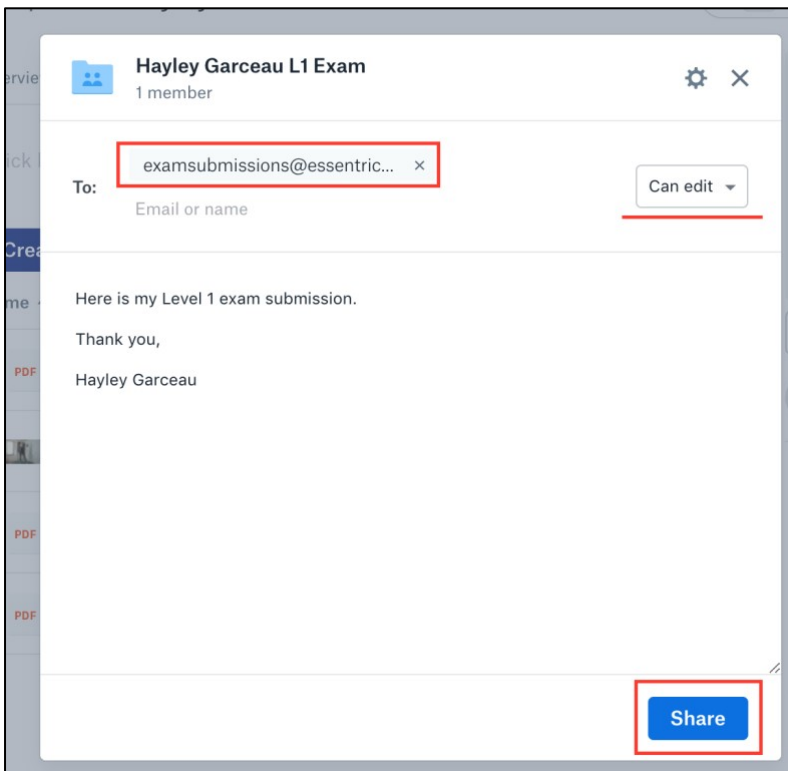
Now your folder should look like this with all your exam pieces:



4. The final step is sending this folder to Essentrics Head Office.

To share your Dropbox folder with the Training Department for correction:

- Click **Share Folder**
- Send to: examsubmissions@essentrics.com
- IMPORTANT STEP: Leave the “Can edit” menu option *ON* so we can merge and save your files.
- Optional note: Feel free to include a note, which can be very simple as provided in the example below. If there is something you feel should be brought to our attention concerning any pieces of your exam, include it in this message. Include any exam arrangement that has been made prior to your electronic submission.
- Once you have completed these steps, click **Share**



BRAVO!

You will receive an email from the Head Office to inform you that we have received your exam. As soon as your exam has been graded, your examiner will call you with your results.

****Please allow a 3 week processing period from the time it has been received.**

The examination process is an invaluable experience that is designed to provide you with encouraging & constructive feedback, as well as the tools and confidence to keep moving forward as an instructor. We will email you the feedback report from your video as well as your Level 4 certificate upon successful completion.

Resubmission:

In the case that you need to resubmit a portion of your exam, your examiner will guide you through what is required to pass and what timeline they think is best. The resubmission process and fee of \$50 includes an online one-on-one video call with your examiner where they will instruct you on what to work on and help you achieve success and confidence to complete your Level 4 certification.