

## **Level 4 Exam Submission Package**

### **Components, Process, and Guidelines**

#### **Exam Components**

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

#### **1. Teaching Hours: Complete**

- Submission of completed Teaching Hours Form. Your 18 hours may be completed by teaching any Essentrics Pre-Choreographed Workout
  - Form must accurately reflect the number of in-person and online classes taught.
  - Hours taught online: maximum of 6
  - Include Live Teacher Training attendance when applicable; each Live Training workshop day deducts two hours from your total Teaching Hours requirement for the corresponding Level.

#### **2. Written Evaluation: 10%**

- Submission of multiple-choice document

#### **3. Practical Evaluation: 90%**

- Session 1: Live Evaluation\* (40%)
  - Recorded Video Submission (50%)
  - Session 2: Video Submission Feedback + Review
- \*Can occur in-person, depending on availability*

## Exam Submission **Process**

Once you have completed your Teaching Hours Form and Written Evaluation, you are ready to submit them. The practical evaluation will not occur if the correction fee is unpaid or if the first two components are incomplete, missing, or submitted separately.

### 1. **Be Prepared**

Read, review, and complete the following before submitting:

- Level 4 Manual: Strengthening Exercises
- Level 4 training videos on the Essentrics Academy Portal
- Level 4 Training Resource page: all documents and video resources
- Level 4 Support Emails

### 2. **Select Your Practical Evaluation Method**

You can choose to have Session 1 done virtually or in-person. For inquiries about the in-person option and current availability, email [examsubmissions@essentrics.com](mailto:examsubmissions@essentrics.com).

### 3. **Pay Correction Fee**

The correction fee must be paid before you submit your exam materials. Make your payment [here](#) or copy/paste <https://store-us.essentrics.com/collections/exam-correction-fee/products/level-4-exam-correction-fee>

- Select the proper currency tab on the right-hand side.
- Select the recorded or live (in-person) option

As soon as the payment is successfully received, you will be sent an email notification.

### 4. **Submit Exam Materials**

- Teaching Hours Form: 18 hours completed
- Written Evaluation: multiple-choice completed

## Exam Submission **Guidelines**

### **Electronic Submission**

See step-by-step instructions below. If you have trouble, e-mail the Teacher Training department at [training@essentrics.com](mailto:training@essentrics.com) for additional guidance.

1. **Upload** your Teaching Hours Form and Written Evaluation to a computer (or smartphone, tablet, etc.) by either scanning or taking photos of each page. To avoid resubmitting, make sure documents are legible and easy to read:
  - consistent page orientation
  - entire page is captured
  - clear image

2. **Send** uploaded images and videos to the Teacher Training Department by following the steps below.

### **How to Use Dropbox**

Dropbox is our preferred online tool that makes electronic sharing easy. “Basic” Dropbox accounts are free. If there is not enough space in your free account, compress your video before uploading. The visuals of the steps below depend on the device you uploaded your materials to (website versus app).

1. **Sign in** / sign up: <https://www.dropbox.com/home>
2. **Click “Create Folder”** and name the folder (e.g., Jane Smith L4 Exam).
3. **Upload** your exam materials from your device to this folder.
  - On the Dropbox app, select the arrow in the upper right corner.
4. **Share** this folder with the Teacher Training Department.
  - Click “Share.”
  - Share the folder with: [examsubmissions@essentrics.com](mailto:examsubmissions@essentrics.com)
  - Leave the “can edit” option *ON*. This option is on the Dropbox website, but not on the free version of the app.
  - Feel free to leave a note, especially if there is something you want to bring to our attention about any of your exam materials. Include any arrangement made prior to your electronic submission.

### **Next Steps**

After sharing your Dropbox folder, you will receive a confirmation email from the Teacher Training Department which includes details about the next steps of your evaluation and the expected timeframe. When it comes time to record and submit your 1-hour Essentrics class (between Session 1 and Session 2), refer to the guidelines above and any instructions your examiner may give you. Refer to the Practical Evaluation Package for details about the recording process.

The evaluation process is an invaluable experience designed to provide you with encouraging and constructive feedback and the tools and confidence to keep moving forward as an instructor. You will receive a personalized assessment and 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 the requirements and timeline. The resubmission process and fee include a video call with your examiner where they will instruct you on what to work on and help you successfully complete your Level 4 certification and continue to improve your skills with confidence.