

## Level 1 Exam Submission Package Components, Process, and Guidelines

### Exam Components

A minimum **total** grade of 80% is required to obtain the Essentrics Level 1 Certificate of Completion and become a Certified Level 1 Essentrics Instructor. Once you receive your Level 1 exam assessment, your examiner will reach out to schedule a **follow-up video call** with you. This communication with your examiner allows for a deeper understanding and immediate application of feedback.

#### 1. Teaching Hours: Complete

- Submission of completed Teaching Hours Form. Your 30 hours are completed by teaching Pre-Choreographed Workout 1 (PCW1)
  - Form must accurately reflect the number of in-person and virtual classes taught.
  - Hours taught online: maximum of 10
  - 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: 30%

- Submission of completed short-answer document based on PCW1 (15%)
- Submission of completed multiple-choice document based on the Level 1 Manual (15%)

#### 3. Practical Evaluation: 70%

- Recorded video submission or live demonstration\* of Pre-Choreographed Workout 1 taught non-stop and in its entirety  
*\*Depends upon location and examiner availability*

### Exam Submission Process

Once you have completed all the Level 1 exam components, you are ready to submit. Your exam will not be reviewed if the correction fee is unpaid or if any component is incomplete, missing, or submitted separately.

#### 1. Be Prepared

Read, review, and complete the following before submitting:

- Level 1 Manual: Principles of the Essentrics Program
- Level 1 training videos on the Essentrics Academy Portal
- Level 1 Training Resource Page: all documents and video and audio resources
- Level 1 Support Emails

#### 2. Select Your Practical Evaluation Method

You can submit a recording or arrange an in-person evaluation. In the case of an in-person practical evaluation, you will submit your Teaching Hours Form and Written Evaluation online before your practical evaluation. For in-person exam inquiries and 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-1-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: 30 hours completed
- Written Evaluation: short answer & multiple-choice completed
- Practical Evaluation: 1-hour PCW1 video (unless you arrange an in-person evaluation)

## 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. **Upload** your 1-hour PCW1 video to your computer/device. Refer to the Practical Evaluation Package for details about the recording process.
3. **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.

1. **Sign in** / sign up: <https://www.dropbox.com/home>
2. **Click “Create Folder”** and name the folder (e.g., Jane Smith L1 Exam).
3. **Upload** your exam materials from your computer/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) AND [training@essentrics.com](mailto:training@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. 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 1 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 1 certification and confidently move forward into Level 2.