# General explanations

To present or train people in the Validation method**,** one needs to use presentation and training methodsthat are appropriate to Validation, pedagogically sound, and respectful of the principles of adult education. Teachers need to have regular supervision and a partner in developing skills.

VTI strives to have at least one Master in each AVO area.

**Therefore the Level 4, Validation Master is needed.**

# To teach Level 3, Validation Presenter/Teacher courses.

# To offer supervision to Teachers, Presenters, Group Leaders and Workers.

# To be a 1st contact point for AVOs or Teachers when there are quality-related issues.

# To act as advisors to AVOs, Presenters and Teachers in all quality-related issues.

# To participate in continuing education for Teachers and Presenters.

# To continually develop Validation, within the VTI Education Committee

# Definitions and Abbreviations

# VTI = Validation- Training- Institute

# AVO = Authorized Validation- Organization

# Level 3A Presenter= 1st Part of the Certification Level3

# AVO Area: The area the AVO is responsible for.

# V= Validation

# Level3B Teacher = 2nd Part of the Certification Level 3

* Supervision = The word ‘supervision’ has different meanings or connotations in different countries. In this context, supervision is the process where a person demonstrates his or her work and a more experienced person watches, listens and feels, gives feedback/evaluation in a constructive, validating way. Additionally, the person has an opportunity to ask questions and pose problems. The more experienced person answers questions and helps solve problems.

# Responsibilities

# VTI is responsible to the process of maintaining quality on this level, creating Master certificates and maintaining records of all people certified at Level 4.

#  The Validation Master is responsible for providing the requirements for certification at

#  this level.

# Interfaces with other areas:

# VTI: Educational Committee

# AVO

# Level 3 Teacher

# Level 4 Master

1. **Requirements and for certification:**
	1. Possible developmental pathways**:**
2. Each AVO or group of AVOs who share the same language could organize an 'experts' group of Teachers. The tasks of this group might be:
* To exchange experiences.
* To offer support to each other.
* To help each other to grow and develop.
* To have supervision**1** from a Master every few years.
* To give feedback to the Education Committee on issues that needs attention.
* To develop one or more local Masters.
1. Masters mentor Teachers who are interested in going further.
When a Master teaches a Level 3 course, he invites a likely candidate to co-teach the course.

**5.2 Requirements and criteria for Master Certification:**

 **5.2.1 Certification at this level is made by application or nomination.**

* Show Level 3 certification
* Worked with at least one Master, who then writes a letter of recommendation

for Master certification.

* Have at least 3 years teaching experience which includes at least 2 Level1, 1

Level2 and presentations/courses of various lengths and for various participants.

* Must co-teach a Level 3, Validation Teacher/Presenter course.
* Must act as a Teacher with experience for at least one Presenter in co-training a course.
* Have made a significant contribution to the development of Validation such as any one of the following:
* Taking a leadership role in forming a new AVO.
* Presenting and teaching certification courses in new regions or countries.
* Writing articles or books.
* Creating a new curriculum/course.
* Leading the implementation of Validation in a facility.
* Participating in a research study related to Validation.
* Demonstrates excellent pedagogic skills and creative teaching techniques

such as:

* Can easily do role plays and create new exercises.
* Can use the validating attitude when giving difficult feedback.
* Can guide participants in their own process rather than demonstrate or

 lecture.

* Can work on several levels at the same time, i.e. be responsible for a

 class while also evaluating a co-teacher.

* Has up to date and complete information/theory.
* Can explain complex theory simply and in several ways.
* Have demonstrated trust and the ability to communicate with VTI, AVOs, and

certified individuals.

 **5.2.2 Documentation needed for certification:**

* Copy of Level 3 certificate
* Letter of recommendation from a Level 4 Master describing the mentoring process
* Curriculum Vitae/resume of Validation activities
* Co-teaching evaluation for a Level 3 course from a Level 4 Master
* Co-teaching evaluation for a Presenter in a Level 1 course

**5.3 Nomination or Application:**

**5.3.1** Teachers who wish to become Masters may apply by sending the documents needed for certification to any member of the Education Committee.

A cover letter should include which criteria the person fulfills and those he or she wishes to develop and perhaps a plan for that development.

These ‘Masters-in-training’ have the authorization to supervise other Teachers and can be called ‘Supervising Teachers’.

**5.3.2** Nominations from AVOs, individuals or Teacher Meetings should be sent to a member of the VTI Education Committee and include all the documents needed for certification, a cover letter describing the criteria the person fulfills and those he/she wishes to develop and perhaps a plan for that development.

**5.4 Certification:**

**5.4.1** The VTI Education Committee will evaluate the candidate and if all criteria are met, approve the certification.

**5.4.2** All documents will be sent to the VTI Executive Director who will create the Master certificate, send it to the new Master and add this person to the Level 4 Master list.

**5.4.3** The VTI Manager will send a package of information to the new Master including a welcome letter and all Education Committee policy documents.

 **5.4.4** Certification at this level is limited to 5 years.

**5.5 Authorizations:**

In addition to those activities authorized at Level 3 and under the auspices of the Validation Training Institute:

* Every Master automatically becomes a member of the VTI Education Committee in order to work closely in co-operation with VTI to maintain the integrity of Validation.
* Teach Level 3, Validation Presenter/Teacher courses.
* Offer supervision to Validation Teachers, Group Leaders and Workers.
* Review and authorize course curriculums on behalf of VTI.
* Make recommendations and revisions to Validation books and other training materials.

**5.6 Requirements after Certification**

 **5.6.1** Maintain the integrity of Validation and its quality standards by:

* always following procedures outlined in the Quality Manual
* clearly describing the similarities and differences between Validation and other
* methods
* clearly differentiating between one’s own opinions or thoughts and published
* Validation theory or practice

**5.6.2 Masters need to reapply for certification every 5 years.**

The following should be sent in the form of a letter or email to the VTI Education

Committee:

* proof of continuing learning each year
* results from an 'Evaluation' by another Master
* a list of courses that were taught in the past 5 years
* a list of publications written in the past 5 years (not mandatory)
* The Education Committee will vote on the certification renewal and give the results of that vote to the Master within 1 month of the application.
1. **Competencies**

The Validation Master is able to:

* Perform all the skills required of a Validation Worker, Group Validation Practitioner, Validation Presenter and Validation Teacher.
* Teach Level 3, Validation Presenter/Teacher courses.
* Offer Supervision1 to Teachers, Presenters, Group Leaders and Workers.
* Be a 1st contact point for AVOs or Teachers when there are quality-related issues.
* Act as advisors to AVOs, Presenters and Teachers in all quality-related issues.
* Evaluate curricula
* Participate in continuing education for Teachers and Presenters.
* Continually develop Validation and personal skills.
* Take part in the development of Validation theory and practice as well as new

 Validation materials.

* Spread Validation information and training as it is presented in official Validation

 literature.