

THE NEW INSTRUCTOR/APPRENTICE EXAMINER - WHAT TO DO NEXT:

Step One

- The Instructor contacts the Branch office for a list of appointed Mentors. Contact the Lifesaving Society Branch office at 780-9255 for this list.
- An attempt should be made to select a Mentor in the same geographical location as the course location. *Mileage is only paid to the Mentor within a 100km radius (otherwise, mileage will be the responsibility of the facility).*

Step Two

- Three to four weeks prior to the start of the class being taught (*i.e. Bronze Medallion, Bronze Cross, NLS, AEC, Standard First Aid, etc.*), the Instructor contacts an appointed Mentor for that level.
- Once the Mentor is secured, the Instructor must be sure to have answers to the following questions:
 - Location and dates of class and desired date of exam
 - Number of candidates in the class
 - Is this your first or your second mentorship
- The Instructor should have a preliminary lesson plan ready containing at least:
 - Topics
 - Timelines
 - Equipment needed
 - Safety concerns; formations
 - Methods used to teach the topics.
 - Activities, reference pages, etc.

The Instructor is to send the Mentor his/her lesson plans so the Mentor may provide feedback about on and assistance with the plan, teaching methods, etc.

Step Three

- The Mentor will provide written and oral evaluation on the following: **professionalism, organizational skills, planning skills, teaching skills, and evaluation skills.** He/she ultimately acts as the Instructor's "coach" and guide for the Instructor's first courses & exams. (*Please refer to Mentorship Evaluation Form for a detailed description.*)

Step Four

- The Mentor may visit and assist the instructor with the class in person or provide feedback and assistance through phone calls and emails. **Daily communication throughout the course between the Mentor and the instructor is expected.**

Step Five - Exam Day!!

- The Mentor will be present to lead portions of the exam as well as evaluate the Apprentice (new Instructor-Examiner) while he/she leads portions of the exam.
- Both the Apprentice and the Mentor should be evaluating the candidates and providing written documentation. The Mentor is ultimately responsible for the final evaluation result of the candidates.
- The Instructor should have all test/exam sheets ready.
- After the exam, the Mentor fills in exam results, signs exam sheet and ensures the rest of the exam sheet is completed.
- Instructor must also sign exam sheet as both Instructor AND as the Examiner Apprentice.
- The Mentor and Instructor are to discuss the exam, the exam results, the purpose/must see's and notes interpretations, teaching, etc. Then, the Mentor fills out the Apprentice's Mentorship Evaluation Form and the appropriate Examiner Appointment Request form. Finally, the Mentor and Apprentice discuss this written evaluation.

Step Six

- The Instructor plans for the second course and selects another Mentor. He/she then repeats Steps 1 thru 5 outlined above.
- Two successful mentorships must occur before an Examiner Appointment is considered by the Lifesaving Branch. It is recommended the Instructor uses a different Mentor for each exam. This will help the Instructor benefit by learning different leadership methods/styles.

Step Seven

- The Instructor must send all paperwork into the Saskatchewan Branch Office for his/her appointment to be considered. A Mentorship Evaluation Form for each course/exam completed by each Mentor must be mailed in. Also, the appropriate Examiner Appointment Request Form must be completed by both the Instructor and both Mentors and sent into the Branch as well. ALL of these forms are to be sent in at the same time. Finally, the Instructor should retain a copy of all documents for his/her own records.

Step Eight

- The Branch will review the Instructor's application for Examiner status appointment. Once appointed, the Instructor will be contacted via phone or mail by the Lifesaving Branch. Until the Instructor receives this confirmation, he/she may not yet examine his/her own course exams.

**Remember, all new Instructors teaching beyond Bronze Star or teaching NLS or teaching AEC must have a mentor on EVERY course at their certification level (e.g. new LSIs need Bronze mentors for all Bronze Medallion & Cross courses). These mentors assist the new Instructors from beginning to end of each course until the new instructors have successfully completed two FULL mentorships at their specified level (e.g. the new Lifesaving Instructors have been successful on the planning, teaching and examining of two Bronze Medallion and/or Bronze Cross courses, including exams).*