

Requirements for OAAS Certified and Apprentice Instructors



Certified Instructor:

1) Qualifications:

- Needs to have the desire and interest to be an Instructor
- Must have a natural ability to teach, communicate and mentor people
- Must possess good organizational skills and be able to prepare the educational material required for the Judging Schools
- Must have knowledge, common sense, be fair but flexible and maintain a high standard of integrity and workmanship
- Prepared to make and defend recommendations, in writing, to the OAAS Judging Program Panel regarding qualification of Judges, OAAS Judging Standards or any other matter relating to maintaining the highest of standards
- Be prepared to maintain your Instructor Qualifications and participate in Instructor activities and training
- Prepared to submit any required paperwork/documentation to the District Director and/or OAAS Office Manager in a timely manner
- Must support, endorse and follow the '**OAAS Judging Standards Handbooks**'
- Must sign and abide by '**OAAS Judges' and Instructors' Code of Conduct and Code of Ethics**'

2) Requirements:

- a) Must have successfully completed the Judge's qualifications (see "**Requirements for OAAS Certified and Apprentice Judges**" document) **in EACH Category** you wish to become an Instructor.
- b) Must have successfully maintained Judge's status for at least five years and must continue to be a "**Certified Judge**" (see "**Requirements for OAAS Certified and Apprentice Judges**" document) **in EACH Category** you wish to become an Instructor.

NOTE: For list of Categories - see "**Appendix G - Judging Program Competition Categories**"

- c) Must have successfully accompanied and apprenticed with at least 2 (two) different Instructors where ever possible, and at a minimum of 2 (two) different Judging Schools **in EACH Category** you wish to become an Instructor.

NOTE: Based on the Apprentice's experience and comprehension of the knowledge and skills required to be a successful Instructor, the OAAS Judging Program Panel, in consultation with the involved Instructors, may require an Apprentice Instructor to complete more than 2 (two) apprenticeships.

- d) Have a positive critique/evaluation by Instructor(s) and class participants at all Judging Schools apprenticed at.

- e) Maintains ongoing communication with OAAS Judging Program Panel and/or OAAS Office Manager, as required.
- f) Must be able to travel.
- g) May instruct in any District including their own.
- h) The OAAS Judging Program Panel reserves the right to accept or refuse any applications based on the Apprentice's judging and instructing ability and knowledge of the Categories and the OAAS Judging Program.

3) Process for removal or reinstatement of Certified Instructors on OAAS Instructors' list:

i) Removal:

- a) **If an Instructor has not instructed at an OAAS Judging School on a specific Category at least once every 3 (three) years**, it is the responsibility of the OAAS Judging Program Panel, in consultation with the Executive and Office Manager, to move Instructors from "***Certified***" to "***Uncertified***" Instructor status **for that specific Category**. The OAAS Judging Program Panel will submit these names to the OAAS Office Manager who will notify the Instructor of this change and remove them from the OAAS Instructors' List for that specific Category.
- b) **If an Instructor has not maintained their "*Certified Judge*" status by attending an OAAS Judging School on a specific Category at least once every 3 (three) years**, it is the responsibility of the OAAS Judging Program Panel, in consultation with the Executive and Office Manager, to move Instructors from "***Certified***" to "***Uncertified***" status **for that specific Category**. The OAAS Judging Program Panel will submit these names to the OAAS Office Manager who will notify the Instructor of this change and remove them from the OAAS Instructors' and Judges' Lists for that specific Category.
- c) **If an Instructor has not maintained their "*Certified Judge*" status by judging at least once every 3 (three) years on a specific Category**, it is the responsibility of the OAAS Judging Program Panel, in consultation with the Executive and Office Manager, to move Instructors from "***Certified***" to "***Uncertified***" status **for that specific Category**. The OAAS Judging Program Panel will submit these names to the OAAS Office Manager who will notify the Instructor of this change and remove them from the OAAS Instructors' and Judges' Lists for that specific Category

NOTE – Instructors may be '***Certified***' in some categories and "***Uncertified***" in others depending upon when they last instructed at a Judging School and their status as a "***Certified Judge***".

ii) Reinstatement

- a) Instructors moved to '**Uncertified**' status because they have not instructed at Judging School in 3 (three) years, may recertify by successfully apprenticing at 1 (one) OAAS Judging School for those specific categories if they have instructed at an OAAS Judging School for that Category in the past 4 years. If it has been **over 4 years**, they must redo the entire Certification Process.
- b) Instructors moved to '**Uncertified**' status because they have been moved from "**Certified Judge**" to "**Uncertified Judge**" **for a specific Category**, may recertify by successfully recertifying as a "**Certified Judge**" for those specific categories.

IMPORTANT: An Instructor may decide to retire or step back from being an Instructor but can continue to be a Judge by maintaining their Judge's certification. They should notify the OAAS that they no longer wish to be an Instructor.

Removal for Code of Conduct/Ethics Violation

- c) **NEW** – If it has been reported that an Instructor, either in their role as a Judge or Instructor, **has not abided by or has violated the "OAAS Judges and Instructors Code of Conduct and Code of Ethics"**, the Instructor will be contacted to present their explanation of the events. The OAAS Judging Program Panel will review each case, in consultation with the OAAS Executive and will submit names to the OAAS Office Manager who will notify the Instructor of their removal by registered letter.

Appeal Process

- d) **NEW** - Instructors that have been removed from the OAAS Instructors' lists for any reason may appeal their removal by submitting a letter appealing the decision to the OAAS Office Manager within 30 (thirty) days of receiving notification of their removal from the "**OAAS Certified and Apprentice Homecraft Instructors' List**" and/or the "**OAAS Certified and Apprentice Agriculture and Horticulture Instructors' List**" and/ or "**OAAS Certified and Apprentice Instructors' List**".

IMPORTANT: Certified Instructors are expected to allow Apprentice Instructors to apprentice with them at different Judging Schools and under different categories

A) Apprentice Instructor

1) Qualifications:

Apprentice Instructors are persons who are interested in becoming Qualified Instructors. They must complete the following steps and forward completed form to the OAAS Office Manager in order to be considered to be transferred to "***Certified Instructors***" list.

- Needs to have the desire and interest to become an Instructor.
- Must have a natural ability to teach and communicate and mentor people.
- Must possess good organisational skills and be able to work with the Instructor to prepare the educational material required for the Judging Schools
- Must have knowledge, common sense, be fair but flexible and maintain a high standard of integrity and workmanship.
- Be prepared to participate in Instructor activities and training.
- Prepared to submit any required paperwork/documentation to the District Director and/or Office Manager in a timely manner
- Must support, endorse and follow the "***OAAS Judging Standards***" Handbooks.
- Sign and follow "***OAAS Judges and Instructors Code of Conduct and Code of Ethics***"

2) Requirements

- a) Must have successfully completed the Judge's qualifications (see "***Requirements for OAAS Certified and Apprentice Judges***" document) **in EACH Category** you wish to become an Instructor.
- b) Must have successfully maintained Judge's status for at least five years and must continue to be an "***Certified Judge***" (see "***Requirements for OAAS Certified and Apprentice Judges***" document) **in EACH Category** you wish to become an Instructor.

NOTE: For list of Categories - see "***Appendix G - Judging Program Competition Categories***"

- c) Must successfully accompany and apprentice with at least 2 (two) different Instructors where ever possible, and at 2 (two) different Judging Schools **in EACH Category** you wish to become an instructor.

NOTE: Based on the Apprentice's experience and comprehension of the knowledge and skills required to be a successful Instructor, the OAAS Judging Program Panel, in consultation with the involved Instructors, may require an Apprentice Instructor to complete more than 2 (two) apprenticeships

- d) Have a positive critique/evaluation by Instructor(s) and class participants at all Judging Schools apprenticed at.
- e) Maintains ongoing communication with OAAS Judging Panel and/or Office Manager, as required.
- f) Must be able to travel
- g) May apprentice in any District including their own.

- h) Apprentice Instructors should endeavour to complete their apprenticeship in each specific Categories within 3 (three) years of applying to become an Apprentice Instructor.
- i) The OAAS Judging Program Panel, reserves the right to accept or refuse any applications based on the Apprentice's Instructing and Judging ability and knowledge of the Categories and the OAAS Judging Program.

3) Process for removal or reinstatement of Apprentice Instructors on OAAS Instructors' list:

i) Removal:

- a) **If an Apprentice Instructor has not maintained their "Certified Judge" status by attending an OAAS Judging School on the specific Category at least once every 3 (three) years**, it is the responsibility of the OAAS Judging Program Panel, in consultation with the OAAS Executive and the OAAS Office Manager, to remove Apprentice Instructors from the Apprentice Instructors list **for that specific Category**. The OAAS Judging Program Panel will submit these names to the OAAS Office Manager who will notify the Apprentice Instructor of this change and remove them from the OAAS Apprentice Instructors' List for that specific Category.
- b) **If an Apprentice Instructor has not maintained their "Certified Judge" status by judging at least once every 3 (three) years on a specific Category**, it is the responsibility of the OAAS Judging Program Panel, in consultation with the OAAS Executive and the OAAS Office Manager, to remove Apprentice Instructors from the Apprentice Instructors list **for that specific Category**. The OAAS Judging Program Panel will submit these names to the OAAS Office Manager who will notify the Apprentice Instructor of this change and remove them from the OAAS Apprentice Instructors' Lists for that specific Category

NOTE: Apprentice Instructors may remain on the Apprentice Instructors' list in some categories and not on others depending upon when they last attended a Judging School and their status as a "***Certified Judge***".

ii) Reinstatement

- c) Apprentice Instructors removed from the Apprentice Instructors' list **for a specific Category**, because they have not maintained their "***Certified Judge***" status may recertify by successfully recertifying as a "***Certified Judge***" for those specific categories.

IMPORTANT: An Apprentice Instructor may decide to retire or step back from being an Apprentice Instructor but can continue to be a Judge by maintaining their Judge's certification.

Removal for Code of Conduct/Ethics Violation

- d) **NEW** – If it has been reported that an Apprentice Inspector, either in their role as a Judge or Apprentice Instructor, **has not abided by or has violated the "OAAS Judges and Instructors Code of Conduct and Code of Ethics"**, the Apprentice Instructor will be contacted to present their explanation of the events. The OAAS Judging Program Panel will review each case, in consultation with the OAAS Executive and will submit names to the

OAAS Office Manager who will notify the Apprentice Instructor of their removal by registered letter.

iii) Appeal Process

- e) **NEW** – Apprentice Instructors that have been removed from the OAAS Instructors' lists for any reason may appeal their removal by submitting a letter appealing the decision to the OAAS Office Manager within 30 (thirty) days of receiving notification of their removal from the “**OAAS Certified and Apprentice Homecraft Instructors List**” and/or the “**OAAS Certified and Apprentice Agriculture and Horticulture Instructors List**” and/or **OAAS Certified and Apprentice Instructors' List**”.