

## Instructions for Units of Study/Content Credit Form

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**Instructions:** Please read instructions first before completing form. This form records both content credits and “Bench Hours”. In a Mentee’s journey through the academy, this is an important tool to capture and document progress and accomplishments. The completed form will be required each time you apply to the next level in the Academy and content credits and bench hours are accumulative.

**Qualifying for Content Credits:** The Mentee fills the form with details and dates of the activities they feel qualified them for Content Credits. Besides teaching in a level One program the other acceptable ways for a mentee to demonstrate competence and attain content credits is creating a workshop/lesson plan; delivering a workshop; personal practice; or additional reading and study as assigned by the Mentor.

Whenever the mentee meets with his/her Mentor the "Content Credit Form" is reviewed and then Content Credits approved, if appropriate. It is up to the Mentor as to whether there was effective delivery of the topic. **Once the Mentoring Lead Trainer "signs off" on the content credits for a particular topic the mentee is considered qualified to teach that topic.** This is why you cannot list partial credits for a curriculum topic. For Example, if in Unit 4 for Humanology, the mentee and Mentor agree that only 4 Content Credits out of the 8 total Content Credits have been achieved then do not include those Content Credits on your form because you have not yet qualified to teach this area of the curriculum.

**Effective Bench Hours:** Bench hours means time you’ve taught as the trainer from the stage or bench in a Level One program. Bench hours can only be attained during a Level One Program. In this column list only the effective Bench time, when you taught a topic, in Level One Teacher Training. Only include the hours approved by your Mentor. If listing partial hours please do in decimal style such as 1.75. **IMPORTANT:** For Practicum and Master’s Touch there are no bench hours. Bench hours do not need to be attained for each topic.

### REQUIREMENTS:

An **Associate candidate** must qualify for a minimum of 50 content credits, including the 15 practicum content credits in Unit 1. This is 25% of the curriculum. In addition the candidate must achieve the competency standards and perform the expected responsibilities for this role level. Also a minimum of 10 hours of effective “bench time” must be demonstrated.

A **Professional candidate** must qualify for a minimum of 100 content credits (50% of the curriculum) in addition to achieving the competency standards and performing the expected responsibilities for this role level. A Professional candidate will need a minimum of 15 hours of effective “bench time” for a total of 25 hours of effective “bench time.” These “bench hours” must be from at least 3 different Units of Study. A Professional candidate must have held the Trainer space successfully for a minimum of 16 consecutive program hours in one session; and must have effectively taught solo for a 4 consecutive hour session.

A **Lead candidate** must qualify for all 200 content credits or 100% of the curriculum in addition to achieving the competency standards, performing the expected responsibilities and completing the practicum for this role level. There is no Bench hour requirement for a Lead candidate.