



Certificate of Excellence
Administrative Guidelines

Handweaving, Handspinning, Basketmaking and Dyeing



Host Guild

The host guild is most involved during the examination stage of the program. The host guild facilitates the examination stage of the certification process by planning accommodations, hosting Examiners and other HGA representatives, and providing Scribes and other help as needed.

One of the strengths of the Certificate of Excellence program is the tradition that local fiber guilds from all over North America sponsor the examination stage of the COE process. This cooperative effort is of mutual benefit. Benefits to the guild include many opportunities for learning through observing professional quality work completed by applicants and through meeting and networking with internationally known experts who are the Examiners. The HGA benefits from having a local guild provide a structure for the final phase of this important HGA program. Host guilds usually conclude that hosting an examination is worthwhile and enjoyable and often apply to sponsor future examinations in other areas. The HGA greatly appreciates the willingness of local guilds to volunteer to host COE examinations. To express an interest in hosting a COE examination, please complete the Certificate of Excellence Host Interest Form [here](#).

The following information is provided to make guild efforts pleasant and easily accomplished. Any concerns or questions should be referred to the HGA Program Coordinator.

The host guild supplies the following: Chairperson; Registrar; Scribes for the Examiners; housing, food, and local transportation for Examiners, and the HGA Program Coordinator; facilities for the examination; and any other requirements needed for successful completion of the examination.

The HGA has set the following schedule for COE examinations: Dyeing in spring of even years, Handweaving in fall of even years, Basketmaking in spring of odd years, and Handspinning in fall in odd years.

Approximately four (often six) hours are required for evaluation of one applicant's Level I materials. Level II materials require two to five hours. Most examinations should not last longer than three days. If a large number of submissions are received, additional examination rooms, housing, and Examiners may be required.

Each applicant's Level I materials require approximately eight (8) 6' x 2.5' tables. Tables should be clean and free of residue. Table covers may be used. If possible, the space should be of sufficient size to accommodate approximately 16 tables so materials of two applicants may be displayed at the same time and be well separated from each other. No set configuration of tables is required for display of submissions.



The Registrar will need to be flexible in terms of display of Level II materials since they are unique and may require special spaces. Only the Registrar, Scribes, Examiners, and HGA Program Coordinator are allowed in the examination room before the examination is completed. Volunteers can view the materials, but no comments are allowed. Volunteers are not to remain in the exam room during the exam process. After the examination is completed, materials of successful applicants may be viewed by others. Materials of unsuccessful applicants will not be viewed and will be boxed immediately by the Registrar who will maintain confidentiality of unsuccessful applicants.

Host Guild COE Chair

The Host Guild COE Chair is responsible for the smooth running of the examination process and needs to possess good human relations and organizational skills. This person is ultimately responsible for all facilities, volunteers, and general atmosphere maintained during the examination. The Host Guild COE Chair:

1. Reports to the HGA Program Coordinator.
2. Must be a member of the HGA and the host guild.
3. Serves from the time of appointment until two months after the examination.
4. Answers correspondence promptly.
5. Oversees the examination cycle.
6. Appoints a Registrar from the host guild and informs the HGA Program Coordinator of Registrar's name, address, and other information.
7. Selects an examination site in consultation with the HGA Program Coordinator.
8. Chooses dates for the examination in consultation of the HGA Program Coordinator.
9. Appoints volunteers from the host guild for the examination, including hosts, Scribes, and others as needed for smooth operations.
10. Provides basic reference material suitable for evaluating Level I requirements at the examination site. Obtains reference material Examiners may require for evaluation of Level II submissions.
11. Makes sure appropriate local transportation and housing for out-of-town visitors are arranged at no cost to HGA.



12. Notifies Examiners, HGA Program Coordinator, and other guests about housing and transportation arrangements. Requests information on any food allergies or restrictions.
13. Makes sure meals and suitable refreshments are provided for attendees at the examination.
14. After consultation with the HGA Program Coordinator, arranges for computers to handle the scoring.
15. Provides the HGA Program Coordinator with a list of names and mailing addresses of host guild committee members and volunteers.

Registrar

The Registrar is the only person among all involved in the examination process to know in advance of examination the identity of the applicants. The Registrar is approved by the Host Guild COE Chair, must be a member of the HGA and the local guild, and must have abilities to organize, tend to detail, and maintain confidentiality. The Registrar must be able to lift and carry 30 – 40 pounds (submission boxes). Each submission is generally packed into an 18 x 18 x 24” box.

The Registrar:

1. Keeps a list of registered applicants and corresponds with the HGA Program Coordinator to make sure the HGA office list and Registrar list are the same.
2. Provides the HGA Program Coordinator with information regarding the shipping of applicant’s materials (mailing address, delivery date, etc.)
3. Receives materials shipped by applicants (generally six to eight weeks in advance of the exam). Unpacks and checks that work is complete, clean, and odorless and makes sure that materials are free of insects, rot, mildew, etc. As appropriate, checks weights, measurements, completeness of submissions, and that all identifying remarks are removed. Measuring tape and small kitchen or postage scale needed for confirming weights and measurements of samples. Arranges for their storage in a clean, dry, safe, odor-free environment until the examination. Sends HGA Program Coordinator notification of receipt of materials who promptly notifies the applicants.
4. If the submission is incomplete, notifies the HGA Program Coordinator. Incomplete submissions will be evaluated with missing items receiving a zero score.



5. In the event pests or other disagreeable characteristics are present, the Registrar notifies the Host Guild COE Chair and the HGA Program Coordinator. The infested materials should be isolated until the HGA Program Coordinator is on site for the examination and can make decisions regarding return of unexamined materials. Return of unexamined materials for any cause is a serious decision and should be made only after careful consideration by the HGA Program Coordinator, who is ultimately responsible for the decision.
6. Is responsible for displaying the work of each applicant for examination.
7. Packs and returns materials, all original score sheets, summary score sheets, to each applicant, using the pre-paid shipping label provided by the applicant.

Scribes

Serving as scribe for the COE examination is a rewarding and challenging activity. Scribes have the opportunity to observe how an Examiner evaluates materials and benefit from a tremendous learning opportunity. The scribe must be able to observe, think, and type for long periods, perhaps several hours. The host guild will want to give Scribes the option of working half-day or smaller shifts. The total number of volunteers to serve as Scribes during the entire examination is up to the Host Guild. Each Examiner requires one scribe during the evaluation of Level I submissions. Scribes are not needed for evaluation of Level II submissions. Specifically, the scribe:

1. Records scores and comments made by the Examiner into computerized score sheets. Does not offer opinions of the work being examined or interfere with the examination in any way.
2. Does not discuss examined materials that have not passed.
3. Does not discuss the examination until the process is completed.



COE EXAMINATION SCHEDULE

Dyeing	Even years	Spring
Handweaving	Even years	Fall
Basketmaking	Odd years	Spring
Handspinning	Odd years	Fall

TIMELINE

24 – 36 Months Out

1. HGA Program Coordinator solicits guilds to host a COE examination; selects host guild and Host Guild COE Chair and Registrar.
2. Handbook Advisor appointed.
3. Score sheets reviewed.
4. Handbooks distributed by the HGA Program Coordinator to the Host Guild COE Chair, Registrar, and Handbook Advisor.
5. Reviewers are selected.
6. HGA Program Coordinator sends handbooks to the Reviewers.
7. Upon receipt, HGA Program Coordinator sends copies of Level II outlines to Reviewers; returns Reviewers' comments to the applicants.

15 Months Out

1. Examiners are selected.
2. HGA Program Coordinator sends names, addresses and phone numbers of Examiners to Host Guild Chair and Registrar.
3. HGA Program Coordinator sends handbooks to Examiners.
4. Host Guild COE Chair confers with HGA Program Coordinator and sets date for examination.
5. Host Guild COE Chair selects examination site.

6 Months Out

1. Host Guild COE Chair arranges for hosts and other needed volunteers (Scribes, secretary, transportation, meals and refreshments etc.).



2 Months Out

1. Host Guild COE Chair consults with out-of-town guests regarding travel arrangements, allergies, and special needs.
2. Registrar receives applicants' materials and notifies HGA Program Coordinator, who emails acknowledgement of receipt to applicants (6 – 8 weeks prior to examination).
3. HGA Program Coordinator sends to each Examiner titles and outline of objectives from applicants' submissions for Level II.
4. HGA Program Coordinator works with Examiners on travel arrangements after the submissions are received by the Registrar and a final determination has been made concerning the number of days required for the examination.

1 Month Out

1. Host Guild COE Chair develops schedule for volunteers and lists responsibilities.
2. HGA Program Coordinator sends the electronically submitted parts of the applicant's materials (along with score sheets) to the Examiners for advance review and scoring.

1-2 Days Before Examination

1. The Host Guild COE Chair or designee provides local transportation for out-of-town visitors.
2. The Host Guild COE Chair holds an informal meeting involving Examiners, Scribes, and other volunteers to familiarize all with how the examination will proceed.
3. The Host Guild COE Chair and HGA Program Coordinator check facilities together.
4. Registrar and HGA Program Coordinator review procedures, materials, and confer regarding any unusual circumstances.
5. HGA Program Coordinator ascertains that all is ready for the examination to proceed.

Examination Days

1. Host Guild COE Chair, Registrar, Scribes, Examiners, and HGA Program Coordinator should all be present. Volunteers arrive as scheduled.



2. Registrar with help of the Scribes or the HGA Program Coordinator sets out the applicants' materials (two at a time). Examiners will take 15 – 30 minutes to get an overview of each submission in its entirety before examining each section of the materials individually.
3. Until the examination is completed, only the Registrar, Examiners, Scribes, and the HGA Program Coordinator may be in the examination room(s) while materials are displayed. Volunteers can view applicant materials with HGA Program Coordinator present before the examination begins.
4. HGA Program Coordinator provides guidance to Examiners and Scribes on their roles during the examinations.
5. After time to view/inspect work, Registrar gathers up work for each applicant keeping work in sequential order.
6. Each Examiner will take one applicant's work to evaluate. A scribe is assigned to each Examiner for the evaluation of Level I submissions.
7. Examiners are provided with score sheets for each applicant. Scribes will type Examiner's scores and comments into computerized score sheets.
8. During breaks, HGA Program Coordinator will review status of applicant score sheets and will confer with Examiners regarding any questions they might have.
9. Registrar packs up applicant's submissions and secures them each night of examination.
10. Once Examiners have completed their evaluation of an applicant's materials, they will review their score sheets, write their summaries/closing comments. Examiners then exchange the applicant's materials they have reviewed to begin the second round of review. All applicant submissions will be evaluated by both Examiners.
11. Examination continues in the manner until all Level I submissions have been examined. The goal is to completely review two submissions in one day.
12. All Level I score sheets are recorded and finalized before the examiners move on to the Level II submissions.
13. After completion of examination of Level I submissions, Registrar and HGA Program Coordinator set out the applicants' materials for two Level II submissions. Examiners review Level II submissions for quick overview and first impressions.
14. Examiners are provided with Level II score sheets and begin their review. All applicant submissions will be evaluated by both Examiners. Examination



- continues until all Level II submissions have been examined.
15. HGA Program Coordinator reconciles and finalizes Level I and Level II scores; compares scores from each Examiner and address any wide discrepancies in evaluations, allows Examiners to make the necessary changes to scoring.
 16. HGA Program Coordinator compiles both Examiners scores into the score sheet summary page, averages the scores, and determines pass or fail.
 17. Both Examiners and HGA Program Coordinator must sign and date the final score summary sheet.
 18. Volunteers and others may be invited to view materials of successful candidates at the end of the examination. The host guild might invite others to view the work, but it should be remembered that there might be no successful applicants, in which case no materials would be available to observe.
 19. The HGA Program Coordinator verifies that all forms are complete and signed by the Examiners.

Post Examination

1. Within 24 hours of the completion of the examination, HGA Program Coordinator notifies applicants with the results of the examination, via email by assigning the member to the appropriate COE Email Series (e.g. COE Handweaving Level I Pass Notification) in Neon. This communication includes information on completing the online Program Evaluation Form.
2. HGA Program Coordinator notifies HGA Executive Director, other HGA staff members, and Board of Directors of the results of the examination.
3. Within 5 days of the completion of the examination, Registrar packages and returns each applicant's materials, including original score sheets.
4. HGA Program Coordinator confirms that HGA has received the digital copy of each successful Level II specialized study.
5. HGA Executive Director each send a congratulatory letter to successful applicants.
6. Host Guild COE Chair provides the HGA Program Coordinator with names and addresses of host guild volunteers.



Local Arrangements

Examination Space

1. The site should be available in the early morning and late evenings in case the Examiners need that time to complete evaluations.
2. Three separate rooms are desirable. Ideally, space for the examination should accommodate up to sixteen (16) 6' tables for display of Level I materials. No set configuration of tables is required for display of submissions. Four tables are needed for exam grading (two for each Examiner). One table for Examiner and scribe to sit/work during exam and one table in front of them to hold the work being examined. Generally, the tables need to be setup near natural light (dependent on Examiner preference). Separate space is needed to handle paperwork activities (table for HGA Program Coordinator, Guild Chair, and Register). A minimum of ten (10) chairs is needed. Requirements for Level II vary and may require creativity and flexibility on the part of the Registrar who will need to plan for display of these materials. Availability of a kitchen or an additional room is desirable for breaks and meals.
3. If a private residence is being considered for the examination site several concerns need to be addressed. The homeowner must carry insurance to cover theft of items not belonging to them as well as fire and personal injury liability insurance. Other considerations include: Is there enough space for the examination? Does the home have a smoke detector? Does the homeowner allow smoking in the home? Are there small children living in the home? Does the homeowner have any pets?

Supplies

The following supplies are required during examinations:

1. Two (2) rulers/ tape measures
2. Two (2) Pencils with backups or pencil sharpener (no ink pens allowed around submissions)
3. Notepads
4. Magnifying glass
5. Paper clips and/or stapler
6. Four (4) extension cords to plug in laptop computers and additional lights



7. Two (2) laptops (Mac or PC with Microsoft Word and Excel installed) for electronic notetaking by Scribes. No tablets allowed.
8. One (1) Printer (can be hardwired or wireless) with ink cartridges and printer paper
9. Two (2) OttLites (or lamps) for additional lighting for Examiners

Guest Accommodations

Make sure out-of-town guests are suitably housed. Be considerate of special needs including pets, allergies, smoking, etc. Local hosts provide meals unless other arrangements have been made. Individual hosts provide breakfasts and other meals not provided by the local guild.

Meals and Refreshments

Beverages and food should be available for morning and afternoon breaks in an area or room separate from the examination. Only water is permitted in the exam rooms. Breaks are taken at the discretion of the Examiners. The host guild provides lunch and dinner for the Examiners and guests on examination days. Any food restrictions or allergies will be provided in advance.

Volunteers

Volunteers are expected to be prompt and fulfill their obligations. If unable to do so, they are expected to notify the Host Guild COE Chair promptly. Volunteers may have some free time between activities.

Workshop

The host guild may propose to the HGA Program Coordinator that a workshop be conducted by one or both Examiners after the examination is completed. Honoraria paid for the presenter(s) of the workshop are to be paid by the host guild. This workshop is intended to provide learning opportunities for guild members with the subject matter determined by the needs of the guild. The HGA will not charge for a portion of transportation costs to the examination locale, will not assume insurance liabilities, liability for any expenses incurred in regard to the workshop, and will have no formal connection with the workshop. The host guild must negotiate directly with each presenter regarding honorarium and additional time.