

## Instructions for NCAST PCI Class Rosters, 2<sup>nd</sup> and 3<sup>rd</sup> Attempts, Recertifications

1. Complete the entire **Class Roster**. Make an electronic copy or 6 hard copies and **mail the original Class roster to our office with the reliability forms and supporting scales**.  
Be sure the **completed** Class Roster includes:
  - Your name, city & state of class site, your telephone & fax numbers & e-mail address.
  - The name, telephone & fax numbers & e-mail address of any other instructors who will teach the class.
  - Class dates for both the Feeding & Teaching Scales.
  - Print or enter each Learner's Name, as it should be on their certificate. Be sure the name is clearly legible. This is the **ONLY** roster their name should be on... even if they join a different group later. If they do the Feeding scale with one group and the Teaching with a different group, attach a copy of the **FIRST** roster they were listed on, with their name highlighted. Do not put them on the other class roster. This helps our office keep track of which scales each learner has completed.
  - Print or type Learner's work address.
  - Print or type each Learner's Profession/Job Title.
  - Circle which scale(s) the Learner will be taught: Feeding only, Teaching only, or Both.
2. After your Learners have completed the white Feeding or Teaching Reliability Form from the respective manual, you should:
  - **Staple or Clip** each Reliability Form to the five supporting scales.
  - **Fasten** all forms to a copy of the Class Roster you retained & mail to our office.
  - Do *not* send any Reliability Forms to our office without a Class Roster or supporting scales.
  - Each Reliability form must be the **original** one taken from the manual. We do not accept duplicated forms.
3. Collect the Practice disagreement Forms from your Learners and staple them to **your** copy of the Class Roster. Be sure their names are on them. You can then refer to the forms when we contact you about class results and assist you with tutoring them on second attempts.
4. Each Learner has three attempts to achieve 85% reliability on a scale. If any Learner does not achieve 85% on their first attempt:
  - Use a Pink Feeding or Blue Teaching Second Attempt Form. The forms are on your resource usb drive in addition to the PCRCP website under resources. Copy the Practice Disagreement Form from your Teaching manual & use during the practice.
  - We will provide you with the areas/concepts for which your learner needs additional training.
  - Have your Learner complete the Second Attempt as soon as possible.
  - Attach a copy of their original class roster to their second attempt with their name highlighted.
5. Each time you send Feeding or Teaching Reliability Forms – Second Attempt to our office:
  - **Staple or clip** the pink Feeding or blue Teaching Reliability Form – Second Attempt to the five supporting scales.
  - **Fasten** all forms to a copy of the Class Roster (the original class they were in)  
**Do not** put any student on a roster other than their original class.
  - **Highlight** the name(s) on the Class Roster for whom you have attached forms.
  - Mail all to our office.
  - Collect your practice disagreement forms and keep them with your records.

6. Any Learner who does not achieve 85% on the Second Attempt will be given one further try at achieving the minimum score.
  - Use a yellow Feeding or Teaching Reliability Form – Third Attempt.
  - We will also provide you information concerning the areas/concepts where your Learner needs additional training.
  - Have your Learner complete the Third attempt as soon as possible.
7. Each time you send yellow Feeding or Teaching Reliability Forms – Third Attempt to our office:
  - **Staple or clip** the yellow Feeding or Teaching Reliability Form – Third Attempt to the five supporting scales.
  - **Fasten** the forms to a copy of the Class Roster.
  - **Highlight** the Learner's Name for whom you have attached forms.
  - **Attach** a check, credit card # or Purchase Order # for the \$15.00 fee for *each* Third attempt Form you have enclosed.
  - Mail to our office.
  - Collect your practice disagreement forms and keep them with your records.
8. After your Learners have successfully completed both scales, we will mail their certificates to you within 30 days. **You must:**
  - Sign the certificates
  - Distribute the certificates to your Learners
9. Any Learner who will only complete one scale will receive a letter from NCAST, through you, stating that they have attained reliability in that one scale. This is an electronic copy on PCRFP letterhead. Please keep a copy with your class roster.
10. If a Learner has achieved reliability for one scale or started a class with another instructor and is now transferring to your class, include a note with your class roster detailing the name of the original instructor, state and approximate date of their first class.
11. Each Learner must complete one scale within one year.
12. Each Learner must complete both scales within eighteen months.
13. Any Learner that does not achieve reliability after 3 attempts must wait one year before their next attempt.
14. We recommend that Learner Re-Reliability be done every 12 months. The cost is \$35.00 per Scale.
15. If you have students that are renewing their reliability along with New Learners, their names must be listed separately on a gold "Recertification Roster." This roster will come in your packet of prepaid recertification forms. It is also in the resource usb and website.
16. If you do not have a Class Roster, make a copy of the Class Roster on the Resource usb drive, from the PCRFP website resource tab, or from the back of your NCAST PCI Syllabus.

Thank you for your cooperation with this very important process.