Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Education Policy

Purpose and Scope

EAC/ACB values Education as an important mandate to support the *Aim* and *Purpose* of the organization. It strives to keep a focus on improving our educational performance by providing learning opportunities for a broad range of embroidery techniques in the form of courses, projects, and lectures offered from the beginner level through to advanced techniques.

Education Team

The Education Team shall consist of:

- Education Director
- EAC/ACB President (ex-officio)
- Consultant (past ED)
- Education Assistant
- Speaker Series Coordinator
- Registrar
- Project Coordinator
- Test Student Coordinator
- Online Assistant
- Counsellors
- Librarian, Leonida Leatherdale Needle Arts Library

In the event that all of the Education Committee positions are not filled, some individuals may wear more than one hat.

Awards Panel – Original Design Award, Pauline Glover Award and Pulled Thread Award

- The Education Director will invite 3-4 members of the Education Committee to form the Awards Panel for the upcoming seminar to adjudicate the submissions for the various awards.

General Definitions

Instructors and teachers are both important roles in the field of education. A teacher is a person who imparts knowledge to students. An instructor is a person who teaches a specific practical skill. A teacher's job also includes the role of instructing, but an instructor's job does not include all the roles of teaching so EAC/ACB Education has chosen to use the term "Instructor".

Instructors are individuals hired to offer projects and/or courses:
- in-person or virtually for a local chapter,
- at an EAC/ACB Seminar, or
- using Groups.io for Cyber projects.

Names are maintained on the EAC/ACB Education Roster.

Counsellors are individuals assigned by the Registrar to students taking either a Technique Study Course or Owned Project (either Author Owned or EAC/ACB Owned).

For the Technique Study courses, the Counsellor provides support and encouragement to the students during the course period and writes an assessment for each lesson the student completes.

In the case of an Owned Project (either Author Owned or EAC/ACB Owned), the assessment is done when a student submits images of their completed project to the Counsellor/Author for review, providing it is within the allotted time period (usually 3-6 months from date of registration).

Authors are individuals who sign a contract to write a Technique Study Course for EAC/ACB. An author may also choose to write an EAC/ACB Owned project or an Author Owned project.

Test Students are individuals who agree to test new offerings for EAC/ACB. No more than three Test Students are required per course or project.
The roster of Test Students covers a range of abilities (beginner, intermediate, and advanced stitcher) and techniques.

A **Project** is the instructions and material lists needed to embroider the advertised design using the stitches and fibres of a specific technique. Every student has the opportunity to create the same embroidery project provided they follow the instructions as directed.

A **Course** is a self-guided study of the history and stitches used within a category of embroidery. It is technique-based and through a series of lessons, the student will complete assignments that include researching the background and history of the technique, learning the foundational stitches of the technique, and creating their own designs and stitch diagrams.

Skill levels:

Introductory/Basic – the student at this level is either new to the technique or, requires guidance in reading/understanding stitch diagrams and patterns.

Intermediate – the student understands stitch diagrams and patterns but may need guidance; and, is familiar with the technique, or similar technique, at the basic level. In addition, the student has an elementary understanding of colour and design.

Advanced – the student is able to read charts and stitch diagrams with ease and is expected to be familiar with the foundational stitches used in the technique. In addition, the student has a proficient understanding of stitch technique for the more complex stitches, comprehends colour and design theory, and is able to work independently.

Learning Opportunity Models

Technique Study Program

The Technique Study Program offers a variety of courses in a broad range of embroidery techniques and also includes some theory related courses on colour and design. These courses are only available to EAC/ACB members.

This program is designed to provide a student with a guided study of the history and stitches used within a category of embroidery. It is technique-based, not project-based (*this point needs to be very clear in the images and in the descriptions on the website*). A key element for these courses is the one-on-one support, feedback, and evaluation that a student receives from their assigned Counsellor.

At this time, all the Technique Study courses are offered in English only. Students for whom English is not their first language are encouraged to communicate this to their assigned Counsellor so that accommodations can be made that will allow the student to work in their native language and submit their work using translation tools such as Google Translate (https://translate.google.ca/) or DeepL Translate (https://www.deepl.com/en/translator).

There are four skill levels:

- Introductory (A Taste of …) – the student is new to the technique and would like to gain an understanding of the foundational stitches used in the technique, a brief overview of the history of the technique and its applications. The course is presented over 4 lessons and there is minimal research or writing required of the student. It is expected that the student will complete the lessons within six months of the registration date.
  There are no prerequisites for this level.

- Basic – the student at this level is either new to the technique or requires some guidance in reading stitch patterns. The course is presented over six lessons and it is expected that the student will complete the lessons within 12 months of the registration date. Some basic research and short essays or definitions are included in the assignments of this course. Basic colour and design principles are introduced.
  There are no prerequisites for this level.

- Intermediate – the student understands stitch patterns but may need guidance; has experience with this technique, or similar technique, at the basic level and can correctly execute all the foundational stitches of the technique; has a fundamental understanding

of colour and design. The course is presented over 8 lessons and it is expected that the student will complete the lessons within 18 months of the registration date. Research and essays are an essential component of the course as well as major design projects. The prerequisites for each course are listed in the course descriptions but, generally, the student must have successfully completed an EAC/ACB Basic course in the same or similar technique.

The Education Director may, at her/his discretion _and_ in consultation with EAC/ACB counsellors, allow an applicant who has not completed the prerequisites entry into an intermediate-level Course. Applicants may submit their request, in writing, to the Education Director along with photo evidence of their embroidery work so that their skill level can be reviewed.

- Advanced – the student reads charts and stitch diagrams with ease, has a good understanding of stitch technique, is able to execute both simple and complex stitches of the technique, and has a strong foundational knowledge of colour, and design. The student must have taken an intermediate-level course in the technique and must be able to work independently. The course is presented over 8 lessons and it is expected that the student will complete the lessons within 24 months of the registration date. Extensive research and essays are an essential component of the course as well as major design projects.

  The prerequisites for each course are listed in the course descriptions but, generally, the student must have successfully completed an EAC/ACB Intermediate course in the same or similar technique.

Upon successful completion of a course, a certificate, pin and congratulatory letter will be presented to the student by the Education Director.

The student can grant permission to the Education Director for their name to be posted in _Embroidery Canada_ along with a student-provided image of their coursework.

There is a list of the full set of courses available under the Technique Study Program in Appendix I.

Instructor Certification Program

The Instructor Certification Program is designed for the student who wishes to develop the necessary skills needed to construct all the components for a design into a project that could be offered through the EAC/ACB Learning Opportunities, at an EAC/ACB Seminar or through a local chapter. This program is comprised of 4 parts; Required Reading, Course Design, Writing and Research, and an Examination component. In addition to learning the skills required to write and instruct, students of this program will also learn about contract development, photographing their work, copyright, the use of technology, and the importance of keeping financial records - all key components in helping them be successful in a career as an embroidery instructor.

The timeline for the program is 24 months and the maximum time allowed for the course is 36 months.

The prerequisites for this program are included in the Admission Information and students must submit an embroidery portfolio, including an Application form, to the Education Director. The application will be reviewed by the Education Team to determine admission to the program.

Upon successful completion of the program, a certificate, pin and congratulatory letter will be presented to the student by the Education Director. If possible, this will be presented at the annual seminar.

Projects

Projects offer a specific design with instructions and charts. Under specific models, support and feedback is available. These projects are offered to members and non-members but EAC/ACB members pay discounted pricing.

There are no prerequisites for projects.

There are four delivery models:

EAC/ACB Owned Projects (OP) – there are a number of projects that have been developed exclusively for use by EAC/ACB and are copyrighted.

Students are assigned to a Counsellor and the Registrar will send out all project information and kit, if applicable.

These projects are available indefinitely, or until EAC/ACB decides to retire the project. There is a list of the projects currently available in Appendix II and a list of the retired projects in Appendix III.

Students print their own instructions from the e-mail sent to them from the Registrar; typically, hardcopy will not be provided unless specifically requested.

Cyber Projects (CP) – these projects are made available for a specific calendar period with a defined start and end date, and hosted on the Groups.io platform; the students must have a Groups.io account (free) in order to access the project lesson materials.

The Groups.io platform is used to create a closed group that is exclusive to the registered students of the cyber project. The lessons are posted at the start of each month (unless otherwise noted in the project description materials), and there are features where questions/comments can be posted to the instructor or other students, photos can be uploaded and shared with the group, and any other support needed to successfully complete the project.

The Groups.io site remains open for an additional month beyond the close of the project end date which allows students to post finishing photos, ask questions, and download the lesson materials.
Students are responsible for printing their own instructions; no hard copy is provided.
There is no assessment of the student's work as the student is able to correspond with the author/designer during the project, and no certificate is provided.

Author Owned Projects (AP) – projects that are made available to the membership for a longer period, usually two years. Past examples are Moroccan Melody and Canvas Finishing Techniques 101.

These projects are exclusive to EAC/ACB for the entire period of the contract with the author and, generally, the locked-in period is up to three years.

Students are provided with a welcome letter and the full project text as a PDF document.

Students are responsible for printing their own instructions; hardcopy is available upon request.
Feedback and support are available from the Author of the project or the Counsellor assigned to the student for 3-6 months after registration.

The student may receive a certificate from the Author when the project is completed satisfactorily and within the proposed completion time.

The student can submit an evaluation form and privacy statement to the Education Director if they want their name posted in *Embroidery Canada*.

Patterns & Charts (EP) – also referred to as *Projects by eMail*, are projects offered for a short period of time, usually 4 months but could be as many as 12 months. The chart and instructions are emailed to the purchaser directly from the designer. If there is a kit option, the kit will be mailed.

These are projects that are not readily available through any other source, such as a brick-and-mortar shop or the designer's website. They can be projects that have been offered in the past under a different delivery model or projects from a prior seminar.

There is no feedback or support provided, although the purchaser is welcome to contact the designer in the unlikely event they require assistance with the instructions.

Learning Opportunities	Projects	Cyber Projects	Charts & Patterns	Technique Study
For Individuals	✓	✓	✓	✓
For Chapters	✓	✓	✓	
Limited Time Availability		✓	✓	
Counsellor Evaluation / Feedback	✓			✓
Designer Support	✓	✓		
Skill Development				✓
Kits Available *	✓	✓	✓	

* Kit availability is determined by the course

Enrollment

Technique Study Program

Registration for the Technique Study Courses is achieved through the website. The Registrar will ensure that the student is an EAC/ACB member in good standing and has met the prerequisites for the course.

The student must maintain their membership in EAC/ACB for the entire period of enrollment in the course.

Once registration has been confirmed, students are assigned to a Counsellor and will receive the first two lessons. After that, the student will receive the next lesson when the submitted lesson has been assessed.

Instructor Certification Program

Students wishing to enroll in the Instructor Certification Program must submit an Application Form (available on the website) and an Embroidery Portfolio to the Education Director.

The student must be an EAC/ACB member in good standing for the entire period of enrollment in this program.

Projects

EAC/ACB Owned Projects (OP) and **Author Owned Projects** (AP) – are open for enrollment on the EAC/ACB *Learning Opportunities* page until the end of the contract period or the project has been retired.
The Registrar will notify both the author and registrant once the enrollment process is complete.

Cyber Projects (CP) – a two-month registration period opens on the EAC/ACB Learning Opportunities page 4 months prior to the project start date.
The Registrar will notify the student once the registration is complete.
Students will receive an invitation to join the cyber group on the Groups.io platform from the Online Assistant within 2 weeks of the close of the registration period.
No students will be accepted after registration closes.
If the minimum registration number set by the author is not met, the project will be cancelled and payments refunded.

Patterns & Charts – purchased through the *Shop* page on the EAC/ACB website.
The Registrar will notify the designer/author of the purchase. The designer/author will send the instructions/charts, with a kit if that option has been selected, to the purchaser.

Extensions

Technique Study Program

Suggested times are given for the courses. However, time should be discussed between the student and the counsellor. Due to heavy workloads, young families, health issues, extended family issues, moving, and many other life events, time extensions may be given by the counsellor upon request. Adjustments can be made to accommodate the situations of the student and/or Counsellor.

The Counsellor will notify the Registrar of any extensions granted.

The Registrar and Education Director are to be notified of delays beyond three months.

In circumstances where there is a time-lapse of a year (or more) between lessons, a fee may be levied when the student wishes to restart. This *may* include a re-start fee of $30.00.

Instructor Certification Program

The Instructor Certification Program must be completed within the specified time period of thirty-six months. One extension of six months may be granted by the Education Director, but this is not an automatic extension.

Projects

Projects are generally worked on as convenient to the student. The recommended time for completion is indicated on the project materials.

There are no extensions necessary for Cyber Projects or Patterns and Charts.

Extensions for the EAC/ACB Owned Projects or Author Owned Projects should be discussed between the student and counsellor/author.

Refunds / Withdrawal

Fees for all EAC/ACB projects and programs are non-refundable except for courses in the Technique Study Program.

Technique Study Program

If a student wishes to withdraw from a Technique Study Course, the options and scenarios are:

1. Once the registration is complete, the student is sent the first two lessons of the course along with the welcome letter and counsellor assignment information. If they wish to withdraw at any point before they receive the third lesson, regardless of whether they have completed any of the assignments or received a critique from the Counsellor, the refund will be the cost of the course less $70.00 (administration fee plus the value of the first two lessons).
The counsellor is paid $30 even if the student does not submit any coursework for the first lesson.

2. No refunds are given after the third lesson has been sent to the student.

3. If the student would prefer, the remaining lessons may be sent to them with the understanding that there will be no refund of any amount and no assessment will be given for any lessons other than what they have received up to the date of withdrawal.

For any refunds granted, the student will be asked to apply the refund amount towards a future course or project or towards their membership fees.

Students who withdraw will not receive a pin or certificate even if they complete the coursework on their own.

Projects

There are no refunds after enrollment/purchase is completed under any of the models with the exception of a cancelled cyber project due to enrollment minimums not being met.

Counsellor

Role and Responsibilities

Counsellors are expected to be familiar with the EAC/ACB Technique Study Course Counsellors' Handbook.

An EAC/ACB Counselor contract must be signed and submitted to the Education Director by the required date. These contracts must be renewed every two years.

Counsellors must comply with the EAC/ACB Counsellor Contract and, if unable to do so, inform the Education Director immediately.

Compensation

For Technique Study Courses, the counsellor will be paid the agreed-upon counsellor fee of $30 per completed lesson per student.

If the student submits their lesson materials through the post, the student is responsible for reimbursing the Counsellor for the postage fees to return the material to the student.

If a student withdraws from the course before submitting lessons to the counsellor, the counsellor will be paid $30 for services rendered.

For the Instructor Certification Program, the counsellor will be paid the agreed-upon counsellor fee of $100 per completed part of the program of which there are four.

Author

Role and Responsibilities

The author must sign an EAC/ACB Author contract and submit it to the Education Director by the required date.

The author is expected to comply with the EAC/ACB Author Contract and, if unable to do so, inform the Education Director immediately.

Compensation

There is no fee for writing a Cyber Project.

There is no fee for writing an Author-owned Project.

Fee for writing an EAC/ACB-owned Project is $200.

Fee for offering a Cyber Project or Patterns and Charts Project is negotiated with the author/designer at the time of the contract development.

Fee for writing an EAC/ACB Technique Study correspondence course is $75 per lesson (6 lessons are $450 and 8 lessons are $600).

The author maintains the copyright of a project, except for EAC/ACB-owned Projects and EAC/ACB Technique Study Courses.

Author-owned Project Courses will be available for up to three years. At the end of the contract period, the contract may be renewed with the author's consent.

A course or project must be accepted by the Education Committee and the EAC/ACB Board of Directors before payment will be made.

Appendix I

The Technique Study Program has the following courses: (TSP)

- 001: A Taste of Blackwork
- 100: Basic Canvaswork
- 101: Basic Counted Thread
- 102: Basic Crewel Embroidery
- 103: Basic Metal Thread Embroidery
- 200: Intermediate Canvaswork
- 201: Intermediate Blackwork
- 202: Intermediate Crewel Embroidery
- 204: Introduction to Colour for Embroidery
- 205: Introduction to Design for Embroidery
- 206: Intermediate Hardanger
- 207: Intermediate Whitework
- 208: Intermediate Hems and Edges
- 209: Intermediate Drawn and Pulled Thread
- 300: Advanced Canvaswork
- 301: Advanced Counted Thread
- 302: Advanced Crewel and Surface Embroidery
- 400: Instructor Certification Program

Appendix II

EAC/ACB owned Projects: (AP)

- Blackwork Smalls – Maureen Spira
- Contours – Janice Routley
- Florentine Fun – Catherine (Kit) Gates
- Gourd – Janice Routley
- Hardanger Placemat – Carolyn Mitchell
- Knot Garden – Janice Routley
- Schwalm Hearts – Janice Routley
- Spring Tulips – Colleen Darling
- A Style of Deerfield II – Peggy Kimble (designer), Barbara Gilbert, Helen McCrindle

Appendix III

Retired EAC/ACB Owned Projects (OP) and Author Owned Projects (AP):

- 17th Century English Style Sampler (OP) – Ilse Altherr
- A is for Apple – Beginner Metal Thread (AP) – Natalie Dupuis
- Ahwahnee (AP) – Lorene Salt
- Band Sampler – Beginner (OP) – Loletta Hale
- Battenberg Lace – Beginner (OP) – Dianna Best
- Blackwork – Beginner (OP) – Colleen Darling
- Blackwork – Intermediate (OP) – Sheryl Blackie
- Brazilian – Beginner (OP) – Gloria Roch
- Butterflies are Free (AP) – Linda Lachance
- Canvas Candy Bowl (AP) – Carol Storie
- Canvas Finishing Techniques 101 (AP) – Jennie Wolter
- Canvaswork – Beginner (OP) – Barbara Gilbert, Designer: Didi Vanden Brink
- Casalguidi – Beginner (OP) – Barbara Kershaw
- Casalguidi Colour (AP) – ??
- Cat Tracks or Puppy Paws (AP) – Kilmeny Jones
- Celtic Sampler Set (AP) – Christine Allan of Christine's Swedish Weaving
- Cleopatra's Cat (AP) – Mary Long
- Crewel Embroidery – Beginner (OP) – Peggy Kimble
- Delft Tile Design – Margaret Vant Erve
- Dodécagon – Canvaswork (AP) – France Robert
- Drawn Thread – Beginner (OP) – Colleen Darling
- Ebony Blues (AP) – Carolyn Mitchell
- Embellished Patchwork (OP) – Eleanor Podl
- Florentine Fancy – Intermediate (OP) – Carolyn Mitchell
- Frame Weight – Intermediate (AP) – Mary Long
- Gisele (OP) – Barbara Kershaw
- Hardanger Trio and Finishing Techniques – Beginner (AP) – Kim Beamish
- Hardanger – Intermediate (OP) – Carolyn Mitchell
- Heirloom Sewing (OP) – Kathleen Copeland-Nyberg, Revised: Ruth Lee
- Lady's Slipper Table Topper (AP) – Joyce Gill
- Metal Thread – Beginner (OP) – Janice Routley
- Metal Thread – Intermediate (OP) – Janice Routley
- Moroccan Melody (AP) – Kathryn Drummond
- Prairie Sunrise (AP) – Carol Storie
- Pulled Thread Chatelaine (AP) – Tricia McKenzie
- Pulled Thread – Beginner (OP) – Colleen Darling
- Pulled Thread – Intermediate (OP) – Janice Routley
- Richelieu – Beginner (OP) – Sylvie Cyr
- Ruskin Lace – Beginner (OP) – Katherine Gorman
- Schwalm – Beginner (OP) – Shirley Mae Collis

- Silk Ribbon – Beginner (OP) – Ingrid Lincoln
- A Style of Deerfield Embroidery (OP) – Peggy Kimble, Revised: Helen McCrindle
- Stumpwork – Beginner (OP) – Sandra Roy
- Stumpwork – Intermediate (OP) – Deanna Bertelsen
- Whitework Band Sampler (AP) – Dale L. Edwards