



Education Policy

Committees

In the event that all Education Committee positions are not filled, some individuals may fill more than one position. EAC/ACB sees Education as an important mandate and strives to keep the focus on improving our educational performance.

1. Education Committee shall consist of:
 - Education Director
 - EAC/ACB President (ex-officio)
 - Assistant Education Director
 - Registrar
 - Course Coordinator
 - Test Student Coordinator
 - Youth Embroiderers' Appointee
 - Online Assistant
 - Correspondence Course Counsellors
 - Librarian, Leonida Leatherdale Needle Arts Library
2. Binder Review Panel
 - Course Counsellor
 - Education Director
3. Awards Panel – Original Design Award, Pauline Glover Award and Pulled Thread Award
 - The Education Committee

General Definitions

EAC/ACB-owned courses include **Technique Study** and **Project Correspondence Courses**. All courses are available to EAC/ACB members until they are retired from the list of EAC/ACB Correspondence Courses.

Technique Study Correspondence Courses cover various techniques and are available in basic, intermediate and advanced levels. Students have one (1) year to complete a basic level course, 18 months to complete an intermediate level course, and two (2) years to complete an advanced level course, starting from the registration date. These may be available in paper or electronic formats.

Project Correspondence Courses are available in beginner, intermediate and advanced levels. Each course states the length of time to complete it, starting from the registration date. These may be available in paper or electronic formats.

Author-owned project and cyber correspondence courses are owned by the author and available to members for pre-determined lengths of time as outlined with each course as recorded in

their signed contract. Project correspondence courses may be available in paper or electronic formats. Cyber courses are available in electronic format only.

Teachers are individuals hired to instruct at an EAC/ACB seminar or through a local chapter. Teacher names are maintained on the EAC/ACB education teacher roster.

Counsellors are individuals assigned by the registrar to students taking either a technique study or a project correspondence course. They provide support and encouragement to the students during the correspondence course period and write an assessment for each lesson the student completes in a technique study course or, in the case of a project course, when a student submits their completed project to the counsellor for review within the allotted time.

Authors are individuals who sign a contract to write any correspondence course for EAC/ACB. The author may choose to write an EAC/ACB-owned course or an author-owned course as specified in the contract.

Test Students are individuals who agree to test new course offerings for EAC/ACB. No more than three test students are required per course. These test students should have a range of abilities (beginner, intermediate and advanced stitcher) in the technique being tested. This grouping could change if courses are suited for one level only.

Correspondence Course

EAC/ACB offers a variety of correspondence courses. They are regularly shown in *Embroidery Canada* with an application for participation.

- Technique study correspondence courses at basic, intermediate and advanced levels
- Project correspondence courses at beginner, intermediate and advanced levels
- Cyber correspondence courses at beginner, intermediate and advanced levels
- Teacher certification course

Youth Correspondence Courses are offered through the Youth Embroiderers' Appointee.

Basic/Beginner level: The student needs guidance in reading stitch patterns or is new to the technique.

Intermediate level: The student understands stitch patterns but may need guidance; has taken this technique or a similar one at the beginner/basic level; has a beginning understanding of colour and design.

Advanced level: The student reads charts and stitch diagrams with ease, has a good understanding of stitch technique and colour and design. The student must have taken an intermediate level course in the technique. She/he must be able to work independently.

Authors shall:

- Sign an EAC/ACB – Author contract and file it with the Education Director by the required date.
- Comply with the EAC/ACB – Author contract and, if unable to do so, inform the Education Director immediately.

General Policy for Authors:

- A course must be accepted by the Education Committee and the EAC/ACB Board of Directors before payment will be made.
- There is no fee for writing a cyber course.
- There is no fee for writing an author-owned project course
- The fee for writing an EAC/ACB-owned project course is \$200.00.
- The fee for writing an EAC/ACB Technique Study correspondence course will be \$75.00 per lesson (6 lessons are \$450.00 and 8 lessons are \$600.00).
- The author maintains the copyright for the course, except when it's an EAC/ACB-owned project course and EAC/ACB technique study course.
- Author-owned project courses will be available for three years. At the end of the three years, the 'lease' may be renewed with the author's consent.

Counsellors shall:

- Sign an EAC/ACB–Counsellor contract and file it with the Education Director by the required date.
- Comply with the EAC/ACB–Counsellor Contract and, if unable to do so, inform the Education Director immediately.

General Policy for Counsellors:

- For EAC/ACB cyber courses, the counsellor will be paid the agreed-upon counsellor fee of \$25.00 per student, the cost of the instruction booklet, kit (if available) and postage as per the contract.
- For EAC/ACB author-owned project correspondence courses, the counsellor will be paid the agreed-upon counsellor fee of \$25.00 per student, the cost of the instruction booklet, kit (if available) and postage as per the contract.
- For EAC/ACB-owned project correspondence courses, the counsellor will be paid the agreed-upon counsellor fee of \$25.00 per student.
- For EAC/ACB technique study correspondence courses, the counsellor will be paid the agreed-upon counsellor fee of \$25.00 per completed lesson per student, and postage as per the contract. If a student withdraws from the course before submitting any lessons to the counsellor, the counsellor will be paid \$25.00 for services rendered.

General Policy for Correspondence Courses:

- Project and technique study correspondence courses will be offered to all members of EAC/ACB for a specified fee that will be advertised in Embroidery Canada and on the website.
- Technique study basic level courses and all project and cyber courses do not have prerequisites.
- Technique study intermediate and advanced courses, and the teacher certification courses have prerequisites.
 - Intermediate course applicants must have successfully completed an EAC/ACB basic course *in the same or a similar technique*.

- Advanced course applicants must have successfully completed an EAC/ACB intermediate course *in the same or a similar technique*.
- Teacher certification applicants must have successfully completed
 - one of the EAC/ACB technique study correspondence courses,
 - Colour for Embroidery or Design for Embroidery, and
 - an EAC/ACB advanced level course in chosen technique OR equivalent course from another recognized embroidery association.
- The Education Director may, at her/his discretion, or in consultation with EAC/ACB counsellors, allow an applicant entry into an intermediate or advanced level course without completing the prerequisites. There are no exceptions for the teacher certification course. Teacher certification applicants must submit four embroidered items to the director for review to indicate competence.

Refund Policy:

- No refund will be given in a technique study course after the first lesson has been reviewed. If the student wishes, the remaining lessons may be sent to them with the understanding that no assessment will be given and no binder review allowed. If the first lesson has not been received and assessed, a refund is possible. The refund is less \$50.00 for administration fees as the student has already received the first two lessons.
- Refunds will be given for binder reviews not done.
- No refunds will be given for project and cyber courses.

Course Extensions:

Technique Study Courses

- Students receive the first two lessons; after that, they receive the next lesson when the submitted lesson has been assessed.
- 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 occurrences, time extensions may be given by the counsellor upon request to the registrar. Adjustments can be made to accommodate the situations of the student and/or counsellor.
- Registrar and education director are to be notified of delays over three months.
- With a time-lapse of a year or more between lessons, a fee may be levied when the student wishes to restart and could include a restart fee of \$25.00.
- Certificate, pin and overall review will be presented to the student by the education director if requested and paid for by the student (binder review fee). The binder review is optional but is required if the student is planning to take the next level in the embroidery field.

Project Courses

- No refunds after registration is completed.
- Student receives the full course from EAC/ACB-owned and author-owned courses.
- The recommended time for completion is indicated in the course materials.
- Extensions should be discussed between the student and the counsellor.

- The student receives a certificate from the counsellor when the course is completed satisfactorily and within the proposed completion deadline.

Cyber Courses

- No refunds after registration is completed.
- No extensions are necessary.
- Students print their own instructions; no hardcopy will be provided.
- There are no assessments as the student corresponds with the author during the course time.
- No certificate will be provided upon completion of the course.