



EVALUATOR RESPONSIBILITIES

ICEA Childbirth Educator Certification Program

CHECKLIST

- _____ Supply information necessary to determine that you meet evaluator qualifications as described in evaluated teaching guidelines
- _____ Receive and become familiar with the ICEA childbirth educator certification material
 - _____ a. one copy ICEA childbirth educator certification philosophy
 - _____ b. one copy ICEA childbirth educator certification requirements
 - _____ c. one copy evaluated teaching guidelines
 - _____ d. class assessment sheets, Form A, one copy for each session of the evaluated teaching series
 - _____ e. three copies series evaluation summary, Form B
 - _____ f. one copy evaluator checklist, Form D
 - _____ g. three copies evaluated teaching recommendation, Form F
 - _____ h. one copy evaluator responsibilities
 - _____ i. one copy recommendations for evaluations via tape
- _____ Receive and review the class series teaching plan before beginning evaluation of the candidate
- _____ Use the evaluator checklist for certification modules, Form D, to assess content of the teaching plan
- _____ Respect the autonomy of the candidate in regard to method used to prepare expectant parents
- _____ Determine that ICEA minimum standards for prenatal class series and evaluation standards are met, as defined in the evaluated teaching guidelines
- _____ Complete the class assessment sheets, Form A, for each session of the evaluated teaching series
- _____ Complete the evaluator checklist for certification modules, Form D
- _____ Complete the series evaluation summary, Form B, at the end of the evaluated series
- _____ Receive and consider the following forms from the evaluated teaching series before completing the evaluated teaching recommendation, Form F:
 - _____ a. self-assessment sheet, Form C, completed by the candidate
 - _____ b. all parent evaluation forms from the evaluated series
- _____ Determine that the candidate espouses, advocates, and actively teaches ICEA's goals and philosophy of freedom of choice based on knowledge of alternatives
- _____ Complete the evaluated teaching recommendation, Form F, based on the criteria for successful completion, for unsuccessful completion, or for incomplete evaluation, as described in the evaluated teaching guidelines.
- _____ If necessary, request additional series to be evaluated
- _____ Return all forms and parent evaluations to the candidate except for the one copy of the evaluated teaching recommendation, Form F, and the one copy of the series evaluation summary, Form B
- _____ Submit to ICEA, 1500 Sunday Drive, Suite 102 Raleigh, N.C. 27607, one copy of the evaluated teaching recommendation, Form F, and one copy of the series evaluation summary, Form B