

EQAC-E Progress Checklist

Contact susan.stillman@6seconds.org or your course facilitator.

Date Completed	EQAC-E Practicum Progress Checklist
	In addition to attending 4 virtual classes or the live 3 day session or variation, and completing the modules in the e-learning site, the following steps will be required to complete your certification. You have 90 days to complete.
	SEI
	Take the SEI for yourself and schedule a debrief with a facilitator. If you have taken the SEI 4.0 within the last year and had a debrief, you will not need to repeat this step.
	Attend the two EQAC-E 120 min classes that focus on the SEI or attend the live EQTE sessions. You must attend all 4 sessions unless special arrangements are made with your instructor. (Cost of a make-up is \$150/hr).
	Set up a project in the SEI Intranet for three adult SEIs. Only check Leadership Report, or Development Report, and the Data Sheet, not any of the other options. Have all reports go to you, the coach.
	Do a practice debrief of one of your returned reports with Instructor; you must “pass.” Instructor will inform if you may move on.
	Administer and complete your three SEI debriefs of your practice clients. You will need to do five total, including two youth SEI—YVs.
	Complete the first two modules in the e-learning site. Write a two paragraph reflection on your SEI debriefs, which is included in the quiz for module 2. Focus is on your learning process and not on the individual you debriefed.
	Congratulations, you have completed the SEI portion of the EQAC-E. You are ready to move on to the SEI-YV.

	SEI-YV
	Attend the third class, the 120 minute SEI-YV class online or the live EQAC-E course.
	Set up a project and administer two SEI -YV assessments.
	Debrief one returned report with your instructor or designee. Contact your instructor when you are ready for that practice debrief, and we'll set up this meeting time with you.
	Complete the SEI-YV Module in the e-learning site. Write a one or two paragraph reflection on your SEI-YV debriefs, which is included in the e-learning quiz for the SEI-YV. Same as above, focus on your learning process.
	You have completed the SEI-YV portion of the certification.
	Attend the 4 th session of EQAC-E to learn about the Brain Profiles and the Educational Vital Signs (EVS) school climate survey, ask questions and review completion requirements.
	Brain Profiles
	Complete free e-learning modules in EQ.org Brain Profiles for Educators And Optional: My Brain Talents Note: You have 50 credits available to use for Profiles with adult or youth clients.
	EVS

	<p>Complete the EVS e-learning module in EQ.org. You do not have to create and administer an EVS unless you choose to do so, either within 90 days at no charge, or later for \$500/ 500 Euros.</p>
	<p>Complete the Module 4 quiz on the e-learning site.</p>
	<p>Voila! You are an EQ Assessor (SEI and YV certified). You may administer and debrief SEIs and SEI-YVs (and you are able to use the Brain Profiles)</p> <p>You will receive a certificate from Ilaria Boffa to celebrate your course completion.</p>
	<p>Congratulations. Please get in touch with Jenny Wiley (Jenny@6seconds.org) to update your profile.</p>