



Certification Manual Version 5.0

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I. Introduction

Jo Estill, creator of Estill Voice Training®, believed that “everyone has a beautiful voice” and that this beauty can be revealed when we understand the moving parts of the voice and how to control them. The central mission of Estill Voice International, LLC, is to make effective voice training accessible to everyone by supporting the members of its Estill Voice Training® Community. We are all empowered by our knowledge of Estill Voice Training® to become agents of change in our students' lives and agents of a paradigm shift in vocal pedagogy. Holding any level of certification in Estill Voice Training® is both an achievement and a privilege.

Estill Voice International, LLC (EVI), was founded to:

- Produce teaching materials and course curricula that are true to the principles and spirit of the Estill Voice Model;
- Ensure that those who promote themselves as teachers of Estill Voice Training® are qualified and up-to-date with revisions in response to new research.

EVI maintains a rigorous Certification Program with the support of its Certification Advisory Board. The value of certification through EVI is enhanced by the rigor of its standards. Certification supports consistent quality and expertise in the delivery of Estill Voice Training® concepts and exercises throughout the world, thus protecting the integrity of this unique system.

Estill Voice International, LLC, offers three levels of certification. Estill Figure Proficiency (EFP) is an individual achievement earned by demonstrating the basic options for voice control taught in Level One and Two Courses in Estill Voice Training®. An Estill Master Trainer (EMT) must prove that he or she can train individuals in the basic principles of Estill Voice Training® and all of its Figures and Qualities. The Estill Mentor and Course Instructor (EMCI) presents public courses in Estill Voice Training® and commits to “teaching the teachers”, playing a vital role in the certification process as coach, examiner, and mentor. Since public courses are attended by participants with wide-ranging interests and challenging questions, the EMCI must have a deep understanding of the anatomy, physiology, acoustics, and research that led to the development of the Estill Voice Model. EMCIs must credibly demonstrate how the Figures in Estill Voice Training® can be applied by performers, teachers, and clinicians working with the voice.

EFPs, EMTs and EMCIs are privileged to represent Estill Voice Training® in the world. In return for this privilege, they agree to adhere to the Core Values and Practice Standards of the Estill Voice Training Community. To reflect their importance, these Core Values and Practice Standards are discussed in the next few pages. After exploring the Core Values and Practice Standards, the following sections will detail each level of certification..

II. Core Values and Practice Standards

A. Preface

As certified members of the Estill Voice Training Community, we support the guiding principles of Estill Voice Training®:

- Everyone has a beautiful voice;
- We have no aesthetic bias so long as vocal health is maintained;
- Voice training is best accomplished when the domains of Craft, Artistry and Performance Magic are separated;
- We honor the personal vocal goals of our students and clients.

As individuals move through the levels of certification in Estill Voice Training®, they are required to work with multiple Estill Mentor and Course Instructors (EMCIs). When we attend courses or work with different EMCIs, we encounter new perspectives on “Craft” and gain a deeper understanding of the Estill Voice Model. As EFPs, EMTs, and EMCIs, we are lifelong learners, gaining new perspectives each time we teach, each time we observe. EMCIs have proven their skills in the “Artistry” of applying Figure Solutions to the challenges in vocal health, performance, and pedagogy. There is “Magic” in the multi-faceted ways we learn from one another when our minds remain open to encountering the Estill Voice Model as presented in the hands and voices of our colleagues.

B. Acknowledgement

When we enter the process of Estill Voice Training® (EVT) certification, we bring with us the concepts and exercises we have encountered in the past. Many of us come with formal credentials in other pedagogical, therapeutic or body-work disciplines. The EVT Community respects the good intentions of our peer associations and methodologies and imposes no loyalty or exclusivity agreements on those who hold certification in Estill Voice Training®. However, “Estill Voice Training” lessons, classes, workshops, or courses should present this content free of confounding influences. Any information outside of the Estill Voice Model drawn into an EVT presentation should be kept to a minimum and clearly identified and attributed to its source.

C. Core Values and Practice Standards

The standards that appear below reflect the core value that we will treat our students and professional peers as we would like to be treated ourselves.

1. In regard to Respect, we will:

- a. Provide services to our students, clients, and mentorees without consideration of race, gender, sexual orientation, religion, ethnicity, disability, or national origin.
- b. Create a safe learning and work environment for our students, mentorees and colleagues by maintaining professional decorum with patterns of speech and

behavior free of any words or actions that might be construed as harassment, disrespect, or threats to an individual's rights and/or physical boundaries.

- c. Protect the privacy and confidentiality of all who seek vocal training from us, whether in private or course settings, obtaining informed consent prior to use of an individual's name, face, or audio/video recording in any public forum including social media.
- d. Accept our Estill colleagues as professional associates without prejudice as to the conditions of their certification (date, time, country, or mentor), nor their race, gender, sexual orientation, religion, ethnicity, disability, or national origin.
- e. Maintain a professional demeanor when speaking or writing about our EVT Community and non-EVT Community colleagues, especially when engaging in professional activities or participating in social media contexts where a negative or disparaging comment might misrepresent opinions within the EVT Community and/or be misconstrued as a position held by Estill Voice International, LLC.

2. In regard to Fairness, we will:

- a. Clearly represent our level of certification and work with individuals and groups within the privilege boundaries of that level.
- b. Exercise care in making predictive statements regarding the process and potential outcome of services rendered, so that goals and expectations are realistic and attainable.
- c. Teach Estill Voice Training® free of confounding influences from other pedagogical or body work approaches when individuals approach us specifically for Estill Voice Training® instruction.
- d. Discuss fees and financial arrangements prior to service provision, in a professional manner without hesitation or equivocation.
- e. Freely recommend our Estill Community colleagues to our students/clients, based on our personal experience of their skills as teachers of Estill Voice Training®, refraining from judgments based on the opinions of others.

3. In regard to Peer Relationships, we will:

- a. Promote the services of Estill Community colleagues when we are unable to take advantage of professional opportunities.
- b. Communicate openly with EVT colleagues when approached by students or mentorees wishing to transition from one Estill Voice Training® professional to another so that the transition is handled with transparency and sensitivity.
- c. Freely and directly approach our EVT Community colleagues with any questions or concerns, be they our own or those brought to us by others, to better understand local practices, clear up misunderstandings, and avoid the spread of gossip and rumor.

- d. Demonstrate respect for our EVT Community colleagues by charging fees for lessons, courses, and certification activities that are commensurate with local economic standards. We will not unfairly compete with our colleagues in the EVT Community whether we are at home or travelling into a new region.

D. Certification Letter of Agreement

Certification in Estill Voice Training® (EVT) is a privilege that comes with an obligation to demonstrate professional and interpersonal behaviors that reflect well upon the entire EVT Community. Every year that you maintain active affiliation with Estill Voice International, LLC, you will be required to confirm and renew this Certification Agreement.

Entry of your electronic signature in the Certification Center will signify a binding agreement to:

- Treat students, EVT Community colleagues, and professional peers from all pedagogical traditions with respect, fairness, and collegiality;
- Accurately represent your certification level and abide by its conditions and limitations in all professional and promotional activities;
- Promote yourself as a member of the Estill Voice Training Community only for so long as you maintain active affiliation with Estill Voice International, LLC, through continuing education activities determined by your certification level and renewal of this agreement with payment of annual fees;
- Protect the intellectual property rights of Estill Voice International, LLC, (EVI) by 1) recognizing that the information and materials including but not limited to books, papers, pamphlets, notes, video and audio files, software programs, presentation visuals, knowledge, experience and expertise that comprise Estill Voice Training® are copyrighted and proprietary, and 2) never reproducing EVI's intellectual property in any format without first obtaining written permission from Estill Voice International;
- Accept that the intellectual property rights of Estill Voice International extend beyond the termination of your certification relationship with EVI and the EVT Community and that you may not re-package Estill Voice Training® concepts into new teaching products after leaving the EVT Community.

E. Role of Certification Advisory Board

The Certification Advisory Board (EVT Board) oversees all aspects of the certification process and acts to support adherence to the EVT Community's Core Values and Certification Practice Standards as needed. Questions regarding any aspect of this process or practice can be brought to info@estillvoice.com or directly to the Board at evtboard@estillvoice.com.

III. Estill Figure Proficiency (EFP)

A. Overview

Estill Figure Proficiency (EFP) is a demonstration of personal skill in Craft. To earn this certificate, individuals must develop voice motor control of the Figures for Voice Control™ in Estill Voice Training® Level One and Two Courses. Dedicated applicants are able to prepare for and meet this requirement within a year.

Because the EFP is based on personal performance of the Estill Figures, these individuals cannot represent, promote, nor advertise themselves as official EVT teachers in printed materials, websites, or on social media platforms. This last privilege is reserved for EMTs and EMCIs; however, the EFP is the first step toward these other levels of certification.



B. Prerequisite

The EFP process can begin after an individual has completed official Level One and Two Courses in Estill Voice Training® as confirmed by a Certificate of Attendance signed by an EMCI. This requirement is most easily met by attending one of the public courses taught by an Estill Mentor and Course Instructor (EMCI) listed on www.estillvoice.com. The following options could also meet this course prerequisite requirement.

1. Authorized courses taught in academic settings not listed on www.estillvoice.com

- a. Courses must have an EVI assigned course approval number.
- b. Courses must present the complete EVT curriculum with teaching and presentation materials published by Estill Voice International, LLC, including the Course Workbooks, Course Presentation Slides, Research Videos, Practice Videos, and Estill Voiceprint Plus.
- c. Courses must be taught by an EMCI or an EMT with EVI authorization supervised by an EMCI who vouches for the teaching quality and signs the Certificate of Attendance.

2. Private study of EVT Level One and Two Courses with an EMCI

Private teaching must include the complete EVT curriculum (see 1.b above) and the EMCI must give the student a letter verifying that all appropriate conditions have been met. (Private study with an EMT does not meet this requirement.)

C. Preparation for Testing

1. Gain Proficiency in EVT Figure Option and Hand Signal Demonstration:

Proficiency is gained through focused deliberate practice of the Figures for Voice Control in both Level One and Level Two Courses. Note that it may be necessary to work through these courses more than once and/or to receive private tutoring from an EMT or EMCI to develop true proficiency in Figure Option and Hand Signal demonstrations. Per EVI policy, all coaching fees payable to EMTs and EMCIs should be clearly communicated well in advance. The EFP applicant is required to purchase and use Estill Voiceprint Plus™ while preparing for the examination.

2. Find an EMCI Mentor:

Although an individual preparing for EFP testing might prepare by studying with many members of the EVT Community, he or she is required to find an EMCI who is willing to act as primary contact person for progress tracking in the Estill Voice International Certification Center. The EMCI does not need to hold Testing Privileges to serve as a Mentor for individuals preparing to qualify as EFPs.

3. Register for EFP Testing:

Once a Mentor has been found, the individual working toward an EFP must create a Certification Center account by selecting “Sign Up” and paying a fee to register for EFP Testing. The Certification Center is accessible from the www.estillvoice.com home page under “Certification” (<https://www.estillvoice.com/certificationcenter/>). A form will appear to collect personal contact, EMCI Mentor, and billing information. Payment completes the “Sign Up” process; another fee will be charged when testing is successfully completed. All certification fees and guidelines are reported in the Certification Center and in the EVT Certification-at-a-Glance document, a free download on www.estillvoice.com. This Certification Center “Sign Up” and EFP Testing Registration Fee supports:

- a. Parallel accounts for the EFP applicant accessible via the EVT Extranet “Member Login” or Certification Center “Sign In”.
- b. “Preparing for EFP” page on the applicant’s Certification Center home page.
- c. “My Profile” page in the EVT Extranet to update contact information and manage the username and password access shared by the Extranet and Certification Center.
- d. A “Progress Tracker” visible on both the applicant’s and Mentor’s Certification Center home pages.

4. Schedule the Voiceprint Protocol with Hand Signal Examination:

The EMCI Mentor is responsible for entering this date into the Certification Center database (via “My Testing Center” page). Typically, the EMCI Mentor administers

the Estill Voiceprint Plus EFP Testing Protocol Exam; however, any other EMCI may be engaged to do so. In such cases, the EMCI Examiner must communicate testing results to the EMCI Mentor.

5. EFP Examination Fees

Examination fees are payable to the Estill Mentor and Course Instructor who conducts the examination. EVI sets a minimum for examination fees. These minimum amounts are reported in the Certification-at-a-Glance download on www.estillvoice.com and in the Certification Center. If re-testing is required, additional fees will be applied. Specific fees associated with the EMCI Examiner's time should be clearly communicated prior to testing.

D. EFP Examination Administration

1. Standard Testing Conditions:

The EMCI conducting the examination must be in a quiet room with the EFP applicant. The EFP applicant may consult notes, but may not watch the Estill Voiceprint screen during testing. The EMCI is solely responsible for making recordings and managing the inventories of the testing protocol files.

2. Remote Testing Conditions:

With special training from EVI an EMCI can administer this exam over the internet via video conferencing when the logistics and expense of face-to-face testing are prohibitive. High quality video and audio connections are assumed; someone other than the EFP Applicant must manage the Estill Voiceprint Plus program as the examiner observes. The inventory of the exam recorded in the room will be used as the basis for the examiner's assessment.

3. Testing Procedures:

EFP applicants will be asked to record all 26 of the tasks in the EFP Voiceprint Protocol on pitches of their choice while using Hand Signals. Pitches may vary from task to task and quality scales may ascend or descend. Examinees are given all the time they need to complete 3 trials of each task. A well-prepared candidate can complete the entire EFP Voiceprint Protocol with Hand Signals in 1-2 hours.

4. Passing Criteria:

The examining EMCI will use visual and auditory judgments to evaluate the applicant's success in demonstrating the options in each task. To pass a given task an acceptable production of Figure Options with appropriate Hand Signals must be recorded within 3 trials.

5. Re-examinations:

If the applicant is unable to pass all of the tasks in the EFP Voiceprint Protocol with Hand Signals in the first testing session, additional sessions may be scheduled. When the exam is not passed in its entirety, only those elements that were *not* acceptable need to be repeated. The applicant may have up to 2 extra examination sessions within the year following the first examination date to pass the EFP Protocol. If formal testing is not successfully completed within a year, the certification applicant must retake the entire EFP Protocol as if he or she were a new applicant. Per EVI policy, testing fees associated with the EMCI's time and scoring of repeat examinations should be clearly communicated prior to testing.

E. Finalizing Successful Completion

Any EMCI Examiner can check off the EFP examination "pass" in the applicant's Progress Tracker within the "Candidate Directory" in the Certification Center. Only EMCI Mentors have access to the ultimate check box that verifies successful completion of EFP qualifications. In cases where the examiner and Mentor are not the same person, the examiner must notify the Mentor as soon as possible. The EMCI Mentor and new EFP can then complete the process as follows.

1. Review Scope of Certification:

Once the EFP examination has been successfully completed, the EMCI Mentor and new EFP certificant will review the Scope of EFP Certification (read on to F.1) and review the Core Values and Practice Standards (see Section II).

2. Complete New Certification Registration:

The EMCI and new EFP complete this process in the Certification Center.

- a. The EMCI Mentor checks off the box reporting that all requirements have been met in the candidate's Progress Tracker within the Mentor's "My Testing Center". This step makes changes in the Certification Center account of the new EFP.
- b. When the newly passed EFP signs into the Certification Center, the home page will display a prompt to process this new certification. The new EFP will be asked to indicate acceptance of terms in the Certification Letter of Agreement and to pay their first Annual Fee. (Current fees can be found in the Certification Center and in the latest version of the Certification-at-a-Glance download.)
- c. Completion of the steps above update the Certification Center and Community Extranet accounts and activate the EFP listing in the EFP Directory on www.estillvoice.com. EFP recipients can print EFP Certificates from their home page in the Certification Center. The EFP must go to "My Profile" in the Community Extranet to edit contact information and to reset the privacy policies at the bottom of the form to control the contact information (City, Region, Country) appearing to the public in the EFP Directory. Access will continue so long as the EFP remains active within the EVT Community by renewing the Certification Agreement and paying the annual fee.

F. Privileges

1. Scope of Certification:

Individuals with EFP certification are encouraged to use Estill Voice Training®. Because the EFP is based on personal performance of the Estill Figures, these individuals cannot represent, promote, nor advertise themselves as official EVT teachers in printed materials, websites, or on social media platforms. This last privilege is reserved for EMTs and EMCIs.

2. EVT Community Participation:

EFPs are welcomed as members of the EVT Community and expected to adhere to its standards for social and professional behavior as outlined in our Core Values and Practice Standards (see Section II).

3. E-Updates (Estill Updates):

The EFP will automatically receive E-Updates from EVI that contain information pertinent to certified members of the EVT Community.

4. EVT Extranet and Certification Center Access:

Individuals who have earned the EFP can explore resources on the EVT Community Extranet. The EVT Community Extranet links to the Certification Center, from which the EFP can print certificates, pay annual fees, learn about EMT preparation, and “Register for EMT Examinations”. Access to Extranet and Certification Center accounts will continue so long as the EFP remains actively affiliated with Estill Voice International by renewing the Certification Agreement and paying the annual fee.

5. Professional Promotion:

Individuals with EFP certification are permitted to report this accomplishment in curriculum vitae and promotional biographical descriptions. Use of the EFP graphic “bug” (a download from the Certification Center account) is permitted in print and other media when placed in context of professional development and earned qualifications. Please note: “Estill”, “EVT”, and/or “EVC” (Estill Voice Craft) may not appear in business names, email addresses, nor in website domain names, nor in the titles of social media accounts that function as a substitute for a personal or business website.

6. Listing on EstillVoice.com:

The names of those who have earned the Estill Figure Proficiency are listed on the Estill Voice International website. The EFP recipient can choose to edit this listing and/or reset the privacy policies that support the listing through his or her EVT Extranet account at any time by visiting “My Profile”, entering edits and saving changes. This information appears in the EFP Directory so long as the EFP remains

actively affiliated with Estill Voice International by renewing the Certification Agreement and paying the annual fee.

G. Terms

1. Annual Fees:

The annual fee supports the growth and future of Estill Voice Training and maintains EFP accounts in the EVT Extranet and Certification Center. Renewal of the Certification Agreement at time of payment affirms the EFP's active support of the Estill Voice Training Community. Only EFPs who promote Estill Voice Training and support the mission of Estill Voice International are eligible to pursue EMT status. EFP privileges are withdrawn when active affiliation is not maintained.

2. Continuing Education:

EFPs are encouraged to stay up-to-date with new developments in Estill Voice Training, but there are currently no continuing education requirements at this certification level. EFPs are encouraged to attend Estill World Voice Symposiums, regional Summit Meetings, online updates, etc. EFPs are responsible for making sure that the email associated with their Extranet and Certification Center account is accurate and active so that they can receive notification via E-Update should there be a change in the continuing education policy.

3. Obligations to Colleagues and EVI:

Each year when EFPs pay their annual fees, they renew their Certification Agreement with EVI. This agreement stipulates that the EFP will accurately represent their certification level and respect EVI's intellectual property rights. In addition, EFPs will agree to conform to the EVT Community's Core Values and Practice Standards for professional conduct and relationships with colleagues. As representatives of the Estill Voice Training Community in the world, they are further advised to exercise caution in posting content to social media visible to the public that might violate their Certification Agreement.

H. Overview of Fees associated with the EFP Process

Current Fees are listed in the Certification Center and within the Certification-at-a-Glance, 5.0 pdf available on www.estillvoice.com.

1. Account & Testing Registration Fee:

This fee, payable to EVI, registers an individual's intention to be examined for EFP and establishes their EVT Extranet and Certification Center accounts.

2. Coaching Fees:

These fees are paid directly to any EMCI or EMT involved. Per EVI policy, these fees should be discussed and agreed upon in advance.

3. Examination Administration Fee:

Examination fees are paid directly to the Estill Mentor and Course Instructor who conducts the examination and may vary by region. Minimum amounts are set by the Certification Advisory Board. If re-testing is required, additional fees will be applied. EVI requires that all EMCIs communicate their specific fees in advance of testing.

4. Annual Certification Fee:

Upon certification, an annual fee is due to EVI. This fee maintains EFP accounts in the EVT Community Extranet and Certification Center and supports Estill Voice International in its mission. Each year the EFP will be invoiced for the upcoming year's annual fee on anniversary of certification activation. Annual fees associated with advancement to a new level of certification during any year will be prorated. If fee payments are more than 30 days past due, accounts will be deactivated and listing on the website removed. To return to active membership in the EVT Community and restore account access, the EFP will be required to pay all outstanding annual fees and a re-activation service charge.

IV. Estill Master Trainer (EMT)

A. Overview

An Estill Master Trainer (EMT) is qualified to teach Estill Voice Training® (EVT) in a private studio, to offer one-day Introductory Workshops, and to lead Practice Groups during and following EVT Courses without direct supervision. Dedicated EFP applicants can prepare for and meet this requirement within three years. EMT status is an impressive achievement and EMTs are encouraged to promote themselves as “Estill Trainers” and to purchase EVT teaching materials for their private students. Any EMT aspiring to become an Estill Mentor and Course Instructor must have several years of experience as an EMT teaching and promoting EVT.



B. Prerequisites

1. Estill Figure Proficiency:

An EMT applicant must have Estill Figure Proficiency certification and maintain active Extranet and Certification Center accounts. If these accounts have been deactivated for non-payment of annual fees, all overdue fees and a re-activation service charge must be paid to restore access.

2. EVT Level One & Two Course Attendance:

At a minimum, the individual seeking EMT certification must have completed two Level One and two Level Two Courses offered to the public or in academic settings where the complete Estill Voice Training curriculum was presented (Workbooks, Course Presentation Slides, Research Videos, Training Videos and Estill Voiceprint Plus) and authorized by a Certificate of Attendance signed by an EMCI. It is strongly suggested that the applicant attend courses taught by different EMCIs.

C. EMT Examination Process Overview

The EMT assessment process is conducted in two phases.

1. Phase One Formal Examinations:

There are three testing components in Phase One: (1) the EMT Voiceprint Protocol with Hand Signals; (2) the EMT Written Examination; and (3) an Oral Exam Figure Demonstration. The EMT Estill Voiceprint Plus Protocol is a more challenging version of the EFP protocol. Simultaneous performance of Hand Signals is required during this protocol. The EMT Written Exam contains identification, multiple choice and short answer questions drawn from the content of the Level One and Two Workbooks with brief listening samples to be analyzed. The Oral Exam Figure

Demonstration includes description and demonstration of all the steps in a randomly selected Figure for Voice Control, with Hand Signals. Once these exams have been passed, the EFP becomes an EMT-Candidate.

2. Phase Two Teaching Observations:

EMT-Candidates must be observed effectively teaching the principles and content of Estill Voice Training® and all of its Figures and Voice Qualities. Only one pass per element is required. A portion of these observations must be in the context of leading Practice Groups in courses. Teaching sessions must be observed by at least two EMCIs, both of whom must pass portions of the observations. Ideally the first observer will be the EMCI-TP Mentor; there must be at least one other EMCI observer. Specific requirements can be found in Section F.

D. Preparation for Phase One Testing

1. Gain Proficiency in demonstrating and explaining EVT Concepts, Figures, Qualities and Hand Signals:

EMTs must be able to convincingly demonstrate the Figures for Voice Control from Level One (with Hand Signals) and the Six Voice Qualities from Level Two. They must also be able to answer basic questions pertaining to the anatomy, physiology, and acoustics of the human voice in general and Estill Voice Training in particular. Study and practice outside the context of EVT Level One and Two Courses will be necessary. Options for further study include participation in Certification Workshops, independent reading, and/or private tutoring from the EMCI-TP Mentor or other EMTs and EMCIs. It is strongly suggested that applicants schedule voiceprint coaching sessions with their Examiner prior to testing. All coaching fees should be agreed upon in advance.

2. Purchase Estill Voiceprint Plus (EVPP):

The EMT applicant must purchase EVPP if he or she has not already done so. All EMTs are expected to be competent in the operation of this program and to understand its value in motor training.

3. Find an EMCI-TP Mentor:

Although an individual pursuing certification as an EMT may work with many members of the EVT Community in the process of achieving certification, he or she is required to find a single EMCI-TP who is willing to serve as the designated Mentor and primary contact for registration and progress tracking in the Estill Certification Center.

4. Register for EMT Testing:

The EFP seeking to become an EMT should complete this step in advance of

examination by logging into the Certification Center and selecting “Register for EMT Testing”. A form will appear to collect EMCI-TP Mentor and billing information. Payment of the Testing Registration Fee completes this process. The current EMT Testing Registration Fee is reported in the Certification-at-a-Glance document, a free download on www.estillvoice.com. Payment of the Testing Registration Fee opens access to the “Preparing for Phase One Exams” page visible from the applicant’s Certification Center home page, and creates new “Progress Trackers” visible from both the applicant’s and Mentor’s Certification Center home pages.

5. Schedule Phase One EMT Examinations:

The Voiceprint EMT Protocol with Hand Signals and Written Examinations for EMT must be administered by an EMCI with Testing Privileges (EMCI-TP). The Mentor may suggest that the applicant be examined by another EMCI-TP. Once a testing date has been agreed upon, it should be added to the Certification Center database via the EMCI-TP Mentor’s “My Testing Center” page. If the examiner is not the Mentor, the examiner must communicate both the exam date and exam results to the EMCI-TP Mentor.

6. EMT Phase One Examination Fees:

Examination fees are payable to the Estill Mentor and Course Instructor with Testing Privileges who conducts the examinations. EVI sets a minimum for examination fees. These minimum amounts are reported in the Certification-at-a-Glance download on www.estillvoice.com and in the Certification Center. If re-testing is required, additional fees will be charged. EVI requires its EMCI-TPs to communicate their examination & re-examination fees in advance.

E. EMT Phase One Formal Examination Administration

1. Standard Testing Conditions:

Both exams must be conducted in a quiet room free of distractions. During the Voiceprint with Hand Signal Exam, the EMT applicant may consult coaching notes but may not watch the Estill Voiceprint screen. During the Written Exams, access to notes is not allowed. Examinees are given all the time they need to complete the exams in EMT Phase One; however, typically administration time is half a day. Either exam can be presented first.

2. Remote Testing Conditions:

With special training from EVI an EMCI can administer this exam over the internet via video conferencing when the logistics and expense of face-to-face testing are prohibitive. High quality video and audio internet connections are assumed; someone other than the EFP Applicant must manage the Estill Voiceprint Plus program while the examiner observes. A second person must also proctor the Written Exam. The proctor must open the sealed Written Exam envelope, remain in the room while the

exam is being written, and seal and return the exam once it has been completed. The proctor must also maintain internet contact with the examiner while the exam is being written for any questions that might arise. Proctor fees should also be agreed upon in advance of testing over the internet.

3. EMT Voiceprint & Hand Signal Exam Administration:

The EMT applicant will be asked to record 57 tasks in the EMT Voiceprint Protocol with Hand Signals. 46 of these tasks must be performed on or between the same two pitches an octave apart, chosen in advance. Nearly all tasks require abrupt changes of condition without pauses in between. Quality octave scales may ascend or descend. 30 second examples of each quality (song or monologue) are also a part of this exam. A well-prepared candidate can complete the entire EMT Voiceprint Protocol with Hand Signals within 2 hours. The examining EMCI-TP must watch the applicant as the protocol is recorded and use both auditory and visual judgments - of both the applicant and the EVPP screen - to evaluate the applicant's success in demonstrating each task and Hand Signal. An acceptable production of each task must be recorded within 3 trials in order to score as a pass. If the applicant is unable to pass the EMT Voiceprint/Hand Signal Exam in this initial testing session, a re-examination will be offered.

4. EMT Written Exam Administration:

This examination tests the applicant's knowledge of information presented in Level One and Level Two Course Workbooks. To pass, the applicant must be able to identify and discuss relevant anatomy and physiology, specific aspects of the Figures and Qualities, acoustic analysis displays in Estill Voiceprint Plus, and EVT approaches to common voice problems. Examinees are given all the time they need to write this examination. A well-prepared candidate typically completes the EMT Written Examination in 1-2 hours. The applicant must score 90% or better to pass this exam. If the applicant is unable to pass the EMT Written Exam in this initial testing session, a re-examination will be offered.

5. Oral Exam Figure Demonstration

At the end of the Written Exam, the examinee will be asked to describe and demonstrate a randomly chosen Figure in its entirety. To pass, all steps of the Figure must be included and described; demonstrations must include Hand Signals.

6. Re-examination Policies:

- a. If the applicant is unable to pass all tasks within the EMT Voiceprint Protocol with Hand Signals during this initial testing session, repeat testing sessions will be offered. Only those elements that were not acceptable need to be repeated.
- b. If the applicant is unable to pass the Written Exam, a different version of the EMT Written Exam will be used for re-testing.

- c. Phase One Time Limit: If formal Phase One testing is not successfully completed within a year, the certification applicant must re-sit both the Written Exam and EMT Voiceprint Protocol as if he or she were a new applicant.

7. Procedures concluding Phase One and change of status to EMT-C

The EMCI-TP Mentor reports successful completion of EMT Phase One Exams in his or her “My Testing Center”. This action upgrades the EFP’s status to EMT-Candidate (EMT-C). The Certification Center database will automatically update the progress tracking forms to an observation tracking grid that will appear on the EMT-C’s “Progress Tracker”, in the EMCI-TP Mentor’s “My Testing Center”, and in the “Certification Candidate Directory” visible to all EMCIs. There are no Certification Center fees associated with this upgrade.

F. EMT Phase Two Teaching Observations

1. Overview:

The Phase Two assessment of teaching proficiency requires that the EMT-Candidate be observed successfully teaching 26 elements of the EVT curriculum to authentic students of Estill: students encountering EVT for the first time or at the earliest stages of their work with EVT. A portion of these observations must occur in the context of Level One and Two Courses open to the public where the EMT-C is expected to observe and lead Practice Groups. At least two EMCIs must observe the EMT-C and report passing observations in the Certification Center database. EMCIs of any level are qualified to observe EMT-Cs. Phase Two observations continue until the candidate has passed all 26 elements and concepts required. Only one pass per element is required to complete this requirement; however, EMT-Cs may require more than one observation to earn a pass. The time required to complete Phase Two Observations depends on many variables. Phase Two Observations must be completed within 2 years of completing Phase One Examinations.

2. Requirements and Expectations:

- a. Requirement for Passing Phase Two Observations: Only one pass per element is required to complete the Phase Two Teaching Observation requirement; however, extra passing observations may be required to meet the Additional Observer and Course Practice Group requirements described below. Additional Observer Requirement: At a minimum, passing observations on 4 Figures and 2 Qualities must be recorded by an EMCI or combination of EMCIs other than the primary observer assumed to be the Mentor.
- b. Course Practice Group Observation Requirement: A minimum of 6 of the 18 observation elements from Level One and 3 of the 8 elements from Level Two must be passed while the EMT-C is leading Practice Groups within the context of Level One and Two Courses presented by an EMCI. Observation credit for non-

Figure elements is earned by incorporating and reinforcing principles associated with Effort, Power, Pitch, and Attractor States in every teaching session. Credit for Vocal Fold Plane will be earned in the Practice Group following its presentation in the course. The EMT-C must use Estill Voiceprint Plus during teaching observations. Observations in a certification workshop do not meet the Course Practice Group Observation requirement.

- c. Private Observations: Live or video observations of private teaching to individuals or groups are permitted. A varied student demographic, similar to the mix in a course (i.e. gender, age, interest, skill level) should appear across these observations. Refrain from using the same student for all observations. The EMT-C must use Estill Voiceprint Plus during these teaching observations. EMT-Cs must be prepared to devote more time to the presentation of each Figure than would typically be the case in a course where students are arriving fresh from an EMCI's lecture/presentation.
- d. Videos may be presented for observation under the following conditions:
 - i. Mentors must be informed of every Observation Video and the EMCI to whom the video is sent;
 - ii. If a video does not "pass" it may not be submitted to a another EMCI;
 - iii. Videos can be rejected if: 1) general audio and video quality are poor, 2) the particulars of set-up and camera placement do not provide a good view of teaching activities and/or render them inaudible, or 3) the students are not authentic newcomers to EVT according to the observer's judgment.
- e. General Expectations: Regardless of observation setting, every EVT teaching session should include an introduction or review of the Figure/Quality/Exercise that is its topic and provide opportunities for individualized coaching. EMT-Cs are expected to reinforce EVT concepts throughout the session by using EVT terminology and by creating opportunities for students to answer open-ended questions regarding what is being heard, felt, or seen. EMT-Cs are expected to provide productive feedback as they lead each student to his or her next step in skill acquisition. EMT-Cs should demonstrate their ability to address differing learning styles by making use of Hand Signals, Estill Voiceprint Plus, the Make & Move Larynx, Figures in a Flash, endoscopy videos, Level One and Two Workbook illustrations, and anatomy texts and/or models as available. The EMT-C must be observed teaching both male and female students. When leading Course Practice Groups, the EMT's ability to manage time is also evaluated. EMCI Observers should be consulted prior to observation for specific guidelines.
- f. Observation Fees and Expenses: Whether an EMT-C leads a Practice Group on an EVI-approved course or submits videos for rating, observation fees will be charged. These fees are determined by individual EMCIs (not EVI) and may vary by region. The EMT-C and observing EMCI should discuss and agree upon all observation fees in advance. When leading a Practice Group on a course, the EMT-C will be responsible for all travel, lodging, and meal expenses.

3. Preparation:

If the EMT-Candidate is new to teaching, observations of EMCIs and EMTs in classrooms/studios and Practice Groups are strongly suggested. Even when EMT-Cs are accomplished teachers, they are advised to practice implementing EVT vocabulary, concepts, and training principles in advance of being observed for credit toward the Phase Two requirements.

- a. The EMCI-TP Mentor remains a guide through this process and can point the way to resources available in the Certification Center and on the EVT Extranet (e.g. Interning Guidelines, Hand Signal videos, etc.).
- b. EMT-Cs are permitted to purchase the Estill Voice Training Level One and Two Course Instruction Manual. The Course Instruction Manual contains valuable advice for those interested in teaching Estill Voice Training. Careful review of its teaching notes and familiarity with the Research Videos are recommended but not required.
- c. The EMT-C is expected to use Estill Voiceprint Plus during teaching observations and must be familiar with its operation. Estill Voiceprint Plus is a valuable aid for ear-training, contains recordings of male and female voices, and provides visual and instant-replay aural feedback and knowledge of results.
- d. Practice teaching for coaching purposes prior to Phase Two Observations is highly recommended. The EMT-C should be aware that these activities are preparatory and do not apply toward observation requirements. Videos of practice teaching are one mechanism for obtaining feedback and advice in advance of formal observations; participation in Certification Workshops where participants exchange constructive feedback would be another. All coaching fees should be agreed upon in advance.

4. Scheduling Observations:

The EMT-Candidate is required to arrange observations with a minimum of 2 EMCIs. It is suggested that the EMCI Mentor be the first observer. Success in finding a place on a course production team to meet the Practice Group Observation requirement is subject to the size of the course, the number of EMTs and EMT-Cs already signed on, and the general willingness of the EMCI presenter to take on the additional burden of supervising and observing EMT-Cs. EMT-Cs accepted as part of the course production team will have the opportunity to sit in on every Practice Group; they are not guaranteed the opportunity to lead every Practice Group.

5. The EMT Observation Packet:

This document is available for download from the “Preparing for Phase Two Observations” page on the EMT-C’s Certification Center home page. It contains assessment guidelines and samples of the forms used to document an EMT-C’s progress through Phase Two. Descriptions of these forms appear in sections to follow.

6. Evaluation & Pass Criteria:

The teaching of each concept, Figure, and Quality will be evaluated using the following ratings: below expectations, meets expectations, or exceeds expectations. Ratings for Accuracy, Connection, and Effectiveness during introduction/review, group, and individual coaching must all “meet” or “exceed” expectations to “pass” as competent to teach the concept, Figure, or Quality. EMT-Cs may have to repeat elements to earn a passing rating. Standards are high and Practice Group routines will vary from EMCI to EMCI. The EMT-C is responsible for checking in with EMCI Observers in advance to become familiar with preferred routines.

7. Documentation of Progress:

Progress through Phase Two Teaching Observations is tracked by observation forms (see 8. and 9. below) and entries into the Certification Center Progress Tracker (see 10. below). Although the ultimate completion of this process is electronic, the EMT-C is required to save paper and/or scanned copies for verification and back-up.

8. Feedback Forms:

EMCIs must complete a Feedback Form for every Phase Two Observation session. These forms are available in the Certification Center’s EMCI and EMT-C home pages. EMT-Cs must sign each form to indicate that they have met with their observer and understand its comments and results. Feedback Forms must be completed within one week of the observation date; however, when observations occur during courses, more timely feedback must be provided so that corrections and improvements can be made in subsequent Practice Groups. Copies of all Feedback Forms must be sent to the EMCI-TP Mentor by either the EMCI or EMT-C. It is the EMT-Cs responsibility to confirm receipt. EMT-Cs must also save and securely store copies of Feedback Forms from every observation, making them available to EVI upon request.

FEEDBACK for EMT-C / EMCI-C PHASE TWO OBSERVATIONS
(circle one)

Candidate: _____ Observing EMCI: _____
 Course/Other: _____ Date(s): _____
 Observation # _____ Element Observed: _____

| Figure-Quality Review / Presentation | | Accuracy | Connection | Effectiveness |
|---|--------|----------|------------------|---------------|
| Lesson / Group Dynamics | | | | |
| Individual / Group Coaching | | | | |
| Effort: | Power: | Pitch: | Attractor State: | |
| Notes: Comments: | | | | |

Key: - = below expectations; √ = meets expectations; + = exceeds expectations

I have reviewed this feedback with my observer:
 _____ (EMT-C / EMCI-C Signature & Date)

9. Observation Transcript:

This form maintains the EMT-Candidate’s record of ALL observations during Phase Two. This form should be scanned and sent to observing EMCIs in advance of course

or video observations. EMT-Cs should bring a print-out of this form to courses so that all observing EMCIs can report results. The EMCI will initial and indicate the setting, date, and results of each set of observations. In the case of video observations, the EMCI will complete the form and scan a copy back to the EMT-C. It is the EMT-C's responsibility to save updated copies of this form.

TRANSCRIPT for PHASE TWO OBSERVATIONS

EMT-Candidate: _____ EMCI-TP Mentor: _____

EMT-Cs must use this form to maintain a record of all observation experiences. Each entry should correspond to a Feedback Form. EMT-Cs are responsible for providing copies of the Transcript to potential observers in advance of observations and confirming entry of results following observation.

EMCI observers will enter ratings for each set of observations in a single column, circling a plus (for success) or minus (needs more work) for each of the elements observed. Space is provided at the top of each column for the EMCI's initials, a "C" for public course or "O" for other setting, and the date/s of each set of observations.

| EMT-C Requirements | EMCI: C / O Date: | EMCI: C / O Date: | EMCI: C / O Date: | EMCI: C / O Date: | EMCI: C / O Date: | EMCI: C / O Date: |
|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Effort | + - | + - | + - | + - | + - | + - |
| Power | + - | + - | + - | + - | + - | + - |
| Pitch | + - | + - | + - | + - | + - | + - |
| Attractor States | + - | + - | + - | + - | + - | + - |
| TVF Onset/Offset | + - | + - | + - | + - | + - | + - |
| FVF | + - | + - | + - | + - | + - | + - |
| (continues) | | | | | | |

10. Certification Center Progress Tracker:

Successful ("passed") observations are tracked in the Certification Center. A progress tracking grid appears on the EMT-C's Certification Center home page, in the EMCI-TP's "My Testing Center", and in the "Certification Candidate Directory" visible to all EMCIs. The observing EMCI is responsible for registering all passing observations by checking off and dating the appropriate line in the EMT-C's observation tracking grid in the Certification Center. The EMT-C should confirm that these passes have been registered by consulting his or her "My Progress Tracker".

G. Finalizing Successful Completion

The EMCI-TP Mentor is the only person who has access to the check box that verifies successful completion of Phase Two. In some cases, this will involve coordination between the EMT-C, the final EMCI Observer and the EMCI-TP Mentor. The EMT-C and EMCI-TP Mentor must complete the following procedures within 30 days of the final observation.

1. Verify Successful Completion of Phase Two Teaching Observations:

The EMT-C must provide the EMCI-TP Mentor with a copy of the completed Observation Transcript so that the EMCI-TP Mentor can confirm that successful observations are recorded for all 26 elements; that at least 2 EMCIs have passed observations meeting the distribution requirements; and that the Course Practice Group observation requirement has been met. (Refer to Section IV.F.2 for specifics.)

2. Review Scope of Certification:

Once the EMCI-TP confirms completion of all requirements, Mentor and new EMT will review the Scope of Practice. (see Section IV.H.1)

3. Complete EMT Registration:

The EMCI and new EMT must take the following steps to complete Estill Master Trainer registration.

- a. The EMCI-TP Mentor checks the box reporting that all requirements have been met in the Certification Center from his or her “My Testing Center”. This step makes changes in the new EMT’s Certification Center account.
- b. When the newly passed EMT signs into the Certification Center, the home page will display a prompt to upgrade certification status. The new EMT will be asked to indicate acceptance of terms in the Certification Letter of Agreement and to pay a pro-rated EMT annual fee. (Current fees can be found in the Certification Center and in the latest version of the Certification-at-a-Glance download.)
- c. Completion of the EMT registration process updates the Certification Center and Community Extranet accounts once again and activates the EMT’s personal page on www.estillvoice.com. EMTs can print EMT Certificates from their home page in the Certification Center. The EMT must go to “My Profile” in the Community Extranet to edit contact information, add biographical notes, add an image (.gif or .jpg, sized for web), and to set the privacy policies at the bottom of the form to control the contact information appearing to the public. Access will continue so long as the EMT remains active within the EVT Community by renewing the Certification Agreement and paying the annual fee.

H. Privileges

1. Scope of Certification:

The EMT is qualified to use Estill Voice Training in the private studio or office setting and to purchase Course Workbooks and other teaching materials from Estill Voice International for use with students new to EVT. EMTs can independently produce one-day Introductory Workshops using materials provided by EVI and Practice Groups for those who have already taken an EVT Course. (See Section IV.H.8. below). The EMT is not permitted to teach public EVT Level One and Two Courses.

2. EVT Community Participation:

EMTs are welcomed into the EVT Community and expected to adhere to its standards for social and professional behavior as outlined in our Core Values and Practice Standards (see Section II).

3. E-Updates (Estill Updates):

The EMT will automatically receive E-Updates from EVI that contain information pertinent to certified members of the EVT Community.

4. EVT Extranet and Certification Center Access:

The EMT has expanded access to pages in the EVT Extranet. New pages include download links for graphics and workshop materials, as well as the Extranet Shop. In the Certification Center, EMTs can print out their certificates, pay their annual fees, learn about the EMCI preparation process, and “Register for EMCI Testing”. Access will continue as long as the EMT remains actively affiliated with Estill Voice International by renewing the Certification Agreement and paying the annual fee.

5. EVT Product Discounts:

The EMT may purchase EVT teaching materials from the Extranet Shop, many at a discount. These products may be resold to students.

6. Listing on EstillVoice.com:

Each EMT is given a page on www.estillvoice.com accessible through the instructor search function. The EMT can control content on this page through the “My Profile” page in the Community Extranet. Display of this page will continue as long as the EMT remains actively affiliated with Estill Voice International by renewing the Certification Agreement and paying the annual fee.

7. Professional Promotion:

Once a person has been certified at any level, he or she has the right to list that certification in curriculum vitae and promotional biographical descriptions. EMTs are members of the EVT Community who may advertise and promote themselves as private resources for Estill Voice Training®. EVT Logos and Certification “bugs” are available on the EVT Extranet in electronic format for use in either print or web-based media. If an EMT has a business/personal website, he or she must acknowledge EVT Certification on the website and display the EVT Logo with a link back to www.estillvoice.com. Please note: “Estill”, “EVT”, and/or “EVC” (Estill Voice Craft) may not appear in business names, email addresses, nor in website domain names, nor in the titles of social media accounts that function as a substitute for a personal or business website.

8. EVT Promotion:

EMTs are encouraged to be ambassadors for Estill Voice Training and to partner with EMCIs in generating enrollment for public courses and supporting the ongoing development of course-attendees interested in refining their skills and/or pursuing certification.

- a. EMTs are permitted to lead multi-hour single day Introductory Workshops. EMTs preparing Introductory Workshops are required to consult with their EMCI Mentor (or another EMCI if their Mentor is not available) and to use presentation and handout materials available on the EVT Community Extranet. These workshops should be posted to www.estillvoice.com via the extranet Workshop Approval and Posting Form. EMTs are reminded that advanced permission from EVI is required to extract or alter the content and graphics of EVI copyrighted materials.
- b. EMTs are permitted to offer single or recurring Practice Groups for students who have already attended Level One and Two Courses taught by an EMCI. These offerings should also appear on www.estillvoice.com through completion of the Workshop Approval and Posting Form from the Extranet.
- c. EMTs are permitted to offer coaching services to individuals interested in pursuing an EFP or EMT qualification. Typically, this coaching occurs in coordination with the EMCI or EMCI-TP serving as Mentor. EMTs are not permitted to administer EFP or EMT Voiceprint Testing Protocol exams; an EMCI examiner must personally conduct all exams.
- d. EMTs may present Estill Voice Training® content at professional meetings and conferences. When doing so, consultation with past Mentors is strongly advised. EVI is also available to assist the EMT in planning and graphic support. Estill certification level and depth of EVT experience must be communicated clearly on title slides and during introductory remarks. Royalty and graphics preparation fees for use of EVI intellectual property may apply, particularly when printed materials are distributed to conference participants. EMTs presenting in professional conferences or meetings on non-EVT topics are also required to acknowledge the role Estill Voice Training® has played in their development as a voice professional, and are required to display their Estill credentials as well as their bug and/or the EVT logo. EMTs are not permitted to display the Estill Voice International logo.

9. Class Teaching:

When an EMT is a faculty member at a school interested in offering the complete Level One and/or Level Two Course curriculum as a part of its ongoing academic offerings, the EMT may apply to EVI for special permission to use course materials otherwise available only to EMCIs. Approvals will be made on a case by case basis following consultation with the EMT's Mentors. Students in these courses will be eligible to receive Certificates of Attendance only if an EMCI supervises the course and signs the certificates.

10. Nomination and Voting Privileges:

EMTs can nominate and vote for new members of the EVT Certification Advisory Board. In addition, EMTs are permitted to nominate candidates for the Estill Lifetime Achievement Award (ELAA). Opportunities are communicated through E-Updates.

11. EVT Certification Advisory Board Eligibility:

EMTs are eligible to serve on the EVT Certification Advisory Board. Nominations are opened and elections held every two years in the month leading up to the Estill World Voice Symposium. Members of the EVT Certification Advisory Board serve four-year terms. Of the six positions on the Board, three are filled in each election. No more than two EMTs can serve on the Board at any time. Notifications appear in E-Updates in advance of the EWVS.

I. Terms

1. Annual Fees:

The annual fee supports EVI and the platforms and staff that maintain the EMT's accounts in the EVT Extranet and Certification Center. Renewal of the Certification Agreement at time of payment affirms the EMT's active support of the Estill Voice Training Community. EMT privileges are withdrawn when active affiliation is not maintained. Only EMTs who actively promote Estill Voice Training and support the mission of Estill Voice International are eligible to pursue EMCI status.

2. Certification Term & Continuing Education:

EMTs are required to stay up-to-date with new developments in Estill Voice Training by attending at least one Estill World Voice Symposium in every 6 year period following the effective date of certification. Leading Practice Groups on courses is another strategy for staying current. E-Updates will highlight other continuing education opportunities such as regional Summit Meetings, online and local workshops on advanced topics, etc. Additional mandatory update activities may be assigned. When there is a mandatory update activity, it will be featured in an E-Update. It is the EMT's responsibility to make sure that the email associated with their Community Extranet and Certification Center accounts is active and to read E-Updates and watch for these announcements. Certification privileges will be withdrawn from EMTs who do not fulfill mandatory continuing education activities.

3. Obligations to Colleagues and EVI:

Each year when EMTs pay their annual fees, they also renew their Certification Agreement with EVI. This agreement stipulates that the EMT will accurately represent their certification level and respect EVI's intellectual property rights. In addition, EMTs will agree to conform to the EVT Community's Core Values and Practice Standards for professional conduct and relationships with colleagues. As representatives of Estill Voice Training in the world, they are further advised to exercise caution in posting content to social media visible to the public that might violate their Certification Agreement.

J. Overview of all Fees associated with the EMT Process

All fees payable to EVI and the fee minimums suggested for examiners and observers can be found in the Certification-at-a-Glance, 5.0, a free download on www.estillvoice.com

1. Testing Registration Fee:

This fee, payable to EVI, registers an individual's intention to examine for EMT and upgrades their EVT Extranet and Certification Center accounts.

2. Coaching Fees:

All coaching fees are payable to the EMCI and/or EMTs involved. Per EVI policy, these fees should be discussed and agreed upon in advance.

3. EMT Phase One Examination Administration Fee:

Payable to the Estill Mentor and Course Instructor with Testing Privileges who conducts the examination, EVI sets a minimum for these fees. If re-testing is required, additional fees will be charged. EVI requires its EMCI-TPs to communicate their examination & re-examination fees in advance.

4. EMT Phase Two Teaching Observation Fees:

Payable to EMCI observers, these fees may vary by region and with observation setting: Practice Groups in a course, lessons in a private studio, live observation, video observation. All fees should be discussed and agreed upon well in advance.

5. Annual Fee:

Upon certification, an annual fee is due to EVI. This fee maintains EMT accounts in the EVT Community Extranet and Certification Center and supports Estill Voice International in its mission. Each year the EMT will be invoiced for the upcoming year's annual fee on anniversary of certification activation. Annual fees associated with advancement to a new level of certification during any year will be prorated. If fee payments are more than 30 days past due, accounts will be deactivated and EMT's page on the website removed. To return to active membership in the EVT Community and restore account access, the EMT will be required to pay all outstanding annual fees and a re-activation service charge.

V. Estill Mentor and Course Instructor (EMCI)

A. Overview

The Estill Mentor and Course Instructor (EMCI) has demonstrated a commitment to mentoring the next generation of EVT professionals and an ability to present the complete Estill Voice Training curriculum in courses open to the public.

As Mentors, EMCIs must be prepared to “teach the trainers”. EMCIs share in Estill Voice International’s vision and mission by supporting their students in the development of personal mastery of Estill Voice Training® concepts and Figures through EFP qualification and by guiding potential EMTs and EMCIs through successful completion of their personal goals to share EVT with others. EMCIs play a vital role in maintaining the integrity of the certification program and representing the EVT Community’s Core Values in the world.

In the course setting, EMCIs must have command of the Estill Voice Model and the anatomic, physiologic, and acoustic principles that are its foundation. EMCIs must also be prepared to answer questions relating to voice research, vocal health, and comparisons with other approaches used to teach voice. They are also expected to demonstrate how skills developed through Estill Voice Training’s Figures, its “Craft”, apply to personal and professional voice goals of a group of course participants with wide ranging interests and skills.

At a minimum, Estill Master Trainers with interest in becoming EMCIs must be active in EVT course promotion and production and have professional experience in performance, academic, clinical, or corporate applications of Estill Voice Training. Cross-over familiarity with the domains of music, drama, pedagogy, and vocal health are assumed. The EMT with interest in applying for EMCI certification should discuss this plan with the EMCIs who participated in their EMT qualifying process (Mentor and observers) and any other EMCIs on whose courses they have worked as EMT Practice Group leaders. These EMCIs can provide supportive feedback in regard to the applicant’s level of knowledge and preparation.

B. Qualifications/Prerequisites

1. Experience as an Estill Master Trainer:

An applicant for EMCI certification must be an EMT with active Community Extranet and Certification Center accounts.

2. Course Practice Group Experience:

The EMT considering becoming an EMCI must have led Practice Groups in at least three EVI-approved public Level One Courses and three Level Two Courses as an



EMT before approaching an EMCI-TP for mentorship. Courses must be offered to the public so that the EMT is exposed to interests of and questions from a diverse group of learners.

3. Estill Voice Training® Application Experience:

Anyone interested in becoming an EMCI must have years of experience using Estill Voice Training® in their professional life as a teacher, professor, instructor, conductor, coach, researcher, and/or speech-language therapist.

4. Find an EMCI-TP Mentor:

The EMT must find an EMCI-TP willing to serve as his/her Mentor for the EMCI certification process. This may be an EMCI who has mentored the EMT in the past or a new one.

C. Application Portfolio Preparation

The following guidelines have been developed to assist both EMTs and EMCI-TP Mentors in determining suitability and readiness to pursue this level of certification. An Application Portfolio with Letter of Intent must be submitted, reviewed, and approved by the EMCI Application Review Committee appointed by the EVT Certification Advisory Board before the EMT registers for Phase One Testing. There are 4 formal components in the Application Portfolio: (1) Curriculum Vitae, (2) References from two EMCIs, (3) Estill Voiceprint Plus EMT Protocol Recording, and (4) Letter of Intent.

1. Curriculum Vitae (CV):

Work on this component can begin at any time. CV preparation serves as a self-assessment of readiness and can be given to EMCI advisors and potential EMCI-TP Mentors to inform their advice and counsel. Below are the three broad categories that must be included in the CV with sample lists of qualifications and/or activities. Individuals may include experiences not appearing in the lists but appropriate to the category. A copy of the finalized CV will be submitted to the Certification Advisory Board with the Letter of Intent.

a. Formal Training and Professional Experience:

Artist's Diploma or similar certificate for successful completion of 1, 2, or 3 year programs from Conservatory or tertiary (post high school) performance training program

Academic Degree (3-4 year Bachelor's Degree or similar) from a college or university with a major within the departments of Music, Drama/Theatre, Communication Disorders, or Communication Sciences

Advanced degree (master's, doctorate) from a college or university with a major within the departments of Music, Drama/Theatre, Communication Disorders, or Communication Sciences

Professional practice in a school, tertiary educational institution, college, university, conservatory, private studio, hospital, or clinic, as a studio teacher, classroom instructor, or speech-language therapist.

Presentations and Workshops on Estill and non-Estill topics at conferences and symposia.

Supervisory or Management Experience in professional or volunteer settings (e.g. implementation of training programs or annual reviews, service on curriculum or governing committees, advisory boards, etc.).

b. **EVT Educational & Promotional Experiences:**

This list should be chronological. Indicate whether you attended as a student, as a small group leader, or as a producer of the course or workshop. Include Estill World Voice Symposiums and Regional Summits.

Include EVT Courses you have taught as an EMT in an Educational Affiliate or similar classroom setting with EVI Approval and under supervision of an EMCI. Report setting, supervising EMCI, number of years/semesters/levels taught.

Private Teaching/Coaching of EVT students: list the number of students who have completed the curriculum content of Level One or Two Workbooks with you and the number of students you have coached in preparation for their Estill Voiceprint Plus certification testing protocols.

Participation as an Estill Research Subject: list dates, investigators, and brief description of project.

Other Estill Support Services: include a list or paragraph that presents contributions to Jo Estill's mission such as: serving on an EWVS Organizing Committee, working on translation projects, etc.

c. **Pertinent Experience outside of Estill:**

List any experiences that would support your application but did not fit into the categories above. Do you speak multiple languages? Are you a sound engineer? Have you coached on a televised/internet voice competition? Are you trained in or qualified as an instructor in any form of body or voice work that informs you in principles of motor training or allows you to provide informed answers to questions about how EVT might compare to the ___ (fill in the blank) technique/method/approach?

2. References from two EMCIs:

The EMT must find two EMCIs willing to complete Reference Rating Forms in support of the application. These forms are available from the EMCIs' home pages in the Certification Center and will be submitted directly to the EMCI Application Review Committee. The Reference Rating Form assesses multiple aspects of the applicant's experience and suitability. The scores and text from individual reference forms will be kept confidential; however, the combined score will be released to the applicant and the EMCI-TP designated by the applicant as Mentor.

Reference Rating Form:

Ratings of 1 (weakest) to 5 (strongest) will be provided for each of the following:

1. Skill in modeling Estill Figures and Qualities.
2. Skill in presenting/reviewing Estill content.
3. Skill in identifying challenges during individual and group practice.
4. Skill in providing effective feedback and practice options to meet challenges in individual and group practice.
5. Interpersonal skills and professional demeanor.
6. Professional experience in artistic (performance), clinical, academic or corporate settings.
7. Professional experience applying Estill Voice Training in artistic (performance), clinical, academic or corporate settings.
8. Overall assessment of this individual's potential to meet our standards for EMCI.
9. Assessment of this individual's readiness for Phase One EMCI Examinations.

Please include a short paragraph summarizing the readiness of this applicant:

3. Estill Voiceprint Plus EMT Protocol Recordings:

Applicant will make a new set of recordings and submit the Inventory File.

4. Letter of Intent:

The EMT must send a formal declaration of intent to pursue EMCI status to the EVT Board, naming the EMCI-TP who will serve as Mentor, and presenting a summary of experience in support of their application.

D. Application Portfolio Submission and Processing:

The Curriculum Vitae, Estill Voiceprint Plus EMT Inventory, and Letter of Intent should be sent to evtboard@estillvoice.com. The Application will not be reviewed until the references have also been submitted. The EMCI Application Review Committee will notify the applicant when it is in receipt of all Application Portfolio components. The Committee's recommendation will be sent to both the applicant and the applicant's EMCI-TP Mentor within two weeks. If the application is not approved, the Review Committee will identify the areas/components that were deficient and specify an action plan and time line for resubmission of the next Application Portfolio. If the application is approved, the applicant enters the EMCI Examination Process.

E. EMCI Examination Process Overview

The assessment process for EMCI proceeds in two phases that parallel those in the EMT qualification:

1. Phase One Formal Examinations:

There are 3 formal examinations: 1) an Article Critique, 2) a Written Examination, and 3) an Oral Examination. An EMCI with Advanced Testing Privileges must administer these exams. At least one additional EMCI-TP will participate in the Oral Exam. Upon successful completion of Phase One Examinations, the EMCI applicant is considered a “EMCI-Candidate (EMCI-C)” and may begin Phase Two.

2. Phase Two Presentation Observations:

During Phase Two, the EMCI-C will be observed successfully delivering the 28 components of the EVT course curriculum (lectures, demonstrations, EVPP, endoscopy videos, audio samples, and open coachings) to a diverse group of individuals new to Estill Voice Training. EMCI-Cs presenting in public courses should participate in all aspects of course production; however, they may not teach more than one third of a public course’s content. Ideally the first observer will be the EMCI-TP Mentor; there must be at least one other EMCI observer. In similar manner to Phase Two of the EMT process, the EMCI-C must “pass” presentation of all concepts, Figures and Qualities during these courses to fulfill the Phase Two requirements.

F. Preparation for Phase One Examinations

1. Careful Study of Estill Voice Training Source and Curriculum Materials:

The EMT considering pursuit of EMCI must own and be familiar with the content of the Course Instruction Manual, The Estill Papers, Estill Voiceprint Plus, Figures-in-a-Flash, and The Estill Voice Model: Theory and Translation (all available on EstillVoice.com); as well as “In Her Own Words” and the Figure Training Videos (found on www.EstillEducation.org). During the EMCI examinations, EMTs will be expected to integrate this knowledge of Jo Estill’s research and the development of EVT in their responses. Advanced Workshops on the research and development of the Estill Voice Model are recommended (see listings on www.estillvoice.com). The Course Instruction Manual provides clear guidelines to the EMCI-Candidate for course presentation. Included with the text is a CD of Jo Estill’s Research Videos. Teaching notes within the Course Instruction Manual also identify source materials and references.

2. Study Unfamiliar Topics Related to EVT Application:

The EMT presenting for EMCI testing must have some musical skill and familiarity with music history and musical styles. In addition, he or she must be familiar with

common concepts from Vocal Pedagogy, Singing and/or Acting Voice Performance Practice, Anatomy of Head & Neck, Hearing Science, Speech Science, Phonetics, and Voice Disorders. The EMCI applicant must be prepared to answer questions from individuals with expertise in each of the areas listed who might be attending an EVT course. Advanced Workshops on these topics are recommended (see listings on www.estillvoice.com).

3. Register for EMCI Testing:

When the EMT and Mentor judge the applicant to be ready for the Phase One Examinations, the EMT should log-in to the Certification Center and select “Register for EMCI Testing”. The current EMCI Testing Registration Fee is reported in the Certification-at-a-Glance document, a free download on www.estillvoice.com. The name of the EMCI-TP Mentor is reported in the process of paying this fee. Payment of the Testing Registration Fee to Estill Voice International completes registration and establishes a “Preparing for Phase One EMCI Exams” page on the applicant’s Certification Center home page, and new progress trackers accessible from both the applicant’s and Mentor’s Certification Center home pages.

4. Schedule Phase One Examinations:

Phase One Examinations must be administered by a Course Instructor with Advanced Testing Privileges (EMCI-ATP). If the Mentor does not hold this level of certification, another examiner must be found. A listing of EMCI-ATPs is available on www.estillvoice.com. At least one additional EMCI-TP will be involved in the examination process, participating in the Oral Examination. It is expected but not required that the Mentor be part of this testing team. If the Mentor is not part of the examination team, the lead EMCI-ATP will have to coordinate with the Mentor for Certification Center entry of examination date and results for Phase One Examinations.

5. EMCI Phase One Examination Fees:

Examination fees are payable to the Course Instructor with Advanced Testing Privileges and any other EMCI-TPs involved in exam administration. EVI sets a minimum for examination fees. These minimum amounts are reported in the Certification-at-a-Glance download on www.estillvoice.com and in the Certification Center. If re-testing is required, additional fees will be charged. EVI requires its EMCI-TPs to communicate their examination & re-examination fees in advance of testing.

G. EMCI Phase One Examination Administration

1. Article Critique:

At least two weeks prior to scheduled formal testing, the EMCI-ATP in charge of Phase One Testing will give the applicant a current or historically significant article dealing with voice science, vocal health, and/or vocal pedagogy. The applicant must write a 2-page essay (single spaced) critiquing the article from an Estill Voice Model perspective. What is the author proposing? How does this translate into Estill Voice Model terminology? How would the Estill Voice Model argue for or against the concepts the author presents? Up to 20 points are earned based on the following criteria: assessment of key points in article (5), Estill Voice Model integration and references (5), accuracy (5), clarity and effectiveness of argument and discussion (5). The applicant must re-write this portion of the exam if fewer than 15 points are earned.

2. Written Exam:

This exam includes multiple choice, identification, short answer, and essay questions. Scoring is objective. Applicants must re-take the exam if score is lower than 90%.

3. Oral Exam:

During this exam, the applicant is presented with a wide range of questions. To ensure the fairest appraisal of the applicant's performance, the Oral Exam is administered and scored by 2 or more EMCIs – the lead examiner with Advanced Testing Privileges and at least one other at the EMCI-TP level or above. Up to 20 points are earned based on the following criteria: accuracy (8), clarity and brevity (8), composure and connection (4). The applicant must re-take the oral exam if fewer than 15 points are earned.

4. Standard Testing Conditions:

The Article Critique is a “take home exam” assigned 2 weeks before the Written Exam. Applicants are permitted to consult reference materials as appropriate. The Written Exam must be given in a quiet and distraction-free setting with no access to notes. Scheduling should provide the applicant all the time needed to write the exam; there is no time limit. The oral exam is often scheduled on the date of the Written Exam, but this is not a rule. Typically, the oral exam takes less than an hour. To meet the additional examiner requirement for the oral exam, web-based video conferencing platforms may be used.

5. Remote Testing Conditions:

With special training from EVI an EMCI can administer this exam over the internet via video conferencing when the logistics and expense of face-to-face testing are prohibitive. High quality video and audio internet connections are assumed. During

the written exam, a proctor must open the exam envelope, remain in the room while the exam is being written, maintain internet contact with the lead examiner for any questions that might arise, and seal and return the exam once it has been completed. Proctor fees should also be agreed upon in advance of testing.

6. Re-examination Policies:

- a. The applicant will be given an opportunity to repeat any component of the Phase One examination that was not passed. The applicant will be expected to negotiate scheduling and fees for any repeat testing with the examining EMCI-ATP.
- b. Time Limit: If formal Phase One testing is not successfully completed within a year, the certification applicant must re-sit all testing elements of Phase One as if he or she were a new applicant. Under special circumstances an appeal may be made to the Application Review Committee.

7. Procedures Concluding Phase One and change of status to EMCI-C:

The EMCI-TP Mentor reports successful completion of EMCI Phase One Exams in his or her “My Testing Center”, coordinating with the lead examiner, if Mentor and Examiner are not the same person. This action upgrades the EMT’s status to EMCI-C. The Certification Center database will automatically update the progress tracking forms to an observation tracking grid that will appear on the EMCI-C’s “Progress Tracker”, in the EMCI-TP Mentor’s “My Testing Center”, and in the “Certification Candidate Directory” visible to all EMCIs. There are no Certification Center fees associated with this upgrade.

H. EMCI Phase Two Presentation Observations

1. Overview:

The Phase Two observations parallel Phase Two of the EMT process to the extent that EMCI-Cs must be observed by at least 2 EMCIs as they successfully present each of the 28 components of the EVT curriculum, including Open Coaching sessions. However, the process is more demanding since the EMCI-Candidate is expected to smoothly integrate presentation slides, group exercises, Hand Signals, videos, Estill Voiceprint Plus, anatomical models, the Make & Move Larynx, and any other learning aides they deem useful. It is recommended that the first observation be with the EMCI-C’s Mentor. At least two EMCIs must observe the EMCI-C and report passing observations in the Certification Center database. EMCIs of any level are qualified to observe EMCI-Cs.

2. Requirements & Expectations:

- a. Requirement for Passing Phase Two Observations: Only one pass per element is required to complete the Phase Two Presentation Observation requirement; however, additional passing observations may be required to meet the Additional

Observer requirement described below.

- b. Additional Observer Requirement: At a minimum, passing observations on 4 Figures and 2 Qualities must be recorded by an EMCI or combination of EMCIs other than the Mentor assumed to be the primary observer.
- c. Course Observation Requirement: Because an EMCI is expected to present to diverse groups of students with wide ranging experiences and interests, a portion of observations must be within the context of public EVT courses. EMCI-Cs presenting on a public course should participate in all aspects of course production; however, they may not teach more than one third of any course's content. EMCI-Cs may participate in more than one third of Open Coachings. The EMCI-C must participate in at least 2 Level One and 2 Level Two courses open to the public under these conditions. It is recommended but not required that these courses be led by different EMCIs.
- d. Alternative Setting Observation Requirements: If conditions of a public course are replicated in a private setting (a classroom full of students new to Estill who have diverse experience and interests), observations of a private presentation can be used to meet the observation requirement. High quality videos may be submitted (see below); however, students volunteering to participate must understand that they are taking the course with a "student teacher" and will not receive Attendance Certificates for their participation unless the entire curriculum is presented with live supervision of an EMCI willing to attest that the experience merits an Attendance Certificate.
- e. Video Observations of curriculum presentation are subject to the following conditions:
 - i. Mentors must be informed of every Observation Video and the EMCI to whom the video is sent;
 - ii. If a video does not "pass" it may not be submitted to any other EMCI;
 - iii. Videos can be rejected if: 1) general audio and video quality are poor, 2) the particulars of set-up and camera placement do not provide a good view of presentation and participant activities and/or render them inaudible, or 3) if the observing EMCI judges that the assembled participants do not present an opportunity for the EMCI-C to convincingly demonstrate their presentation skills (e.g. no questions are asked, all appear to have extensive past experience with Estill Voice Training).
- f. General Expectations: EMCI-Candidates must be observed successfully presenting every segment taught in EVT Level One (Figures for Voice Control) and Level Two (Figure Combinations for Six Voice Qualities) courses. EMCI-Cs are expected to reinforce and model EVT concepts and exercises, to offer accurate answers to participant questions, and manage presentation time wisely. When presenting on a course with an unfamiliar EMCI, the EMCI-C is advised to request a meeting well in advance to become acquainted with that EMCI's preferences (e.g. is there a time limit for audio/video clips, are Figures presented in an unusual order?).

- g. Observation Fees and Expenses: Whether an EMCI-C is presenting in an EVI-approved course or alternative classroom setting, observation fees will be charged. The EMCI-C and observing EMCI should discuss and agree upon all observation fees in advance. These fees are determined by individual EMCIs (not EVI) and may vary by region. EMCI-Cs are responsible for all travel, lodging, and meal expenses. Fee minimums/guidelines can be found in the Certification-at-a-Glance available for free download from www.estillvoice.com.
- h. Time Frame: Typically, completion of Phase Two Observations requires one to two years. Variables include preparation, prior experience in presentations with required educational technologies, and course availability (when all presentations occur in public courses).

3. Preparation:

The EMCI-C is well-advised to practice under conditions that recreate the media juggling demands of the course presentation. Although experienced EMCIs have well-developed personal presentation styles and may stress certain aspects of the curriculum over others, the EMCI-C is encouraged to “go by the book” (Course Instruction Manual). As with the EMT Observations, sample videos for coaching feedback in advance of public course presentations are advised. Coaching fees should be discussed and agreed upon in advance.

4. Scheduling Observations:

When the EMCI-Candidate feels he or she is ready to be observed presenting the Figures for Voice Control and Six Voice Qualities in a course setting, that candidate should find an EMCI willing to observe as the EMCI-C presents a portion of the course. It is recommended that the first observation experience be with the EMCI-TP Mentor, but this is not a requirement. The EMCI-C will incur travel and lodging expenses as well as observation fees. All observation fees are determined by individual EMCIs and should be disclosed and agreed upon prior to the scheduling of any observations. Application does not guarantee participation.

5. The EMCI Observation Packet:

The EMCI Observation Packet is available for download on the “Preparing for Phase Two Observations” page on the EMCI-C’s Certification Center home page. This document contains assessment guidelines and samples of the forms used to document an EMT-C’s progress through Phase Two.

6. Evaluation & Pass Criteria:

The presentation of each concept, Figure, Quality, and Open Coaching will be evaluated using the following ratings: below expectations, meets expectations, or exceeds expectations. Ratings for Accuracy, Connection, and Effectiveness during presentation and coaching must all “meet” or “exceed” expectations to “pass” as

competent to teach the concept, Figure, or Quality. EMCI-Cs may have to repeat elements to earn a “pass”. The EMCI-C is responsible for checking in with the EMCI Observer in advance to become familiar with each EMCI’s expectations.

7. Documentation of Progress:

Progress through Phase Two Course Presentation Observations is tracked via two forms (see i and ii below) and entries into the Certification Center Progress Tracker (see iii below). Although the ultimate completion of this process is electronic, the EMCI-C is required to save paper copies for verification and back-up.

- a. Feedback Forms: EMCI observers must complete a Feedback Form for every session observed. This form is available in the “EMCI Phase Two Observation Packet” and from EMCI and EMT-C home pages in the Certification Center. Interim verbal feedback will be given to the EMCI-C presenting during courses as soon as possible so that suggestions for improvement can be integrated in subsequent presentations. EMCI’s must complete the Feedback Forms and discuss results within one week. The EMCI-C must sign each form to confirm that they understand and agree to the rating. EMCI-Cs must save and securely store copies of this form from every observation. It is the EMCI-Cs responsibility to share results with their EMCI-TP Mentor and to provide copies to EVI upon request.

FEEDBACK for EMT-C / EMCI-C PHASE TWO OBSERVATIONS
(circle one)

Candidate: _____ Observing EMCI: _____
 Course/Other: _____ Date(s): _____

Observation # _____ Element Observed: _____

| | | Accuracy | Connection | Effectiveness |
|---|--------|----------|------------------|---------------|
| Figure-Quality Review / Presentation | | | | |
| Lesson / Group Dynamics | | | | |
| Individual / Group Coaching | | | | |
| Effort: | Power: | Pitch: | Attractor State: | |
| Notes: Comments: | | | | |

Key: - = below expectations; √ = meets expectations; + = exceeds expectations

I have reviewed this feedback with my observer:
 _____ (EMT-C / EMCI-C Signature & Date)

- b. Observation Transcript: This form maintains the EMCI-Candidate’s record of all observations during Phase Two. This form should be scanned and submitted to observing EMCIs in advance of course or video observations. EMCI-Cs should bring a print-out of this form to courses so that all observing EMCIs can report results. The EMCI will initial and indicate the setting, date, and results of each set of observations. In the case of video observations, the EMCI will complete the form and scan a copy back to the EMCI-C. It is the EMCI-Cs responsibility to save updated copies of this form.

TRANSCRIPT for PHASE TWO OBSERVATIONS

EMCI-Candidate: _____ EMCI-TP Mentor: _____

EMCI-Cs must use this form to maintain a record of all observation experiences. Each entry should correspond to a Feedback Form. EMCI-Cs are responsible for providing copies of the Transcript to potential observers in advance of observations and confirming entry of results following observation.

EMCI observers will enter ratings for each set of observations in a single column, circling a plus (for success) or minus (needs more work) for each of the elements observed. Space is provided at the top of each column for the EMCI’s initials, a “C” for public course or “O” for other setting, and the date/s of each set of observations.

| EMCI-C Requirements | EMCI: C / O Date: | EMCI: C / O Date: | EMCI: C / O Date: | EMCI: C / O Date: | EMCI: C / O Date: | EMCI: C / O Date: |
|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Level One Intro | + - | + - | + - | + - | + - | + - |
| Effort | + - | + - | + - | + - | + - | + - |
| Power | + - | + - | + - | + - | + - | + - |
| Pitch | + - | + - | + - | + - | + - | + - |
| TVF Onset/Offset | + - | + - | + - | + - | + - | + - |
| (continues) | | | | | | |

- c. Certification Center Progress Tracker: Successful (“passed”) observations are tracked in the Certification Center. A progress tracking grid appears on the EMCI-C’s Certification Center home page, in the EMCI-TP’s “My Testing Center”, and in the “Certification Candidate Directory” visible to all EMCIs. The observing EMCI is responsible for registering all passing observations by checking off and dating the appropriate line in the EMCI-C’s observation tracking grid in the Certification Center. The EMCI-C should confirm that these passes have been registered by consulting his or her “My Progress Tracker”.

I. Finalizing Estill Mentor and Course Instructor Status

The EMCI Registration process should be completed by the EMCI-Candidate and his or her EMCI-TP Mentor as soon as possible following the final observation. In some cases, this will involve coordination between the final EMCI Observer and the EMCI-TP Mentor. Because of the complexity of this process, the EMCI-C and EMCI-TP Mentor are given up to 30 days from the date of final observation to complete this process.

1. Review Successful Completion of Phase Two Presentation Observations:

The EMCI-C must provide the EMCI-TP Mentor with a copy of the completed Observation Transcript so that the EMCI-TP Mentor can confirm that successful observations are recorded for all 28 elements; that at least 2 EMCIs have passed observations; and that the minimum public course presentation observation requirement has been met.

2. Review Scope of Certification:

Once the EMCI-TP confirms completion of all requirements, Mentor and new EMCI will review the Scope of EMCI Certification (see Section J.1.)

3. Complete EMCI Registration:

The EMCI-TP Mentor and new EMCI must take the following steps to complete the change in certification status:

- a. The EMCI-TP Mentor checks the box (and saves changes) reporting that all requirements have been met from his or her “My Testing Center” in the Certification Center. This step makes changes in the new EMCI’s Certification Center account.
- b. When the newly passed EMCI signs into the Certification Center, the home page will display a prompt to upgrade certification status. The new EMCI will be asked to indicate acceptance of terms in the Certification Letter of Agreement and to pay a pro-rated EMCI annual fee. (Current fees can be found in the Certification Center and in the latest version of the Certification-at-a-Glance download.)
- c. EMCI Certificate and www.estillvoice.com Posting: Completion of the EMCI registration process updates both Certification Center and Community Extranet accounts and activates the EMCIs page on www.estillvoice.com. EMCIs can print EMCI Certificates from their home page in the Certification Center. The EMCI must go to “My Profile” in the Community Extranet to edit contact information, add biographical notes, add an image (.gif or .jpg, sized for web), and to set the privacy policies at the bottom of the form to control the contact information appearing to the public. Access will continue so long as the EMT remains active within the EVT Community by renewing the Certification Agreement and paying the annual fee.

J. Privileges

1. Scope of Certification:

EMCIs are permitted to present EVT Level One and Level Two Courses, Advanced Workshops to the public, and Certification Workshops*. They are also expected to coach and mentor those interested in certification. EMCIs are encouraged to present on EVT topics and applications at scientific and professional conferences (as a courtesy, EVI requests notification of Estill-related presentations at conferences so that these events can be announced on www.estillvoice.com and promoted through EVI’s social media platforms). EMCIs can serve as designated Mentors for individuals preparing for EFP and serve as Phase Two Observers for EMT- and EMCI-Candidates. EMCIs are also permitted to administer EFP Voiceprint Examinations, provided they are familiar with the storage of Estill Voiceprint Plus inventories and submit their first 3 protocols for review by an EMCI-ATP.

* Certification/Advanced Workshops cannot run concurrently with Level One and Two Courses. Mentoring activity during courses must not detract from participant access to the EMCI presenter and full scope of curriculum.

2. EVT Community Participation:

EMCIs are expected to take leadership roles within the the EVT Community and to

serve as role models for the social and professional behaviors outlined in our Core Values and Practice Standards. They are expected to participate in certification program continuous quality improvement through participation on committees, responses to surveys, feedback in product development, etc.

3. E-Updates (Estill Updates):

The EMCI will automatically receive E-Updates from EVI that contain information pertinent to certified members of the EVT community.

4. EVT Extranet and Certification Center Access:

The EMCI has access to pages in the EVT Extranet not available to them as EMTs. These pages include links to logos and “bugs”, Course Approval & Posting Forms, Introductory Workshop and Course Presentation materials, as well as the Extranet Shop. In the Certification Center, individuals who have earned the EMCI can print out their certificates, pay their annual fees, download forms for mentoring and observation purposes, and learn more about the EMCI Testing Privileges. Access will continue for so long as the EMCI remains actively affiliated with Estill Voice International by renewing the Certification Agreement and paying the annual fee.

5. EVT Product Discounts:

The EMCI may purchase EVT teaching materials from the Extranet Shop, many at a discount. These products can be resold at courses and in the private studio. EMCIs are encouraged to order well in advance of course start dates to reduce shipping costs.

6. Listing on EstillVoice.com:

Each EMCI is given a page on www.estillvoice.com accessible through the instructor search function. The EMCI can control content on this page through the “My Profile” page in the Community Extranet. Display of this page will continue for so long as the EMCI remains actively affiliated with Estill Voice International by renewing the Certification Agreement and paying the annual fee.

7. Professional Promotion:

Once a person has been certified at any level, he or she has the right to list that certification in curriculum vitae and promotional biographical descriptions. EMCIs are senior members of the EVT Community and as such are encouraged to advertise and promote themselves and Estill Voice Training. EVT Logos and Certification “bugs” are available on the EVT Extranet in electronic format for use in either print or web-based media. If an EMCI has a business/personal website, he or she must acknowledge EVT Certification on the website and display the EVT logo with a link back to www.estillvoice.com. EMCIs are encouraged to contribute to EVI’s Social Media platforms. Please note: “Estill”, “EVT”, and/or “EVC” (Estill Voice Craft) may not appear in business names, email addresses, nor in website domain names, nor

in the titles of social media accounts that function as a substitute for a personal or business website.

8. Product Development & Beta Testing:

EMCIs are encouraged to partner with EVI in the development of new products and may be given opportunities to contribute to product definition and design during the beta testing period prior to public release of teaching materials and products.

9. Voting Privileges:

The EMCI is permitted to nominate and vote for members of the EVT Certification Advisory Board. In addition, EMCIs are permitted to nominate candidates for the Estill Lifetime Achievement Award (ELAA).

10. EVT Certification Advisory Board Eligibility:

EMCIs are eligible for nomination to the EVT Certification Advisory Board. Elections are held every two years in the month leading up to the Estill World Voice Symposium. Members of the EVT Certification Advisory Board Members serve four-year terms. Of the six positions on the Board, three are filled in each election. At least four EMCIs serve on the Board at all times.

K. Terms

1. Annual Fees:

The annual fee supports Estill Voice International and the platforms and staff that maintain the EMCI's accounts in the EVT Extranet and Certification Center. Renewal of the Certification Agreement at time of payment affirms the EMCI's active support of the Estill Voice Training Community. EMCI privileges are withdrawn when active affiliation is not maintained. Only EMCIs who actively promote Estill Voice Training and support the mission of Estill Voice International are eligible for special privileges.

2. Certification Term & Continuing Education:

EMCIs must stay up-to-date with new developments in Estill Voice Training. EMCIs are required to attend at least one Estill World Voice Symposium in every 6 year period following the effective date of EMCI certification and to fulfill additional continuing education requirements as determined by the EVT Certification Advisory Board. At a minimum, EMCIs should plan to attend EMCI Meetings on the day following the close of the EWVS in person or via video conference and complete mandatory procedural update courses as they occur. Additional activities may be assigned, such as periodic submission of Voiceprint Protocols, videos from course presentations, etc. The EVT Certification Advisory Board can choose to grant continuing education credit for active contributions to the EVT Community, such as organizing regional Summit Meetings, developing online courses on advanced

topics, participation in translation projects, developing new teaching materials, etc. When there is a mandatory update activity, it will be featured in an E-Update. It is the EMCI's responsibility to make sure that the email associated with their Extranet and Certification Center accounts is active and to read E-Updates and watch for these announcements. Certification privileges will be withdrawn from EMCIs who do not fulfill mandatory continuing education activities.

3. Obligations to Colleagues and EVI:

Each year when EMCIs pay their annual fees, they also renew their Certification Agreement with EVI. This agreement stipulates that EMCIs will accurately represent their certification level and respect EVI's intellectual property rights. In addition, EMCIs will agree to conform to the EVT Community's Core Values and Practice Standards for professional conduct and relationships with colleagues. As representatives of Estill Voice Training in the world, they are further advised to exercise caution in posting content to social media visible to the public that might violate their Certification Agreement.

L. Overview of all Fees associated with the EMCI Process

All fees payable to EVI and the fee minimums suggested for examiners and observers can be found in the Certification-at-a-Glance, 5.0, a free download on www.estillvoice.com

1. EMCI Testing Registration:

This fee, payable to EVI, registers an individual's intention to examine for EMCI and upgrades their EVT Extranet and Certification Center accounts.

2. Coaching Fees:

All coaching fees are payable to the EMCIs involved. Per EVI policy, these fees should be discussed and agreed upon in advance.

3. EMCI Phase One Examination Administration Fee:

Payable to the Estill Mentor and Course Instructor with Advanced Testing Privileges who oversees these examinations, EVI sets a minimum for these fees. If re-testing is required, additional fees will be charged. EVI requires its EMCI-ATPs to communicate their examination & re-examination fees in advance.

4. EMCI Phase Two Teaching Observation Fees:

Payable to EMCI observers, these fees may vary by region and with observation setting, be it a live observation in public courses or an alternative arrangement. All fees should be discussed and agreed upon well in advance.

5. Annual Fee:

Upon certification, an annual fee is due to EVI. This fee maintains EMCI accounts in the EVT Community Extranet and Certification Center and supports Estill Voice International in its mission. Each year the EMCI will be invoiced for the upcoming year's annual fee on anniversary of certification activation. Annual fees associated with advancement to a new level of certification during any year will be prorated. If fee payments are more than 30 days past due, accounts will be deactivated and EMCI's page on the website removed. To return to active membership in the EVT Community and restore account access, the EMCI will be required to pay all outstanding annual fees and a re-activation service charge.

VI. Honors

The EVT Certification Advisory Board has the power to confer the following honors:

A. Service Distinction

This is an honor that recognizes outstanding contributions and achievements of those within the Estill Voice Training Community. It can be awarded to EMTs and EMCIs and may be conferred with special privileges.

B. Emeritus Status

This honors EMT and EMCIs with Service Distinction, Estill Lifetime Achievement Award recipients, and those who retire from active participation within the EVT Community. The www.estillvoice.com web pages for these individuals will remain active in their honor.

C. Estill Lifetime Achievement Award

This award is presented at the Estill World Voice Symposium. The EVI Certification Advisory Board selects the recipient/s from nominations submitted by Estill Master Trainers and Estill Mentor and Course Instructors in the months preceding the Estill World Voice Symposium. The Estill Lifetime Achievement Award (ELAA) recognizes outstanding individuals who have made significant contributions to the field of voice. Candidates for this award have served as role models and have devoted their careers to the advancement of voice research, performance, and/or voice education. These individuals have inspired others where voice is concerned. ELAA recipients have been leaders in the voice profession and have promoted an ideology where the needs and goals of others are met with an open mind and without aesthetic bias. They have embraced the mission of Estill Voice Training - to bring quality voice training into all regions of the world.

VII. Certification Examiner Privileges

Estill Mentors and Course Instructors are expected to contribute to the Estill Voice Training Community by participating in the development and implementation of the EVT Certification Program. All EMCIs are qualified to test applicants for Estill Figure Proficiency; although they must submit their first 3 protocols for review and approval by an EMCI with Advanced Testing Privileges. EMCIs can elect to acquire the additional training necessary to administer the Phase One Examinations for Estill Master Trainer and Estill Mentor and Course Instructor. Pursuing these qualifications is a privilege and not an obligation.

A. Testing Privileges

The EMCI who earns Testing Privileges becomes an EMCI-TP. EMCI-TPs can administer the EMT Phase One Exams and serve as Mentor to individuals preparing for both EMT and EMCI certification.

1. Prerequisites:

EMCIs are eligible to train for Testing Privileges after 3 years of active participation in course production and certification coaching. The EMCI must have taught at least 2 Level One and Level Two courses per year and have coached and examined at least 3 successful EFPs.

2. Process:

- a. Find an EMCI-ATP Mentor.
- b. Prepare documents supporting application for Testing Privileges and email to the EVT Certification Advisory Board (evtboard@estillvoice.com).
- c. Once approved by the board, the EMCI will be given provisional EMCI-TP status while completing a training program authorised by EVI with their EMCI-ATP Mentor.
- d. During this training period, the new EMCI-TP can accept EFPs for EMT mentoring and testing; however, new EMCI-TPs must disclose that examination results are preliminary until reviewed and approved by the EMCI-ATP Mentor. As needed, the EMCI-ATP Mentor can require re-administration of Phase One Exams.
- e. Testing Privileges are provisional until the first 3 sets of EMT Phase One Exams have been successfully passed.

3. Terms:

EMCI-TPs will be required to participate in a Testing Privileges Update educational activity once every two years or upon notification from EVI when certification processes undergo significant revision.

B. Advanced Testing Privileges

The EMCI with Advanced Testing Privileges can serve as designated Mentor and administer exams for any level of certification, including EMCI. EMCIs with Advanced Testing Privileges can also mentor and train EMCI colleagues to qualify for all levels of Testing Privileges.

1. Prerequisites:

At least 5 years of active service as an EMCI-TP while continuing to teach at least 2 complete Level One and Two EVT courses per year. She or he must have examined at least 6 individuals seeking EMT certification.

2. Process:

- a. Find an EMCI-ATP Mentor.
- b. Prepare documents supporting application for Advanced Testing Privileges and email to the EVT Certification Advisory Board.
- c. Once approved by the board, the EMCI will be given provisional EMCI-ATP status while completing a training program authorised by EVI with their EMCI-ATP Mentor.
- d. During This training period, the new EMCI-ATP can accept EMTs for EMCI mentoring and testing; however, new EMCI-ATPs must disclose that examination results are preliminary until reviewed and approved by the EMCI-ATP Mentor. As needed, the EMCI-ATP Mentor can require re-administration of Phase One Exams.
- e. Advanced Testing Privileges are provisional until the first 3 sets of EMCI Phase One Exams have been successfully passed.

C. Terms

EMCI-ATPs will be required to participate in Advanced Testing Privileges Update activities once every two years or upon notification from EVI when certification processes undergo significant revision.

VIII. EVI Certification Advisory Board

The EVT Certification Advisory Board is comprised of 6 representatives of the Estill Voice Training Community. Estill Voice International partners attend all meetings. EMTs may serve on the Board; however, four seats are reserved for EMCIs. All Board members must comply with the terms and duties outlined below. Acceptance of nomination serves as confirmation that the nominee has read and agreed to the terms and duties set forth below.

A. Election & Term of Service

Elections are held every two years in the month leading up to the Estill World Voice Symposium. EMTs and EMCIs are eligible to vote. Of the six positions on the Board, three are filled in each election. Elected members serve 4-year terms beginning in August of the EWVS year. Board members must step down at the end of their term and become eligible for re-nomination after two years.

B. Duties

- a. **Attend Meetings:** At least 5 regular online meetings are scheduled during each year. The expectation is that all members will attend. Absence of even one member seriously compromises the Board's effectiveness. For this reason, if a member is absent without notification from 2 consecutive meetings, that member will be deemed to have resigned. The Board has the discretion to restore membership if circumstances justify such action.
- b. **Communication:** Throughout the yearly operations of EVI, matters are brought to the Board's attention that cannot wait for the next formal meeting. In such instances, it is necessary for the Board to deliberate electronically. Timeliness is vital to the Board's effectiveness. Board members are expected to acknowledge receipt of all electronic communications within 48 hours and provide a specific time frame for their considered response to any matter under Board consideration.
- c. **Privacy:** Any information communicated by the Board either verbally or electronically, in formal meetings or in e-mail threads, is considered strictly confidential, due to the personal and proprietary nature of the information exchanged.
- d. **Oversee Certification Policies and Practices:** Contribute, review, and approve Certification standards and related processes. Reinforce solutions that promote the EVT Core Values and Certification Practice Standards.
- e. **Choose ELAA Recipients:** Select the ELAA award recipients from nominees.

C. Nomination Process

- a. **Eligibility:** All active EFPs, EMTs, and EMCIs are eligible to nominate and there is no limit on the number of nominations that may be submitted.
- b. **Time Frame:** Dates of this process will be announced via EVI E-Update, posted on the EVT Community Extranet, and may appear on other web pages and/or

documents related to the election. Nominations will open 60 days before elections and close 30 days later.

- c. Nomination Format: Nominations should be sent to info@EstillVoice.com.
- d. Notification & Acceptance: Once the nomination is received and eligibility verified by EVI, the prospective nominee will be notified by e-mail. Prospective nominees must accept or decline nomination within 1 week of e-mail notification from EVI.

1. Election Process

- a. Elections: Elections are held every two years in the week just prior to the Estill World Symposium.
- b. Balloting: All EMTs and EMCIs in good standing who have accepted nomination will appear on the ballot.
- c. Voting Process: Votes will be cast electronically.
- d. Voting Restrictions: Individuals may only vote once.
- e. Results: Results will be announced at the Estill World Voice Symposium.

2. Vacancy:

The Board may vote to fill the vacancy of a member unable to complete a term. The Board may also vote, by a super majority, to vacate the seat of an inactive member.