

Working with and Evaluating IOT Candidates

Serving the Lord with Excellence – I Corinthians 10:31

I. Preparing for an IOT Candidate at the TCE Course

A. An IOT Candidate at a Zoom Course

1. We have the general guideline that an IOT 1 candidate cannot teach in a zoom course. IOT candidates should not teach using a streaming platform while being evaluated for credentialing purposes.
2. Trying to observe is not as natural in Zoom
3. Exception: If the candidate and evaluator can be in the same room with at least a couple of students present it may be possible to have a candidate. please contact Tina.Busenitz@cefonline.com for any additional requirements or recommendations.

B. The TCE Course Registration Form

1. No more than 3 candidates at a course
2. The IOT Candidate Supervisor is to be approved by the TCE Program Director.
 - a. Will either be an LTI or,
 - b. An experienced IOT
3. Sometimes other evaluators – contact Tina Busenitz at Tina.Busenitz@cefonline.com for options.

C. Planning the schedule

1. The IOT candidate must turn in lesson plans for the first 5 class sessions that he/she will teach at the TCE course. These should include some inspirational classes and some classes that are training with a demonstration. A list of subjects that work well for an IOT 1 or 2 candidate are:

TCE 1 subjects - **Inspirational:** Importance of the Teacher / Child in the NT / Importance of Conversion / Encouraging the Newly Converted Child / The Importance of Reaching the Child in the Community / Bible lesson 1, 2, 4 / Managing the Classroom

Training with Demonstration: Leading a Child to Christ 1, 2, or 3 / Scripture Memory 1 / Bible lesson 7 / Counseling the Child for Salvation

TCE 2 subjects – **Inspirational:** General Concepts / Basic Needs / Ministry of Teaching / Christian Conduct / Being a Witness for God / Missions 1

Training with Demonstration: Bible Lesson 8 / Missions 2 / Bible Lesson 2

Training: Objectives / Bible Lesson 1, 3-10 / Teaching the MOS in the Class Hour / Devotional Life 1 and 2

2. Only schedule the IOT 1 candidate for a maximum of two classes per day of the course.
3. The IOT 1 candidate should not teach any classes back-to-back in one day. Allow several sessions in between classes if possible.
4. The IOT 1 and 2 candidates should be included in all practicums on the schedule.

D. Before the course starts

1. Make sure that the IOT candidate has been working with their lesson plan evaluator and understands the process.

It must be an LTI who approves the lesson plans and has signed off on the Post-Course form. Do not let a candidate teach until this has taken place.

2. Make sure that the candidate has the Post-Course Practicum Supervisor Report signed by the Lesson Plan Evaluator in hand before they teach their first class or has at least the class session that he is ready to teach approved.

II. Working with the IOT candidate at the TCE course

- A. The candidate must have the Post-Course Practicum Supervisor Report in hand and present a copy of his lesson plan before teaching for evaluation.
- B. The candidate must be present for the entire course.
 1. If a candidate must miss any of the sessions then see if it is possible for him to view the classes via zoom or FaceTime, or record the classes that he cannot attend and allow him to view those before the next day of classes take place.
 2. If a candidate cannot be at the course for a significant part of it, then he can participate in another course making sure to sit in on the sessions that he missed in the first one, and be evaluated on any classes that he didn't get to teach for evaluation.
- C. Remember to have a credentialed IOT in each practicum with the candidate to guide them through the practicum evaluation process.
 1. The credentialed IOT should evaluate the first presenter in the TCE practicum group and then allow the candidate to evaluate verbally one of the next presenters.
 2. After the practicums, the candidate should be given ideas to strengthen areas in the evaluation process and the credentialed IOT should work through the grading of the practicum with the IOT candidate.

III. Evaluating the IOT Candidate during a TCE Class Session

- A. Evaluation form – use the current one that has points in each section
- B. Write comments of what is excellent and how to strengthen what is not.
- C. Verbal evaluation – meet with each candidate after the class session and go over the strengths and weaknesses of the class session, giving recommendations.

IV. After the course

- A. Fill out the remaining sections of the Post-Course form (bottom and second page)
- B. Form + \$25 mailed in to CMI, or scan the form and evaluations and email them to education@cefonline.com. You may call Linda Martz with a credit card number to charge the \$25 fee, or mail in a check making clear what it is for.
- C. 6-month experience in GNC is required for each IOT to be credentialed