

ORGANIZATIONAL POLICY

July 1, 2018 (v1)

TEACHER PROGRAM



The HSCG Teacher Program is intended to :

- ◆ Assist qualified teachers in making themselves and their classes known to potential students, and
- ◆ Assure potential students that the classes listed on the HSCG website are taught by qualified teachers.

QUALIFICATIONS

Participation in the HSCG Teacher Program is offered only to HSCG members. It is entirely optional.

In order to qualify for the HSCG Teacher Program, a person must:

- Have attained HSCG Soap or Cosmetic Maker Certification;
- Have completed a minimum number of teaching hours; and
- Maintain HSCG Professional Soapmaker Membership with professional insurance (or equivalent) OR be a company representative of an HSCG Vendor Member.

The Teacher Level is based on the Certification level attained and the number of teaching hours:

Teacher Level	Soap or Cosmetic Certification Level	Teaching Hours
Basic Teacher	Basic	10
Advanced Teacher	Advanced	25
Expert Teacher	Expert	50
Master Teacher	Master	100

PROGRAM BENEFITS

Qualified HSCG Teachers may set up and maintain a Teacher listing on the HSCG website and submit classes for inclusion on the website. Teacher listings and classes are searchable by location. Classes are included in a monthly eNews sent to subscribers.

HSCG Teachers may download the HSCG Teacher Badge from the Member Area of the HSCG website and use it in accordance with the terms and conditions.

Participants in the HSCG Teacher Program are considered HSCG Ambassadors and may be provided with HSCG materials and/or discount coupons to give to their students to encourage them to join the HSCG.



HSCG Teachers are automatically approved as proctors for the purpose of administering individual or group exams under the HSCG Certification Program.

HSCG Teachers are encouraged to submit educational and teaching articles to the Cut To The Trace eZine.

Additional benefits for the HSCG Teacher program are determined by the Board of Directors and are reviewed on a regular basis. The most current benefits can be found on the HSCG website in the Member Area under the Teacher Program section.

MEMBERSHIP EXPIRATION

The HSCG Teacher Program is for members only. If membership lapses, the teacher listing and all classes are removed and deleted.

If the membership is renewed within 90 days, the Teacher status may be reinstated at the basic level. Reinstatement at a higher level is dependent upon reinstatement of any higher levels of Certification. See the HSCG Policy *Certification Program* for the specifications on reinstatement of certification levels after a membership lapse.

If the membership is not renewed within 90 days, the member must reapply for inclusion in the Teacher Program.

Approved July 1, 2018
by the Board of Directors

History:

July 1, 2018 (v1) Original publication date.