

CMI

Children's Ministries Institute®

Proctor Confirmation

Thank you for agreeing to be a proctor for an online student of the Children's Ministries Institute! This document will give you step by step instructions to confirm your willingness to serve in this capacity and give you access to more detailed practicum information.

(NOTE: Steps 1-4 must be completed BEFORE the start date of the course.)

Step 1:

Go to online.cefcmi.com and create a user account. This will enable you to access the detailed instructions and forms you will need as a proctor to observe student practicums.

Step 2:

Log-in with your username and password at the online.cefcmi.com site. On the right side of the page you will see *My Courses or Course Categories*. Underneath this section is a link called *All Courses*. Click on this link. Locate the *Proctors Course Category* and select it. You will be taken to an enrollment page. Find the course *Proctor Course PMOCE*. Click on the name of the course, and then enter the following enrollment key when prompted: `pmoceproctor`.

Step 3:

Browse the information contained in this course. It contains all the information you will need to successfully observe the party club and provide feedback to the student and the online instructor. You will notice contact information for the online instructor who will be leading the course your online student is enrolled in. If at any time you have questions or comments, please feel free to contact the instructor directly.

Step 4:

Complete the Proctor Agreement Form and submit it online by clicking on the *Submit Proctor Agreement* link. Within the course, you will see a folder entitled *Proctor Agreement* on the top left hand side of the screen. After clicking on it, you will see instructions on downloading, filling in and submitting this form. **Please do this before the course start date so that the instructor can verify each student has secured a proctor.**

Step 5:

You will need to attend the party club that the student is teaching during week nine of the course. Please pre-arrange the dates and times that you are available now.

Step 6:

Before week nine, log-in to the proctor course. You should review the expectations for the party club, watch the sample demonstration (if unfamiliar with CEF teaching methods) and download the observation sheet to be used during the party club.

When the party club is complete, the observation sheet should be submitted to the online instructor within this proctor course by Saturday at midnight of the week the party club was assigned.