

## Process for Credentialing as an Educational Supervisor

The following process outlines the procedure used by the Credentialing Committee of the Office of Vocation for the approval of educational supervisors:

1. At the conclusion of a Ministry of Supervision course, participants provide permission for the course facilitators to share their evaluations with the Office of Vocation.
2. Once the evaluations are received by Office of Vocation staff, a team from the Credentialing Committee prepares to interview the applicants.
3. Office of Vocation staff or the interview team lead will reach out to those wishing to be approved as educational supervisors to set a time for the interview/conversation.
4. The 30–40-minute conversation happens (using Zoom) between the interview team from the Credentialing Committee and the applicants.
5. Depending on the results of the interview and the evaluations, the team will make a recommendation at the next meeting of the Credentialing Committee to approve or not approve the individual as an educational supervisor.
6. After the meeting, a letter is sent to the individual and their Office of Vocation Minister (with a copy placed in their personnel file) to inform them of the decision.
7. An approved educational supervisor may then be contacted by an Office of Vocation Minister or a Candidacy Board as they set up a Supervised Ministry Education experience for a candidate.

If you were an approved educational supervisor in a former Conference, your name was likely passed along to the Office of Vocation. If you have questions about this process or would like to be approved to be an educational supervisor by the Office of Vocation, please email [officeofvocation@united-church.ca](mailto:officeofvocation@united-church.ca).