| | | |
|---|---|---|
| | CARE Examiners Checklist for Return Demonstration<br>Basic Set – Vitaflex and Raindrop | ☐ **Pass**<br>☐ **Fail**<br>☐ **Facilitator only** |

| **Candidate Information** | | |
|---|---|---|
| CCI Candidate | Address | |
| Phone | e-mail | |
| Exam Date | Examining SCCI | Examining Location |
| | | |

| **With which CARE Instructor(s) or CARE Intern did the candidate receive training in Raindrop and Vitaflex? If more than one, list them all with dates and locations** | | |
|---|---|---|
| Instructor | Date | Location |
| | | |
| | | |
| | | |

Note to Examiner: Please read "To the Examining SCCI" on the last page before completing this form.

| **Does the Candidate own personal copies of** | YES | NO | | YES | NO |
|---|---|---|---|---|---|
| CARE Applied Vitaflex and Raindrop DVDs | ☐ | ☐ | Statistical Validation of Raindrop | ☐ | ☐ |
| Healing for Age of Enlightenment | ☐ | ☐ | Essential Oils Desk Ref or RGEO | ☐ | ☐ |
| **Proof of Eligibility** | | | | | |
| CCI Application Form (completed thru Step 10) | ☐ | ☐ | | | |

| **How many times has the Candidate viewed the required CARE DVDs and when was the last time viewed.** (Enter estimated viewing times and approximate viewing date) | | |
|---|---|---|
| Applied Vitaflex DVD | Viewing Times: | Date last reviewed: |
| Raindrop Technique DVD | Viewing Times: | Date last reviewed: |

| | |
|---|---|
| **When viewing the videos, did the Candidate: sit and watch, study and practice, or a combination of both to strengthen their skills?**<br>**Comments:** | ☐ Sit and Watch<br>☐ Study and Practice<br>☐ Combination of above |
| **Is the candidate confident that she can perform and explain Raindrop and Vitaflex as demonstrated on the CARE DVDs:**<br>**Comments:** | ☐ **YES**<br>☐ **NO**<br>☐ **UNSURE** |

## PART ONE: APPLIED VITAFLEX

| SCORE 0-10 | PRELIMINARY AND SET UP |
|---|---|
| | 1. Has the candidate adjusted the massage table to an appropriate height before starting to demonstrate and explain the techniques? |
| | 2. Are the candidate's fingernails appropriately short, filed, and buffed smooth? (Inspect visually, but also have the candidate demonstrate vitaflex on your arm to feel for any sharpness or cutting edges in the nails. |
| | 3. In doing the Vitaflex on your arm, how was the Candidate's pressure?<br>☐ Too Light ☐ Too Hard ☐ Just Right |

| | INTRODUCTION AND EXPLANATION OF VITAFLEX |
|---|---|
| | 4. **History and Origin** - How well does the candidate:<br>☐ Define the history and origin of vitaflex?<br>☐ Who brought it to this country?<br>☐ Who named it?<br>☐ What does the coined term, "vitaflex" mean?<br>☐ What does the technique consist of? |
| | 5. **Concepts and Understanding -** How well does the candidate explain:<br>☐ The general idea and science of basic vitaflex?<br>☐ Including the concepts of conductors?<br>☐ Insulators?<br>☐ Nerve pathways?<br>☐ How it works with oils? |
| | 6. How well does the candidate demonstrate and explain the general application of basic vitaflex? Do they clearly describe and demonstrate the three-step process of "pads, tips, nails"? |
| | 7. **Books and References**<br>How well do they discuss the three books as mentioned in the VF Notes. Note any omissions or if they added any material not noted in the CARE VF notes.<br>Healing for the Age of Enlightenment ☐ EODR ☐ SVR ☐ |
| | 8. **Essential Oils**<br>☐ How well do they explain the oils used in CARE?<br>☐ Do they mention that YLEO is used exclusively and why? |
| | 9. How well do they explain the basic VitaFlex maneuver as noted in the class notes? Do they explain the following: Removing all Metal ☐ How applied ☐ Theory ☐ Where to apply ☐ |
| | **ANATOMY, FOOT AND SPINAL CHARTS, ORGAN SYSTEMS** |
| | 10. How does the candidate present the short class-participation hands-on demo on human anatomy locating all the major organs, specifically as follows? Check off each as they complete. |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Ascending Colon | ☐ | Trans Colon | ☐ | Descending Colon | ☐ | Sigmoid Colon | ☐ |
| Stomach | ☐ | Thymus | ☐ | Thyroid | ☐ | Heart | ☐ |
| Lungs | ☐ | Bronchial Tubes | ☐ | Sinuses | ☐ | Brain | ☐ |
| Liver | ☐ | Gallbladder | ☐ | Pancreas | ☐ | Spleen | ☐ |
| Pineal Gland | ☐ | Kidneys | ☐ | Adrenals | ☐ | Prostrate/Uterus | ☐ |

| | |
|---|---|
| | *NOTE: This is to be done as demonstrated in the video without any props or visual aids*. |
| | 11. In the teaching of human anatomy, do they relate the location of each organ to the corresponding Vitaflex points on the feet and hands chart as show with the class notes? (Note any omissions and/or errors.) |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Ascending Colon | ☐ | Trans Colon | ☐ | Descending Colon | ☐ | Sigmoid Colon | ☐ |
| Stomach | ☐ | Thymus | ☐ | Thyroid | ☐ | Heart | ☐ |
| Lungs | ☐ | Bronchial Tubes | ☐ | Sinuses | ☐ | Brain | ☐ |
| Liver | ☐ | Gallbladder | ☐ | Pancreas | ☐ | Spleen | ☐ |
| Pineal Gland | ☐ | Kidneys | ☐ | Adrenals | ☐ | Prostrate/Uterus | ☐ |

| | |
|---|---|
| | 12. How well do they explain the Nervous System Connection Points ? |
| | 13. How well do they <u>briefly</u> explain?<br>☐ The Organ Systems of the body (page 10)<br>☐ The Nerve Connections from the Brain and Spine (page 11)<br>☐ Do they mention the importance of having an anatomy book and the recommended CARE anatomy text? *Structure & Function of the Body (11th edition) by Thibodeau and Patton, Mosby 2000* |
| **PERFORMANCE OF VITAFLEX TECHNIQUES** | |
| | 14. Vitaflex on the spinal points of the feet. (The Examiner will need to kneel down and get a view from both above and below to see if the vitaflex is being properly executed.) |
| | 15. Colon clearing on the shins (including vitaflex on spinal points of feet). |
| | 16. How well do they Colon clearing on soles of the feet? To be shown three ways:<br>☐ (1) Candidate on the side or behind the soles with toes upward<br>☐ (2) Candidate standing in front of soles with toes upward<br>☐ (3) Candidate in a chair with client's feet hanging down and soles horizontal facing floor. |
| | 17. How well do they explain the technique of applying oils to "Clearing the Colon"? List what oils they mention and their properties. |
| | 18. Lung areas of the feet on soles of the feet. |
| | 19. Bronchial Vitaflex points on top of the feet. |
| | 20. How well do they explain the technique of applying oils to "Respiratory System?" List what oils they mention and their properties. |
| | 21. Sinus points on the necks of the toes. (Ask about different races: Caucasian, African American, Asian, and Native American.) |
| | 22. Sinus points on the face. Do they mention to keep oils away from the eyes and why? |
| | 23. How well do they explain the technique of applying oils to "sinuses"? List what oils they mention and their properties. |
| | 24. Head and brain vitaflex on toes, including toe stretch. |
| | 25. Vitaflex on head, including hair pull. |
| | 26. How well do they explain the technique of applying oils to "Head and Brain"? List what oils they mention and their properties. |
| | 27. Vitaflex technique for the ears, including administration of oils to the mastoid bone, under the jaw bones, and Vitaflex points on little toes. Using all four fingers of other hand, apply the oil to the lower chin stroking it up the jaw bone to the back of the ear..... (This one to be demonstrated with oils) What oil did they use? |
| | 28. How well do they explain the technique of applying oils to "ears"? List what oils they mention and their properties? |
| | 29. Heart pump on left hand and arm, being sure to locate proper points. Show both ways to find the point under the muscle near the elbow:<br>☐ (1) Under the arm |

| | |
|---|---|
| | ☐ (2) Front of arm. |
| | 30. Heart reflex point on left foot. |
| | 31. How well do they explain the technique of applying oils to "Heart Reflex points" List what oils they mention and their properties? |
| | 32. Lymphatic pump<br>☐ With one hand, in four stages<br>☐ Two hands in four stages<br>☐ In wave form with two hands |
| | 33. Hip/Atlas Vitaflex, including comparative leg measurements before and afterwards. |
| | 34. How well do they explain the "Follow Up Oils" in the Hip/Atlas VitaFlex? |

| Comments on Vitaflex |
|---|
| |

## PART TWO: RAINDROP TECHNIQUE

| SCORE 0-10 | SET UP FOR RAINDROP TECHNIQUE |
|---|---|
| | 1. Has she adjusted and prepared the massage table (sheets, face cradle cover) to an appropriate height for Raindrop before starting to demonstrate and explain the techniques? ☐ **YES** ☐ **NO**<br>Comments: |
| | 2. Are her fingernails appropriately short, filed, and buffed smooth? ☐ **YES** ☐ **NO**<br>Comments: |

| **INTRODUCTION AND EXPLANATION OF RAINDROP** | |
|---|---|
| | 3. How well does she discuss?<br>☐ The history and origin of raindrop?<br>☐ Who originated, named, and developed it?<br>☐ What book or books explain it?<br>☐ Why is it called "raindrop?" |
| | 4. How well does she explain the general idea and science of raindrop?<br>☐ How it works?<br>☐ Why are the specific oils used?<br>☐ The reason for dropping oils 6-8 inches above the back? |
| | 5. How well did she discuss the oils used in Raindrop Technique? Check each oil mentioned.<br>☐ **Valor** ☐ **Oregano** ☐ **Thyme** ☐ **Basil** ☐ **Wintergreen** ☐ **Marjoram**<br>☐ **Cypress** ☐ **Peppermint** ☐ **Aroma Siez** ☐ **Ortho Ease** ☐ **V-6** |

| | |
|---|---|
| | Comments: |
| | 6. How well did she discuss the Eleven Points given in the CARE Raindrop Notes?<br>☐ Purpose of Raindrop<br>☐ Most Effectively performed in silence<br>☐ Client is principal participant<br>☐ Maladies in layers<br>☐ Raindrop is Complete Modality<br>☐ Stimulates Detoxification<br>☐ Lead to permanent healing<br>☐ Emotional Releases can occur<br>☐ Benefits may not be apparent<br>☐ Skin Sensitives<br>☐ Anyone Can do Raindrop<br>Comments: |
| | 7. ☐ How well did she discuss *A Statistical Validation of Raindrop*?<br>Comments: |
| | 8. ☐ How well did she discuss the "Informed Consent" form?<br>Comments: |
| | **9.** Did she point out the foot, hand and spinal charts? ☐ **YES** ☐ **NO**<br>Comments: |
| | **10.** Did she point out the "Quick Reference Raindrop Outline"? ☐ **YES** ☐ **NO**<br>Comments: |

| **PRELIMINARIES PRECEDING RAINDROP** | |
|---|---|
| | **11.** Did she clearly explain who the "client" and "facilitator are? ☐ **YES** ☐ **NO**<br>Comments: |
| | 12. How well did she explain/perform the following?<br>☐ Evaluate the Client?<br>☐ Leg or Foot Amputees?<br>☐ Special circumstances for Paralysis?<br>☐ Preparation and Permission?<br>☐ MS? |
| | 13. Did she ask about Allergies, Sensitivities & Toxicity? ☐ **YES** ☐ **NO**<br>Comments: |
| | 14. ☐ How well was her explanation regarding "allergic reactions" to therapeutic grade oils? |
| | 15. Were proper draping and covering procedures followed to respect the modesty of client?<br>Comments: |
| **PERFORMANCE OF RAINDROP TECHNIQUE** | |
| | 16. ☐ Did she apply Valor to shoulders and feet properly?<br>☐ Did she hold (Balance energy) for an appropriate time?<br>☐ How well did she explain the energy balancing? (Step 2) |

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|---|---|
| | 17. Did she apply oils to the feet in proper fashion and correct order? ☐ **YES** ☐ **NO**<br>Comments:<br>☐ How well did she perform vitaflex on the spinal points of the feet? (Step 3)<br>Comments: |
| | 18. ☐ How is her body mechanics and stance when doing the vitaflex on the feet? |
| | 19. Are the "DUO" oils (Oregano/Thyme) applied to the spine at the proper height and quantity? (Steps 4a. & 4c.) ☐ **YES** ☐ **NO**<br>Comments: |
| | 20. ☐ How well did she perform the "Feather Stroke" straight up the spine? (Step 4b.) |
| | 21. ☐ How well did she perform the stroking straight to the sides? (Step 4d.) |
| | 22. ☐ How well did she perform the full-length strokes? (Step 4e.) |
| | 23. ☐ Was she attentive/aware of the client making sure there is no excessive discomfort to the skin?<br>If there was discomfort, do she take prompt and proper measures to alleviate it? |
| | 24. Does she apply the "TRIO" oils to spine at the proper height and quantity (step 5a)? ☐ **YES** ☐ **NO**<br>Comment: |
| | 25. ☐ How well did she explain when and why "additional oils" may be applied (step 5)?<br>Comments:<br>Did she add any other oils that are not customarily used in raindrop?<br>If so, what did she use?<br>Was her explanation for using it reasonable and clear and reflected valid knowledge of oils and symptoms? |
| | 26. ☐ How well did she perform the **finger circles** (step 5b)?<br>1. *Heels of hand touching back.*<br>2. *Index fingers glued together.*<br>3. *Making CW circles gradually moving up spine – not 3 in one spot and moving.*<br>4. *Using fingers only, not the arms. Pinkies working. Sacrum to the atlas.*<br>5. *Change sides and make finger circles sacrum to atlas.* |
| | 27. How well did she notice tight muscles as she performed the finger circles?<br>☐ Do she apply any oils for these spots?<br>☐ If so, what oil(s) and is it the right oil? |
| | 28. ☐ Did she apply Cypress to the spine correctly (step 6)?<br>Comments: |
| | *29.* How well did she perform the Thumb Vitaflex (step 6c)?<br>1. Thumbs alternated, fingers lightly touching the back.<br>2. Thumb tips perpendicular to the spine-not the side of the thumb.<br>3. Thumbnail touching spine. Pad, tip, nail. Strong pressure. Check in w/client<br>☐ From the side<br>☐ From shoulders |
| | 30. ☐ How did she perform the Finger Straddle/Saw Maneuver? (Step 6d)<br>1. Rock with the body's harmonics.<br>2. Becomes a faster vibration around the heart area or until you feel the body harmonic change.<br>3. Keep top hand below first knuckle of bottom hand.<br>Comments: |
| | 31. ☐ How well did she demonstrate the Stretch and Shake/Quiver (step 6e)?<br>1. Place fingertips on one side of the spine and thumbs on the other side of the spine. (pinkies touching will give you a better stretch).<br>2. Is the concave part of hand over spine? All the way to the atlas? Plant, Stretch, Rock. Stretch and |

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|---|---|
| | rock in sync with body's natural movement.<br>*Comments*: |
| | 32. ☐ How well did she apply Ortho Ease to the back (step 7)?<br>1. Was the oil applied properly?) *Dispense oil into palm of one hand, allowing oils to warm for a second or two. Apply oil in a circular motion, making small clockwise circles starting from left hip moving toward the neck, then cross over to client's right side, back down to right hip, returning to left hip. While making one large clockwise circle around the back, with smaller circles, stop periodically to refill your hand with more Ortho Ease. Repeat this motion using both hands 3X without applying more Ortho Ease.* |
| | 33. ☐ How well did she perform the Free Style Anointing starting with big clockwise circles on the back with both hands together? |
| | 34. Did she give special attention to any tight or sore spots discovered during finger circles or mentioned by the client? ☐ **YES** ☐ **NO**<br>Comments: |
| | 35. ☐ How well did she perform the Palm Slide (Indian Rub)?<br>Fingers together. Hips rocking side to side. Hips to neck and back down. Look for "S" curve in the skin. Along with palms, the forearms should also slide on the back.<br>Comments: |
| | 36. ☐ How well did she apply Valor (step 8)?<br>Was the oil dropped properly and in the right amounts?<br>Comments: |
| | 37. ☐ How was her body mechanics/posture while performing the Finger Circles, Thumb Vitaflex, Saw Maneuver, Stretch & Shake, Free-Style Anointing, and Palm Slide? *Shoulders relaxed, upper body upright, lunging with strokes.* |
| | 38. ☐ *How well did she perform the "Arched Feather Strokes? ("Angel Wings") Gradually move up the spine, fingers together. Imagine 3" circles, 6" & 12" circles. Trace half those circles on both sides of back.*<br>Comments: |
| | 39. Hot compress. (Step 10)<br>☐ Was a large dry towel placed on the client's back first?<br>☐ Was the towel to be filled with hot water folded correctly before soaking it?<br>☐ Was the hot wet towel returned still rolled up ready to unroll on the client's back? |
| | 40. Was the temperature of the wet towel: ☐ Too Hot? ☐ Too Cold? ☐ Just Right?<br>Comments: |
| | 41. Was the towel dampness/wetness: ☐ Too Dry? ☐ Too Wet? ☐ Just Right?<br>Comments |
| | 42. ☐ **YES** ☐ **NO** Was the wet towel applied correctly? (i.e. Was it unrolled from the neck down to the base of the spine and was it kept folded in thirds over the spine?)<br>Comments: |
| | 43. ☐ **YES** ☐ **NO** Did she stay with the client throughout the hot compress, making sure it did not warm up too much or be excessively hot?<br>☐ **YES** ☐ **NO** If it did become uncomfortably hot, did she take the appropriate measures to alleviate the problem? Or were they able to explain what to do?<br>Comments: |
| | 44. ☐ **YES** ☐ **NO** Did she ask the client if the compress was heating up and, if not, did the Candidate take the appropriate measures to assist it in heating up? (i.e. by laying hands on the back over the towels).<br>Were they able to explain what to do? |

| | |
|---|---|
| | Comments: |
| | 45. ☐ **YES** ☐ **NO** Did she wait an appropriate amount of time (5–8 min) before removing the hot compress?<br>☐ **YES** ☐ **NO** Did she remove the towels in a manner that would not cause a sudden chill and discomfort to the client?<br>(45 cont'd) Comments: |
| | 46. Conclusion of Raindrop: (Step 11)<br>☐ **YES** ☐ **NO** Did she help the client get up, staying right with them to assure that they don't fall from the table or stand up to quickly before they get their balance?<br>Comments: |
| | 47. Re-evaluation and Re-measurement: (Step 12)<br>☐ **YES** ☐ **NO** Did she remember to re-measure?<br>☐ **YES** ☐ **NO** Does she stay by the client to steady them as they walk over to the wall?<br>☐ **YES** ☐ **NO** Did she re-measure correctly?<br>Comments: |
| | 48. ☐ **YES** ☐ **NO** Did she offer water and mention the possibility of detox?<br>☐ **YES** ☐ **NO** Did she mention the Importance of drinking water following raindrop?<br>☐ **YES** ☐ **NO** Did she give the client appropriate advice on what to expect during the next few days following a raindrop?<br>Comments: |
| | **Comments on Raindrop:** |
| **PART THREE: General Observations and Critique of Candidate** | |
| | 1. Evaluate the Candidate's appearance considering their dress, grooming, demeanor, hygiene, etc.<br>☐ **YES** ☐ **NO** Does she present herself in a respectable, professional manner in good taste and appropriate as an instructor before a group of students in a CARE class? |
| | 2. Overall, how well did she perform the vitaflex techniques? Suggest ways for improvement.<br>Comments: |
| | 3. Overall, how well did she explain and teach Vitaflex Technique? Suggest ways for improvement<br>Comments: |
| | 4. How well did she answer and respond to questions from you or the client?<br>Comments:<br>☐ **YES** ☐ **NO** Was she Knowledgeable?<br>☐ **YES** ☐ **NO** Articulate?<br>☐ **YES** ☐ **NO** Humble?<br>☐ **YES** ☐ **NO** Hesitant?<br>☐ **YES** ☐ **NO** Uninformed?<br>☐ **YES** ☐ **NO** Defensive?<br>☐ **YES** ☐ **NO** Tried to Bluff?<br>Additional Comments: |
| | 5. ☐ **YES** ☐ **NO** In your opinion, will this person be a quality representative of CARE as a Vitaflex facilitator and teacher?<br>Comments: |
| | 6. Overall how well did she perform the Raindrop Technique? Suggest ways for improvement. |

| | |
|---|---|
| | Comments: |
| | 7. Overall, how well did she explain and teach the Raindrop Technique?<br>Suggest ways for improvement.<br>Comments: |
| | 8. ☐ **YES** ☐ **NO** In your opinion, will this person be a quality representative of CARE as a Raindrop facilitator and teacher?<br>Comments: |
| | 9. What are the candidate's strongest points in your opinion?<br>Comments: |
| | 10. What are the candidate's weakest points in your opinion?<br>Comments: |
| **PART FOUR: PASS/FAIL CONSIDERATIONS** | |
| | 1. Has this Candidate performed satisfactorily enough to pass Requirement 11?<br>Comments: |
| | 2. Is this Student ready and able to assist in a CARE class and pass Requirement 12? (In other words, could they handle a massage table with 3-4 students in a Raindrop class.)<br>Comments: |
| | 3. Independent of doing the techniques and expressing the knowledge behind them, do you think this student will make a good teacher? (In other words, do they have the humility, diplomacy, tact, enthusiasm for the material, and love of people to be a good instructor?)<br>Comments: |
| | 4. How is the Candidate's general attitude? Do they take correction well? Are they willing to learn? Are they receptive to instruction, not defensive? (In other words, are they teachable?)<br>Comments: |
| | 5. On an intuitive level, do you feel that they are responsible, mature, sympathetic, kind, and have a healing touch? Do they have a caring attitude along with the right motivations to be a CARE Instructor? (In other words, do they put forth "good vibes" and would you feel comfortable about them touching you or others during a raindrop or vitaflex session?)<br>Comments: |
| | 6. ☐ **YES** ☐ **NO** Do you feel that this Candidate possesses a high standard of professional behavior required for a CARE Instructor?<br>Comments: |
| | 7. ☐ **YES** ☐ **NO** Does this Candidate possess CARE values of sincerity and humility? |
| | 8. ☐ **YES** ☐ **NO** Do you feel that this Candidate has the proper attitude to become a CARE Instructor to strive and master every step along the way to the best of their ability and not look for short cuts in meeting the requirements in becoming a CARE Instructor?<br>Comments: |
| | 9. ☐ **YES** ☐ **NO** Has this Candidate demonstrated that he/she will be able to carry out the function of a good CARE Instructor in such a way that brings honor to themselves, CARE and to the family of CARE Instructors as a whole?<br>Comments: |
| | 10. ☐ **YES** ☐ **NO** All things considered; would you be pleased to be associated with this person as a fellow Certified CARE Instructor?<br>Comments: |

| | | |
|---|---|---|
| | 11. ☐ **YES** ☐ **NO**<br>Comments: | If the candidate does not possess the skills needed to be a CARE Instructor, would you recommend that she pass to become a facilitator for RD and VF, but not an instructor? |

| ***For Candidates who require a CARESS decision*** | |
|---|---|
| Date of Conference Call | |
| CARE Officer | |
| CARESS Members | |
| Final Decision | PASS ☐ FAIL ☐ CONDITIONAL PASS ☐ PASS ONLY AS FACILITATOR ☐ |
| Comments: | |

## TO THE EXAMINING SCCI

## Do not send this portion to the candidate

**SCORING THE CANDIDATE**

Many portions of the demo require written comments. Some parts require only a YES or NO, which can be written in the space provided. For every item, also assign a numerical score.

Rate each part on a scale of 0 - 10 as follows:

**10 = Excellent. 8 = Good. 6 = Fair. 4 = Poor. 2 = Very Poor. 0 = Totally Wrong.**

Use odd numbers when your opinion lies between two values. Add comments when needed. A score of 10 means: *the Candidate's performance was done exactly and perfectly as in the notes.* A score of 8 means: *the Candidate's performance was done correctly but requires some correction and or "tweaking".*

If you assign a score less than 8, explain the deficiency that caused you to rate them less than 8 on that item. Write on the back if more space is needed. Give your summary comments on the last page of this form.

**Please note if the Candidate scores 4 (poor) or less on the first 10 questions of either VitaFlex or Raindrop; the exam should be stopped and rescheduled when the student is more prepared. This should be discussed with the student prior to the beginning of the exam.*

Insert the candidate's name in the footer at the bottom of the page. Under Insert click footer. At the bottom of the footer menu click Edit footer to insert candidate's name.

This form has been designed so you can check off the items as the Candidate completes them. Any comments or checkmarks you insert will be in red, for ease in assuring all items have been completed. Items with "How well" have a dropdown menu to check: Excellent, Fair and Poor. Then you will need to insert a numerical number in the column to the left to represent how well they completed that section.

As you add comments the form will expand. Before submitting your completed form to CARE and the candidate make sure the numbered items are not wrapped to the next page. For instance, on the bottom of page 2, make sure #5 is not continued to page 3. Insert a page break or blank line to end each item without wrapping to next page.

A teleconference with the CARESS committee will be required when either of the following are true:

- This is your first Return Demo where you have been the examiner or
- When passing may be provisional with conditions, or when there are doubts and questions as to a candidate's performance that need to be discussed and decided as a committee.

If there is doubt about passing or the performance seems to have been unacceptable, the Examiner will call a teleconference meeting with the CARESS Committee to discuss the matter, and the committee, in conjunction with the examiner, will come to a decision. A teleconference number will be provided by CARE for this purpose. The Examining CARE Instructor will assume the responsibility for setting up the conference call. The decision of the committee will be final and there is no appeal. It is the duty of the Examiner to report the decision of the committee to the Candidate.

The participants in a teleconference shall be a minimum of 3 in number: (1) being the supervisor who was the examiner and (2) members of the CARESS committee, one of whom may be an officer at CARE Headquarters.
There is no fee to be paid. This is a free service to help the examiner come to a decision.

**FOR STUDENTS WHO PASS**

1. Immediately upon the successful completion of the exam the SCCI Examiner should sign and date the student's CCI handbook under requirement #11 '*Complete and Pass a Return Demonstration and Oral Exam*'. They cannot move on to Requirement 12 (the CARE Class Assistantship) until this has been done.

2. If a student passes as "Facilitator Only" they may not proceed to Requirement 12 at this time. A Facilitator Only pass allows the student to be listed on www.raindroptraining.com in the CARE Approved Raindrop Facilitator's Directory at student's request. She/he may also apply to NCBTMB to move forward with the steps to become CRTS. If a student passes as a Facilitator Only and wishes to proceed with steps to become a CARE Instructor, they must retake the Return Demonstration and obtain a "PASS" (see number 7 under For Students Who Fail).

3. Upon completion of the exam a completed report with the PASS box circled must be sent to CARE to be entered in the permanent files of the candidate. It is best when emailing the report to send it in PDF file or a protected file (so changes cannot be made). When sending in your notes to CARE or the Candidate, please make sure the last page ("to the examining SCCI") is not copied or sent. These instructions are for the Examiner only.

4. You may fax a typed copy of this form (CARE will not accept handwritten forms) with your comments to CARE at (573) 755-0365. You may also type up your notes and email them to anthony@raindroptraining.com and also accounting@raindroptraining.com.

**FOR STUDENTS WHO FAIL**

1. If the CCI Candidate fails, you should discuss with them any deficiencies they need to correct as well as the strong points in which they did well. If there are doubts and questions on their performance inform the candidate that a teleconference with the CARESS committee will be initiated for the final decision. Share with them a copy of your notes.

2. If a decision by the committee is required, inform them that the decision of the committee is final and that there is no appeal. If they failed the exam, they may reschedule and retake the test. Tell them that when they are ready to try again to arrange with you or any other Supervising CCI of their choice for another Return Demonstration.

3. Inform them that they do not have to choose the same Supervising CCI for their next Return Demonstration. Remind them of the two-year time limitation. (See the CCI Handbook)

4. Allow them adequate time to read over and study your comments. If this is not the first exam you have conducted, a clear pass/fail decision can be made by you, the examiner, at the end of the exam. It is your responsibility to convey the pass/fail decision to the Candidate.

5. Give a copy of your completed form to the CCI Candidate (excluding the last section, "to the examining SCCI").

6. Upon completion of the exam, a completed report with the FAIL box circled must be sent to CARE to be entered in the permanent files of the candidate. A copy of the final decision (including names and dates of the committee members) will be sent to CARE Headquarters to remain on file.

7. If a student does not “PASS” to proceed to Requirement 12, the CARE Examiner has the option to pass them as “Facilitator Only” if it is deemed by the examiner that the student possess the skills to be a proficient Raindrop and Vitaflex facilitator, even if they do not seem to have the ability to be a quality CARE Instructor (see number 2 under *Students Who Pass*).