



## Application Instructions

To follow are instructions for submitting the three components of the Poi for Early Childhood Education (ECE) Certification. The components are 1) qualifying documents, 2) written exam, and 3) practical exam. Please read all of the instructions carefully before applying. If you have any questions, please contact Dr. Kate Riegle van West at [kate@spinpoi.com](mailto:kate@spinpoi.com).

### Qualifying Documents

The following documents are required in order to apply for a SpinPoi certification.

#### Police Check

Proof of a government issued police check that is not more than three years old is required. Results of the police check must be obtained in the format of a certificate or report and detail your full name, date of birth, date of issue, and a reference number or similar. If you have a conviction for murder, sexual assault, or conviction of (and sentence to imprisonment for) any other form of assault, you will not be eligible for certification. Any other convictions highlighted by the police check will be assessed on a case-by-case basis.

#### Letter of Recommendation/Reference

A minimum of one letter of recommendation is required. The letter should come from a current or former colleague at an organization that engages with youth. You do not need to have worked there full-time but you should have worked or volunteered there, specifically working with children, in some capacity in the past or at present. The recommender should include the following in their letter:

- Name of organization
- Job title
- Relationship/connection to candidate
- Description of the work the candidate was/is doing
- Specific information about the candidate's personal characteristics
- Specific information about the candidate's skills (please include any information relevant to working with youth)
- If/why you think the candidate would make a good SpinPoi certified instructor

### Proof of Additional Qualifications (*optional*)

If you have any relevant certifications or qualifications, please include a copy of the certificate(s). This could include being a registered teacher, play specialist, recreational/diversional therapist, occupational therapist, physical therapist, etc. This could also include academic degrees in a related field.

## Written Exam

The written exam is administered online. It includes multiple choice questions about the history of poi, the health benefits of poi, safety and best practices for facilitating a poi session, warm up and cool down exercises, poi movements, the Code of Conduct for Certified SpinPoi Instructors, and the evaluation criteria for the practical exam.

Answers to the exam questions can be found in the following resources:

- [Poi for ECE Facilitator's Guide](#)
- [Code of Conduct for SpinPoi Instructors](#)
- [History of Poi webpage](#)
- [Practical Exam Evaluation Form: Poi Proficiency](#)
- [Practical Exam Evaluation Form: Routines](#)
- [Practical Exam Evaluation Form: Teaching](#)
- [Practical Exam Evaluation Form: Lesson Plans](#)

Upon completion of the exam, you will immediately see your results. Questions with incorrect answers will be marked in red, and there will be a tip regarding where you can find the correct answer. You must score 100% on the exam to pass. You may take the exam as many times as you like.

Results of the written exam are automatically submitted, so once you have completed the exam no action is required. If you take the exam more than once, your most recent results will be considered for the certification.

## Practical Exam

The practical exam consists of four sections: Poi Proficiency, Routines, Teaching, and Lesson Plans. The first three sections require a video to be upload online, using a platform of your choice (youtube, vimeo, dropbox, etc.). You must also submit the Practical Exam Evaluation Form for each section.

## Poi Proficiency

*Poi Proficiency Evaluation Form*

<https://www.spinpoi.com/certification/ece/evaluationpoiproficiency.pdf>

For the Poi Proficiency section, record a video of yourself demonstrating the poi movements listed below. In your video, you should:

- Say the name of the poi movement out loud before you demonstrate it. For example, before you demonstrate a forward figure 8 with your right hand, say “Forward figure 8, right hand.”
- Be fully and clearly visible in the video frame, including your arms and your poi when extended. This means you will need a relatively wide shot

You are allowed to look at the list of movements during the video, to help keep track of where you are and ensure you do not miss any movements.

### DEMONSTRATE THE FOLOWING POI MOVEMENTS:

1. Wheel Plane: Timing and Direction
  - Together time, same direction (forward and backwards)
  - Split time, same direction (forward and backwards)
  - Together time, opposite direction (right forward left back, left forward right back)
  - Split time, opposite direction (right forward left back, left forward right back)
2. Wall Plane: Timing and Direction
  - Together time, same direction (right and left)
  - Split time, same direction (right and left)
  - Together time, opposite direction (inwards and outwards)
  - Split time, opposite direction (inwards and outwards)
3. Horizontal Plane: Timing and Direction
  - Together time, same direction (right and left)
  - Split time, same direction (right and left)
  - Together time, opposite direction (inwards and outwards)
  - Split time, opposite direction (inwards and outwards)
4. Figure 8
  - Forward and backward with just right hand
  - Forward and backward with just left hand
  - Forward and backward with both hands, together time
  - Forward and backward with both hands, split time
5. Pendulum
  - Wheel plane, poi swinging opposite with arms extended
  - Swing right hand in a pendulum while spinning left hand (any plane/timing)

- Swing left hand in a pendulum while spinning right hand (any plane/timing)
- 6. Flower
  - Wheel plane, circle arm forward and poi forward (demonstrate with right arm, then left arm)
  - Wheel plane, circle arm backward and poi backward (demonstrate with right arm, then left arm)
  - Wall plane, circle arm to the right and poi to the right (demonstrate with right arm, then left arm)
  - Wall plane, circle arm to the left and poi to the left (demonstrate with right arm, then left arm)

## Routines

*Routines Evaluation Form*

<https://www.spinpoi.com/certification/ece/evaluationroutines.pdf>

For the Routines section, record two videos of yourself demonstrating two poi routines that you have created for children. Each routine should:

- Be at least 2 minutes long
- Be set to music, with the poi movements at least roughly correlating to the beat or to different sections of the song
- Incorporate a minimum of 3 different poi movements or variations of movements (i.e. if you are spinning one poi forward, a variation would be to raise your arm high while you spin, or to extend your leg while you spin)
- Be an appropriate difficulty level

## Teaching

*Teaching Evaluation Form*

<https://www.spinpoi.com/certification/ece/evaluationteaching.pdf>

For the Teaching section, record a video of yourself teaching poi to your students. You should submit 30 minutes of teaching total, so if you are teaching lessons shorter than 30 minutes, please submit video from more than one lesson. We understand it may be challenging to capture everything going on in the room during the lesson, but please make sure you are visible in the frame for the majority of the lesson.

## Lesson Plans

*Lesson Plans Evaluation Form*

<https://www.spinpoi.com/certification/ece/evaluationlessonplans.pdf>

For the Lessons Plans section, please write a lesson plan for 4 poi sessions. This could be 4 sessions for a group that is new to poi, or 4 sessions for a group that is already familiar with poi. Each session should be 20 minutes minimum. The lesson plan for each session should include any warm up exercises, specific poi movements, poi routines, and cool down exercises. While some content may stay the same throughout the 4 sessions, there should also be new content introduced throughout to keep things fresh and keep participants challenged.

## Application process

To begin your application, visit [www.spinpoi.com/certifications](http://www.spinpoi.com/certifications)

Upon payment, you will be given a link to the written exam and other application components. Once all components have been turned in, your application is complete and will be reviewed. The review process will take 1-2 weeks, and you will receive an email with the final outcome. If there are any problems with your application, you will be advised on how to address them, and invited to reapply.