

So you Want to Be a Certified Instructor...

Thank you for your interest in becoming a Certified Instructor for our company! The following handout provides you with a detailed overview of what becoming Certified as an Instructor for our company involves. Since 2010, we have been certifying instructors that have been dedicated and avid followers of our company. These instructors commit themselves to completing many Quiltworx designs, attending a wide range of workshops, and bringing that knowledge back to their local communities, teaching throughout the world.

By the end of 2015, Quiltworx will have trained over 75 instructors in the United States, Canada, New Zealand, Australia, Germany, Belgium, and the Netherlands. We also have nearly 100 Certified Shops throughout all of those countries and are working with over 25 additional instructors at various stages of training in the program.

Our program has evolved significantly over the years, not only in size, but also in the requirements for training. This is primarily due to Judy's evolving responsibilities in the company and also her continued desire to reduce the teaching demands that are placed on her.

Our inventory of patterns has also grown to a level that is beyond any one instructor's ability to do it all. And, as a result, we have had to teach our instructors not only how to make each quilt, but also teach techniques for multiple quilts at once.

Our interest in the program both from prospective teachers and also from shops, quilt shows, and guilds interested in hiring our Certified Instructors continues to grow as well.

The latest updates and revisions to our program reflect the current conditions of the Quilting Industry, our role as a training program and pattern design company, and the types of requests we are getting from both prospective instructors and those interested in hiring them to teach.

In 2013, the Certification program transitioned from a competitive application process to a training program. We will continue this approach to training instructors moving forward. However, the pre-requisites and interactivity necessary to be considered for the program will change for all instructors not already enrolled in a final certification program in 2016.

Please review the information provided in this document thoroughly before you determine your interest in pursuing Certification in the future! If you have any further questions, please contact certification@quiltworx.com.

■ PRE-REQUISITES TO BECOMING CERTIFIED

- **You will be required to have attended TWO retreats in Montana (4 or 5 days with Judy only, or with Judy and a Certified Instructor)**

Location: Montana ~ Quiltworx Retreats

Purpose: I require this because the retreat is a very relaxed atmosphere that allows the students to get to know me. It also allows me to spend time with each of you and get to know you. In the past, workshops with Judy outside of Montana have been considered acceptable as an alternative. However, moving forward, these events will include many more students and Certified Instructors, with Judy floating between workshops. As a result, they will not give Judy the time to get to know you or you the time to get to know her. Therefore, workshops in Montana at one of our retreat facilities will now be required.

- **One class with a Certified Instructor (minimum 3-days)**

Location: (your choice)

Purpose: Taking a class from another Certified Instructor will help you see another perspective on teaching my techniques. It is good experience to see how another instructor teaches and works with their students. We also consider this a good opportunity for you to get to know your peers and potential colleagues. It is important that you take these workshops with the mindset of being "in their shoes". Recognize that they have already put in the years of work to get where they are at, they come in all different personalities and with different interests in Quiltworx patterns, and they have all been teaching for some time, having to learn the best way to conduct their workshops.

- **Completed (Quilted and Bound) Quilts (Minimum of (5) completed quilts for your portfolio, does not include Table Runners or Technique of the Month Quilts)**

Purpose: You must be prepared to deliver samples to quilt shops to advertise your class, administer trunk shows, and demonstrate competency to your students through completed projects. We do not include Table Runners as completed projects, although we do consider Table Runners vital to your teaching program. The purpose of this requirement is to learn proficiency, prepare

yourself for being a professional instructor. Anyone can make a few table runners and begin teaching. If you are interested in being an instructor on a professional, full size quilts demonstrates you have earned that title. If you walk into a workshop with an instructor, you want to know that they have done the work to master what they are teaching. Being confident in tackling even the most detailed and large of Judy's projects demonstrates this. Having them quilted and bound is a step professionals must take. We still want you to have an entire line of table runner options for one day classes and shop samples, but they will not count towards your five completed quilts.

NOTE - Timing of Completion: *These quilts MUST be completed before you are allowed to enter the Phase 1 Certification Workshop! They must be quilted, bound, and submitted to Quiltworx as part of your portfolio before you can enter any formalized training workshops as part of the program.*

► **Teaching Experience (Minimum of two workshops)**

Purpose: This pre-requisite has one primary purpose. It is for you to have experienced teaching in the quilting industry before you begin to spend significant amounts of time and money on becoming a Certified Instructor. We have had many people want to come into the program in recent years that have just not had enough teaching experience and as a result, this process has been a much longer and frustrating experience for them, with some even ultimately deciding it is not in their future. We will ask you for shop references and also provide you with a questionnaire about the workshops you have taught. These teaching events can include local teaching through a local shop, local guilds, or friends. A paid teaching contract is not necessary (but is something you will need to learn and grow towards with your Certification). Volunteer teaching is acceptable. You are not required to teach my patterns or techniques in these classes. All I am asking is that you have some teaching experience before you jump into being a Certified Instructor so that you have an idea of what it takes to teach.

► **One Phase 1 Training Workshop (5-days)**

Location: (Training Center) Montana (Taught by Judy and her Staff)

Acceptance to Workshop is Required: When you have worked with our Certifications Program staff to develop a portfolio including all of the above pieces, your portfolio will be given to Judy for consideration in attendance at future Phase 1 Training Workshop. Please note that acceptance into Phase 1 does not guarantee that you will automatically move to Phase 2. During the Phase 1 workshop Judy will work with you to determine how much additional training you may require before you are ready for Phase 2. In some cases, you may be asked to come back to interim training opportunities or additional retreats and/or work on specific projects to complete the skills needed to attain your certification.

Workshop Goals: This workshop will be designed to give you insight into how the program is structured, and what is expected. When you leave, you will have a full understanding of what needs to be done to complete your training. The workshop will

not involve free sewing on your own projects, but will include a crash course in all of the techniques you will be expected to carry through to workshops. If you can demonstrate technical proficiency by the end of the workshop, you will be invited for Phase 2. If you have not met the standards that Judy believes you will need to be at to begin teaching as a professional, she will work with you on a path of additional training workshops and homework to be completed before you can move into the Phase 2 workshop. This is at her discretion and could require multiple workshops on your part in order to meet the criteria necessary to teach as a professional instructor.

What Makes a Good Teacher Program: In addition to technical proficiency, becoming a professional instructor involves understanding the standards by which the industry holds you to. We will discuss contracts, expectations of teachers, professional conduct, working with shops, how to build a portfolio, setting up a business plan, how our company works, and begin sharing with you, the not so glamorous side of being an instructor, which includes bracing yourself for judgement and criticism and the inevitable student that does not enjoy your teaching style. We will go over surveys, student feedback, and what to do when things go wrong. This is where you will gain the benefits of years and years of teaching experience not only from Judy but from our other Instructors. We will begin to prepare you for handling situations that don't go well and help you predict problems before they start. Some of this cannot be learned without jumping in and gaining experience. But, we will share with you the realities of becoming a Professional Quilting Instructor as candidly as possible.

► **Interim Homework**

Once you leave the Phase 1 Training workshop, you will need to complete any additional steps that Judy and the teaching staff may have outlined for you. In addition, we ask that you keep us informed on where you are teaching, how the classes are going, and how you may be making progress on the steps we have outlined for you in preparation for the final Phase 2 Training Course.

► **Phase 2 Certified Training Course: FINAL REQUIREMENT (8-days):**

Once you have completed all of the pre-requisites, shown technical proficiency in the various techniques, and completed all of the interim homework, Judy will review your portfolio again to be considered for acceptance into an upcoming Phase 2 workshop. In this workshop, you will be in Montana for eight days. In preparation for the workshop, you will need to complete the paper piecing for (2) of the (3) current Technique of the Month Quilts (Your Choosing), and bring the (3rd) complete. Our recommendation is to complete Paradise in Blooms as the assembly takes much longer than the other two and it may slow you down in class. Judy can demonstrate some assembly techniques if requested for Paradise in Blooms as appropriate. It may also be in your best interests to attain assembly assistance through a local Certified Instructor. This would leave Glacier Star and Mariner's Compass for assembly in the workshop. We recommend focusing on the wall quilt size as you will need this quilt to hang in quilt shops and advertise classes. You can make a second sample with Queen borders on it on your own time once the Certification is complete.

The first four days of the workshop will include various training seminars and sewing to complete the assembly of your Glacier Star and Mariner's Compass quilts.

The last four days of the workshop, you will sew on the upcoming Technique of the Month. It will be your responsibility to complete the tops for ALL of the Technique of the Month quilts before you will be Certified as an instructor.

Additionally, we will help you set up your accounts and profiles on our website and you will have meetings with Judy and her staff to help us prepare for how you will move your professional teaching career to the next level.

Note that during this workshop you may or may not be working exclusively with Judy, but also with her staff and certified instructors, as appropriate. If you do not complete all four quilts during the Phase 2 training course, you will need to take the work home and finish them before we will finalize your Certification and you receive all of the program benefits.

WHAT IS TEACHING ALL ABOUT?

Since I started the program, I have had many people come to me and express interest in the program. I have learned a lot about why different people are interested and based on these conversations, I have developed a list of questions that I believe everyone should ask themselves before they determine that pursuing this program is the right path for them.

► First, what is the reason you would like to teach, and does it align with performing the various duties in the list below on a regular basis (at least one weekend a month)?

List of Duties Teachers are Expected to Perform as a National Instructor: Lectures, Education, Training, Sharing (Trunk Shows), Helping (Quiltworx.com Support Network, phone calls, emails, etc.), Demonstrations, Traveling, Signing Contracts, Commitment, Communication, Organization.

► Are you prepared to be away from your family for extended periods of time?

I spend a lot of time in my hotel room by myself while my family is at home. It can become very lonely at times, and even exhausting is during those hours, I am often catching up on the other business aspects of my life.

► Are you social and enjoy the company of other people?

Teaching requires you to refocus your emotions and energy on your students and away from yourself. You need to be comfortable engaging your students on a personal level. You don't have to like them, but you don't need to share that with anyone other than yourself. Be prepared to laugh, be patient, let things go, and have a good time. You are there to provide them with an enjoyable experience, not for yourself. It is very important that you are prepared for this type of personal interaction with your students.

► Are you interested in what your students might bring to the table to teach you?

The most successful instructors recognize when they walk into a classroom, that they are with a wealth of experience from students and that if you listen to the way students perceive your instructions, they can teach you how to be better, give you new ideas, or even teach you something you didn't know before. A student that walks away feeling respected will likely come back again because they had a great time and you instilled trust.

► Are you prepared to show up early and set up, plus stay after the workshop with the store staff and make sure the teaching areas is completely spotless before you leave?

As a contracted service to the Quilt Shop, this is professional courtesy that becomes your responsibility as an instructor. If you are interested in being an instructor and willing to take on a leadership and guidance role, along with being accountable to other businesses for your actions and conduct, you will be successful and a teaching career may be an excellent fit for you. If you really just enjoy making quilts and want to work on your own projects instead of others, then pursuing a national instructor position, might not be the best fit. It is something you need to decide for yourself.

► Do you have a business plan?(When I ask for a business plan I am wanting to know what are your expectations for yourself after you complete your certification.

Becoming Certified is a significant investment. After completing the pre-requisites for the program, you may have as much as \$15,000 into pre-training workshops, including workshops, quilts, travel, and the training program fees. In addition, you will have an annual certification fee (in 2014, this fee is \$450.00). These costs are usually ones that can be returned in income after a year (or even less than that in teaching), if you are doing lectures, workshops, selling patterns at shows and trunk shows, etc. You need to make sure that you are prepared for how you will make teaching profitable for you. And, a business plan of how you plan to create a successful teaching career is important.

► Who do you want to teach for? (Guilds) (friends) (shops) (retreats) (cruises) (conventions) (national shows)

Are you simply wanting to teach at the quilt shop down the road or to your local guild? Are you considering teaching across your region and/or State? Are you looking for national exposure? Do you want to specialize in niche teaching (cruises, private retreats, your own training program?)

► Are you willing to travel? If the answer is yes then how much?

Our instructors spend a significant amount of time traveling, both by car and also air. You will need to determine how much you would like to do, how frequently, and how long this is sustainable for you either due to family, health, age, or other personal issues.

► What would you expect for an income? Do you need the income?

Are you prepared for a situation where it may take some time to build up classes? Does your business plan consider viable ways that you can meet your income needs?

► Are you interested in teaching other techniques for other instructors?

Some of our instructors are professional instructors, teaching more than just Quiltworx.com patterns. Are you already doing this and if so, how would having multiple certifications benefit you?

WHICH QUILTS HAVE YOU MADE?

I am often asked which quilts students need to complete to be best prepared for being a Certified Instructor. The quilts below have been sorted by workshop possibilities. Go through the list and make a check by each quilt you have made. The more groups you can hit, the better prepared you are to teach a wide range of class options when asked. Likewise, if you focus on one group, these groups could be offered as one class over multiple days so students have some flexibility in selecting the project they want to work on. This list is current as of September 2015.

It is worth noting that many of our quilts go in and out of publication based on whether we determine that updated instructions are needed, new colorways are necessary, or the industry requests something special from us. As a result, some of our older designs and techniques may not be the classes that students are interested in taking from a Certified Instructor. Strongly consider choosing your five quilts to be considered for publication as ones that use the most recent directions for the pattern you teach and also ones that are popular. To determine which quilts people are most interested in making, check out the galleries on our pattern pages online. It is easy to see which quilts have been made by many people. These are the quilts you will most want to have in your portfolio when you present yourself as a professional instructor.

NOTE - Complete List of Patterns: The list below is not all inclusive, but rather a representative list of our more popular designs that fall into a variety of different techniques for you to consider. Making one in each group demonstrates proficiency and technique mastery. This should be a goal of yours if you intend to become a Certified Instructor.

► Lone Star Series

- Prairie Star, Amazon Star, Summer Solstice, Cattails in the Meadow, Agave Garden, Dragon Star, Tarnished Windmill, Prismatic Star, and Woodcarver's Star (Note that all many of these patterns teach different lone star paper-piecing techniques, depending on the size of the diamonds in the quilt and the variety of colors used to complete it).

► Circling Geese Series

- Seasonal Table Runner, Autumn Splendor, Crackers, Misty Mountain Pond, Celtic Sunrise, Seasonal Gatherings

► Flying Geese Series:

- Indian Summer, Hoffman Crackers, Geese Migrations Book Patterns, Harvest Moon, My Two Baby Sisters, Maple Leaf Flurries

► New York Beauty Long Spike Series

- Rain Drops, Japanese Fan, Sea Urchins, Solar Flares

► Wedding Ring Series

- Bali Wedding Star, Bali Bed Runner, Flowers for my Wedding Ring, Art Deco Sawtooth Wedding Ring, Princess Tiara, Primrose Wedding Ring, Cotton Candy, Forever Yours Table Runner, Grandma's Wedding Ring, Geese at my Wedding, Diamond Wedding Ring

► Cactus Flower Series

- Cactus Flower Table Runner, Farmer's Star, Geese Migrations Book (29 designs), Arizona Cactus, Cactus Rose, Pepperdish

► Mariners Compass

- Captain Wheel, Compass Rose, Thistle Pods, Golden Harvest, Vintage Compass

► Feathered Star Series

- Feathered Snowflake, Feathered Star Wall Hanging, Christmas Celebration, Feathered Star Queen, Lumina Feathered Star, Winter Wonderland Snowflake, Ice Crystals

► New York Beauty

- 4th of July, Sunflower Illusions, Tumbleweeds, Coxcomb, Dancing Batiks, Ballroom Dance, Storybook Pastures, Stormy Seas, Desert Sky, Island Sunrise

► Stepping Stones

- Stepping Stones, Garden Wall, Weeping Willow, Willow Bed Runner, Cappuccino: A Party for 4

► Log Cabin

- Split Log Cabin, Cabin Fever, Country Picnic, Spurs, Osprey's Nest at the Lake Cabin

► Technique of the Month Quilts

- Glacier Star, Mariners Compass, Paradise in Blooms

► Bali Pops Quilts

- Bali Fever, Confetti, Stepping Stones, Waterfalls, Fractured Paint Box, Garden Wall, Wedding Ring Quilts, Prismatic Star

► Leaf Series

- Fire Island Hosta
- Fire Island Hosta Queen
- Tea Leaf Table Runner
- Tea Time Placemats
- Eight: Quiltworx Leaf Series

- Four: Quiltworx Leaf Series
- Three: Quiltworx Leaf Series
- One: Quiltworx Leaf Series

► Specialty Quilts

- Weathered Windmill
- Rocky Mountain Bear Claw and the Bear Claw Table runner and Pillows
- Starburst

TECHNIQUES

As you prepare for the program, please consider what Techniques you have mastered while making the above list of patterns. Likewise, you might want to consider what it would look like if you were going to show someone else how to do the same thing.

► Strip Piecing

- Strip Piecing Lone Star Quilts
- Strip Piecing Wedding Ring Arcs
- Prairie Pinwheels Strip Piecing (Windmills)

► Shuffling Template Pieces

- Split Log Cabin
- Osprey Nest at the Lake Cabin
- Cabin Fever/Country Picnic

► Chain Piecing Techniques

- General Piecing Technique that Can Apply to All Quilts
- New York Beauty Blocks
- Mariner's Compass Blocks
- Flying Geese Blocks

► Cut-Out Techniques

- Sea Urchins, Solar Flares, Raindrops
- Cabin Fever, Country Picnic
- Osprey's Nest At the Lake Cabin

► Changing Places Techniques

- Crackers
- Arizona Cactus
- Indian Summer

► Curved Piecing

- General Piecing Techniques
- Wedding Rings, New York Beauties, Small Stars, S-Curves

► Templates and Template Layout Sheets:

1. Explain what a Template Layout Sheet is and how to use it.
2. Design a Template Layout Sheet.
3. Show how to cut fabric with a Template Layout Sheet.
4. Show how to use a Template Layout Sheet without cutting it apart.
5. Show how to stack the pieces from a Template Layout Sheet.
6. Design a block using Paper Piecing Templates.
7. Design the Paper Piecing Templates into a Template Layout Sheet.

► Stacking Techniques

1. Show how to pair up fabrics for Desert Sky using light and dark fat quarters.
2. Study and discuss how to pair up fabrics for Rain Drops, Japanese Fan, 4th of July, Sunflower Illusions, & Sea Urchins. Have each student pick fabrics and make a sample of each unit.
3. Have the students pair up fabrics using light & dark contrast, medium & dark contrast and dark & medium contrast. Each student should make one block using the different combinations from the blocks selected above for their teaching portfolio.

► Lone Star & Diamond Log Cabin Star Quilts

1. Choose colors for a Lone Star .
2. Make a lone star strip set using the strip piecing process which is demonstrated in all our patterns. This would show cutting and trimming the pieces before sewing them onto the next strip.
3. Have each student make a strip using the technique where the strips are not cut apart.
4. Have each student make a set using precut diamond pieces.
5. Diamond Log cabin Techniques
6. How to assemble and press an Eight Pointed Star.
7. How to join the diamond rows, each intersection is a match.

► General Teaching Tricks of the Trade & Demonstrations you Need Proficiency In

- Y-Seams
- Bali Wedding Star Binding
- How to insert a flange
- How to measure and sew on a mitered border
- How to sew and press to stacked seams
- How to stack and cut out foundation papers

► Tool Demonstrations You Should be Prepared to Cover

It is always a good idea to demonstrate and go over the following information in class.

- Demonstrations of Every Technique in the Pattern
- Special Hints (Things that may not be in the pattern)
- Tools
- How to Stack and cut out Foundation Papers
- Dictionary of common Terms
- Finishing your Quilts
- Choosing Fabrics for your Students

Sharing: Sharing tips and hints unrelated to the class with your students is great. Give credit to the person who taught you the technique to show respect for the industry.

After reviewing this information, if you believe you have the skills, time, commitment, interest, and passion to pursue or expand a professional Quilting Instructor Career Path, we would love to hear from you at certification@quiltworx.com!

