

June 1, 2009

Dear Paul,

Thank you for your interest in High 5's Adventure Practitioner Certification Program.

We are writing to you at this time to confirm your registration for the Level 2 Certification test scheduled for June 15 and to provide you with some information regarding the day. Please take the time to review the contents of this packet carefully as some enclosures require a response from you and/or direct you to information you will need to access prior to June 15.

Registration will take place at 8:30 with the testing program scheduled from 9-5:00pm. Please be on time so that we can begin the program promptly at 9:00. The day is quite full and we want to assure ample time for all participants to complete each aspect of the testing.

High 5 has been approved as a Professional Vendor Member of ACCT to provide practitioner certification in accordance with ACCT Certification Standards. Some of the requirements for information outlined in this letter are based upon those standards and are part of our agreement as a Professional Vendor Member of ACCT to provide practitioner certification in accordance with these standards. We are pleased to be able to provide you with this service and hope you find the experience to be a positive one.

This packet includes the following materials:

A Portfolio template:

This template is designed to help you create a portfolio of your professional experience. We have included a few samples pages in this packet. Please go to the ACCT website, HYPERLINK "http://www.acctinfo.org" www.acctinfo.org. for the full portfolio that matches your needs. A completed portfolio **MUST** be received by High 5 **PRIOR** to your test date. It cannot be brought with you on your test day. You can do this in two ways, 1) return the completed forms via the mail, 2) download the forms from the website and return them electronically. The forms are an Excel document with categories ranging from Trainings & Facilitations to Conferences Attended and Professional Associations

Hours Requirement:

Note that applicants for Certification must meet the various hours requirements for training and program experience. These are described in the enclosed High 5 Practitioner Certification Program outline. Your completed portfolio must meet these requirements for you to be eligible for your desired certification level.

A Test Study Guide:

This enclosure outlines the various topics included in the test, as well as some sample questions to acquaint you with the type of questions you may expect from our format.

Practical Skills Checklist:

This checklist is the one that will be used on the day of testing. It will help you prepare in advance for the various content areas with which you should be familiar.

Medical / Release Form:

Please complete and return in advance with your portfolio.

Testing & Retesting Policies:

This outlines the procedures to be followed for testing and/or retesting should an applicant fail all or part of the written or practical tests.

If you have any questions regarding these materials, please contact our office and we'll be happy to assist you.

Thank you for using High 5 for your training and certification needs. We look forward to seeing you on June 15.

Sincerely,

Jim Grout, Nicki Hall, Chris Ortiz & Jen Stanchfield
High 5 Staff

