



## **Certification Information and Requirements**

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

Please take the time to review the contents of this information carefully as some of it requires a response from you and/or directs you to information you will need to access prior to your exam date.

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

High 5 is 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:

### **An ACCT Portfolio template and Resume:**

You must provide a current resume and a portfolio of your professional experience. High 5 **MUST** receive a copy of these **PRIOR** to your test date. You can send to us electronically by email to [info@high5adventure.org](mailto:info@high5adventure.org) or send a hard copy to our mailing address. The form is an Excel document with many tabs, focus on the Training tab and the Facilitation tab. If you have an existing portfolio template that is fine to submit also.

### **Hours Requirement:**

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

**Study Guide:**

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

**Practical Skills Checklist:**

This checklist is based on 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.

**Participant Information Form:**

Please complete and return in advance with your portfolio or bring with you to hand to the examiner on the morning of the exam day.

**Certification Testing & Retesting Policies:**

In the High 5 Certification Testing & Retesting Policies you will find the procedures to be followed for testing and/or retesting should an applicant fail all or any part of the written exam or practical scenarios.

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.

Sincerely,

Chris Damboise, Phil Brown, Lisa Hunt, Rich Keegan & Jim Grout  
High 5 Training Staff