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**POLICIES AND PROCEDURES**

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**POLICY**

The Mentor is a resource tool for the Candidate seeking certification as a quilt judge. The National Association of Certified Quilt Judges (NACQJ) does not offer a program to teach or train quilt judges. The full responsibility for acquiring the knowledge and education necessary for certification rests solely with the Candidate. The Judges’ Certification Program certifies quilt judges based on the experience and knowledge the Candidates have gained *independently*. However, a Mentor can be an excellent resource when a Candidate needs assistance or clarification.

While strongly recommended for the Candidate, participation in the Mentor Program is not a requirement for Candidates or Judges. The level of involvement between the Mentor and Candidate varies according to the needs of each Candidate. Mentors are Active NACQJ Certified Judges. If a Candidate is interested in having a Mentor, the Candidate should approach a CJ with a request to be their Mentor. The CJ is under no obligation to take on a Mentee. If a Candidate wants a Mentor but is unable to find one, they may contact the Candidate Coordinator. The Candidate Coordinator may provide the Candidate with names of CJs who have expressed willingness to mentor a Candidate, however it will be the responsibility of the Candidate to make contact with and request a CJ’s mentorship.

**PROCEDURE**

  ROLES OF A MENTOR:

* A Mentor may suggest resources to answer the Judging Problems.

While a list of resource recommendation is provided, the Candidate is encouraged to seek out additional resources. A Mentor will **NOT** provide specific answers to exact definitions for answers to the Judging Problems.

* A Mentor may be a resource for information regarding judged shows that the Candidate may want to contact for experience as an aide or observer. These shows may be judged by the Mentor or by another NACQJ Certified Judge.

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It is the Candidate’s responsibility to contact Certified Judges to request permission to observe them judge, and then contact the show chairman or show committee to request permission to attend that judging, as an aide or strictly as an observer. In all cases, the Candidate should expect to pay their own expenses, arrive on time, act professionally, maintain confidentiality, listen, observe, and thank the sponsor at the completion of judging.

* A Mentor will encourage the Candidate to independently seek judging experience.
* A Mentor will encourage and counsel the Candidate when requested to do so.
* Specific judging situations may be discussed and clarified by the Mentor. Also, hypothetical judging situations may be discussed with a Mentor, as questions about judging philosophy can be difficult to answer without specific judging experiences.

PAPERWORK REVIEW

* The written Paperwork must be the work of only the Candidate. A Mentor should never review the Candidate’s Paperwork at any point in the Candidacy. Three Certified Judges will participate in the Paperwork Review. To avoid any professional conflicts, a Certified Judge will not be asked to review the Paperwork for a Candidate for whom he/she has been a Mentor, either officially or unofficially. The Candidate will provide a list of all Certified Judges who should not review the Candidate’s Paperwork to the Candidate Coordinator.

PANEL REVIEW

* Three Certified Judges will participate in the Candidate’s Panel Review. To avoid any professional conflicts, a Certified Judge will not be asked to be a member of the Panel Review for a Candidate that he/she has mentored, either officially or unofficially. The Candidate will provide a list of all Certified Judges who should not participate in the Panel Review to the Candidate Coordinator.