

What classes should my staff take??

<b>Class Track name</b>	<b>Who should take this?</b>	<b>Why?</b>
Basic Staff Training (BST)	New adult staff  TLTs	-Gives them an overview of the Pathfinder program -Gives them an overview from a staff perspective -1 <sup>st</sup> set of classes required for Master Guide curriculum
Master Guide	Any staff or TLT working on their Master Guide certification	The Master Guide curriculum requires a set of 10 Master Guide classes, in addition to the Basic Staff training, plus a few other specific classes. You cannot complete your Master Guide without taking these classes.
'How-To'	Any staff or Director	Teaches specific skills such as how to run a PBE team, or how to complete portfolios for certification classes.
Adventist Pioneer Heritage Honor	Any staff or TLT working on their Master Guide Certification	This substantial honor about Adventist Pioneers is a requirement for the Master Guide certification
Secretary/Treasurer Certification	Staff taking on job of either Secretary or Treasurer  Director  Any staff/TLT	-Gives them specific skills for the Secretary and Treasurer job -the Director oversees the Secretary and Treasurer, or does several of these tasks -gives general knowledge of forms and finances
Director Certification	Director or Deputy Director  Any staff/TLT	-Discusses issues Directors face, great for newer Directors and Deputy Directors, or any other staff wanting to learn about the Director position

Basic Staff Training (BST): This track (of 8 classes) should be taken by any new adult staff or any new TLTs. This should be the first set of classes anyone takes. It gives them an overview of the total Pathfinder program and is the 1<sup>st</sup> step in working toward their Master Guide certification.

Master Guide Certification: This track (of 10 classes) is a required part of the Master Guide Certification (in addition to the Basic Staff Training), and can be taken by any staff or TLTs that have already completed the Basic Staff Training (exceptions can be made to that rule).

‘How-to’ classes: These classes teach specific skills such as how to prepare a team for the PBE, or how to complete the portfolios required for certification tracks such as Master Guide.

Adventist Pioneer Heritage Honor: This substantial honor is a requirement for the Master Guide track. We will offer several sessions to help you complete this honor.

Secretary/Treasurer Certification: This track (of 7 classes) can be taken by anyone who needs to understand the roles of the Secretary and Treasurer. This can be any staff member, the Director, or even more advanced TLTs if they would like this knowledge. This track is not a part of the Master Guide Certification.

Director Certification: This track (of 8 classes) can be taken by anyone needing to understand the Director position, newer Directors, Deputy Directors, other staff including more advanced TLTs. This track is not a part of the Master Guide Certification.

At each of these class tracks, you will be given a sign-off sheet that helps you keep track of the classes as you complete them. **It is your responsibility** to keep track of this sign-off sheet, as the Conference does not keep track of the classes you have taken. This sign-off sheet is your **only** proof that you have taken these classes, and will go in your class portfolio, which will need to be reviewed before you can consider this track completed.