

A Head Course Facilitator is responsible for:

1. Providing direction and leadership for the certification program in their province;
2. Overseeing the implementation of the certification system in conjunction with the Provincial associations which includes:
 - assisting in scheduling of courses
 - assisting in the selection and training of Course Facilitators to do the courses
 - assisting in the selection of sites to run courses and
 - recommending to the Master Course Facilitator who should be promoted to Course Facilitator status in their province in conjunction with the Provincial Associations.
3. Training the Course Facilitators, Assistance Course Facilitators and Apprentice Course Facilitators within their province.
4. Ensuring that Apprentice Course Facilitators are entering the system and being developed.
5. Fulfilling the administrative requirements for each course level he/she delivers.
6. Delivering the content in a professional manner to the best of their abilities.
7. Conducting a suitable number of courses each year.