



Dear Exam Host,

Please find enclosed all exam materials that are necessary for your upcoming exam session. It is important to review the papers to make sure that the correct exam forms are included in your packet. Please feel free to contact me immediately if you have questions or need additional exam materials. All forms, except for the actual exam charts, are available to download or print online at [www.cecchetti.org](http://www.cecchetti.org) under the "Teacher" section.

Beginning January 2018, only student Elementary (V) and above and all teacher candidates, receive an exam card.

The certificates for Grades I-IV have the Cecchetti logo on the bottom left corner. The certificates without the logo are to be used for all Primary exams. Dancers taking major exams, Elementary (V) and above, as well as all Teacher exam candidates receive a certificate that is prepared by the Assistant Registrar. You must complete the Major Certificate Order Form for those candidates and give to the Examiners at the time of each exam. The Examiners are responsible for having the form processed.

Beginning January 2019, soft pointe shoes, with or without the shank, are required for the Advanced Student exam. The candidate may change into harder shoes for the pointe section of the exam.

Included in your exam packet are the following forms:

- School Excuse Form
- Release and Waiver of Claims- This form is to be used if a student dances with a knee and/or ankle brace, etc. In this instance the form should be accompanied by a Doctor's note. Please have extra copies available for situations that may arise during your exam session.
- Examination Financial Sheet
- Major Exam Certificate Order Form
- Marking Sheet
- Student and Teacher Exam Information
- Instructions for Exam Hosts

All Teacher candidates are required to submit a resume to examiners at the time of their exam. Additionally, all major teacher exam candidates require a written note from the coach stating that they are sponsoring the Teacher candidate. Please make sure that National Registrar, June Smith, receives this information prior to the examination date.

In closing, please mail two copies of the Exam Financial Sheet, with the appropriate fees, to the National Registrar two weeks prior to your scheduled exam session date. Her address is below:

June Smith  
25601 Maywood  
Woodhaven, MI 48183  
734-775-2136

Thank you very much for your support of the Cecchetti Council of America.

Best Regards,  
Karen Keith, DFCCA  
Assistant Registrar  
734-904-1878  
[kmadelinek@aol.com](mailto:kmadelinek@aol.com)