

# HENZ

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## ACE CERTIFICATE REGISTRATION

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Family Name: \_\_\_\_\_

Name of Supervising Parent 1: \_\_\_\_\_

Name of Supervising Parent 2: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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I/we the undersigned undertake to protect the reputation and integrity of the ACE Certificates and will endeavor to meet our obligations as detailed below. I/we understand that ACE Certificates will only be issued by the New Zealand Academic Council if I/we meet these conditions.

I/we will:

1. Complete the HENZ parent training and attend any other required training seminar.
2. Remain enrolled with an accredited ACE homeschooling agency or school, and meet all financial obligations while completing the certificate requirements.
3. Assume responsibility for the planning, administration and supervision of my child's work in an original PACE in each subject, according to standard ACE practices and procedures.
4. Ensure that Score Keys and Test Keys are securely locked away and Score Keys are only available on request. Students must not work on PACEs with the Score Key beside them.
5. Ensure that all PACE Tests will be completed under test conditions, on a separate day following the Self Test and be directly supervised by a trained parent.
6. Mark all PACE Tests, initial the front of it, and submit the original PACE Test for moderation on the 1<sup>st</sup> of each month. PACE Tests received after 2 months will not be accepted unless there are exceptional circumstances.
7. Ensure PACE Tests will have an 80% or better pass mark (90% for Word Building) and that failed PACEs will be re-sat in their entirety.
8. Will keep accurate and up to date records of all PACE Tests and complete an ACE Certificate Progress Chart.
9. Send in, if requested, designated PACEs for moderation purposes.
10. Sign a Statement of Verification on application for an ACE Certificate.

**Signed**

Supervising Parent 1: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Parent 2: \_\_\_\_\_ Date: \_\_\_\_\_

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