Instructor Training & Certification Overview

Barry Pietrewicz and Debbie Violett

May 13, 2015
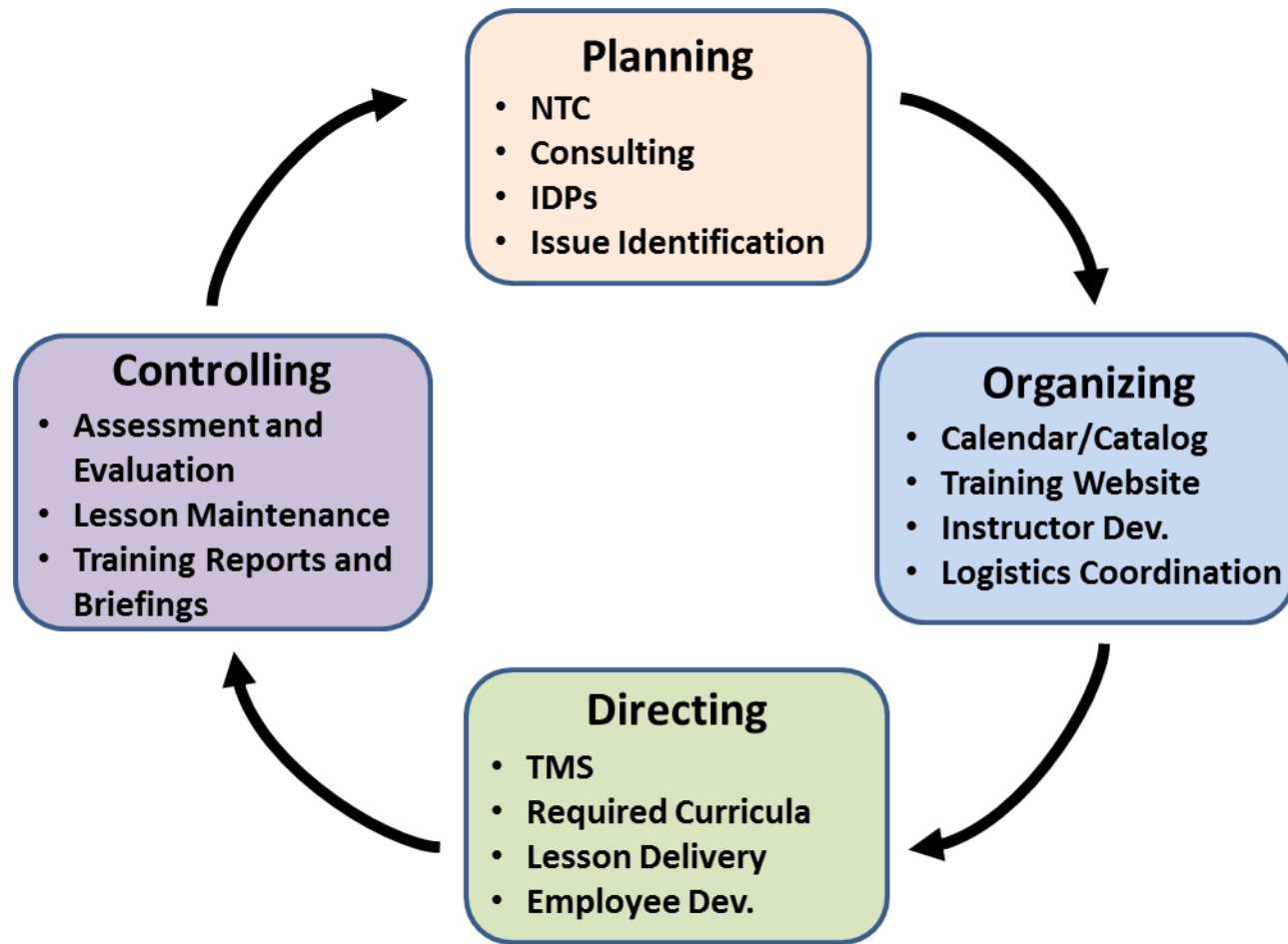
Network Card Activity

❶ Your role	❷ People who help you	❸ People you help	❹ Top performers	❺ Your customers	❻ Accomplishments
❼ Your tasks	❽ Your tools	❾ Your support	❿ Your barriers	⓫ TM success factors	⓬ Your talents and skills

VBA Training Management

Planning
- NTC
- Consulting
- IDPs
- Issue Identification

Organizing
- Calendar/Catalog
- Training Website
- Instructor Dev.
- Logistics Coordination

Directing
- TMS
- Required Curricula
- Lesson Delivery
- Employee Dev.

Controlling
- Assessment and Evaluation
- Lesson Maintenance
- Training Reports and Briefings

Instructor Certification Program

The Proposed Instructor Certification Program includes five phases:

1. Application
2. Instructor Training Course (ITC) (web-based training) – **Being updated**
3. Practicum
4. Certification
5. Continuing Education

Note: Program is in planning/development scheduled for 2016/17 deployment

Application Phase

- Candidates who are interested in becoming certified instructors:
    - Complete an application
    - Conform to "to be determined" approval process

- Candidates must choose either the Classroom Learning (CL) or the Distributed Learning (DL) Track

- ED&T will enroll candidates into the Certification Program at appropriate level

Instructor Training Phase

The VBA Instructor Training Course (ITC) Course (currently available):

- Consists of 3 self-paced, web-based modules:
    - Common Core Essentials module
    - Classroom Instruction module – for CL instructors
    - Distributed Learning Instruction module – for DL instructors
- Candidates will receive training credit in TMS for the applicable modules completed.

ITC – Common Core Essentials

6.5 training hours

Instructor Training Competencies

The ITC presents requisite skills and abilities (or performance criteria) in the following seven competencies:

- Training Preparation
- Communication and Presentation Skills
- Creating a Conducive Learning Environment
- Questioning
- Implementing Activities
- Classroom Management
- Assessment, Feedback, and Wrap-Up

Classroom Instruction Track

14 training hours

Distributed Learning Instruction Track

7 training hours

Practicum with Instructor Evaluation

- Each candidate will deliver a lesson and be evaluated
  - Details TBD

- Evaluators will use Instructor Evaluation Checklists to assess the candidate's ability to meet performance objectives based upon competencies identified in the ITC

- Instructors will satisfactorily complete the practicum by demonstrating instructional skills in each of the competencies covered in the ITC modules

Preparing for Instructor Evaluation

- Each evaluator must take the following training to be qualified
  - Common Core Essentials module
  - Evaluating Classroom Instruction module, and/or
    - 3.5 training hours
  - Evaluating Distributed Learning Instruction module
    - 2 training hours
- These modules are part of the Evaluators Track of the ITC

Certificate Issued

- Candidates will demonstrate proficiency within the seven competency areas

- Evaluators will submit certificate requests for successful candidates to ED&T for final validation and approval

- ED&T will distribute the certificate to candidates who have satisfied all certification program requirements

- ED&T will maintain the database of certified instructors

Continuing Education Phase

To advance to another certification level, instructors will:

- Complete continuing education courses related to multiple areas of instructor training

- Read college-level books related to adult learning, classroom instruction, or distributed learning instruction

Three Certification Levels

The three planned certification levels are:

- Basic
- Intermediate
- Master

Instructor Certification Levels

Basic Instructor Certification Requirements

- Common Core Essentials module of ITC – **Being updated**
- Either ITC CL or DL track – **Being updated**
- Practicum
- Minimum 5 hours instruction (CL/DL)

Intermediate Instructor Certification Requirements

- Alternate track not taken with Basic Certification (either CL or DL) – **Being updated**
- Practicum for new track
- Minimum 10 hours instruction (CL/DL)
- 3 hours of continuing education

Master Instructor Certification

- Minimum 30 additional hours instruction
- Minimum 5 hours continuing education

Note: Program is in planning/development scheduled for 2016/17 deployment

Instructor Evaluation Checklists

- Two types:
  - Classroom Instructor Evaluation
  - Distributed Learning Instructor Evaluation

- Includes seven competencies
  - Each competency contains a list of behavioral performance criteria
  - Candidates must pass 50% or more of the applicable performance criteria for each of the seven competencies

- The evaluator must forward the checklist(s) to ED&T upon completion

Summary

- ED&T is developing a three-level Instructor Certification Program

- Program is in planning/development scheduled for 2016/17 deployment

- ITC is being updated

- Training Managers will play an important role in:
  - Implementing program within local RO
  - Identifying potential candidates
  - Calculating RO certified instructor needs

Network Card block 1

Questions?