

Hazardous Materials Regional Training Center

Instructor Qualifications & Recertification

In order to deliver **Quality** programs to our customers, everyone involved with the Regional Training Center (RTC) must develop an attitude of ownership in all aspects of the RTC. Poor quality in any area reflects on everyone. Acceptance as professional educators comes from exhibiting appropriate professional behavior.

Purpose: To establish guidelines for instructor qualifications, requalification and reinstatement of lapsed certifications.

- a) **Qualifications:** Only those individuals who meet all of the criteria in para. a) 1 or a) 2 and para a)3 may instruct courses of any length at or for the RTC. These guidelines must be followed for each different course to be taught.
 - 1) Documented formal education from a recognized university, college, vocational-technical school or Fire Service Training Agency in the following areas: adult learning styles, level of learning, domains of learning, performance objectives, communication skills, characteristics of an effective instructor, lesson plan preparation, instructional aids, participation techniques, practical skills instruction, evaluation methods and techniques for modifying student behavior. OR
 - 2) Documented experience or guided self-study in the areas specified in a)1. To qualify according to this paragraph the applicant must:
 - A) Provide documentation of experience to include: classes taught and student evaluations for said classes and give 2 (two) or more references from program coordinators at the institution where such experience was obtained on forms provided by the RTC, OR
 - B) Provide the course materials used for the guided self-study. To be reviewed for acceptance by the RTC Coordinator, the Instructor Coordinator, and the current Program Coordinator.
 - 3) Complete an oral interview before a panel consisting of, but not limited to: the RTC Coordinator, Instructor Coordinator, a member of the Curriculum Development Committee and the current program(s) coordinator for each area of instruction. This panel will determine if the applicant meets the requirements above. S/he will be required to prepare and present a one hour presentation on a subject of the panel's choice on lesson plan forms provided by the RTC. (Presentation may be via video tape at the RTC's discretion).
 - 4) Excluding the interview and evaluation process, all costs incurred to meet the guidelines above will be at the applicant's expense unless pre-approved by the Fire Chief.

- b) **Instructor Recertification:** All instructors for the RTC must recertify their instructor status yearly according to the following:
- 1) Log 40 hours of instruction per year in courses sponsored by the RTC as either a lead or adjunct instructor provided:
 - 2) 80% or more of the student evaluations for that year reflect positively on the instructor's presentation skills.
 - 3) The applicant is critiqued during course presentations during the certifying period according to the following criteria:
 - A) Is critiqued by 4 different instructors per year, or
 - B) Is critiqued by the Instructor Coordinator and two different instructors that same year, AND
 - C) Each instructor who critiques the instructor applying for recertification recommends the applicant for recertification.
 - 4) Should the applicant fail to meet the 40 hours set forth in b)1, s/he must meet the requirements set forth in c) below. Should the applicant fail to meet the criteria set forth in b)2 or 3 above, s/he must meet with the RTC Coordinator and Instructor Coordinator who will determine the applicant's status with the RTC. If the applicant is recommended for recertification, the applicant must be critiqued by the Instructor Coordinator and two different instructors during course presentations within four months of application for recertification and receive recommendation for recertification from all three. Those recertifying by this method will be placed on temporary status as defined in d)1.
 - 5) The applicant may also qualify for recertification in lieu of par. b)1 if the applicant has developed at least an eight hour program for the RTC during the recertification period provided:
 - A) The program was assigned and adopted by the Curriculum Development Committee according to their guidelines, AND
 - B) The course developer can demonstrate intimate knowledge and skills concerning the course developed or can document completion of a recognized program prior to developing said course, AND
 - C) Course developer meets criteria set forth in paragraph a).
 - 6) An applicant may substitute up to one half of the 40 hours required in b)1 with an equal amount of instruction for another training facility provided all of the following are met:
 - A) The hours are documented.
 - B) Copies of student evaluations accompany documentation for each class taught and meets the criteria set forth in b)2 AND
 - C) Provides a professional reference from each training facility from which reciprocal hours are sought, on forms provided by the RTC.
- c) **Reinstatement of Lapsed Instructor Certification:** Those individuals who fail to meet the requirements set forth in paragraph b) above must meet the following criteria to reinstate their lapsed instructor certification for each different course to be taught.

- 1) Certifications lapsed for less than one year, meet the requirements set forth in par.b)4.
- 2) Certification lapsed for more than one year but less than two years, complete the interview process as set forth in b)4 and complete 6 hours of continuing education over topics specified in a)1 within 6 months.
- 3) Certifications lapsed for more than two years, complete 16 hours of continuing education over the topics listed in a)1.

d) **Administrative:**

- 1) Instructors will be placed on temporary status with the RTC upon initial instructor certification. Temporary status will be for a period of at least six months & until such time that the temporary instructor is evaluated by 2 or more different instructors who recommend said instructor be given Adjunct Instructor status. Upon completion of these criteria, the RTC Coordinator, Instructor Coordinator, and affected Programs Coordinator will review the temporary instructor's performance and instructor & student evaluations to determine if said instructor should be given Adjunct Instructor status. Those instructors on temporary status who aren't given Adjunct status following this process will be kept on temporary status and re-viewed after an additional 6 months.
- 2) Instructors may be removed from Adjunct or Lead Instructor status for, but not limited to: poor performance, repeated poor student evaluations, peer evaluations that fail to recommend the instructor for recertification, failure to properly prepare for classes, improper/immoral/unethical conduct, unauthorized use of RTC buildings-grounds-materials or courses, any performance or lack of performance that negatively impacts or has the potential to negatively impact the RTC and its personnel, failure to follow or implement accepted safety guidelines, or any conduct unbecoming of an instructor.
- 3) Instructors who attain Adjunct or Lead Instructor status will be placed in order upon a hiring list according to the dates said status was attained. At least one Lead Instructor will be hired for any given class. Instructors will be chosen from said list in descending order and dates placed next to each name as they commit to a class. Once committed, should an instructor cancel for anything except an emergency, that instructor will be considered as having taught a class. The list will be exhausted in this order within the time frame set before starting over again.

Note: Only those individuals who meet and can demonstrate proficiency in the criteria specified in NFPA 1041 for Level II instructors may be considered for Lead Instructor status. To be considered for Lead Instructor in a given course, the instructor must have taught as an Adjunct, said course at least 4 (four) times with no documented performance deviations as specified in d)2, AND be recommended for:

- 1) Lead Instructor status in said course by the Lead Instructor of each class taught on the Peer Evaluation forms provided, the Instructor Coordinator, RTC Coordinator and the Programs Coordinator.
- 2) Nothing in these guidelines will preclude the RTC Coordinator or Instructor Coordinator from delegating their authority to a Lead Instructor for purposes of administering these guidelines.
- 3) *Instructor Attire:* Instructors conducting classes or business for the RTC will be dressed to a level at or above their student's or business contact's state of attire. PPE requirements excluded.
- 4) All personnel engaged in activities for the RTC will also be subject to the Personnel Policies for City of Waterloo Employees.