

# INSTRUCTORS

## Qualifications

1. Is a current NSP member or Associate.
2. Successfully completes the program's course(s).
3. Successfully completes the instructor Development course.
4. Successfully completes the appropriate Instructor Development mentoring program.

## Selection

1. Initial appointment process
  - a. Submits an instructor application to the appropriate program supervisor or administrator.
  - b. Assists in teaching two or more courses under the supervision of the appointed mentor.
  - c. Appointed by division program supervisor, or delegated individual for a three-year period.
2. Instructor recertification (see specific details in discipline's instructor manual)
  - a. Teaching requirements (Vary slightly with each discipline. Check discipline-specific instructor's manual).
  - b. Attends a national, division, or region instructor clinic/seminar once every three years.
  - c. Completes all of the program's annual refresher requirements.

## Responsibilities

1. Teaching
  - a. Actively teaches program's courses.
  - b. Actively teaches program's continuing education/refreshers.
  - c. Maintains cooperative relationship with assigned instructor trainer.
2. Quality assurance
  - a. Maintains personal competency in all knowledge and skill areas.
  - b. Responsible for student competency validation.
  - c. Certifies students' successful completion of course.
  - d. May be appointed to act as a mentor for an instructor intern.
3. Administration
  - a. As the instructor of record:
    - 1) Establishes course and dates through division per division guidelines
    - 2) reregisters all courses with MIST at the national office.
    - 3) Orders required texts in timely manner.
    - 4) Organizes and plans courses.
    - 5) Facilitates the mentoring relationship with individual instructors and their assigned trainees
    - 6) Distributes education certificates to students who successfully complete the course.
    - 7) Collates course and instructor evaluations and forwards them to the division supervisor.
    - 8) Completes course records and mails to national office within two weeks of course completion.
    - 9) Maintains personal teaching and continuing education record.