

EASTERN DIVISION NSP
INSTRUCTORS OF RECORD
COURSE SUBMISSION CHECKLIST

The following items are the responsibility of the Instructor of Record of each course.

Well in advance of the start of the course, do the following:

_____ Send **original** *Course Registration* form to NSP National Office or register course on-line at <http://www.nsp.org>

Within 2 weeks of course completion, do the following:

_____ Send **original** *Course Completion Record* cover sheet and student list to **NSP National Office**.

_____ Return training aids to Division Supervisor or Region Program Administrator or send to next instructor on division itinerary (insure for appropriate dollar amount)

_____ Send the following course records to the **Division Supervisor**:

_____ **Copy** of NSP *Course Completion Record*
{Please note that *MTR and Avalanche Training Record* cards ("pink and blue cards") are no longer used and have been replaced by this record copy }

_____ **Original** *Course Instructors list*

_____ **Copy** of *Course Evaluations*

_____ **Copy** of *Division Income & Expense Report*

_____ Send the following course records and fees to the **Division Treasurer**:

_____ **Student fees:** \$7.50 for NSP members and candidates & \$15.00 for non-NSP students for Avalanche and Mountain Travel and Rescue courses (make checks payable to "NSP - Eastern Division")

_____ **Original** *Division Income & Expense Report*

Notes:

1. Do not delay submission of course completion record to the national office because of incompletes.
2. Forward supplemental Course Completion Record to National Office and Division Program Supervisor for students completing course after initial submission.
3. Ensure that all course records are completely and legibly filled out and signed by the Instructor of Record.
4. Provide reason for "incomplete" or "fail", if appropriate.