

Route to becoming an NSP Instructor

Interest -> MENTORING -> Certification

10-2010 R-5-2014

1. Meets NSP Membership Requirements
2. Completion of courses in that discipline (i.e. Aval Level I and Aval Level II)
3. Experience and Interest in teaching that discipline
4. Instructor Development Course – Complete the NSP's instructor Development course.
 - a. Can be a standard/traditional course or an on-line course
 - b. On-line course. If taking the on-line course, you register directly through the NSP and take the course. Note that the on-line part is only part of the class. After completion you will need to submit your course completion certificate to the Region ID Administrator and he/she will assign an ID instructor to give you Part two of the class. Once part two is completed your NSP profile will be updated to reflect completion of the full ID course.
5. Instructor Application
 - a. Complete and submit an Instructor Application for the NSP discipline that you are interested in teaching. (ONLY one discipline per form)
 - b. Obtain appropriate signatures on the application (recommendations)
 - c. Make suggestions on possible mentors.
 - d. Attach a copy of your NSP member profile.
 - e. Turn application into the Region Instructor Development Advisor, who will log the submittal of the application and forward it on to the Administrator for the program you are applying.
 - f. If your region does not have a Regional Instructor Development program Advisor, then turn the application into the Region Program Administrator, if there is not one of those, submit to the Division Program Supervisor.
6. Mentor Assigned
 - a. A mentor will be assigned by the Region Program Administrator with input/suggestions from the patrol (as noted on instructor application in notes section)
 - b. Generally from home patrol or someone geographically close to mentee.
 - c. Mentor maintains and completes the mentoring completion form.
7. Mentor and Mentee work together
 - a. Mentee must have their own copies of discipline manuals: Instructor Manual and Textbooks
 - b. Hone teaching skills
 - c. Master understanding of programs Administrative Policies
 - d. Teaching exercises (full, refresher, and continuing education type programs)
 - e. The timeframe for this mentorship period will vary by individual and time of year.
 - f. The mentor is responsible for completing the 'Mentorship Completion Form' and passing it on to the IT.
8. Mentor requests Instructor Trainer Review
 - a. When the Mentor feels that the mentee has a solid grasp of the materials and policies and is ready for possible certification, he/she contacts the Region Program Administrator and requests an IT observation and evaluation.
9. Region Administrator assigns and IT for Review/Evaluation
 - a. Generally from same discipline
 - b. Not from the home patrol of the mentee
 - c. If no IT is available from that discipline one from another discipline can be used, at the discretion and with approval of the Division Supervisor.
10. Depending on outcome of IT Review/Evaluation
 - a. Mentee is sent back to the mentor for remediation
 - b. If giving recommendation for approval for Certification:
 - i. The IT completes the IT sections of the 'mentoring completion' and 'instructor application' paperwork and submits to the Division Program Supervisor.
11. The Division Program Supervisor reviews all materials (application and mentorship forms), if all is in order:
 - a. Signs both documents and submits instructor application form to the national office requesting certification.
 - b. Notifies the Mentee, Mentor, Region Administrator of the certification.
 - c. Division Supervisor or Region Administrator notifies the Patrol Director that he/she has a new instructor.
12. Note: The mentor mentee relationship does not have to stop upon certification. The new instructor should feel able to contact his/her mentor at any time down the line with questions, etc...

Instructor Recertification Requirements/Process

Instructor Certification Cycle – Three years ending in December.

Recertification is not automatic.

1. Maintain NSP membership
2. Apply for Recertification - through Region Program Administrator
 - a. Maintain basic certifications for discipline
 - b. Submit Records of Activity during period of Instructor Certification
 - i. Teaching Activity
 - ii. Instructor Continuing Education Seminar for the discipline, conducted by the Division or Region
 - iii. Instructor Trainer (IT) review
 - c. Region Administrator or Division Supervisor may or may not send letter asking for these records
3. Recertification granted or denied, based on records submitted, and QA factors.
4. Region Administrator sends roster of instructor recertification recommendations to the Division Supervisor.
5. Division Supervisor submits recertification rosters to the National Office.

Instructor Trainer / IT Appointment Process

IT / Instructor Trainer Appointment Cycle – One year ending in December.

Reappointment is not automatic.

1. Maintain membership in NSP
2. Apply for Appointment or Reappointment - through Region Program Administrator
 - a. Maintain basic certifications for discipline
 - b. Maintain Records of Activity during period of Instructor Certification
 - i. Teaching Activity and IT activities
 1. Teaching requirement may be waived during period of IT appointment, but records should be kept for at least IT activities
 - ii. Instructor Continuing Education Seminar for the discipline, conducted by the Division or Region
 - iii. Instructor Trainer (IT) review
 - c. Region Administrator or Division Supervisor may or may not send request for these records.
2. Appointments and Reappointments granted or denied, based on records submitted, QA factors, and the IT needs of the Region.
3. Appointments/Reappointments are made by the Division Program Supervisor with input from Region Prog. Admin.
4. Division Supervisor submits appointment paperwork to the National Office.