



WHAT

The NHI Instructor Certification Program provides a method to assess continuous skill improvement of NHI instructors. NHI's approach to certification is built on a set of instructor competencies selected from a validated competency list of the American Society of Training and Development (ASTD):

- Application of Adult Learning Theory
- Communication Skills
- Facilitation/Trainer Skills
- Positive Behavior Modeling Skills
- Classroom Management
- Subject Matter Expertise

WHO

NHI instructor certification is reserved for FHWA and contract instructors who are currently or will be involved in the delivery of NHI courses within the next 12 months.

An NHI course is defined as a course offered through the NHI catalog and scheduled through NHI. When someone uses NHI course materials to provide training without going through the NHI scheduler, the courses are not NHI courses.

HOW

1. Submit a resume to Susan McDonald Osborn, National Highway Institute, 4600 N. Fairfax Drive, Suite 800, Arlington, VA 22203. NHI will evaluate your qualifications (i.e., education and experience) as a subject matter expert.
2. Become a candidate for certification by:
 - A. Completing the NHI Instructor Development Course (IDC) successfully or
 - B. Demonstrating in a regular classroom environment the required competencies and skills within 12 months of completion of the IDC. This is only necessary if a learner has *not successfully completed* the IDC course (i.e., is identified at the end of the IDC course as requiring additional mentoring). A Master Trainer will serve as a mentor to the learner prior to the certification observation, at which time the learner has to demonstrate the required skills and competencies to the Master Trainer.



3. Complete one of the following three (3) options successfully after becoming a candidate and within 12 months of the IDC:

Option 1: Evaluation Data

The learners in a NHI course taught by a candidate will each complete a Course Evaluation form at the conclusion of the NHI course. Evaluation forms from three consecutive training events conducted by a candidate must be submitted to NHI.

The candidate will be awarded certification upon achieving consistently 4.5 points or higher, with 5 points being the highest possible rating. The candidate is responsible for sending copies of all of the evaluations (from three consecutive sessions) and a summary of the evaluation data to Susan McDonald Osborn, National Highway Institute, 4600 N. Fairfax Drive, Suite 800, Arlington, VA 22203.

Option 2: Video Tape

The candidate must provide a two-hour videotape to include one complete lesson but no more than two complete lessons. If two complete lessons take less than two hours that is acceptable. The taped course does not have to be a NHI course. However, it is expected that the course will allow all of the required competencies to be demonstrated.

The videotape and the lessons plans of the lesson(s) are to be sent to Susan McDonald Osborn, National Highway Institute, 4600 N. Fairfax Drive, Suite 800, Arlington, VA 22203 for evaluation. A Master Trainer will review the taped lesson(s) and upon successful demonstration of the required competencies the candidate will receive certification from the Master Trainer.

Option 3. Video Conference

The candidate must provide access to a two-hour videoconference to include one complete lesson but no more than two complete lessons. If two complete lessons take less than two hours that is acceptable. The taped course does not have to be a NHI course. However, it is expected that the course will allow all of the required competencies to be demonstrated. Lesson plans of the lesson(s) being taught must be sent to Susan McDonald Osborn, National Highway Institute, 4600 N. Fairfax Drive, Suite 800, Arlington, VA 22203 prior to the videoconference.



A Master Trainer will observe the videoconference and the candidate will receive certification from the Master Trainer upon successful demonstration of the required competencies and skills.

MENTORING SERVICE

If, at the end of any of the three (3) certification options, the candidate is identified as requiring additional mentoring, a Master Trainer will then schedule a visit to observe the candidate conducting an actual course. At which time the learner has to demonstrate the required skills and competencies to the Master Trainer. The candidate is limited to a maximum of two site visits.

RECERTIFICATION

NHI reviews all evaluation data for all NHI courses to ensure that instructors are consistently rated by learners at 4.5 or above. As long as instructors maintain an average rating of 4.5 or above, no recertification is required.

If an instructor's rating dips below an average of 4.5, the instructor will be subject to recertification by one of the three (3) options outlined for certification.