



NHI Instructor Update

January 2011

What is this ?

- The **comment bubbles** contain notes which were documented during the Instructor Web-conference Sessions held on January 13 and 19, 2011
- For more information on each slide's topic, please click on the comment bubble to read the presenter's notes



Meet and Greet

- Introductions



Today's Agenda

- 2009 Instructors of Excellence and Administrative Team Award Recipients
- Differences in Host Policies
- Instructor's Role – Representing FHWA/NHI
- Room Set-Up for Maximum Learning
- Assessments and Grades
- Refresher on Administrative Packages

Agenda (continued)

- Instructor Development Course (IDC) Tentative Schedule for FY 2011
- Time frame for taking the IDC & seeking NHI Certification
- CEUs vs. PDHs
- 2011 NHI Course Catalog

List of Acronyms

- CEU -- Continuing Education Unit
- COTR -- Contracting Officers Technical Representative
- IG -- Instructor Guide
- PDH -- Professional Development Hours
- POC -- Point of Contact
- PW -- Participant Workbook
- TPM -- Training Program Manager

FY 2009 Instructors of Excellence & Administrative Team Awards

Allred, Craig	Denny, Richard
Atayee, Tamim	Doctor, Mark
Barnes, Lisa	Donnelly, Rick ***
Bartsch, Jonathan	Dowell, Paula
Brown, Dan	Duman, Michael
Browne, Terence	Falk, Bruce
Burnett, Darrell	Fickett, Andrew
Collin, James	Fish, Phillip
Correa, Angel	Fitzgerald, William
Cress, Milo	Furniss, Brian
Cossaboon, Bert	Gedris, William

2009 Instructors of Excellence & Administrative Team Awards

Gorrill, George	Ladyka, Ronald
Grachen, David ***	Lagasse, Peter
Hannigan, Patrick	Landis, Bruce
Huffman, Christopher	Lindauer, Owen
Hughes, Michael	Lowe, Scott
Hunt, John	Mann, Eric
Ingram, Le'Angela ***	Merryman, Robert
Jackson, Dennis	McKool, Joseph ***
Julian, Frank	Moore, Keith
Kilgore, Roger	Morris, Johnny
Killen, Susan	Nagata, Mark ***

2009 Instructors of Excellence & Administrative Team Award

Nieman, Stephen	Rowe, Jeffery
O'Connell, Charles	Ryan, Thomas
O'Donnell, Larry	Schall, James
Petritsch, Theodore	Shaw, Jeff
Plano, Steven	Suciu-Smith, Deborah ***
Pluto, Ted	Spann, Dee
Ranck, Fred	Stein, Stuart
Reid, Carlene	Stryker, Andrew ***
Reser, David	Testa, Dean ***
Richardson, Jerry	Thomas, Gary
Rosenshine, Nancy ***	Towne, Douglas

2009 Instructors of Excellence & Administrative Team Awards

Wackerly, John	
Webster, Christopher	
Zimmerman, Kathryn ***	

Organizations Receiving Administrative Award:

Applied Pavement Technology, Inc	Perform Tech, Inc.
Infrastructure Engineers, Inc.	Trauner Consulting Services, Inc.
Parsons Brinckerhoff	

*** Indicates Administrative Team Award Recipients

Differences in Host Policies

- How to handle differences in Host Policy
- Host/Local Coordinator Checklist
- Instructor Checklist
- Safety Precautions and Considerations

TRAINING DAY:

8 HOUR DAY

6 HOURS OF INSTRUCTION

1 HOUR LUNCH

4 – 15 MINUTE BREAKS

Instructor's Role – Representing FHWA

- FHWA Instructors
- Contract Instructors

Room Set-Up for Maximum Learning

- Differences between a classroom and conference room set-up – How are the chairs facing?
- Classroom Style
- Pod Style
- U Shape

Class Size:

- Minimum of 20
- Maximum of 30

Assessments and Scores

- Assessment in Instructor Guide
- Take time to conduct assessment
- Grading assessment
- Participants should NOT be grading each other's assessment

Refresher on Administrative Packages

PRECOURSE

- Contents of Administrative Packages
- What to do if entire Administrative Package is not on-site when class begins
- Send requests directly to Mark.Klinge@dot.gov instead of the nhimaterials@dot.gov
- Mark Klinge's Phone Number: (703) 235-0552

POST COURSE

- Responsibility for returning complete Administrative Package to NHI
- What happens if Administrative Package is not complete nor received at NHI

Participant Registration Form

- Collect each Participant Registration Form
- Complete the bottom portion of the form prior to sending it to NHI
- Attendance, Score, Pass/Fail/Did Not Take Test
- Return the completed forms and exam to NHI with the other administrative forms in the packet.

Instructor Development Course (IDC) Schedule

3.5 Day IDC

- 2/15-18/2011 - Arlington, VA (Cancelled)
- 5/17-20/2011 - Austin, TX
- 5/31-6/3/2011 - Lakewood, CO
- 6/14-17/2011 - Albany, NY
- 7/19-22/2011 - Matteson, IL
- 9/20-23/2011 - Arlington, VA

Instructor Development Course (IDC) Schedule (continued)

4.5 Day IDC

- 4/4-4/8/2011 - Washington, DC
- 5/16-20/2011 - Arlington, VA
- 8/15-19/2011 - Baltimore, MD

Timeframe for attending IDC and seeking NHI Certification

- Contract Instructors: Within one-year of the award of a delivery task order, Instructors should take the IDC and then request an observation for Certification
- FHWA Instructors: Within one-year of the first time teaching a course, Instructors should take the IDC and then request an observation for Certification (Each COTR May Have a Different Requirement)

Timeframe for attending IDC and seeking NHI Certification (continued)

- If the Instructor took the IDC more than three-years ago and has not been certified, he/she must take the class again
- 3.5 day course is for Instructors using existing materials
- 4.5 day course also provides skills on how to develop effective courses, serving on a course development team, or effectively modify existing course material

CEUs vs. PDHs

CEUs

- Participant requests transcript for NHI Registrar
 - Provides course title, date and location

PDHs

- Participant responsible for submitting information to the State Licensing Board (with the exception of FL)

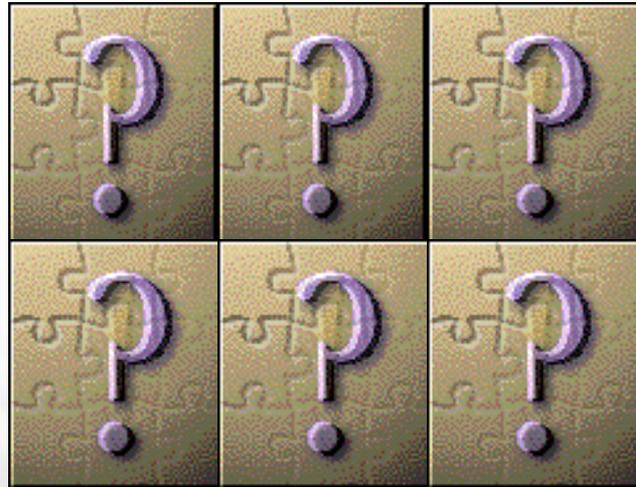
Material to send SLB:

- Certificate of Training
 - Displays hours of instruction
- Copy of Course Agenda and Description (found on NHI Website)

2011 NHI Course Catalog

- New catalog will be updated daily on the NHI Web site, not just once a year
- NHI will print a copy for each active Instructor and distribute them by early March
- One copy will also be included in each Administrative Package
- The most up-to-date information can always be found on the NHI Web site

Questions?



Next NHI Instructor Web Conferences

If you would like to recommend a topic for our next Instructor Web Conference, please send an e-mail to Carolyn.Eberhard@dot.gov or type your suggestion in the Chat Pod.

NHI Web site: www.nhi.fhwa.dot.gov