



# NHI Instructor Update

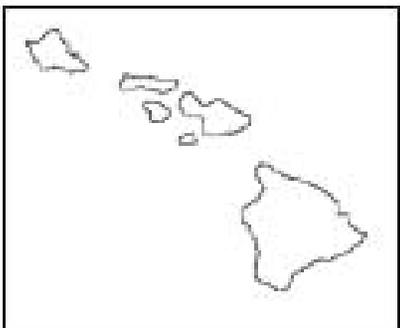
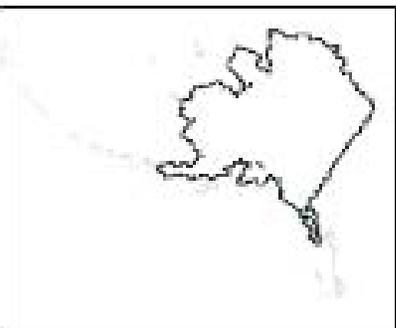
June 2007



# Meet and Greet

- Instructions
- Introductions





# Background



Thanks for participating in the February call. We covered new things happening at NHI including...

- Web site
- NHI Session Roster (Please put Instructor ID # beside your name.)
- Sign-In Sheet
- Participant Registration Form
- Course Evaluation Form
- Instructor Registration



# Today we'll cover



- NHI Instructors of Excellence for 2007
- More sessions of the Instructor Development Course (IDC) offered
- Requests for Instructor Observation
- What to do if changes are needed to the course you're teaching
- Participant Registration Forms are not an option
- NHI Transcripts & Certificates of Attendance



# NHI Instructors of Excellence for 2007

- E-Mail dated May 2007 announcing the NHI Instructors of Excellence for 2007
- Award categories
- Award criteria
- Awards will be given by Office of Professional & Corporate Development in January 2007
- Any questions?

# Upcoming IDC Sessions

- FY 2007
  - o FHWA – NHI- 420018A – 4.5 Days  
Arlington, VA – 8/27-31/2007 -- \$750
  
- FY 2008
  - o 5 Sessions of the 3.5 day class (\$600)
  - o 5 Sessions of the 4.5 day class (\$750)
  - o Dates to be announced

# Request for Instructor Observation

- Project Manager, Program Manager or Training Program Manager should be notified
- Make request for observation at least three weeks prior to the requested date of observation, if possible
- Include date(s), training site and hotel information with your request
- If possible, we would like to observe two instructors at a time

# Request Instructor Observation (continued)

- Instructor Liaison will secure a Master Trainer (MT)
- Instructor will be notified when MT secured
- Training delivered successfully and instructor becomes certified, if not:
  - Instructor receives mentoring and completes a development plan
  - Instructor requests a second observation (paid by contractor)

# Request Instructor Observation (continued)

- Level 1 evaluations reviewed quarterly to assure a 4.0 and above ranking is maintained. If not, Improvement Plan will be issued.

# What If Material/Slides Need to be Changed?

- Typos may be changed on slides and verbally presented to participants
- Present current/correct information and methods to Project Manager/Program Manager/TPM
- Group will verify the needed changes
- Either the Project Manager/Program Manager/TPM will get back to you
- All of the Instructors for course need to deliver same message

# Participant Registration Forms

- Not an option
- Best to fill out the first morning
- Bottom portion being left blank

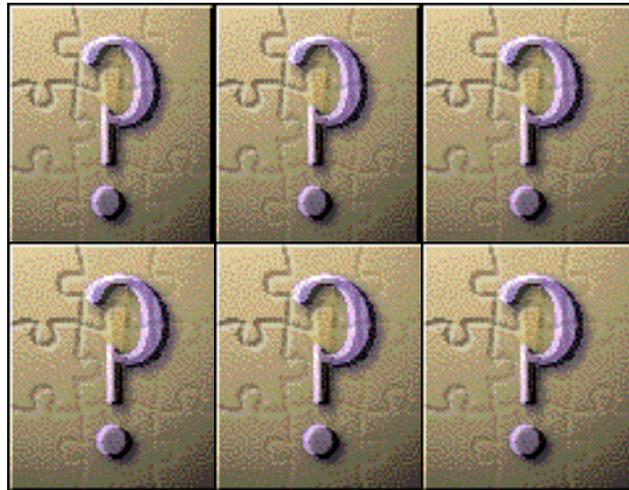
# NHI Transcripts and Certificates of Attendance

- NHI Transcripts
  - o Participants should contact the NHI Registrar at [nhiregistrar@dot.gov](mailto:nhiregistrar@dot.gov) or (703) 235-1212
  - o Allow 5 – 6 weeks following the session before making request
  - o Records for courses prior to January 2004 are not available

# NHI Transcripts and Certificates of Attendance (continued)

- NHI Certificate of Attendance
  - o Instructor hands out in the classroom at the end of the class

# Questions?



# Next NHI Instructor Web Conferences

## Next Quarter

- September 12, 2007
- September 19, 2007

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