



# Instructor Newsletter

November 2014, Volume VI

Improving the Performance of the Transportation Industry Through Training

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## TRANSPORTATION IN THE NEWS

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[EDC News](#)

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## BEST PRACTICES SHARED BY OTHER NHI INSTRUCTORS

If you have any helpful tips for other instructors and/or topics or questions you want answered, [email me](#).

## Emergency Preparedness: As an Instructor



Unexpected situations occur randomly when you least expect it. Due to events that are beyond our control, NHI Instructors are asked to make a couple of safety announcements at the beginning of the class. Point out key emergency exit stairwells, shelter-in-place location, and other procedures to be followed in an emergency situation.

As an instructor, you should also take the class roster with you when exiting in an emergency. This could be helpful in accounting for individuals registered for the course.



## Request for Observation

**Instructors, if you are ready for observation, follow this check-list:**

- Attend and successfully pass one of the Instructor Development Course (IDC) sessions
- Co-instruct two or three sessions to practice your skills developed in the training session.
- Call or [e-mail Instructor Liaison - Carolyn.Eberhard.CTR@dot.gov](mailto:Carolyn.Eberhard.CTR@dot.gov) at (703) 235-0952 and request an observation.
- Be sure to give as much notice as possible (4 weeks preferred).

## Web-based Training Changes Ahead



**Beginning January 1, 2015, the National Highway Institute will charge a small fee for select Web-based trainings.**

Participants who register for Web-based Training (WBT) courses before January 1, 2015, can complete the training free of charge until mid-July 2015. NHI will continue to offer WBTs at no cost for pre-requisite courses and those supported by other organizations such as the Transportation Curriculum Coordination Council (TC3), and other FHWA program offices. Training participants are able to access WBT courses 24/7, and complete training at their own pace.

### Web-based Pricing Frequent Questions and Answers

#### How much will WBTs cost?

To see how much a specific WBT will cost in 2015, search for the course on the NHI Web site and select the name of the course to view the course details. The course's 2014 and 2015 prices appear at the top of the course description page. Courses are priced at either \$25 or \$50.

**I'm currently enrolled in a WBT do I have to pay?**

Anyone who is currently enrolled in a WBT course can continue to access the course(s) in which they are currently enrolled at no cost until mid-July 2015. If the course is not completed, by mid-July, they will need to register for the course again and pay the course fees to complete the training.

**What if a course shows \$0.00 per participant for its 2015 price?**

A \$0.00 2015 price indicates that the course will not have a charge in 2015. (There is no cost to the participant.)

\*For courses with \$0 cost, the "Note's" field on the course description page will indicate why there is no cost.

**Will I have to pay to print my Certificate of Completion?**

Certificates of Completion for successfully completed trainings will continue to be available on the My Training page on the NHI Web site.

## 2015 Instructor Development Courses

**FHWA-NHI-420018: (3.5-Day)**

- Lakewood, CO  
January 27-30, 2015
- Arlington, VA  
February 3-5, 2015
- Albany, NY  
March 30 - April 3, 2015
- Bismarck, ND  
April 21-24, 2015
- Arlington, VA  
May 19-22, 2015

**FHWA-NHI-420018A: (4.5-Day)**

- Matteson, IL  
July 13-17, 2015
- Arlington, VA  
September 14-18, 2015

If any organization would like to host a session of IDC, please contact [Carolyn Eberhard](#) at (703) 235-0952.

### Completed Administrative Packets = Successful NHI Instruction!



Over the past few months, the National Highway Institute has received several incomplete administrative packets. Some of the more common issues were:

- **Missing Participant Materials: Roster, Participant registration forms**
- **Incomplete participant registration forms**
- **Sign-in sheets not circulated in the a.m. and p.m.**

Your efforts as NHI Instructors are valuable, and vital to the successful delivery of FHWA Trainings. Be sure to thoroughly complete your Administrative packets at the end of your sessions before returning your materials back to NHI. If you are in need of assistance, please contact the [NHI Instructor Liaison](#) at (703) 235-0952.