

INSTRUCTOR NEWSLETTER

Improving the Performance of the Transportation Industry Through Training
| May 2015

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**BEST PRACTICES
SHARED BY NHI
INSTRUCTORS**

If you have helpful tips for other instructors and/or topics or questions you want answered, please email [Carolyn Eberhard](mailto:Carolyn.Eberhard@FHWA.gov).

New Dates Announced For Instructor Development Courses



Both new and experienced instructors can benefit from the knowledge and skills developed in this multi-day Instructor-led Training. This course is intended for instructors who will be delivering interactive training to adult learners and will prepare students with essential adult learning principles. [Sign up today](#) for one of the following sessions:

[FHWA-NHI-420018](#) (3.5 day)

Arlington, VA: May 19 – 22, 2015

[FHWA-NHI-420018A](#) (4.5 day)

Matteson, IL: July 13 – July 17, 2015

Arlington, VA: September 14 – 18, 2015

Additional instructor development courses are coming soon to Reno Nevada, Olympia Washington, and Orlando Florida.

Anyone interested in [hosting](#) an instructor development course can [contact Carolyn Eberhard](#) at (703) 235-0952.

NHI Welcomes New Certified Instructors

Congratulations to the following instructors for receiving their certification during the first quarter of fiscal year 2015. Successfully completing our [instructor development course](#) is one of the first steps in becoming an NHI Certified Instructor.

Robert Attaway, Applied Pavement Technology, Inc.
Steven Dapp, Collins Engineers, Inc.
Scott Douglass, Kilgore Consulting and Management
Patrick Gomez, FHWA – Resource Center – Lakewood, CO
Donald Green, Michael Baker International
Ralph Phillips, Collins Engineers, Inc.
Frank Russco, Michael Baker International
Thomas Saad, FHWA – Resource Center – Matteson, IL
Dr. Omar Smadi, Applied Pavement Technology, Inc.
Brooke Struve, FHWA – Resource Center – Lakewood, CO
Scott Zang, Michael Baker International

Answers to Common Questions on Attendance, Course Credit and Icebreakers

NHI course participants who meet the requirements for satisfactory completion of training are qualified to receive *Continuing Education Units (CEUs). Some States and organizations also use Professional Development Hours (PDHs) to track training. For a participant to receive CEUs, NHI must receive all of the following documents:

- Session roster and sign-in sheet showing the initials of the participant (participant must sign in twice daily)
- Course/Instructor Evaluations
- Participant Registration Form
- Post Assessment (demonstrated skill/pass/fail)

The instructor must submit these documents to NHI within 10 business days of the conclusion of the course.

*The National Highway Institute has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET).

Question: What is NHI's policy on class attendance?

Answer: NHI requires 100 percent attendance.

CEUs and PDHs are a measure of how much time the participant interacts with the content. The calculation of that time is based on 100 percent attendance and should result in the participant achieving the course learning outcomes. Achievement of course outcomes is particularly important for maintaining professional licensure or certification requirements.

On occasion a participant may miss a portion of instruction for reasons outside of his or her control. A small portion (up to 5 percent) may be missed with minimal consequences, provided the participant discusses the material with the instructor and makes up the missing work.

If more than 5 percent is missed (due to illness or unavoidable emergency) the participant does not meet the attendance requirements. In these cases, the participant may schedule make-up time with the NHI Scheduler.

Question: What is the Certificate of Training and when will it be awarded?

Answer: The Certificate of Training shows that a participant attended, not necessarily passed, a training event. 100 percent attendance is required to receive the Certificate of Training. For certain bridge and tunnel inspection courses (NHI 130 series) and the Basic Contracting Officer's Representative course (NHI 310123) certificates are distributed only when a participant has 100 percent attendance and has passed the course requirements, including the end of course assessment.

Question: How do I receive a transcript showing CEUs earned?

Answer: To receive a transcript identifying CEUs awarded, a participant can call the NHI Registrar at (703) 235-0553 or e-mail his or her request to nhiregistrar@dot.gov. NHI maintains training records from 2004 to present. Individual training transcripts will consist of all attended training courses for seven years, including post-assessment completion data, if applicable. Training transcripts will be available to participants six weeks after the end of the course.

Question: Why use icebreakers at the start of a class? Don't they take up valuable instruction time?

Answer: Exercises known as icebreakers are to do just that: break the ice at the beginning of a session. It is important to start the session on a positive note to set the tone for the entire class. Instructors might use icebreakers to get learners acquainted, set the tone/theme for the session or to simply get participants involved in the session immediately. It also sends a positive message that you, the instructor, expect participants to take an active part in the session. Ultimately, less time will be spent during the class encouraging participation.

Upcoming Events & Announcements

Registration is now open for the next Instructor Web Conference, which will be held on [May 20, 2015, from 2-3pm Eastern Time](#).

Those unable to attend on this date can register for a repeat session of the Web Conference on [May 27, 2015 from 2-3pm Eastern Time](#).

May 3 – 9, 2015 Public Service Recognition Week

May 10 – 16, 2015 National Transportation Week

May 15, 2015 National Defense Transportation Day