

Instructor Competency Guidance Document

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IUOE National Training Fund
National HAZMAT Program
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Guidance #1: What is the purpose of this guidance document?

The IUOE National Training Fund (NTF) is a National Institute of Environmental Health Sciences (NIEHS) grantee and must follow the NIEHS *Minimum Health and Safety Training Criteria* guidelines. A copy of the Minimum Criteria can be viewed by visiting www.iuoeahazmat.org, choose the Trainers’ Page tab, and click on the NIEHS Minimum Criteria tab on the left side of the page. These criteria are applicable to all NIEHS training grant awardees conducting 29 CFR 1910.120 HAZWOPER-based training, 1910.120-supporting training, and all-hazards prevention, preparedness, and response training for which the grantee is funded by the NIEHS. The purpose of this guidance document is to establish minimum health and safety training criteria for the NTF instructors supported by NIEHS which includes:

- Instructors shall be deemed competent,
- Instructors shall be required to maintain competency by participating in continuing education or professional development programs, and
- Instructors must successfully complete annual refresher training.

Guidance #2: Who deems instructors as “competent”?

According to the *Minimum Criteria*, instructors shall be deemed competent by the Training Director. By definition of the *Minimum Criteria*, Barbara McCabe is the Training Director; however, the Training Director can assign a designee. To meet the intent of the *Minimum Criteria*, Ms. McCabe is designating the local union training directors and coordinators.

Guidance #3: What is meant by “competent”?

The *Minimum Criteria* states that the instructors shall be deemed competent to instruct specific courses on the basis of documented relevant experience; successful completion of the courses

which they are intended to instruct; successful completion of a train-the-trainer program specific to the topics they will teach; and an annual evaluation of instructional competence by the training director or designee.

Guidance #4: What are the responsibilities of the designees?

The annual review of instructor competency shall include, at a minimum, observation by the Training Director or her designee, local union training directors and coordinators. The review will include:

- Instructional delivery,
- Review and discussion of observations with the instructor, and
- An analysis of the instructor performance based upon evaluations completed by trainees during the previous year.

Where the Training Director utilizes designees for observation, such designees will convey to the Training Director a recommendation of competency (see attached form). The recommendation will be based on instructional delivery, instruction class management, subject matter knowledge of topic material, and an observed recognition of the instructor of adult learning methods.

Guidance #5: How do instructors maintain competency?

The *Minimum Criteria* states that instructors shall be required to maintain competency by participating in continuing education or professional development programs. The NTF utilizes a rolling five-year structured training approach that addresses experienced instructors with existing credentials as well as new instructors starting their instructor development. It permits new candidates to train as they continue to acquire more knowledge, experience and skills. The plan also maps the path the instructors should follow to achieve the OSHA Master Trainer Status. During this cycle instructors are authorized to train workers in the subject matter courses they have completed without waiting until they achieve the OSHA Master Trainer Status. When the cycle is complete NTF instructors will have achieved the OSHA Master Trainer Status.

Current experienced instructors are accommodated through competency training designated as electives in the five-year cycle. This progression is designed to acquire the experience and training authorizations to achieve the OSHA Master Trainer Status.

Guidance #6: What is meant by annual refresher training?

Instructors must successfully complete annual refresher training. The *Minimum Criteria* states that this annual refresher shall be devoted to applicable educational techniques, applicable training technologies, new or revised Federal standards applicable to the courses being instructed, and hands-on training as appropriate. When new training methods including technologies are introduced into the training program, instructors shall be trained to effectively apply them prior to using them in the courses in which they are instructing.

The NTF offers trainer courses annually utilizing its rolling five-year structured training approach to enable instructors to receive this annual refresher training after they have completed their initial trainer course.

Annual Instructor Competency Review

Instructor Name: _____

Course: _____ Date: _____

Evaluator Name and Title: _____

Observation:

Instructor Observation	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The instructor was organized and well prepared.					
2. The instructor explained all of the course objectives.					
3. The instructor presented the course topics in a logical order.					
4. The instructor managed the classroom learning environment satisfactorily.					
5. The instructor used a satisfactory mix of lecture, demonstration, and hands-on practice.					

Comments/areas for improvement:

Approvals:

Recommendation for Competency: Yes No

Evaluator Signature: _____ Date: _____

Approved Rejected

_____ Date: _____
Local Union Training Director or Coordinator Signature

Please email (hazmat@iuoehazmat.org) or fax (304) 253-7758 a copy to the National HAZMAT Program, Attention: Barbara McCabe