



Please type or print in black or blue ink and use capital and small letters for names, titles, and addresses

**THIS FORM SHOULD NOT BE USED FOR HIGH LIABILITY INTERNSHIPS**

Use this form **AFTER** successful completion of the requirements for Instructor Techniques

Instructor Applicant: \_\_\_\_\_ Social Security Number (Optional): \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Social Security Number (Optional): \_\_\_\_\_

Topic Taught: \_\_\_\_\_ Length of time Topic taught: \_\_\_\_\_

Training School: \_\_\_\_\_

Date the Instructor Techniques Course was completed: \_\_\_\_\_

Please refer to the objectives in the Instructor Techniques Course for more specific descriptions of the competencies. The objectives are referenced next to each competency. The evaluator may need to observe the instructor applicant in more than one teaching environment to assess his or her proficiency of some competencies.

Competencies with an **asterisk (\*)** will need to be observed prior to the applicant's presentation. The instructor applicant shall demonstrate proficiency in at least 75% (23) of the competencies. The original Instructor Competency Checklist shall be maintained in the instructor applicant's file at the training school.

### **ETHICS AND LEGAL LIABILITY**

Date Completed

1. Complete related documentation – objective 2.70 \_\_\_\_\_
2. Recognize and respond to bias effectively – objective 2.80 \_\_\_\_\_
3. Enforce appropriate rules/policies/procedures of the training environment – objective 2.70 \_\_\_\_\_

### **INTERPERSONAL SKILLS**

Date Completed

1. Demonstrate effective speaking skills – objective 4.30 \_\_\_\_\_
2. Demonstrate appropriate non-verbal skills – objective 4.40 \_\_\_\_\_
3. Demonstrate enthusiasm – objective 4.20, 4.30, 4.50, 6.80 \_\_\_\_\_
4. Maintain appropriate appearance – objective 4.30 \_\_\_\_\_

### **LEARNING AIDS**

Date Completed

1. Use appropriate learning aids (printed material, A/V aids, and/or other instructional aids) objectives 5.10, 5.30, 5.40 5.50, 5.60, 5.70 \_\_\_\_\_
2. Identify non-functioning equipment and take appropriate action – objective 5.70 \_\_\_\_\_
3. \*Develop or select instructional aids – objectives 5.30, 5.40, 5.50, 5.60, 5.70 \_\_\_\_\_

**PLANNING**

Date Completed

- 1. \*Determine, review or write performance standards – objectives 7.30, 7.40, 7.50 \_\_\_\_\_
- 2. \*Determine, review or write goals and objectives – objectives 7.30, 7.40, 7.50 \_\_\_\_\_
- 3. \*Organize and sequence materials effectively – objectives 7.20, 7.60 \_\_\_\_\_
- 4. \*Plan to have appropriate equipment/instructional aids available to support instruction - objectives 5.10, 5.20, 5.70 \_\_\_\_\_
- 5. Select classroom site or plan classroom configuration, if appropriate – objective 3.50 \_\_\_\_\_
- 6. \*Prepare a lesson plan for a period of instruction – objective 7.70 \_\_\_\_\_

**EVALUATION**

Date Completed

- 1. \*Create test items, if appropriate – objectives 8.60, 8.70 \_\_\_\_\_
- 2. Use evaluation techniques (test item review, student evaluation, etc.) to identify and correct instructional deficiencies – objectives 8.30, 8.50, 6.60 \_\_\_\_\_
- 3. Use evaluation techniques to assess student progress – objectives 8.10, 8.20, 8.30, 8.40, 8.50, 8.60 \_\_\_\_\_
- 4. Solicit student evaluation of instructor/instruction – objectives 6.94, 8.30, 8.50 \_\_\_\_\_

**PRINCIPLES OF INSTRUCTION AND THE ADULT LEARNER**

Date Completed

- 1. Apply principles of adult learning – objectives 3.10, 3.20, 3.30, 3.40, 3.50 \_\_\_\_\_
- 2. Provide opportunity for student questions and responses – objectives 3.50, 3.60, 6.70 \_\_\_\_\_
- 3. Involve students in class activities (ex.: role play, group work, discussion, etc.) obj's 3.50, 3.60, 6.70 \_\_\_\_\_
- 4. Accept disagreement appropriately – objectives 3.50, 3.60 \_\_\_\_\_
- 5. Display respect and courtesy toward students – objective 3.50 \_\_\_\_\_
- 6. Respond appropriately to disruptive events – objective 3.50 \_\_\_\_\_
- 7. Display appropriate presentation skills – objective 6.50 \_\_\_\_\_
- 8. \*Select instructional strategies/methods – objectives 6.20, 6.71 \_\_\_\_\_
- 9. Respond appropriately to disruptive students – objective 3.60 \_\_\_\_\_
- 10. Use principles of group dynamics – objectives 3.30, 3.50, 4.20, 6.40, 6.80, 6.90 \_\_\_\_\_

**COMMENTS**

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Date the student evaluations were reviewed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor Applicant

\_\_\_\_\_  
Signature of Training Center Director or Designee