



INSTRUCTOR GUIDELINES

Becoming an Instructor

1. A person must first be certified in the appropriate provider course.
2. The candidate then attends an Instructor Course in the program in an NRC accredited Instructor Training Centre (ITC) appropriate for that program.
3. On successful completion of that course, the instructor-designate will need to be successfully assessed at two subsequent provider courses by any NRC-accredited Training Centre.
4. The person will then be issued with an Instructor's Certificate for the program by the NRC-accredited ITC. Instructor certificates are valid for a 2 year period.

Continuing as an Instructor

1. An instructor must instruct in at least two provider courses for the program per annum to retain status as an Instructor.
2. If the above condition is fulfilled, a separate examination is not required for retention of status as Instructor.
3. Instructor re-certification may be carried out by any NRC-accredited Training Centre.
4. The NRC accepts that accredited instructors may teach at any NRC-accredited Training Centre.
5. However, the decision to engage an instructor for teaching at an NRC-accredited training center must be the prerogative of that center.

Instructor-Trainers

1. Instructor trainers conduct and teach at NRC-accredited Instructor Training Courses.
2. A person must have instructed for at least 2 years and completed an Instructor-Trainer attachment before being accepted, on application to the ITC, as an Instructor-Trainer.
3. Certification as an Instructor-Trainer would be by the NRC.
4. Retention of status as an Instructor-Trainer would require instructing at an NRC-accredited Instructor program at least once annually.

Documents to NRC:

- Recommendation letters from Director of Training Centre and existing Chief Instructor of the course.
- Date of courses taught per year for the past 2 years. You may provide a copy of the NRC handbook with the training dates.
- Evidence of completed attachment.
- Re-appointment: Dates of sessions as Instructor Trainer for the past 2 years.

Chief Instructors (Provider Training Centres)

1. A person must have been a regular instructor for at least 2 consecutive years and instruct at least 6 courses within the 2 years before being eligible for designation as Chief Instructor.
2. Designation of an individual as Chief Instructor for a particular program would be the prerogative of the Training Centre.
3. The NRC-designated Training Centre must inform NRC of all such persons so designated.
4. Certification as Chief Instructor would be by the NRC.
5. Retention of status as Chief Instructor would require instructing at an NRC-accredited provider program as a Chief Instructor at least once annually.

Documents to NRC:

- Recommendation letters from Director of Training Centre and existing Chief Instructor of the course or Chief Instructor Attachment form.
- Date of courses taught per year for the past 2 years. You may provide a copy of the NRC handbook with the training dates.
- Re-appointment: Dates of sessions as Chief Instructor for the past 2 years.

Chief Instructor-Trainers (Instructor Training Centres)

1. A person must have been both a regular Instructor-Trainer and a Chief Instructor (Provider Program) for at least 1 year before being eligible for designation as Chief Instructor-Trainers.
2. Designation of an individual as Chief Instructor-Trainer for a particular program would be the prerogative of the Training Centre.
3. The NRC-designated Training Centre must inform NRC of all such persons so designated.
4. Certification as Chief Instructor-Trainer would be by the NRC.
5. Retention of status as Chief Instructor-Trainer would require instructing at an NRC-accredited instructor program as a Chief Instructor-Trainer at least once annually.

Documents to NRC:

- Recommendation letters from Director of Training Centre and existing Chief Instructor of the course or Chief Instructor Trainer Attachment form.
- Date of courses taught as Instructor-Trainer and Chief Instructor (Provider Program) for the past 1 year. You may provide a copy of the NRC handbook with the training dates.
- Re-appointment: Dates of sessions as Chief Instructor-Trainer for the past 2 years.

All Instructors

1. On losing one's status in any of the appropriate categories, the designee should participate in at least one program in a level one-step below that at which designation is requested to the satisfaction of the Chief Instructor of

that program within the year upon the expiration of the instructor certification before being re-designated in the desired category.

2. The designee will have to attend the provider and instructor programs again, if he did not fulfill the above requirement within the 1-year grace period after their certification expired.
3. NRC will need to be formally informed of such re-designation by the Training Centre before issuing or authorizing appropriate re-certification.
4. In the event of doubt on any matter pertaining to instructor certification or re-certification, referral to NRC would be appropriate.
5. The decision of the NRC on the instructor status of the individual would be taken as final.