

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
Fort Jackson, South Carolina 29207-7025

6 March 1998

Training

INSTRUCTOR CERTIFICATION

Supplements to this publication are prohibited unless specifically approved by this headquarters, ATTN: ATSG-TST

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1. **PURPOSE:** To establish USASSI instructor certification policies and procedures.

2. **REFERENCES:**

- a. AR 600-9, The Army Weight Control Program
- b. AR 611-101, Personnel Selection and Classification, Commissioned Officer Classification System
- c. AR 611-112, Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialties
- d. AR 611-201, Enlisted Career Management Fields and Military Occupational Specialty
- e. AR 614-200, Selection of Enlisted Soldiers for Training and Assignment
- f. TR 350-70, Training Development Management, Processes, and Products

g. TR 351-18, Total Army School System (TASS)

3. **SCOPE:** This regulation applies to the United States Army Soldier Support Institute (USASSI), the Adjutant General, Finance, and Recruiting and Retention Schools, the Noncommissioned Officer Academy (NCOA), and the seven TASS Personnel Service Support (PSS) battalions and their subordinate elements.

4. **POLICY:**

a. Overall responsibility for certifying instructors rests with the service school commandant who is proponent for the subject matter being taught.

b. All USASSI schools and TASS PSS battalions are responsible for coordinating training of their instructors and supporting certification activities.

c. Instructors must be certified in each course they are to teach. Prior to conducting instruction, they must demonstrate subject matter proficiency and meet all instructor requirements in governing regulations and directives. An instructor certified to teach an upper-level course is also qualified to teach lower-level courses in the same MOS. To teach a merger MOS, instructors must be qualified subject matter experts in the MOS. Instructors may also be certified to teach a specific block of instruction.

d. Commandants and TASS PSS battalion commanders will ensure that their instructors meet all certification requirements before assigning them any teaching responsibilities.

e. PSS Battalion instructor certification requirements, other than Military Occupational Specialty Qualification (MOSQ), will be attainable in one year's training time (one Annual Training [AT] and 48 Unit Training Assemblies [UTAs]).

5. **CERTIFICATION REQUIREMENTS:** To be certified, an instructor must:

a. Have completed a TRADOC-approved instructor training course (ITC).

b. Hold the instructor identifier ASI 5K for commissioned officers, SQI 8 for warrant officers, SQI H for noncommissioned officers, and Career Program (CP) 32 series specialty for civilians.

c. Complete a small group instructor (SGI) training course if assigned to facilitate small group instruction.

d. Hold the MOS or AOC applicable to the content of the course for which certification is desired or be a qualified subject matter expert (SME).

e. Meet APFT and body fat standards (military only).

f. If teaching classified material, hold the requisite security clearance.

g. Be a graduate of the course being certified to teach or a qualified SME of the course, block of instruction, or lesson being certified to teach.

h. Pass an Instructor Certification Board.

i. Meet Course Management Plan instructor certification requirements.

6. CERTIFICATION PROCEDURES:

a. Certification Boards:

(1) Are responsible for reviewing the qualifications, subject matter expertise and instructional skills of potential instructors and preparing recommendations for certification.

(2) Will be appointed in writing by the TASS PSS battalion commanders and the service school commandants for their respective organizations.

(3) Will usually consist of from three to five members. As a minimum, the board will include individuals capable of determining instructor subject matter expertise in the subjects they will teach and assessing their instructional techniques and skills. Board members should be drawn from instructors certified to teach the same course; battalion and service school Title XI personnel having the required subject matter expertise; instructor training course trainers; and training evaluators. The senior member of the board will serve as board president. As a minimum, the president of the board will be senior to the instructor(s) being certified.

b. Procedures:

(1) An instructor's first-line-supervisor will initiate a request for certification by completing applicable portions of the Instructor Certification Checklist (Appendix B) and forwarding it to the President of the Certification Board.

(2) The Certification Board will:

(a) Review the instructor's qualifications to assure all qualifications contained in this regulation and the Course Management Plan are met.

(b) Observe the instructor in a training rehearsal in which the instructor demonstrates the ability to teach material from the course for which certification is desired. Use an evaluation form to record its observations. Items such as those on the form at Appendix C should be covered.

(c) Meet with the instructor to gain additional information concerning subject matter qualification and other certification considerations.

(d) Prepare and forward a recommendation for certification (or non-certification) to the PSS battalion commander or school commandant.

(3) Upon receipt of a Certification Board recommendation, the PSS battalion commander will endorse it to the commandant of the service school that has proponency for the subject being taught (Appendix A).

(4) Service school commandants, the approving authority for certification of instructors teaching their proponent subjects, will review the recommendation and, if approved, issue a certification certificate (Appendix D).

c. Instructors failing to achieve certification due to subject matter or instructor skill deficiencies will be advised of their shortcomings and given 60 days to correct them prior to reappearing before a Certification Board.

d. Time and distance factors and resource constraints will tend to complicate instructor certification procedures. To assist in overcoming these factors, the use of creative and flexible procedures in scheduling and administration are encouraged. As an example, Certification Board members may perform their duties individually and subsequently prepare a

consolidated recommendation. Additionally, maximum use of technology, such as using video teletraining or video taping presentations for viewing later, is encouraged.

e. Recertification is required under any of the following conditions:

(1) Before an instructor teaches a different course or block of instruction.

(2) Every five years.

(3) If the instructor has not taught the certified course within the last 36 months.

Recertification is conducted the same way as initial certification.

f. An instructor's certification may be withdrawn by the commandant of the service school who issued the initial certification if the instructor fails to maintain any of the listed certification requirements. Recommendations for certification withdrawal will contain the rationale for the action and be endorsed through the chain of command to the appropriate service school commandant.

g. Service school commandants and TASS PSS battalion commanders have overall responsibility for maintaining certification records of their instructors. Instructors are responsible for being able to produce a copy of their certification upon request and for including a copy of their certification in their classroom visitor folders.

USASSI Reg 350-25

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APPENDIX A

SAMPLE TRANSMITTAL MEMORANDUM

AXTG-XX ()

Date

MEMORANDUM FOR Commandant, Adjutant General School, Fort Jackson
SC 29207-7025

SUBJECT: Instructor Certification

1. Reference USASSI Regulation 350-25, Instructor Certification.
2. Recommend SFC Chris D. Frank, XXX-XX-XXXX be certified to teach the 71L10 AIT course. He has successfully met all instructor certification requirements outlined in referenced regulation. A copy of the instructor certification checklist and an instructor evaluation for SFC Frank are enclosed.
3. POC is MSG Clayton S. Williams, DSN 555-8734, commercial (803) 877-9378.

Encls

MATTHEW J. KELLY
LTC, AG
Commanding

APPENDIX B

INSTRUCTOR CERTIFICATION CHECKLIST

INSTRUCTOR: _____ GRADE: _____ SSN: _____

ORGANIZATION: _____

COURSE/BLOCK OF INSTRUCTION: _____

<u>Certification Requirement</u>	<u>Completed</u>		<u>Date Completed</u>
	<u>YES</u>	<u>NO</u>	
1. Completed TRADOC-approved ITC in the last 5 years	_____	_____	_____
2. Instructor SQI/ASI Awarded (mil)	_____	_____	_____
3. Career Program CP32 Specialty (civ)	_____	_____	_____
4. MOS/AOC/SME same as for course/block of instruction to be taught	_____	_____	_____
5. Graduate of course to be taught or fully qualified SME	_____	_____	_____
6. Meets body fat standards of AR 600-9 (mil)	_____	_____	_____
7. Passing score on APFT (AC-last 6 months, RC-last 12 months)(mil)	_____	_____	_____
8. Completed Small Group Instruction Course (if teaching SGI mode)	_____	_____	_____
9. Meets certification requirements in Course Management Plan	_____	_____	_____
10. Successfully passed Certification Board review	_____	_____	_____

CHECKLIST DATA VERIFIED BY: _____
(Printed name and grade)

ORGANIZATION: _____

SIGNATURE: _____ DATE: _____

INSTRUCTOR EVALUATION			
INSTRUCTOR	DATE		EVALUATOR
	TIME START	STOP	
SUBJECT	DEPARTMENT/SCHOOL		COURSE
<p>I INTRODUCTION</p> <p>A. ATTENTION. GAINS AND FOCUSES ATTENTION ON SUBJECT.</p> <p>B. MOTIVATION. POSITIVE STATEMENT. CONVINCING, REALISTIC AND RELEVANT TO JOB AND TARGET POPULATION.</p> <p>C. OBJECTIVE. STATES CONDITIONS, STUDENT ACTIONS AND STANDARDS IN CLEAR, CONCISE, STUDENT-ORIENTED TERMS.</p> <p>D. PREVIEW RELATES LESSON TO BOTH PAST AND FUTURE INSTRUCTION.</p>			
COMMENTS			
<p>II BODY:</p> <p>A. EMPHASIS OF MAIN POINTS. CLEARLY IDENTIFIES AND STRESSES MAIN POINTS FREQUENTLY. SUMMARIZES PERIODICALLY.</p> <p>B. APPROPRIATENESS OF SUPPORTING MATERIALS. ENHANCES CLARITY AND AUGMENTS EXPLANATIONS.</p> <p>C. KNOWLEDGE OF SUBJECT. ANSWERS QUESTIONS. EXPLAINS ACCURATELY. RELATES TO JOB SITUATIONS. SELDOM REFERS TO NOTES.</p> <p>D. CLARITY OF MATERIAL PRESENTED. EXPLAINS ACRONYMS AND NEW TERMS. USES VOCABULARY EASILY UNDERSTOOD BY STUDENTS. EMPLOYS EXAMPLES.</p> <p>E. EVIDENCE OF PREPARATION. ENSURES EQUIPMENT, SUPPLIES AND MATERIALS ARE READY FOR USE.</p> <p>F. OVERALL ORGANIZATION. FOLLOWS LESSON PLAN. MAKES SMOOTH TRANSITIONS.</p>			
COMMENTS			

	U	BA	A	AA	S
III SUMMARY AND CONCLUSION					
A. QUESTIONS. SOLICITS STUDENT QUESTIONS. CLARIFIES MISUNDERSTANDINGS. ASKS CHECK QUESTIONS IF NECESSARY.					
B. SUMMARY. AFFIRMS STUDENT ACCOMPLISHMENT OF OBJECTIVE(S). REEMPHASIZES KEY POINTS.					
C. CLOSING STATEMENT. MOTIVATES STUDENTS AGAIN.					

COMMENTS

	U	BA	A	AA	S
IV INTERACTION WITH STUDENTS					
A. CHECK STUDENT COMPREHENSION. ASKS FOR QUESTIONS FREQUENTLY. IDENTIFIES STUDENT DIFFICULTIES. CLARIFIES MISUNDERSTANDINGS.					
B. STUDENT PARTICIPATION. FOSTERS ACTIVE AND VOLUNTARY PARTICIPATION. ATTEMPTS TO INVOLVE ALL STUDENTS.					
C. DISCUSSION GUIDANCE. STIMULATES THOUGHT. CONTROLS DISCUSSION. AVOIDS PERSONAL PHILOSOPHY.					
D. QUESTIONING TECHNIQUE. USES CLEAR, CONCISE, PURPOSEFUL QUESTIONS THAT ARE DISTRIBUTED THROUGHOUT THE GROUP. USES APCE (ASK, PAUSE, CALL AND EVALUATE) METHOD.					
E. HANDLING STUDENT QUESTIONS. ENCOURAGES STUDENTS' QUESTIONS. REMAINS COMPOSED AND CONFIDENT. ANSWERS ACCURATELY. CLEARLY AND DIRECTLY.					

COMMENTS

	U	BA	A	AA	S
V TRAINING AIDS					
A. SKILL IN USE OF AIDS. DISPLAYS ORGANIZATION, GOOD MECHANICAL SKILLS, EFFECTIVE INTEGRATION AND PRESENTATION TECHNIQUES.					
B. QUALITY OF AIDS. SIMPLE, CONCISE, EASILY VISIBLE, NEAT, CLEAN, WORKABLE, RELATES TO OBJECTIVE(S).					

COMMENTS

VI INSTRUCTOR QUALITIES

- A. CONTROL OF CLASS. MAINTAINS ORDER. ENFORCES POLICIES. RESPONDS EFFECTIVELY TO NEGATIVE BEHAVIORS.
- B. HUMAN RELATIONS SKILLS. ESTABLISHES RAPPORT. LISTENS ATTENTIVELY. COMPLIMENTS GOOD WORK. AVOIDS SARCASM. REMAINS OPEN-MINDED.
- C. CONFIDENCE. RELAXED. COMPOSED. SURE-OF-SELF.
- D. ENTHUSIASM. DISPLAYS POSITIVE ATTITUDE. HAS SALESMANSHIP. MAINTAINS STUDENT INTEREST.

U	BA	A	AA	S

COMMENTS

VII VOICE AND SPEECH TECHNIQUES

- A. VOCAL CHARACTERISTICS. VARIES PITCH AND INFLECTION TO SHOW EMOTION AND EMPHASIS.
- B. VOLUME. PROJECTS VOICE FOR ALL TO HEAR.
- C. RATE OF DELIVERY. VARIES PACE. PAUSES EFFECTIVELY.
- D. PRONUNCIATION/ENUNCIATION. PRONOUNCES WORDS CLEARLY AND CORRECTLY.
- E. FLUENCY. SMOOTH DELIVERY. ARTICULATES. AVOIDS FILLERS.
- F. GRAMMAR. AVOIDS ERRORS IN ENGLISH USAGE.

U	BA	A	AA	S

COMMENTS

VIII NON-VERBAL COMMUNICATIONS

- A. EYE CONTACT. LOOKS DIRECTLY AT INDIVIDUALS. DISTRIBUTES VISUAL CONTACT OVER ENTIRE CLASS.
- B. BEARING AND POSTURE. MAINTAINS PROFESSIONAL DEMEANOR. WELL GROOMED. COMPLIES WITH ARMY WEIGHT STANDARDS.
- C. FACIAL EXPRESSION. VARIES EXPRESSION. PROJECTS CONFIDENCE AND INTEREST IN STUDENTS. SMILES WHEN APPROPRIATE.
- D. GESTURES AND MOVEMENT. USES NATURAL GESTURES AND PURPOSEFUL MOVEMENT. AVOIDS DISTRACTING MANNERISMS.

U	BA	A	AA	S

COMMENTS

IX SUBJECT MATTER EXPERTISE

YES NO

A. ARE INSTRUCTOR QUESTIONS RELEVANT TO THE SUBJECT AND DOCTRINALLY BASED? _____

B. ARE ANSWERS TO STUDENT QUESTIONS CORRECT AND COMPLETE? _____

C. CAN THE INSTRUCTOR CORRECTLY ANSWER QUESTIONS ABOUT THE LESSON WHEN THE ANSWERS ARE NOT CONTAINED IN THE COURSEWARE? _____

D. DOES THE INSTRUCTOR CITE THE CORRECT DOCTRINAL PUBLICATIONS SUCH AS FIELD MANUALS AND REGULATIONS IN ANSWERING STUDENT QUESTIONS AND PROVIDING GUIDANCE? _____

E. DOES THE INSTRUCTOR FOLLOW THE LESSON PLAN (APPLIES BOTH TO MOI AND SME)? _____

F. ARE INSTRUCTOR-GENERATED EXAMPLES, ILLUSTRATIONS, AND ANECDOTES DOCTRINALLY BASED AND RELEVANT TO THE INSTRUCTION? _____

G. DOES THE INSTRUCTOR ACCURATELY EXPLAIN HOW LESSON MATERIAL RELATES TO BROADER SUBJECT MATTER CONTENT OR THE BIG PICTURE? _____

X. OVERALL EVALUATION COMMENTS: _____

XI. BOARD RECOMMENDATION: _____

AUTHENTICATION:

BOARD MEMBERS (PRINT NAME, GRADE, MOS/AOC, ORGANIZATION, TELEPHONE NUMBER)

BOARD PRESIDENT SIGNATURE AND DATE _____

KEY: U = Unsatisfactory BA = Below Average A = Average AA = Above Average S = Superior

APPENDIX D
CERTIFICATION CERTIFICATES

USASSI Reg 350-25

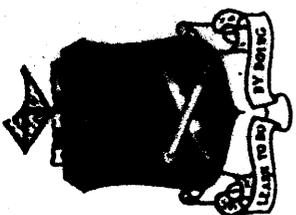
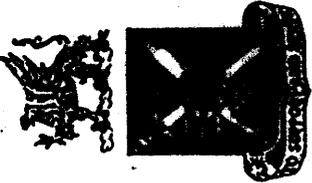
United States Army
Finance School

has successfully fulfilled the requirements of the

Total Army School System
Certification Program

and is certified to instruct the

Given at Fort Jackson, South Carolina, this day of





United States Army
Adjutant General School

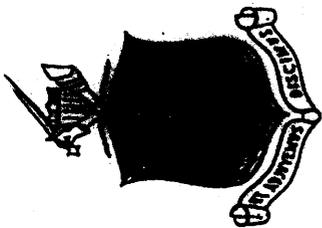
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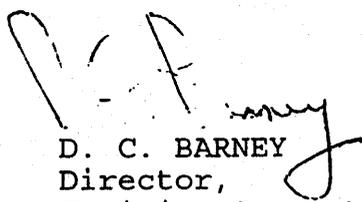
Given at Fort Jackson, South Carolina, this day of

USASSI Reg 350-25



The proponent for this regulation is the Directorate of Training Support (DOTS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended changes to Publications and Blank Forms) to COMMANDER USASSI, DIRECTOR OF TRAINING SUPPORT, TLECT DIVISION, 10000 HAMPTON PARKWAY, FORT JACKSON SC 29207-7025.

FOR THE COMMANDER:


D. C. BARNEY
Director,
Training Support

OFFICIAL:

PATRICK J. WIRT
CW4, USA
Adjutant General

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