



- (f) Course Design and Lesson Planning: performing needs assessments and task analyses; creating instructional objectives; creating session plans and teaching materials that enable student learning;  
*Comments:*
  
- (g) Education Psychology and Learning Theories: identifying learning characteristics and learning styles; adjusting instruction to meet the social, psychological, and physiological needs of adult learners;  
*Comments:*
  
- (h) Counseling and Guidance: counseling students first through informal steps (discussion and suggestions for correcting the problem) and formal steps (explanation of corrective steps and penalties or results for failure to comply accompanied by written notification to the student, student's supervisor, and the class file);  
*Comments:*
  
- (i) Research and Administration or Training Administration: planning course schedules, instructor assignments, and faculty and equipment use, performing administrative tasks including managing and maintaining program schedules, instructor assignments, and records and reports, including course and student data, instructor support, and facility and equipment use;  
*Comments:*
  
- (j) Instructor Management: performing instructor management tasks such as identifying instructor (personnel) needs, recruiting, selecting, and training or orienting, and evaluating instructors; and  
*Comments:*
  
- (k) Design of Evaluation Tools or Principles of Teaching and Evaluation: using various written and skill testing instruments based on learning performance objectives.  
*Comments:*

### Reviewer Recommendation

This candidate **MEETS** **DOES NOT MEET**<sup>†</sup> the requirements for Instructor Trainer as set-forth in section .04 Certification Standard Instructor Trainer as written in the April 2016 edition of the *Certification Standards and Procedures for the Emergency Services Instructors in the State of Maryland*.

Reviewer Name:

Reviewer Signature:

Date:

<sup>†</sup>If the candidate *does not* meet the requirements, please clarify: