

**INSTRUCTIONS:**

In order for your session to be approved by the Maryland Instructor Certification Review Board (MICRB) we ask that you complete **ALL SECTIONS** of this worksheet and **attach all supporting documentation**. If you have a comprehensive lesson plan that contains this information you may submit that and check "*see attached*" for each field. When completing multiple worksheets, only include one of the requested documents for Speaker Qualifications. **INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.**

Worksheet of

<b>Speaker/Developer:</b>	<b>Submitted for Review by:</b>
	<b>Affiliation:</b>
	<b>Email Address:</b>

**Speaker's Qualifications**

MICRB State Emergency Services Instructor	MICRB State Emergency Services Instructor Trainer
Subject Matter Expert: <i>Attach one of the following:</i>	Curricula Vitae      Resume      Biography
Professor: College/University: <i>Attach one of the following:</i>	Curricula Vitae      Resume      Biography

**Presentation Method (check all that apply)**

Illustrated Lecture	Demonstration	Conference	Question and debate
Group work and discussion	Skill/Activity	Lab	

**Program Times**

Actual <i>educational methods</i> contact hours:	Actual hours students attend:
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**Title of Program**

see attached

**Program Description/Syllabus (80 words or less)**

see attached

**Measurable Objectives (at least 3)**

see attached

**Student Participation Activities (check at least one)** see attached

Group activity	Skill activity	Discussion	Oral or written test or quiz	Laboratory activity	Demonstration
Describe or attach samples					

**Learning Measurement Instrument** see attached

Exam	Quiz	Skill check sheet	Activity check sheet	None
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**Visuals (check all that apply)**

Projected visuals	Chalk or white board	Easel pad	Bulletin board	Equipment	Model
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**Required Attachments**

Program outline (presenter's note slides are acceptable)
Handouts

**Optional Documentation**

Bibliography	Handouts from refereed journals (those with an editorial board)	Other (Describe below)
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