



Date Received:

Date Reviewed:

Candidate's Name (Last, First, MI)

.04 A. The candidate shall document instructional experience and formal education.

Experience documented by: Curricula Vitae Resume Letters of Reference Other

If experience is not sufficiently demonstrated provide a reason:

Formal education documented by: Curricula Vitae Resume Transcript Other

If education is not sufficiently demonstrated provide a reason:

.04 B. Educational Requirements

(1) To become certified as an emergency service instructor trainer in Maryland, an individual shall have completed:

- (a) A baccalaureate or graduate degree in education or a related field from an accredited college or university; and
- (b) 3 years of teaching experience, which shall be documented as evidence of competence.

(2) Within the degree, or in addition to the degree, courses that cover the following topics are required:

- (a) Methods of Teaching: using various teaching methodologies to enhance the classroom environment; lecture, case studies, technology, demonstration, group activities and interactive discussions;
Comments:
- (b) Classroom Management: organizing the learning environment; maintaining motivation, interest, and discipline; attending to administrative detail, such as record keeping and scheduling; demonstrating leadership skills;
Comments:
- (c) Instructional Media: developing, selecting, and using training audio visual aids and equipment and instructional technology appropriately;
Comments:
- (d) Speech and Communication: choosing, using, and defining terminology correctly, speaking from notes and extemporaneously, assuring understanding of explanations;
Comments:
- (e) Evaluation and Measurement: assigning scores and grades, using current technology to determine measures of central tendency and statistical results, interpreting results, revisions of exam questions as needed;
Comments:

- (f) Course Design and Lesson Planning: performing needs assessments and task analyses; creating instructional objectives; creating lesson plans and teaching materials that enhance 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**[†] the requirements for Instructor Trainer as set-forth in section .04 Certification Standard Instructor Trainer as written in the *September 2021* edition of the *Certification Standards and Procedures for the Emergency Services Instructors in the State of Maryland*.

Reviewer Name:

Reviewer Signature:

Date:

[†]If the candidate *does not* meet the requirements, please clarify: