

RECRUIT TRAINING COMMAND INSTRUCTION 1540.1F

Subj: INSTRUCTOR CERTIFICATION AND EVALUATION

Ref: (a) NAVEDTRA 135B Navy School Management Manual

Encl: (1) Classroom Instructor Evaluation Checklist, CNET GEN
1540/4 (Rev 9-99)
(2) Laboratory Instructor Evaluation Checklist, CNET GEN
1540/11 (Rev 9-99)

1. Purpose. To establish the Instructor Certification and Evaluation program at Recruit Training Command (RTC) per reference (a).
2. Cancellation. RTCINST 1540.1E
3. Scope. All instructors shall be certified and evaluated per reference (a) and this instruction.
4. Definition. Instructor - Any officer, enlisted, civil service, or contract personnel whose duties involve teaching or evaluating in the classroom, laboratory, or other learning environment and are serving in an Instructor or Facilitator billet. These personnel shall have completed one of the Navy's formal instructor training courses, or have the equivalent training or educational background, and earned the Navy Enlisted Classification (NEC) 9502 or completed an Instructor Training course for officers. (D)
5. Action
 - a. Director of Curriculum and Technical Training (CTECH). Responsible for ensuring quality training is being conducted.
 - b. Curriculum and Instructional Standards Office (CISO). Responsible for monitoring the Instructor Certification and Evaluation program and maintaining documentation to ensure instructional personnel are certified and subsequently evaluated. Will also ensure instructor records are maintained. Ensure appropriate action is taken for reclassification when an instructor cannot attain or maintain a satisfactory level of performance.

c. Safety Officer. Responsible for ensuring safety is an integral part of training, students are afforded a safe training environment, and all personnel in the accomplishment of their mission observe sound safety practices.

d. Department Heads. Responsible for the overall implementation and administration of instructor certification and evaluation within their respective departments.

e. Course Supervisors/Lead Instructors (Division Officers/Leading Chief Petty Officers (LCPO)). Responsible for the direct supervision and evaluation of instructors. Will be graduates of the appropriate instructor-training course and will complete all instructor certification requirements. Personnel filling these roles must also complete in-service training for course supervisors/lead instructors and any additional in-service training required by the command. Typical duties include: (D)

(1) Coordinate the training program for assigned personnel, schedule evaluations, and maintain instructor records. (D)

(2) Ensure prospective instructors complete certification requirements per reference (a), Chapter 2, Section 4. (D)

(3) Ensure lesson plans contain instructor personalization.

(4) Shall recommend instructor for certification once they have met the requirements and forward the appropriate documentation to the CISO.

f. Instructor Evaluator. Instructor evaluators may be CISO personnel, instructors, or course supervisors who received in-service training in the following areas per reference (a), Chapter 2, Section 3.0: preparing for the evaluation, conducting the evaluation, using the evaluation form, debriefing the instructor, and the appropriate use of training technology in the classroom. Evaluators may be full time or may continue with their normal duties as instructors or supervisors. Personnel who have met the requirements for an instructor evaluator are the only personnel qualified to conduct certification, monthly, and quarterly evaluations. Personnel designated as Master Training Specialist (MTS) meet the instructor evaluator requirements.

(1) Shall be responsible for completing instructor evaluations per reference (a), Chapter 5, Section 2.0.

(2) Ensure all evaluations are completed on a Classroom Instructor Evaluation Checklist (CNET GEN 1540/4), enclosure (1) and/or Laboratory Instructor Evaluation Checklist, (CNET GEN 1540/11), enclosure (2) as applicable and forwarded to the Curriculum Instructional and Evaluation Division, Instructor Quality Assurance office.

g. Instructors shall

(D)

(1) Have a thorough knowledge of instructional techniques and of the subject matter assigned to teach.

(2) Provide a copy of the personalized Lesson Plan to the evaluator prior to the evaluation.

6. Certification Process

a. Command Indoctrination - All incoming instructors are required to attend Command Indoctrination. The indoctrination will provide information to the instructor on chain of command; command policies on instructor awards programs; activities, off-duty education, Personnel Support Detachment, Navy Exchange, and any other areas determined appropriate by the Commanding Officer.

b. Course Indoctrination - Sit through the course, observe classes in session, and personalize instructor guides.

c. Receive satisfactory evaluations on three separate presentations while practice teaching (P1, P2 & P3) under the direct supervision of a certified course instructor.

(1) Two evaluations shall be used to evaluate the instructor's knowledge of the subject matter.

(2) One evaluation must be conducted by CISD personnel, a trained instructor evaluator or MTS designated personnel, evaluating the instructor's technique.

(3) Trainee must be recommended for certification, forwarding appropriate documentation to the CISO.

7. Evaluation Program

a. After certification, a monthly evaluation will begin. These evaluations will be completed at a minimum of once each month for the first three months. The purpose of the monthly program is to provide feedback to instructors on their teaching techniques as acquired during instructor training.

b. Following the satisfactory completion of the monthly evaluation program, a quarterly evaluation will begin. This program is used to ensure continuous technical qualifications and satisfactory instructional technique of the instructor.

c. Instructors teaching in class and lab will be evaluated in both environments.

d. Instructors qualified as MTS may be evaluated on an annual basis. Instructors designated MTS from previous instructor tours, must meet instructor certification requirements for the course they will teach, before being placed on an annual evaluation basis.

e. Unscheduled evaluations - Shall be conducted and used as a tool by the command to continuously improve the quality of the instructor both technically and in instructional technique. CISD personnel may conduct random unscheduled evaluations or "spot checks" on instructors.

f. In order to avoid cancellation of NEC, Course managers shall ensure that all individuals ordered in as instructors complete the certification evaluation program per reference(a), Chapter 2, Section 4.5.2.

8. Unsatisfactory Evaluations

a. An evaluation shall be rated unsatisfactory if the instructor displays one or more of the following:

(1) A negative attitude/behavior towards the students, the Navy, or training provided, this includes insulting, discriminatory and/or, sexually harassing remarks and abusive and/or obscene language.

(2) Poor instructional technique. Examples of poor technique include lack of student interaction, inadequate motivational technique, and poor communication skills.

(3) Lack of technical expertise in subject matter.

(4) Failure to provide the evaluator with a personalized copy of the Lesson Plan.

b. The following actions shall be taken for an unsatisfactory evaluation:

(1) Evaluations rated unsatisfactory due to an instructor's attitude or behavior will be immediately stopped in progress and the instructor pulled if the evaluator determines it necessary. The instructor will be debriefed with the appropriate course manager present. Course Managers are responsible for taking corrective action.

(2) Evaluations rated unsatisfactory due to poor instructor technique or lack of technical expertise will be completed and the instructor and course manager debriefed on all problem areas. The evaluator and instructor will immediately schedule an additional evaluation at the earliest opportunity (not more than two weeks) to ensure deficiencies and/or shortcomings have been corrected. Instructors will be limited to conducting instructional periods with a mentor present until a satisfactory evaluation is received. Course Managers are responsible for providing remedial training.

(3) Instructors on a quarterly evaluation schedule receiving one unsatisfactory evaluation will be reverted to the monthly evaluation schedule until three consecutive satisfactory evaluations are completed.

(4) Evaluations rated unsatisfactory because of failure to provide the evaluator with a personalized copy of the Lesson Topic Guide will be discontinued and rescheduled.

c. If a certified instructor receives two consecutive unsatisfactory evaluations or three within a six month period, the CISO will recommend to the Commanding Officer that the instructor's certification be revoked.

d. An instructor who has his/her certification revoked will be recommended for reclassification by the CISO to the Commanding Officer. The CISO will reevaluate all unsatisfactory technique evaluations prior to recommendation for reclassification.

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9. Review. The CISO will review this instruction on an annual basis and recommend changes as necessary.

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By direction

Distribution:
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(List I, Case A)