

NORTH CAROLINA CPS BASIC AWARENESS CURRICULUM INSTRUCTOR CANDIDATE APPLICATION

Revised: March 2006

The North Carolina CPS Training Committee has determined that the North Carolina CPS Basic Awareness course may be taught by Instructors certified to teach the National Standardized CPS Training Curriculum and by CPS Technicians who have been mentored and approved to teach the course.

A Nationally Certified Technician who wishes to become a Basic Awareness Instructor must:

1. Hold national certification for at least 6 months,
2. Demonstrate active participation as a CPS Technician through participation as a checker in at least 4 clinics (provide location, dates and senior checker signatures) or by serving as a checker for a permanent checking station (provide location, dates and supervisor signatures),
3. Be mentored as an instructor for the NC Basic Awareness curriculum by at least three different Nationally Certified Instructors for at least three classes total,
4. Teach the final qualifying class in a location and under a mentor as determined by the NC CPS Training Committee, and
5. Receive satisfactory evaluations from each Nationally Certified Instructor for at least three classes. The Candidate must secure at least 25 Final "Excellent" or "Acceptable" ratings for the class being evaluated in order to count as one of the three qualifying classes.

The Technician seeking approval as a North Carolina Basic Awareness Instructor must provide the following information and documentation:

Name: _____
Prefix/Rank First: MI Last

Position/Title: _____

Organization: _____

Address: _____

City / ST/ Zip: _____
City ST Zip

Email: _____

Phones: Work (_____) _____ Home: (_____) _____

Fax: (_____) _____

Technician Certification Number: _____

Current Expiration Date: _____

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1. NC Basic Awareness Instructor Candidates must be certified as a Child Passenger Safety Technician for at least six months prior to making application to the NC CPS Training Committee to become a Technician Instructor. List the date, location, and Lead Instructor for your original CPS Technician Certification class:

Date: ____/____/____

Location: _____

Lead Instructor: _____

NC CPS BASIC AWARENESS INSTRUCTOR CANDIDATE EVALUATION WORKSHEET INSTRUCTIONS

Revised: March 2006

The NC CPS Basic Awareness curriculum may be taught only by Nationally Certified Technician Instructors or Technicians approved to be Instructors. According to policies established by the NC CPS Training Committee, an "Approved Mentored Technician" is a Nationally Certified Technician who:

- 1) Holds National certification for at least 6 months,
- 2) Demonstrates active participation as a CPS Technician through participation as a checker in at least 4 clinics (provide location, dates and senior checker signatures) or by serving as a checker for a permanent checking station (provide location, dates and supervisor signatures),
- 3) Has been mentored as an instructor for the Basic Awareness curriculum by at least three different Nationally Certified Instructors for at least three classes total,
- 4) Teaches the final qualifying class in a location and under a mentor as determined by the NC CPS Training Committee, and
- 5) Has received satisfactory evaluations from each Nationally Certified Instructor for each class. The Candidate must secure at least 25 Final "Excellent" or "Acceptable" ratings for the class being evaluated in order to count as one of the three qualifying classes.

Technicians wishing to teach the Basic Awareness Curriculum should apply to do so using the NC CPS Basic Awareness Instructor Candidate Application form available by download from www.buckleupnc.org.

You have been asked to serve as a mentor for one or more Basic Awareness Instructor Candidates during this North Carolina CPS Basic Awareness (BA) training class. As noted in the above policies, Technician's approved through this process are allowed to serve as Instructors for NC BA classes. Thus, mentors should take this responsibility very seriously.

The attached worksheet is a valuable tool that allows Nationally Certified Technician Instructors to comprehensively evaluate the technical, interpersonal, and instructional skills of each BA Instructor Candidates. This worksheet should be used throughout the course to track the progress of the candidate(s) as they teach, interact with the class, and perform other course assignments.

Following are a few general guidelines for you to follow while acting as an Instructor Mentor.

1. The Evaluation Worksheet is to be used throughout the standardized course.
2. Each Certified Technician Instructor who is acting as a Mentor for a BA Instructor Candidate must fill out a worksheet.
3. Each Instructor Mentor should be present in the classroom or location where the exercises are being conducted for all instructional segments or exercises being lead by the BA Instructor Candidate.

4. Evaluations of each BA Instructor Candidate should be reviewed and discussed with the Candidate by all Mentors at the end of each day.
5. Do not assign a score of at least “acceptable” on any item or for the overall score unless the candidate’s performance really is acceptable. Assigning an overall score of “acceptable” with the expectation, or hope, that the candidate will improve is wrong and is unacceptable performance as a mentor.

USING THE WORKSHEET

1. Skills being evaluated with this worksheet are grouped into three main categories: instructor skills, technical & hands-on skills, and interpersonal skills.
2. Space has been provided to assess instructor, technical & hands-on, and interpersonal skills on an interim basis during the course of the training class as well as final assessments to be made at the conclusion of the course. For each topic presented or exercise coordinated by the Candidate, circle the appropriate letter code for each statement listed in pencil in the “Interim Ratings” column. Blue or black ink should be used for all final ratings.
3. For each segment taught or exercise coordinated by the Candidate, rate each relevant skill performed as either Excellent (E), Acceptable (A), Conditionally Acceptable (C), or Unacceptable (U). For most BA Instructor Candidates, “Conditionally Acceptable” or “Unacceptable” ratings should improve during each subsequent teaching segment. The worksheet asks you to evaluate and rate the Candidate on 30 different “skills”. Columns are provided for evaluating five teaching or hands-on segments, plus one Final Rating, for each of the 30 skills. Knowledge and technical/interpersonal skills should be rated according to the following guidelines:
 - *Excellent (E)*: Knowledge demonstrated by the Candidate during lecture and demonstration is clearly current and within the standardized and NC Basic Awareness curricula content. Technical knowledge, instructor proficiency, and/or interpersonal skills exceed levels to be expected of the “average” instructor.
 - *Acceptable (A)*: Knowledge and instructor proficiency demonstrated by the Candidate during lecture and demonstration is clearly current and within the standardized curriculum content. Technical knowledge meets or exceeds levels to be expected in an instructor. Interpersonal skills facilitate learning by the students as well as encourage and facilitate team work among the instructors.
 - *Conditionally Acceptable (C)*: The instructor, technical, or interpersonal skill in question requires some modification or improvement before receiving an “Acceptable” rating. Conditionally Acceptable ratings should be accompanied by verbal and written comments that provide specific constructive suggestions for skill improvement.
 - *Unacceptable (U)*: Knowledge and instructor proficiency demonstrated by the Candidate and presented during lecture or demonstration is clearly incorrect, out-of-date, or not within the standardized curriculum content. Technical knowledge clearly fails to meet the level expected as acceptable for an instructor. Interpersonal skills hinder learning by the students as well as discourage or hinder team work among the instructors.

4. The "Final Rating" for each of the 25 items should be based on the overall performance by the BA Instructor Candidate.
5. At the end of the course, indicate the overall "final" score for the BA Instructor Candidate. Indicate any conditions that need to be met to bring any "Conditionally Acceptable" scores up to the "Acceptable" level and add any comments or suggestions as may be needed and appropriate.
6. **The Candidate must secure at least 25 Final "Excellent" or "Acceptable" ratings for the class being evaluated in order to meet the one of the minimum requirements to be eligible to be approved as a Mentored Technician.**
7. The Instructor Mentor must sign off on the BA Instructor Candidate Evaluation Worksheet at the conclusion of the class. The Mentored Technician Candidate must be informed of their pass/fail/conditional status at the conclusion of the class.
8. Be sure to have the Candidate sign the worksheet verifying that you have discussed all concerns and recommendations with him/her.
9. The candidate should keep the original copy of all of their BA Instructor Candidate Evaluation Worksheets until submitted to the NC CPS Resource Center. A BA Instructor Candidate is not eligible for approval until he/she has been mentored as an instructor for the Basic Awareness curriculum by at least two different Nationally Certified Instructors for at least three classes total and has received satisfactory evaluations from each Nationally Certified Instructor for each of three classes.

Completed Basic Awareness Instructor Candidate Evaluation Worksheets should be submitted to the NC CPS Resource Center along with any additional documentation required. Return Completed Evaluations to: NC Child Passenger Safety Resource Center, UNC Highway Safety Research Center, 730 ML King Blvd., Suite 300, CB# 3430, Chapel Hill, NC 27599.

IT IS STRONGLY SUGGESTED THAT THE INSTRUCTOR MENTOR MAKE COPIES OF THE SIGNED MENTORED TECHNICIAN CANDIDATE EVALUATION WORKSHEETS AND OTHER DOCUMENTATION FOR HIS/HER OWN FILES.

BASIC AWARENESS INSTRUCTOR CANDIDATE EVALUATION WORKSHEET

North Carolina Basic Awareness CPS Training Course

BA Instructor Candidate Name: _____

Course Location: _____ Course Date: ____ / ____ / ____

Evaluating Instructor Name and Cert. #: _____

Lead Instructor (if different from above): _____

Course Host/Sponsor: _____

Instructor and/or technical skills have been evaluated for the following topics taught or exercises coordinated:

Topic/ Exercise #	Topic Taught or Exercise Coordinated
1	_____
2	_____
3	_____
4	_____
5	_____

E = Excellent
A = Acceptable

C = Conditionally Acceptable
U = Unacceptable

NA = Not Applicable

SKILLS EVALUATED:	Interim Ratings: (Circle or mark as needed)	FINAL Ratings: (Circle)
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Instructor Skills

1. Accurately presented assigned topic(s)	E A C U NA	E A C U NA
2. Knew curriculum content - did not "read" it	E A C U NA	E A C U NA
3. Presented concepts in an easy-to-understand manner	E A C U NA	E A C U NA
4. Used strong/positive tone of voice	E A C U NA	E A C U NA
5. Used anecdotal information or personal experiences appropriately and sparingly?	E A C U NA	E A C U NA
6. Provided constructive feedback to students	E A C U NA	E A C U NA
7. Encouraged and elicited student participation	E A C U NA	E A C U NA
8. Helped all students, instead of sticking with one group or one student, during hands-on practice	E A C U NA	E A C U NA
9. Effective use of teaching aids and equipment	E A C U NA	E A C U NA
10. Maintained time frame allotted for assignments	E A C U NA	E A C U NA
11. Maintained control of classroom	E A C U NA	E A C U NA

E = Excellent
A = Acceptable

C = Conditionally Acceptable
U = Unacceptable

NA = Not Applicable

SKILLS EVALUATED:	Interim Ratings: (Circle or mark as needed)	FINAL Ratings: (Circle)
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Technical & Hands-on Skills

12. Demonstrated knowledge of a variety of child restraints (older and newer models)	E A C U NA	E A C U NA
13. Demonstrated knowledge of vehicle occupant protection systems (retractors, latchplates, airbags)	E A C U NA	E A C U NA
14. Able to clearly explain and demonstrate correct installation techniques	E A C U NA	E A C U NA
15. Able to recognize CR/vehicle incompatibilities and effectively communicate appropriate corrective action	E A C U NA	E A C U NA
16. Able to say "I don't know", if necessary	E A C U NA	E A C U NA

Interpersonal/Team Skills

17. Was on time for all class start times	E A C U NA	E A C U NA
18. Helped set up or take down props/equipment	E A C U NA	E A C U NA
19. Took the initiative to take on tasks, or offer to do so, without being asked	E A C U NA	E A C U NA
20. Showed high degree of patience and understanding dealing with "difficult" students	E A C U NA	E A C U NA
21. Showed positive attitude when interacting with fellow Instructors and students	E A C U NA	E A C U NA
22. Responded well to constructive criticism from other Instructors	E A C U NA	E A C U NA
23. Provided constructive feedback to other Instructors	E A C U NA	E A C U NA
24. Showed respect for fellow instructors during their presentation times	E A C U NA	E A C U NA
25. Worked and interacted well with other instructors	E A C U NA	E A C U NA

Final BA Instructor Candidate Evaluation

Overall evaluation of this candidate (*check one*):

- Excellent Acceptable Conditionally Acceptable* Unacceptable

*Conditions: _____

Comments/Recommendations: _____

_____ (Continue on additional sheets as necessary)

I have read and discussed above comments, concerns, and suggestions with the Instructor Mentor listed below.
Basic Awareness Instructor Candidate: _____

Candidate must secure at least **25 Final Excellent” or "Acceptable"** ratings in order to meet the minimum requirements and to be eligible to be approved as a Basic Awareness Instructor.

Instructor Mentor:
I have observed _____ (name of Candidate) in the course of teaching the NC Basic Awareness Curriculum and have and discussed my comments, concerns, and suggestions with this Basic Awareness Instructor Candidate.
Print Name: _____ Cert. # _____
Signature: _____ Date: ____ / ____ / ____

Return Completed Evaluations to:
North Carolina Child Passenger Safety Resource Center
UNC Highway Safety Research Center
730 ML King Blvd., Suite 300, CB# 3430, Chapel Hill, NC 27599