



INSTRUCTOR CHECKLIST

- Request for Training

NHI hosts request training by completing a host request form on-line at the NHI Website <http://www.nhi.fhwa.dot.gov/> . When you receive notice from NHI that a session has been requested, you must contact the designated individual within two weeks to firm up the session date.
- Once the session is confirmed, and you have received the session confirmation email from NHI – here are some suggestions for preparation
 - If you are not listed in the NHI system as the main point of contact for your contract, be sure that individual forwards you the session confirmation email. It contains important information like the course number and session number.
 - Be sure that you are registered with NHI as an instructor and that you have your four-digit instructor code. Call Carolyn Eberhard (Carolyn.eberhard@fhwa.dot.gov or 703.235.0010), the NHI Instructor Liaison, if you do not have your code.
 - Course Instruction and Content

Work with the Local Host/Coordinator to set the start and end times for the session – and ask for any local examples or concerns that will help you provide relevant examples for the local environment.

Ask the Local Host/Coordinator for any equipment or room set up that you need. Normal items to request include

 - Videotape player
 - Projector (Like an InFocus Machine)
 - Blackboard with chalk and eraser or whiteboard with dry erase pens and eraser
 - Easel with flip chart paper and various colored markers
 - Lectern or instructor table
 - Extension cords
- Three Weeks Before the Session
 - Confirm logistical information with the Local Host/Coordinator and make any final travel arrangements.
 - We also recommend you identify a potential back-up instructor in case you have any issues getting to the session.
 - Review your course materials and prepare local examples
- One Week Before the Session
 - Answer any e-mails from NHI or the Local Host/Coordinator
 - Get directions to the training site
 - Review the instructions for having the participants complete the scannable forms <http://fhwa.breezecentral.com/scan/>



- The first day of the Session
 - Arrive at least an hour before the session starts
 - Help set up the classroom
 - Help organize the participant material
 - Test all equipment
 - Review with participants the forms that they need to complete (Sign-In Sheet, Participant Registration Forms, Course Evaluation Forms), how they need to complete them, and why they need to be completed
 - Provide your instructor code, the course number, and the session number to participants so that they can properly complete the forms

- During The Course
 - Enjoy teaching your session!
 - Tell participants about other NHI courses!
 - Prepare participants for the final exam
 - Proctor the final exam (including Pennsylvania exams)

- After The Course
 - Complete the bottom section of each participant registration forms with session attendance, score from the final exam, and whether the participant passed or failed the exam
 - Return the complete packet to NHI including the NHI Session Roster, the NHI Sign-In Sheet, originals of the NHI Course Evaluation Forms, and originals of the NHI Participant Registration Forms. The instructor is responsible for sending these items to NHI.
 - Instructors will not be paid until the completed packet is received by NHI and deemed complete. If the packet or forms are not filled out correctly – or you've used old forms – the materials will be returned to you for remediation.