



# NHI Instructor Update

January 2008



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# Meet and Greet

U.S. Department of Transportation  
Federal Highway Administration 

- Instructions
- Introductions



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# Background

Thanks for participating in the September call.  
We covered items such as...

- Status of your suggestions
- NHI Instructors of Excellence for 2007
- Additional Instructor Development Courses (IDC)
- What if changes are needed to the course you're teaching - clarification

# Background (con'd)

- 2008 NHI Catalog
- Travel/Per diem for Contract Instructors
- Career development opportunities
- Share your technical expertise with others
- Who provides accommodations to participants with disabilities?
- When are sessions REALLY scheduled?

# Today's Agenda

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- 2007 Instructors of Excellence
- 2007 Administrative Team Award
- Explanation of "Confirmed"
- Shipping procedures
- New Participant Registration Form
- 2008 NHI Course Catalog
- Tax Exempt Form
- Instructor Development Course (IDC)



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# NHI Instructors of Excellence for 2007

- Award categories
  - FHWA Instructors
  - Contract Instructors
  - Team Administrative Award
- Award criteria – Will add the criteria to notes going out based upon this Web conference
- Award timeframe
  - January 2007 through December 2007
- Awards announced in February



# Confirmed

- Request to host session via 1530 (on NHI website)
- E-mail/phone call to Firm/Instructor
- Instructor verifies delivery dates
- Instructor notifies Scheduler
- Session added to NHI database
- TPM approves
- Session confirmed – posted on NHI website
- E-mail to Firm with confirmation information, i.e. session number

# Shipping Procedures

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- Report Center receives e-mail of the confirmed session
- Send out material to Host approximately 1 month ahead of session (exception)
  - Requested and confirmed in less than a month
- Host receives Course Material, Binders and a Administrative Package



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# Shipping Procedures (con'd)

## Administrative Package includes:

- Roster
- Sign-in Sheets
- Participant Registrations
- Session Evaluations
- Tent Cards
- Pencils
- Name Tags
- NHI Course Catalog

# Shipping Procedures (cont'd)

- NHI Material Manager contacts Host  
Instructors check with Host
- Instructors must call NHI Materials  
Manager immediately (703) 235-0552, if  
there is a problem with shipment
- Material will be overnight mailed
- Poll (How many have experienced  
problems this year?)

# New Participant Registration Form

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- Have you seen the new forms?
- Do you like them?
- What if Participants don't have an e-mail address?
- Poll (Do you like them?)



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# 2008 NHI Course Catalog

- Have they been in the Administrative Package?
- Do you have your own copy?
- Thumbs up or down.

# Contract Instructor Costs

- Form for Tax Exemption
- Provide the form that can be downloaded.

# Upcoming IDC Sessions

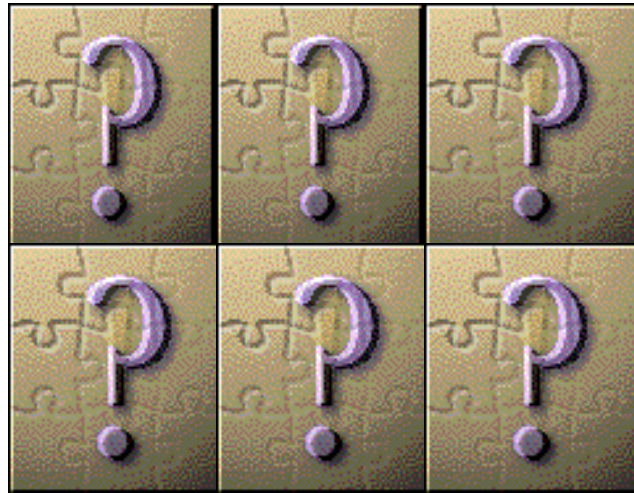
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## FY 2008

- o Franklin, TN – 3.5 day – 1/28-31/08  
(Session Full)
- o New Mexico – 3.5 day – March 2008
- o Atlanta, GA – 4.5 day – May 2008
- o Seattle/Olympia, WA – 4.5 day – April 2008
- o Albany, NY – 4.5 day – Possible
- o Arlington, VA – 3.5 day – April 2008
- o Arlington, VA – 4.5 day – July 2008

# Questions?

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# Next NHI Instructor Web Conferences

## Next Quarter

- April 9, 2008
- April 23, 2008

If you would like to recommend a topic for our next Instructor Web Conference, please send an e-mail to [Carolyn.Eberhard@dot.gov](mailto:Carolyn.Eberhard@dot.gov) or type your suggestion in the Chat Pod.

NHI Website: [www.nhi.fhwa.dot.gov](http://www.nhi.fhwa.dot.gov)