

INSTRUCTOR NEWSLETTER

Improving the Performance of the Transportation Industry through Training |

Summer 2016

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NHI has updated its session roster to include a consent column. This allows participants to consent to release of their pass/fail information for the course to the host. Some hosts would like this information to record their employees' training histories. To be in compliance with the Privacy Act of 1974, NHI must have a participant's written consent for this information release. Participants should never feel coerced into providing consent; this is always optional for them.



- New rosters will be in standard administrative packages beginning in July. Please begin using the new rosters immediately.
- If a host asks for the roster, please redact the pass/fail record of any participant who has not provided consent. If exams are not graded in the classroom, instructors should include the roster in the administrative package as usual. NHI will redact the required information and forward the roster to the host upon request.
- NHI requires a complete copy of the roster with the pass/fail information indicated for all students. Please make sure you keep a copy of the original list (without redactions) to submit to NHI.
- It is fine to provide the host with a copy of the roster of attendance without any pass/fail or other personal information about the participants included.

We appreciate your help in protecting training participants' privacy and hope this new process will streamline communication between instructors and hosts.

[Encourage Exam Completion for All](#)

Successful completion of the end-of-course exam is required to receive continuing education units (CEUs). However, NHI encourages all participants to take the exam at the end of training, even if a participant is not interested in earning CEUs. Exam completion allows the learner to evaluate his or her mastery of the course's content, and provides important feedback to the participant and the instructor.



Image via Shutterstock

Instructors should have one exam per participant. Instructors can protect exam integrity by ensuring that every test and answer sheet is collected at the end of the training; please do not allow learners to leave the classroom with an exam.

Register for an Upcoming Instructor Development Course

The Instructor Development Course (IDC) is intended for both new and experienced instructors who wish to deliver interactive training to adult learners.

Which course is right for you?

Both the 3.5- and 4.5-day Instructor-led Trainings (ILT) deliver essential adult learning principles and follow the same general curriculum. The longer format provides additional time for developing lesson plans and writing learning outcomes.

NHI recommends the 4.5-day ILT for individuals serving on a course development team or serving as subject matter experts during course development.

NHI also offers the IDC as a Web-conference Training (WCT), which combines live online sessions with self-paced modules in a blended-learning format. This training can be accessed from any computer with an internet connection, and is designed to teach instructors who have taken the IDC ILT to effectively deliver interactive training using NHI's Web-conference software.

Sign up today for one of the following sessions:

[FHWA-NHI-420018](#) (3.5 day ILT)

Columbus, OH: August 16 – 18, 2016

Arlington, VA: September 13 – 26, 2016

[FHWA-NHI-420018A](#) (4.5 day ILT)

Arlington, VA: July 25 – 29, 2016

[FHWA-NHI-420047](#) (WCT)

Online: September 20 – October 6, 2016

Interested in hosting an Instructor Development Course? [Email Instructor Liaison Carolyn Eberhard](#) or call (703) 235-0952.

NHI Welcomes New Certified Instructors

Congratulations to the following instructors for receiving their certification during the third quarter of fiscal year 2016.

Doug Delaney, PBWorld
Rob Elliott, FHWA – Resource Center
Kenny Franklin, Indiana DOT
Megan Hall, FHWA – Washington Division Office
Harvey Lillywhite, Harper Enterprises
Kevin Moody, FHWA – Resource Center
Rick Murray, FHWA – HQ
Mike Ryan, Trauner Consulting Services, Inc.
Bryan Van Lenton, Trauner Consulting Services, Inc.
Paul Ziman, FHWA – Utah Division Office

Interested in becoming a Certified Instructor? Successfully completing our Instructor Development Course is one of the first steps.

Register Today

National Highway Institute, Federal Highway Administration
1310 North Courthouse Road, Suite 300, Arlington, VA 22201
703.235.0500 | 877.558.6873
web www.nhi.fhwa.dot.gov/default.aspx
email nhicustomerservice@dot.gov