

	<h1>Association Policy</h1>	
	Area: Training	Number: T- 2020 - 200
	Subject: Instructor Certification Pathway and Recertification	Effective Date: 07/11/2020
	Reference:	Review Date: 01/01/2027
	Supersedes:	
Signed: _____ (ON FILE) _____ VAFR President Signed: _____ (ON FILE) _____ VAFR Training Officer		

I. Policy: The policy outlines the path to Instructorship for all VAFR training courses.

II. Purpose: The association is committed to ensure continuity of our training program. To achieve this goal, we must establish a clear pathway for individuals interested in becoming instructors.

III. Procedure:

- **Instructor Certification Pathway**
 - The individual must complete and pass the VAFR Methods of Instruction Course or equivalent approved by the Training Officer.
 - Equivalent programs could include VDFP, DCJS, OEMS, or other professional organization instructor certification.
 - The individual must complete and pass the instructor course for the program in which they are trying to become an Instructor or equivalent approved by the Training Officer.
 - Individuals must hold entry level certification prior to attempting Instructor certification.
 - After completion of the instructor course, the individual must be monitored during their first certification period.

- **Certification Period and Recertification**
 - Instructors will be certified for a period of 3 years in which time they will have to complete the following requirements to recertify.
 - Instruct three (3) courses as a Lead or Assistant Instructor

- Must attend one (1) instructor update
- **Failure to Comply**
 - Instructors who fail to comply with the above requirements for recertification will result in the following:
 - The Instructor will be removed as a VAFR Instructor.
 - Must re-take the instructor course if he/she wishes to become a VAFR Instructor again in the future.
 - Must return any equipment and course materials issued to them by the Association.
 - If the instructor wishes to keep equipment or course materials it must be approved by the Training Officer.
- **Instructor Certification Reset**
 - If the Training Committee detects issues with the instructor certification or recertification process, they:
 - Have the ability to reset all instructor certifications with new expiration dates
 - The committee must select a date range that the reset will affect.
 - Example: We will reset all instructor certification to 1-year certification period if their current certification expires in or before 2010.
 - Add or redact any requirements for instructor certification or recertification.
- **Maintenance**

This policy will be reviewed at least annually.