

Instructor Applications:

When a candidate applies to become an EST instructor or wishes to add another course to his/her credentials the following process is initiated:

- A file is created with the application, enclosed certificates, and the instructor's transcript.
- The complete packet is then reviewed to determine compliance with requirements.
- After review, a letter is issued to the candidate advising him/her of the results of the review, and in most cases the applicant needs to be monitored while teaching their first course.
- If certificates need to be verified, then outside people become involved delaying the process.
- If the instructor wishes to teach a new curriculum, EST must first obtain and review the curriculum before we can qualify an instructor to teach it.

Therefore,

Effective June 1, 2008 instructor applications and new curriculum

requests must be received by EST at least 30 days before an instructor

anticipates teaching a class for which credentialing is requested.

Interim Instructor Mentoring

Some concerns with instructor applicants mentoring in their own departments are:

- If they mentor under a friend, will that friend be as critical as they need to be to ensure that the applicant meets the standards.
- A lead instructor may be under pressure (real or perceived) to qualify applicants for the benefit of the department and not be able to perform an objective review without the fear of retribution from the department or co-workers.

Therefore,

Effective June 1, 2008 In an effort to avoid real or perceived conflicts of interest, to ensure fair and objective evaluation, and to allow instructor applicants to gain fresh perspective, applicants may not mentor in their own departments or in another department under the supervision a member of their own department.