



# NSPF® INSTRUCTOR CLASS

## Course Outline

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The NSPF® Instructor (NSPFI®) class is designed to assess your ability to successfully conduct the NSPF® Certified Pool-Spa Operator® training course. As such, the class will focus on teaching methodology, practice teaching, visual aids construction and utilization, course administration, NSPF® regulations and requirements, and any other material deemed pertinent for you to successfully conduct an NSPF® CPO® training course.

### **Course Completion and Certification Requirements**

You will be recommended for certification based on the following:

- Minimum grade of 80% on a closed book technical knowledge exam.
- Minimum grade of 80% on a closed book teaching administrative/methodology exam.
- Two of three mini-teaching evaluations, with satisfactory recommendation by the course instructors. These teaching sessions will each be approximately 15 minutes in length.

### **Technical Examination**

The closed book technical exam is based on the information contained in the most current edition of *the NSPF® Certified Pool-Spa Operator® Handbook*. It covers knowledge that an instructor should have without utilizing the book as a reference. The technical exam will be administered as one of the first items on the first night. If you score 80% or better on this exam, you will not be required to take the technical exam scheduled as the first item on the second day.

## **Administrative/Methodology Examination**

The closed book administrative/methodology exam is based on information contained in sections 1 – 5 of the most current *NSPF® Certified Pool-Spa Operator® Instructor Manual*. This exam attempts to assess your knowledge of basic teaching methodology, classroom management techniques, visual aids utilization recommendations, and NSPF® administrative procedures. This test will be administered on the second day after the third teaching presentation. There is no second opportunity for this exam.

## **Pre-Evaluation Teaching Lesson**

In an effort to make you more at ease and to give you some idea of the teaching evaluation process, you will conduct a pre-evaluation lesson lasting no more than 15 minutes. The lesson will cover the first 15 minutes of your presentation over one of the assigned chapter. Your table instructor will offer augmented feedback in an effort to assist you during the lessons that will be formally evaluated.

## **Mini-Teaching Evaluations** *(Please Read This Section Carefully)*

You are highly encouraged to utilize the PowerPoint slides that we have provided to you. You should organize the slides to more closely fit your teaching style and to match the order of how you would present the MUST KNOW information contained in the chapter.

The three mini-teaching evaluations will be based on your presentation of the material you have prepared covering the three assigned chapters. Please bring **all** visual aids you would like to use. If needed, an LCD projector will be available for use during your presentations. You can design your own chapter outlines or utilize the samples included in the most current edition of the *NSPF Certified Pool-Spa Operator® Instructor Manual*.

While the first three mini-teaching evaluations will only last fifteen (15) minutes each, please prepare as if you were teaching the entire chapter. Your table instructor will notify you when time is up. Thorough preparation of the two chapters will enhance your ability to answer the two questions that comprise the third evaluation session. Any transparencies should relate specifically to the material being presented.

The evaluations will be made by three separate instructors. Each instructor will do one of the following:

- Recommend you for certification
- Recommend you for provisional certification
- Recommend you NOT be certified

You must receive a minimum of two favorable recommendations to be considered for certification. You must also receive a minimum score of 80% on the technical exam and on the administrative/methodology exam. Provisional certification can be considered for individuals who have strong teaching recommendations, score 80% or better on the technical examination, and score between 75% and 80% on the administrative/methodology exam.

## **Preparations**

Please come to class prepared to teach the two lessons that have been assigned to you. This includes:

- Using the PowerPoint slides contained on the CD provided (you ***MUST*** organize and edit the slides so that you would be able to teach the assigned chapter in the time recommended in the Instructor's Manual).
- Any overheads you plan to use
- Any blank overhead sheets (if needed)
- A set of overhead markers (if needed)
- NSPF will provide an LCD projector, laptop and laser pointer
- An overhead projector or flipchart can be made available if you notify the NSPF office at least two weeks in advance of the start of the course

***\*\*\* We look forward to seeing you in class! \*\*\****