



South Central Region

Instructor Evaluation

Prior to the evaluation:

1. **Print this entire file.**
 2. **Send a copy of the Instructor Evaluation sheets to the candidate so that he/she knows the expectations.**
 3. **Make sure the candidate and mentor know that the evaluation of an instructor candidate must be of an instructional lesson that includes the opportunity to utilize all elements of the 6-pack lesson plan. (Therefore, evaluation in a refresher setting in undesirable.)**
 4. **Have the candidate give you a copy of his 6-pack lesson plan**
 5. **Have the Mentor and/or IOR attend the lesson as well.**
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At the evaluation:

Introduction

Introduce yourself. Who are you? Where are you from? Spend a few minutes to put the candidate at ease. You are there to evaluate the candidate, but you want to minimize the influence of your presence.

Objectives

State your objectives. What should the candidate expect?

Listen and observe the lesson

Take notes. Collect both positive and negative information.

Feedback

Get the candidate's thoughts on the lesson. Provide the candidate with your observations, and make sure to present your negatives in a constructive manner.

Conclusion

Explain to the candidate what you feel are the results of the evaluation. If successful, explain the next step in the process. If unsuccessful, document and provide specific actions the candidate can complete to improve.

Wrap up

Recap objectives. Close.

After the evaluation:

1. **If successful, fill out a course completion record, indicating the candidate is to be given an instructor appointment.**
2. **Make a copy of all documents for yourself.**
3. **Make a copy of all documents for the Region Advisor/Administrator – send to them.**
4. **Send the course completion record to NSP,**



South Central Region

Instructor Evaluation

Instructor Candidate Name _____ NSP# _____

Did the candidate clearly define the objectives of the lesson?

Comments _____

Does the candidate feel he/she completed the objectives to the satisfaction of the students?

Comments _____

What learning styles were represented in the class?

Comments _____

What methods did the candidate use to adapt to the learning styles?

Comments _____

What teaching methods did the candidate use to communicate with the class?

Comments _____

Did the candidate recognize problems and remediate in a concise and constructive manner?

Comments _____

Was the candidate able to answer questions effectively?

Comments _____



South Central Region

Instructor Evaluation

Use this space for making notes about the 6-pack elements

Set: _____

Objectives: _____

Method: _____

Guided Practice: _____

Evaluation: _____

Summary: _____

**NATIONAL SKI PATROL EDUCATION PROGRAMS
COURSE COMPLETION RECORD**

Check one box per record form

Instr. Development

Instructor

Appointment

Type _____

OEC Course or Challenge

OEC Refresher

Year _____ Cycle _____

OEC Enhance. Sem.

Outdoor First Care

Intro to Ski Patrolling

PES

Mtn & Aval Awareness

MTR Fundamentals

MTR 1

MTR 2

Avalanche Fund. & Rescue

Level I Avalanche

Level II Avalanche

Skiing Enhancement Sem.

Toboggan Enhancement

Ski Trainers Workshop

OEC ES Module

Senior Module

Certified Module

Other Course Title

Instructor of Record (please type or print)	NSP ID Number
Address (street, city, state, zip)	Email: Daytime Phone: Evening Phone:

National Course #	Start Date	End Date	Total Passed	Total Enrolled
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Course Location
Special Instructions or Comments for National Office Processing

Member Type (see key)	NSP ID NUMBER (and/or social security number)	Pass	Inc	Fail	Instr Appt. Y/N	STUDENTS (type or print, last name first)	ADDRESS (Street, city, state, zip)

Member type key: M=NSP Member; A=Associate; AF=Affiliate Organization; N=Non Member

I certify that this NSP education program was conducted in accordance with National Ski Patrol training standards and that the students have satisfied all knowledge and skills objectives and assessments.		
Instructor of Record (please print)	NSP ID Number	
Instructor signature	Division	Patrol

Mail original course completion record to: National Ski Patrol, 133 South Van Gordon, Suite 100, Lakewood, CO 80228. Records also may be faxed to the Education Department at 1.800.222.4754 or emailed to education@nsp.org. (Instructors: Please keep a copy of course records, and follow division guidelines and instructor manual for division distribution of course records.)

NSP EDUCATION PROGRAMS

INSTRUCTOR APPLICATION

Personal Data	
Name	NSP ID #
Address (street, city, state, zip)	Phone (Home) Phone (Work)
Patrol	Email address
Division	Region

Instructor Education Discipline

- | | |
|--|---|
| <input type="checkbox"/> Instructor Development
<input type="checkbox"/> Outdoor Emergency Care
<input type="checkbox"/> Alpine Toboggan
<input type="checkbox"/> Nordic Toboggan | <input type="checkbox"/> Mountain Travel and Rescue
<input type="checkbox"/> Level I Avalanche (Basic)
<input type="checkbox"/> Level II Avalanche
<input type="checkbox"/> Patroller Enrichment Seminar
<input type="checkbox"/> Other |
|--|---|

Initial Instructor Training and Prerequisites	Instructor/Mentor/IT (Please print name)	Completion Date
Instructor Development		
Mentor Assigned		
IT Evaluation Completed		
Instructor Status Granted		
Instructor Experience—Discipline		Year(s)
Notes		

Division program supervisor keeps instructor application following division procedures. Division program supervisor or designated instructor trainer submits Course Completion Record to national office for instructor data entry and generation of instructor cards.

Education Department
 National Ski Patrol
 133 South Van Gordon Street, Suite 100
 Lakewood, CO 80228
 FAX 1-800-222-4754 or 303-988-3005
 Email: education@nsp.org