

Policy for Instructor Recertification March 9, 2015

The NCRC certifies its instructors to teach its curriculum for certification periods of three calendar years. Certification can be renewed annually, resulting in rolling authorization dates.

In order to recertify (i.e., maintain certification), an NCRC instructor must meet each of the following criteria within their three-year certification period:

1. attend an approved NCRC Instructor Update
2. teach at a minimum of a Level 1 or higher NCRC seminar
3. successfully complete an approved written test over NCRC curriculum and policies

The new certification period begins on January 1 of the year following the date when the earliest of these criteria has been met, and continues for three calendar years. For example, if an instructor completed the test in July 2015, but last participated in the Update and taught in July 2013, the new certification period would run from January 1, 2014 to December 31, 2017.

The NCRC Training Coordinator may authorize an extension of up to one additional year for instructors who, after making best-faith attempts to meet these criteria, find themselves unable to comply. Situations that could merit such an extension include illness that prevented attendance at a seminar, cancellation of a national seminar, extensive duties at a seminar that prevented an instructor from testing, etc.

NCRC Instructors are held individually responsible for ensuring they meet recertification requirements, and are strongly encouraged to engage in regular participation at NCRC seminars (particularly national seminars) and to test frequently.

Annual Instructor Updates shall be offered in conjunction with national and regional Level 1 and higher seminars. Testing opportunities shall be made available in association with NCRC national seminars, and may be offered regionally at the request of Regional Coordinators (subject to availability of test proctors).

The Training Coordinator shall appoint persons, at his/her discretion, to deliver Instructor Updates, evaluate instructor participation in seminars, and proctor instructor tests.

[Note that existing policy requires that all NCRC instructors maintain on-going NSS membership.]

This policy is in accordance with actions of the NCRC Board of Regional Coordinators, February 12, 2005, revised February 2, 2008, and February 21, 2015.