

# NAMSS POLICIES AND PROCEDURES

**POLICY NAME: STUDENT INSTRUCTOR SELECTION**

**Number:** Education 1000.10  
**Effective Date:** 12.18.08

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## **POLICY STATEMENT:**

It shall be the responsibility of the Education Committee to select qualified instructors in support of NAMSS' educational programs.

## **PURPOSE**

To enable NAMSS to recruit and retain qualified instructors and to outline instructor expectations.

## **PROCEDURE:**

### **Application Process**

- 1) The process of recruitment and selection shall include the following:
  - a. Candidates must complete an application form to include:
    - i. Current Curriculum Vitae outlining the applicant's accomplishments in the medical services field.
    - ii. Listing of speaking engagements and evaluation summary for the previous 12-24 months.
    - iii. Candidates must provide verified documentation of recent teaching/speaking experience.
  - b. Candidates should currently be working in the medical services profession.
  - c. Candidates must be current NAMSS members in good standing.
  - d. Candidates must not currently be serving as a NAMSS Board Member, Committee Member, Taskforce Member, or in any other volunteer capacity.
  - e. Preferred candidates should have recent public speaking experience, ie, at NAMSS Annual Conferences, state conferences or other speaking venues, addressing credentialing and other medical services professionals and healthcare related topics.
  - f. Candidates must have current NAMSS certification as a CPMSM and CPCS
  - g. It is recommended that a candidate submit a short video clip of a teaching/speaking experience
  - h. Candidates must adhere to the NAMSS Code of Ethics, represent NAMSS positively in all public forums, and be an overall ambassador of the NAMSS education program.
- 2) After becoming a full instructor, the expectation will be to teach a minimum of one NAMSS course each year and consistently receive average evaluation scores of 4.25 or higher.

## **Education Committee Review and Approval Process**

- 1) Process to be used by the Education Committee when considering student instructors shall include:
  - a. Review of applications to determine all requirements have been met; and
  - b. Evaluation of data submitted by each applicant.
  
- 2) Upon acceptance into the program:
  - a. Student Instructors:
    - i. Must attend a Training of Trainers workshop within a year of their acceptance into the program
    - ii. Must teach two NAMSS courses within 18 months after their attendance at the workshop and receive an average evaluation score of 4.00 or higher on a 5.0 scale for each course taught and receive full recommendation from the NAMSS instructor(s) in order to be considered as a full instructor by the Education Committee.  
Recommendation from NAMSS instructor(s) will remain confidential.
  
- 3) After the Education Committee reviews the evaluation scores and the recommendations, a decision will be made as to whether full instructorship will be granted. The student instructor will be notified of the Education Committee's decision in writing by the Chair of the Education Committee.

## **Student and Full Instructor Expectations:**

- 1) When teaching for NAMSS, Instructors shall:
  - a. Obtain and maintain NAMSS membership, be an advocate for NAMSS and overall ambassador of the NAMSS education program;
  - b. Refrain from making disparaging comments about course content, NAMSS, NAMSS staff and NAMSS leadership and other faculty in any public setting;
  - c. Refrain from marketing their personal business interests when teaching a NAMSS course;
  - d. Promptly communicate concerns or issues with content or processes directly with NAMSS staff;
  - e. Dress in appropriate business attire;
  - f. Adhere to all responsibilities outline in Memorandum of Understanding (MOUs) or other education agreements with NAMSS;
  - g. Not currently serving as a Board Member, Committee Member, Taskforce member or serve in any other non-paid, volunteer capacity for NAMSS.
  - h. Adhere to the NAMSS Code of Professional Conduct.

## **NAMSS Guidelines**

- 1) Instructors can expect NAMSS to do the following:
  - a. Make teaching assignments for courses and notify instructors at least 60 days in advance of the course (90 days if possible);
  - b. Provide MOUs at least 60 days in advance of the course (90 days if possible);
  - c. Provide materials for courses being taught at least 30 days prior to the activity (90 days if possible);
  - d. Provide a list of participants at least one week prior to the activity (if registration is being done through NAMSS);
  - e. Provide instructors with timely course evaluation data (within 30 days of the event);
  - f. Process expense reports within three weeks of receipt;
  - g. Decision to cancel course for lack of participants will be made as early as possible; and
  - h. Will facilitate a conference call with all instructors to review issues and ideas quarterly.

Originating Workgroup or Committee	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/2010		1/21/2011
4/18/2016		5/19/2016
8/4/2016		11/14/2016
1/13/2017		1/19/2017

**POLICY NAME: INSTRUCTOR EVALUATIONS**

**Number:** Education 1000.20

**Effective Date:** 12.18.2008

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**POLICY STATEMENT:**

It shall be the responsibility of the Education Committee to provide, on an ongoing basis, evaluation of the NAMSS instructors, to ensure NAMSS standards are being met.

**PURPOSE**

To provide high quality instructors, who will act as NAMSS' representatives and who are able to teach NAMSS educational material in the manner in which NAMSS requires it to be taught.

**PROCEDURE:**

- 1) All instructors will be required to receive average evaluation ratings of at least 4.25 on a 5.0 point rating scale, at all courses taught.
- 2) Instructors will be provided with a summary of their evaluations, along with the average evaluation score, within 30 days after each course.
- 3) The Education Committee shall review the NAMSS instructor roster on an annual basis, in December along with courses taught by each instructor and evaluation scores. Instructors that do not meet the minimum criteria will be contacted by the Chair of the Education Committee to inquire of continued interest in remaining a NAMSS instructor. If extenuating circumstances apply, the Chair may, at the discretion of the Education Committee, allow the instructor to continue for an additional one year at which time the instructor will be re-evaluated for continued participation.
- 4) NAMSS Executive Office staff will provide an evaluation summary of programs presented by each instructor to the Education Committee to determine any changes to the NAMSS instructor roster.
- 5) Instructors who are removed from the NAMSS instructor program may be reconsidered in two years, but will be required to successfully complete student instructor training.
- 6) Instructors taking a leave of absence to serve as a NAMSS Board Member or Committee Chair, or in another volunteer position, upon their return need to demonstrate that they meet the criteria to serve as a Student Instructor. They will not be required to participate in the Student Instructor Training Program, however participation is strongly encouraged.

Originating Workgroup or Committee	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/2010		1/21/2011
4/18/2016		5/19/2016

8/4/2016		11/14/2016
1/13/2017		1/19/2017

**POLICY NAME: INSTRUCTOR REIMBURSEMENT**

**Number:** Education 1000.30

**Effective Date:** 12.18.2008

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**POLICY STATEMENT:**

It shall be the responsibility of the Education Committee to provide a method for reimbursing reasonable and documented expenses to NAMSS instructors when they teach courses at NAMSS programs.

**PURPOSE**

To reimburse instructors for their services to NAMSS.

**PROCEDURE:**

- 1) NAMSS will reimburse instructors for reasonable travel, transportation, meals and incidentals for serving as an instructor for a NAMSS live course. The U.S. General Services Administration (GSA) per diem rates which are calculated based on location and the NAMSS/SmithBucklin reimbursement policies will be used as guidelines.
  - a) Instructor shall make own travel arrangements, as far in advance as possible, to receive the best rate. Airfare must be coach travel through the NAMSS travel service and instructors must exercise due diligence when selecting airline and flight times to obtain the best value.
  - b) A Saturday night stay is encouraged when required for reduced air fare, if feasible, if the savings covers the cost of additional hotel and meal expenses.
- 2) Instructors will be responsible for completing a travel/expense reimbursement form, provided by NAMSS, for all reimbursable expenses according to NAMSS official travel policy. Receipts shall be attached to the expense report. An original expense form and original receipts are required by NAMSS finance department. Reimbursement forms must be submitted to NAMSS within 30 days following the event for which reimbursement is being requested.
- 3) NAMSS will provide honoraria as agreed to following instruction of a course.
- 4) Student instructors will receive expense reimbursement but not honoraria.

Originating Workgroup or Committee	Education Committee
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	Will be communicated in all instructor contracts and posted in the Education Policies File, as well as on the NAMSS website

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/18/08		
12/31/2010		1/21/2011

4/18/2016		5/19/2016
8/4/2016		11/14/2016

## **POLICY NAME: GRANTING CONTINUING EDUCATION CREDITS**

**Number:** Education 1000.40

**Effective Date:** 12.18.2008

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### **POLICY STATEMENT:**

It shall be the responsibility of the Education Committee to grant continuing education credits for educational activities outside the realm of traditional live or online programs.

### **PURPOSE**

To establish criteria for NAMSS members to obtain NAMSS-approved Continuing Education Credits (CECs) through non-traditional methods.

### **DEFINITION(S):**

- CE: Continuing Education
- CEC: Continuing Education Credit

### **Awarding CECs for NAMSS Annual Conference Recordings**

#### **PROCEDURE:**

- 1) The Education Committee will work directly with the Conference Planning Chairperson to identify conference programs to grant CECs by July 1 of each year.
- 2) Selected speakers for each Annual Conference will be requested to submit fifteen (15) questions and answers they will include in their presentation. Questions and answers should be supplied to the Conference Planning Chair no later than July 1<sup>st</sup> of the conference year.
- 3) In the event that a speaker is not willing to submit the requested fifteen (15) questions and answers, the Conference Planning Chair may request that a member of the Conference Committee or Education Committee write the questions.
- 4) The Education Committee will review the fifteen (15) questions and answers and select ten (10) from the fifteen to be included in the speaker's presentation as part of the CEC quizzes that can be purchased with the conference recording for an additional charge.
- 5) All questions will be multiple choice and/or true/false.
- 6) The Education Committee will review the conference recording to verify that all quiz questions and answers have been addressed and are clear in the presentation.
- 7) The NAMSS Executive Office will design the format for the quizzes. The quizzes will be placed into the NAMSS Online Store.
- 8) Individuals who achieve a passing score of 80% or higher will be granted one and one half (1.5) CEC for each quiz as per their designation at the Annual Conference. No more than six (6) CE quizzes will be released at any one time throughout the year.
- 9) Those persons who attended the Annual Conference in person are eligible for no more than ten (10) additional CE credits by taking CE quizzes.



- 10) All audio conference recordings and quizzes will be reviewed on an annual basis, to determine if content remains current. If so, they will continue to be offered to NAMSS members for an additional year.

## **CECs for Authorship of Articles Selected for Publication in *Synergy***

### **PROCEDURE:**

#### **A. Qualifying Articles**

- 1) The article must be industry-related and must be at least 1500 words in length.
- 2) Authors must be CPMSM and/or CPCS certified or other recognized authority in the field as determined by the Education Committee.
- 3) Author must develop a ten (10) question quiz relating to the article and submit this along with the article to NAMSS. The quiz will be reviewed/revised by the Education Committee or designees.

#### **B. Review and Selection Process**

- 1) Selection of articles for CEC publication is at the discretion of the Education Committee working in coordination with the Editorial Team of *Synergy*.
- 2) Articles that meet the aforementioned criteria shall be sent to the NAMSS Education Department with a written request for CECs.
- 3) The Education Committee shall review articles for relevancy, accuracy, and overall interest to NAMSS members. The Education Committee may request additional review by an outside subject matter expert if needed.
- 4) As many as three (3) CECs will be granted to the author for each accepted article.
- 5) Article must be based on the needs of the NAMSS membership as evidenced through member program evaluations; input from questionnaires; perceived needs based on changes in the healthcare field; etc.
- 6) It shall be the responsibility of the Education Director to notify the author of acceptance of the article and the number of CECs awarded in writing.
- 7) Should it be decided that an article submitted for consideration of CECs does not meet the criteria for awarding NAMSS approved CECs, it shall be the responsibility of the Education Director to notify the author of the article in writing.

## **Awarding CECs for Webinars, pre-recorded NAMSS events that have been approved for NAMSS CEC accreditation and *Synergy* Quizzes**

### **PROCEDURE:**

**Learning that takes place in a group setting requires a CE application and Sign-In Sheet. Learning that takes place individually requires an assessment tool to map back to the learning objectives such as a quiz.**

- 1) One CE certificate for the previously accredited number of hours will be issued to the applying entity. The certificate will be reproduced and disbursed to each registrant, in the registrant's name.
- 2) CE Certificates will be sent to the person submitting the CE request.
- 3) *Webinars*: If there are multiple participants at one location who did not pre-register, a sign-in sheet should be provided for all attendees to sign. The sign-in sheet must be sent to the NAMSS Executive Office along with a fee (as determined by the NAMSS Board) for each additional CE certificate requested. This fee shall be waived if the presentation is part of an official educational meeting of a state or local chapter of NAMSS and the state affiliate or chapter has submitted a CE Accreditation Application Form.
- 4) *If a portion of a program is pre-recorded*, and said program and instructor have already been approved by NAMSS, an organization may substitute this pre-recorded content at its conference in lieu of a live speaker. A sign-in sheet should be provided for all attendees to sign. The sign-in sheet must be sent to the NAMSS Executive Office along with a fee (as determined by the NAMSS Board) for each additional CE certificate requested.
- 5) Online CE opportunities provided for individuals must include an assessment tool mapping back to the goals and objectives in order to prove comprehension of the material such as a quiz. Quizzes must provide a minimum of ten (10) true/false and/or multiple choice questions to the NAMSS office for review, along with its application for CE accreditation. Participants must successfully complete the quiz with a score of 80% or higher and submit to the NAMSS office (or offering entity) to obtain CE credit.

### **Awarding Alternate Continuing Education Credits (CECs)**

#### **PROCEDURE:**

*The following activities have been identified and are acceptable to earn alternate continuing education credits.*

*Subject Matter Expert* - a current certificant may earn alternate credit for subject matter expertise provided to support a NAMSS committee or commission. Service hours will be verified by the administrative office in consultation with the committee chair. Paid subject matter experts are NOT eligible for credit. **(NAMSS approved)**

*Item Writing* – A current certificant may earn alternate credit hours by participating in an item writing workshop. One hour of credit is awarded for each hour of participation. **(NAMSS approved)**

*Teaching/Speaking* – credit will be granted for development/delivery of a presentation at NAMSS Accredited programs at the rate of 2 credits per hour. **(NAMSS approved)**

*Volunteer Service* – credit will be granted for volunteer service at the rate of 2 credits per elected/appointed board or standing committee position on the NAMSS national level and 1 credit per elected/appointed board or standing committee position on the state level per year. **(NAMSS approved)**

*Non-NAMSS Accredited Educational Programs* – credit will be granted for attendance at non-NAMSS accredited industry related activities such as conferences, seminars, workshops, training sessions, teleconferences, webinars, or online coursework. One credit will be awarded for each 50 minutes of attendance.

*College/University Courses* – credit will be granted for successful completion of a college or university course in the medical services industry topic area. Credit will also be granted for teaching college/university course, in the medical services industry topic area. One course may be used per recertification cycle. A three-credit course is equivalent to 12 continuing education credits.

*Published Articles or Books* – credit will be granted for articles published in *Synergy* **(NAMSS approved as outlined in policy 1000.40)** or books on a medical services industry-related topic. Up to three (3) credits will be awarded for each published article.

Originating Workgroup or Committee		Education Committee
Bylaws And Other References		
NAMSS Bylaws		
Pertinent documents or other policy/procedure		
Communication Methodology		Will be presented in all relevant applications as well as posted on the NAMSS website and recorded in the Educational Policies File.
Amended Date	Bylaws Committee Review Date	Board Approval Date
12/18/08		
12/2010		1/21/2011
		5/19/2016

**POLICY NAME: APPLICATION FOR APPROVAL OF CONTINUING EDUCATION CREDITS (CEC)**

**Number:** Education 1000.50  
**Effective Date:** 12.18.2008

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**POLICY STATEMENT:**

It shall be the responsibility of the Education Committee to grant continuing education credits for educational programs meeting the established criteria as defined in the NAMSS Program Accreditation Guidelines.

**PURPOSE**

To grant NAMSS-approved credits to organizations offering continuing education activities.

**PROCEDURE:**

- 1) On a prospective basis, at least 30 days prior to the activity date, the applicant shall submit a completed application form requesting approval for CECs to the NAMSS Executive Office. Applications for CE credit must be submitted to the NAMSS Executive office on the appropriate application form or via the online submission process and must be accompanied by the applicable fee.
- 2) The NAMSS Executive Office will use the NAMSS Program Accreditation Guidelines to determine whether or not submitted educational activities should be awarded NAMSS continuing education credits.
- 3) Unless otherwise noted, the approval to award NAMSS CECs is valid for a single program or a series of programs offered in a calendar year, the exact number and date of programs to be specified on the sponsoring entity's application for CECs.
- 4) Distance learning programs that have been approved by NAMSS for CECs and are offered to participants on a continuous basis are not subject to the aforementioned time limit. The Education Committee shall review approval of these CECs for these programs on an annual basis.
- 5) The applicant shall be notified of the NAMSS Executive Office's determination in writing and sent certificates for distribution to program attendees/registrants, if applicable, within 30 days of submitting the application.
- 6) The NAMSS Executive Office will clarify any applications that do not appear to meet the Guidelines with the Education Committee Chair or designee.
- 7) In cases where credit is denied, the applicant has the right to appeal the adverse decision directly to the Education Committee. The appeal must be submitted in writing within 15 days of the adverse decision and must be accompanied by all relevant supporting information. The Education Committee shall review the appeal. The applicant shall be notified in writing within seven (7) business days of the decision on the appeal. Only one appeal on each adverse decision is permitted.

Originating Workgroup or Committee	Education Committee
Bylaws And Other References	

NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	Will be presented in all relevant applications as well as posted on the NAMSS website and recorded in the Educational Policies File.

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/18/08		
12/2010		1/21/2011
		5/19/2016

## **POLICY NAME: NAMSS SPONSORED COURSES**

**Number:** Education 1000.60

**Effective Date:** 12.18.2008

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### **POLICY STATEMENT:**

It shall be the responsibility of the Education Committee to provide assistance to individual states to hold NAMSS' educational programs, upon request.

### **PURPOSE**

To assist state affiliates and chapters with offering educational programming to their members.

### **PROCEDURE:**

- 1) Education Committee will maintain courses and a fee structure which will be presented to the NAMSS Board for approval. The fee structure will be based upon the specific course.
- 2) Education Committee will assist state leaders in providing educational programs, upon receipt of the course request form. The courses available and the applicable fees are published on the NAMSS Web site.
- 3) NAMSS Staff will secure a speaker(s) for the course(s) requested. NAMSS will then put the speaker(s) in contact with the State through a confirmation agreement letter sent to both parties. Speakers will be selected based on the following criteria:
  - a) specific speaker(s) requested by State
  - b) geographic proximity to course location (to mitigate travel costs)
  - c) feedback from attendee evaluations from speaker's last presentation of the course requested
  - d) speaker availability
- 4) A NAMSS agreement outlining the division of responsibilities will be presented to the State to assist with planning the course(s), including:

### **Requesting State or Organization Responsibilities:**

- 1) Contact the speaker(s) to discuss:
  - a) Honorarium (cannot exceed NAMSS policy on reimbursement)
  - b) Location
  - c) Agenda
  - d) Audiovisual needs
  - e) Expense reimbursement
  - f) Hotel accommodations
  - g) Travel arrangements
- 2) All site logistics.
- 3) All A/V logistics including speaker laptop and LCD projector (work with the speaker(s) to best identify their audiovisual needs).

- 4) Submit request for materials to the NAMSS Office no later than two weeks prior to the start date of your educational activity.
- 5) Expense reimbursement directly to instructor(s).
- 6) (Optional) Provide attendees and instructors with a roster of all participants to promote networking and the ability to remain in touch. (Include: Name, state where they are from, and email address).

**NAMSS Responsibilities:**

- 1) Course books and materials to sponsoring organization (ship appropriate amount based upon request).
- 2) Electronic versions of the entire course (text and PowerPoint presentation) sent to instructor(s).
- 3) Invoice sponsoring organization for books and materials ordered.

Originating Workgroup or Committee	Education Committee
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	Will be communicated in all instructor contracts and posted in the Education Policies File, as well as on the NAMSS website

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/18/08		
12/2010		1/21/2011
		5/19/2016
8/4/2016		11/14/2016

## **POLICY NAME: ONLINE LEARNING**

**Number:** Education 1000.70

**Effective Date:** 12.18.2008

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### **POLICY STATEMENT:**

It shall be the responsibility of the Education Committee to develop and make available online learning courses to provide educational opportunities for interested individuals. These online learning courses shall also provide continuing education credits upon successful completion of the course.

### **PURPOSE**

The purpose of this policy is to document the process for implementing online learning courses, including enrollment and cancellation.

### **PROCEDURE:**

#### **A. Development of Online Learning Courses**

- 1) NAMSS shall develop online learning courses based on member needs identified through surveys, evaluations, or other forms of member feedback.
- 2) NAMSS may work with an instructional designer to develop/repurpose course content into the appropriate online learning format.
- 3) The draft course shall be reviewed by the Education Committee, or designee(s), and beta-tested prior to release.
- 4) The Education Committee shall determine the fee and continuing education credits applicable to each course. Course fees shall be reviewed at least annually and revised as appropriate.
- 5) On at least an annual basis, each online learning course shall be reviewed by the Education Committee, or designee(s), to determine need to update content as appropriate.

#### **B. Student Enrollment**

- 1) Users shall purchase the online learning courses through the NAMSS website.
- 2) All course fees are due in advance of a user beginning an online learning course.
- 3) Successful completion of the course quiz is required in order to receive the applicable continuing education credits. A minimum passing score of 80% is required. Users may take the quiz as many times as needed to achieve a passing score.

#### **C. Cancellation/Reimbursement**

All requests for cancellations and refunds must be made in writing and received within 10 business days of date of purchase. No refunds will be issued after that date. If 15% or less of the course has been viewed a refund less a 15% processing fee will be considered. No refund will be made if more than 15% of the course has been viewed.



Originating Workgroup or Committee	Education Committee
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	Will be communicated in all instructor contracts and posted in the Education Policies File, as well as on the NAMSS website

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/18/08		
12/2010		1/21/2011
		5/19/2016

**POLICY NAME: Instructor Honorarium**

**Number:** Education 1000.80

**Effective Date:** 5.19.2016

**POLICY STATEMENT:**

The Education Committee will set and standardize instructor payment based on length of class, number of attendees, and how many instructors are contracted per course.

**PURPOSE:**

To provide a standard policy for reference when contracting with instructors.

**PROCEDURE:**

- 1) Instructors of two-day programs will receive the following:
  - a. When teaching 25 or fewer students, instructors will teach alone and receive \$2500.
  - b. When teaching more than 25 students (26+), instructors will co-teach with another instructor and each will receive \$1500.
  - c. When extenuating circumstances arise and NAMSS is unable to contract a second instructor for courses over 25 students (26+), a single instructor will receive \$2500.
  
- 2) Instructors of one-day programs will receive the following:
  - a. When teaching 25 or fewer students, instructors will teach alone and receive \$1500.
  - b. When teaching more than 25 students (26+), instructors will co-teach with another instructor and each will receive \$1000.
  - c. When extenuating circumstances arise and NAMSS is unable to contract a second instructor for courses over 25 students (26+), a single instructor will receive \$1500.
  
- 3) When teaching at NAMSS Annual Conference and NAMSS Education Summit, NAMSS will book two speakers regardless of class size and adhere to subpoint “b” above for honorarium structure. If enough instructors are not available, NAMSS will default to option “c” above.
  
- 4) This policy does not overwrite existing student-instructor payment policies.

<b>Originating Workgroup or Committee</b>	Education Committee
<b>Bylaws And Other References</b>	
<b>NAMSS Bylaws</b>	
<b>Pertinent documents or other policy/procedure</b>	
<b>Communication Methodology</b>	Will be communicated to all instructors on quarterly call.

Amended Date	Bylaws Committee Review Date	Board Approval Date
8/4/2016		11/14/2016

**POLICY NAME: Instructor Placement**

**Number:** Education 1000.90

**Effective Date:** 5.19.2016

**POLICY STATEMENT:**

The Education Committee will set and standardize new and current instructor training and competencies for courses for which the instructor is able to teach.

**PURPOSE:**

To provide a standard policy for reference when accepting new instructors, and outlining how current instructors can expand the courses they are able to teach.

**PROCEDURE:**

- 1) New instructors:
  - a. Must attend the Training of Trainers workshop where they will be trained to teach a NAMSS course.
  - b. Following the Training of Trainers, new instructors must student-teach the course taught at the workshop with an experienced instructor at least twice within the next 18 months. NAMSS Executive Office shall coordinate with new and experienced instructors on upcoming available courses. If this requirement is not met, then new instructors can request an extension from the education committee.
  - c. If student instructors elect to first teach a course not taught at the workshop, they will be required to audit the course and then student-teach with an experienced instructor at least twice within the next 18 months.
  - d. Following successful student teaching experiences, and with an average rating of 4.00 or higher on the instructor evaluations, new instructors may request to start teaching independently each course for which they have successfully student-taught.
    - i. If this requirement is not met, new instructors will be required to audit the course and will then have one additional opportunity to teach the course in order to achieve an average rating of 4.00 or higher. Upon completion of this additional instruction, the education committee will review the results and make a final determination on whether the instructor will be assigned to teach the course independently.
  - e. Student instructors will receive compensation for expenses incurred while teaching a course, but will not receive an honorarium until they have been approved to teach a course independently.
- 2) Experienced Instructors interested in teaching a new course:
  - a. Instructors interested in teaching a new course shall complete an "Additional Teaching Course Request" form. This form shall be submitted to the Education Committee via the NAMSS Executive Office for review and approval. If approved, the Instructor shall be notified and provided an outline of the next steps.
  - b. In order to teach a new NAMSS course, current instructors will be required to 'audit' the course prior to being scheduled to teach the course. This means instructors will sit in the back of the room during the course and follow along with the instructor using the Facilitator Guide.

- i. Instructors are required to audit the entirety of the course.
    - ii. Instructors will not be required to register or pay for the course, but will be responsible for their own expenses.
  - c. Following a course audit, instructors will co-teach the course at least once with an experienced instructor.
    - i. Instructors will receive expense reimbursement for their first co-teaching experience but no honoraria.
    - ii. If the instructor receives an average evaluation ranking of 4.0 or higher they may request to teach the course independently and receive full compensation in accordance with NAMSS instructor honorarium policy.
    - iii. If the instructor receives an average evaluation ranking lower than 4.0 they will not be qualified to teach that course.
      - 1. If the instructor is not qualified to teach the course, they may audit the course again and co-teach at their own expense. All evaluations will be reviewed by the Education Committee, who will make a final determination on whether the instructor will be assigned to teach the course independently.
- 3) The Education Committee will review instructor evaluations following each course that they teach in accordance with current NAMSS policies.

<b>Originating Workgroup or Committee</b>	Education Committee
<b>Bylaws And Other References</b>	
<b>NAMSS Bylaws</b>	
<b>Pertinent documents or other policy/procedure</b>	
<b>Communication Methodology</b>	Will be communicated to all instructors on quarterly call.

<b>Amended Date</b>	<b>Bylaws Committee Review Date</b>	<b>Board Approval Date</b>
8/4/2016		11/14/2016

**POLICY NAME: Instructor Course Review**

**Number:** Education 1001.00  
**Effective Date:** 5.19.2016

**POLICY STATEMENT:**

The Education Committee in collaboration with NAMSS staff will set and standardize the in-person course review process.

**PURPOSE:**

To provide a standard policy for reference when instructors teach a course and have feedback and updates to provide.

**PROCEDURE:**

- 1) Before teaching an in-person course, either at the NAMSS Annual Conference, Education Summit or a state run course, instructors will have at least 30 days to review course materials.
  - a) Instructors have access to restricted pages of the NAMSS website with the Facilitator Guide, Participant Guide and presentation slides for their event.
- 2) Instructors will be provided a change log prior to their teaching experience. Instructors will keep a log of any additional edits noted during the teaching of a course and send suggested changes **only** to Subject Matter Expert(s) and NAMSS Education Team at [education@namss.org](mailto:education@namss.org) to include in future course updates.
  - a) Instructors must provide change log within 30 days of teaching a course.
- 3) Subject Matter Expert(s) will incorporate edits to in-person courses in collaboration with NAMSS Executive Office at least twice annually, and at least 60 days before the Education Summit and Annual Conference.
  - a) All updates made to course materials will be shared with instructors following their implementation. NAMSS instructors should review updates to confirm changes made within 30 days of receipt of communication.

<b>Originating Workgroup or Committee</b>	Education Committee
<b>Bylaws And Other References</b>	
<b>NAMSS Bylaws</b>	
<b>Pertinent documents or other policy/procedure</b>	
<b>Communication Methodology</b>	Will be communicated to all instructors on quarterly call.

<b>Amended Date</b>	<b>Bylaws Committee Review Date</b>	<b>Board Approval Date</b>