



TIME Training Instructor Approval



Instructions: In the table below, place a check next to the criteria met. For each criteria met, indicate whether you will provide a written explanation (space provided on back) or other documentation, such as a resume, instructor reviews, etc. (indicate the type of documentation provided). Please provide course details and explanation on the back of the form in the space provided. Additional pages and/or documentation may be attached if necessary.

_____ **Time Instructor approval:** In order to receive approval, an instructor must meet at least 8 of the 10 criteria listed in the table below.

#	Criteria	✓	Explanation OR Documentation
1	The instructor has presented this course of instruction to a group who filled out course/instructor evaluation forms, which are available for review.		
2	The applicant instructor has current exposure to new and innovative best practices related to the specifically related to course topic.		
3	The instructor is committed to the goals and mission of the TIME Task Force and the instruction is consistent procedures and concepts of scene quick clearance and improved management of traffic incidents.		
4	The instructor is familiar with and committed to responder and highway user safety and the traffic control guidelines established in the MUTCD.		
5	The applicant instructor has undergone adult education instructor training and references.		
6*	The instructor will provide a lesson plan and student workbooks and technical subject area handouts.		
7*	There is a permanent database maintained by the instructor with course dates and student attendees.		
8	The instructor will issue a written test or evaluation (not certification of attendance) to test proficiency and level of responder competency.		
9	The applicant has five years field experience in a discipline relevant to Responding to or Managing Traffic Incidents and Roadway Emergencies.		
10	If a state/national training certification is required, the instructor must hold this certification.		

***Criteria 7 and 8 are mandatory and must be among the criteria met for all TRIP certification and Annual Training Credit Courses.**