

APPLICATION FOR

---

**INSTRUCTOR** AND  
**MASTER TRAINER**  
**CERTIFICATION**

BASED ON THE IREC STANDARD 01024:2013



## **IREC Instructor/ Master Trainer Certification IREC Standard 01024**

- a) Provide DBAs or other company names under which you conduct training business, if different from the Company Name on the Personal Information Page.
- b) Provide your website and webpage if they are specific to applicable training.
- c) Describe the nature of your training activities (for example, independent training, contract training, other).
- d) If you are currently employed or under contract with a training organization(s), please list the name of the organization(s).
- e) Number of years you have been teaching (in any subject).
- f) Number of years you have been teaching clean energy topics.
- g) List your certifications, licenses or recognitions, along with expiration dates and a brief description.
- h) Describe any interim actions or status changes that have occurred in the last 24 months regarding any of your certifications, licenses or recognitions.
- i) Describe why you are seeking the IREC credential and summarize the experience you have which qualifies you to teach topics related to each JTA being applied for.
- j) Describe any threatened, pending, settled, or otherwise resolved litigation, legal complaints, government agency matters, consumer complaints, and other claims or proceedings involving the candidate and any third party(ies) (claims), during the last five years, including, without limitation, claims involving government agencies, private businesses and organizations, public agencies and other entities, and individuals, including arbitration and mediation matters. For each identified claim, please provide: a description of nature of the claim, and the remedy sought; the name of the court, agency, or other forum in which the claim is pending or was resolved; the date the claim was initiated; and, the parties involved in the matter.

### **COMMITMENT TO ETHICAL PRACTICES**

**Your responses to the following questions must be specific to you as an individual.**

#### **4.1 Non-discrimination**

Describe how you ensure non-discrimination in all aspects of the training.

#### **4.2 Avoiding conflicts-of-interest**

Describe how you take measures to avoid both real and perceived conflicts of interest.

#### **4.3 Confidentiality**

Describe how you make provisions for the confidentiality of information.

#### **4.4 Release of information**

Describe how you ensure that release of information is consistent with legal and organizational requirements.

### **COURSE CONTENT AND DELIVERY**

**A video of instruction (of up to 30 minutes)** may be acceptable evidence for certain requirements, and a link may be pasted within the application. However, if you wish to send the video file directly, it must be provided to IREC outside of IREC Direct, due to file size limits. Please contact the IREC staff for assistance.

If you are submitting a video, provide a link or information about how a video of instruction will be provided to IREC here.

**Your responses to the following questions must be specific to you as an individual.**

### **5.1 Commitment to Quality**

- 1) Provide your commitment to quality statement.
- 2) Describe how your commitment to quality is aligned with your teaching practices, teaching performance and professional goals.

### **5.2 Documented Review of Training Resources**

- 1) Describe how you review course materials and resources prior to delivering instruction. Include how this review ensures verification that each course has a syllabus and curriculum that is current and reflective of what is actually taught.
- 2) Provide an example of how you communicated errors or deviations from industry standards or best practices to the responsible training provider.

### **5.3 Delivery Strategies**

Describe how the following is ensured in the delivery of instructional content:

- a. Accommodation of individual learning styles
- b. Evaluation and monitoring of student performance and comprehension
- c. Tactics and strategies used to facilitate student participation
- d. Organizational skills to support effective transfer of knowledge

### **5.4 Fulfillment of Course Expectations**

Describe how you ensure that your delivery of instructional content is consistent with the course description and syllabus.

### **5.5 Instructional Evaluation and Improvement**

- 1) Upload samples of feedback you have received from stakeholders, for example, student, employer or other evaluations of your instruction.
- 2) Provide an example of feedback which resulted in improvements to your instruction.

## **SAFETY**

### **6.1 Safe Learning Environment**

- 1) Describe how you evaluate the safety of the learning environment at each training facility and during field-training activities.
- 2) Provide examples of how you communicated feedback regarding safety concerns or recommendations for improvements to safety to a training organization.

### **6.2 Safety Training**

- 1) Describe how you maintain current knowledge of safety equipment and practices.

2) List formal safety training you have taken in the past five years or current safety related certifications held AND upload documentation.

### **6.3 Safe Workplace Behavior**

Describe how you model safe workplace behavior for students.

### **CODE OF ETHICS**

The candidate is required to review and sign the Code of Ethics, Agreement and Ethics Representations (available on the IREC website).

In order to become an IREC Certified Instructor, *documentation* totaling at least **2380 contact hours** composed of actual teaching, educational and practical experience is required.

OR

In order to become an IREC Certified Master Trainer, *documentation* totaling at least **3850 contact hours** composed of actual teaching, educational and practical experience is required.

**1) Upload a current resume here.**

#### **1. TEACHING EXPERIENCE**

**Minimum** total hour requirements:

Instructor = 320 hours

Master Trainer = 700 hours

**INSTRUCTIONS:** Ensure the minimum hours specified for each sub-section are met and that total hours meet the minimum for the section. It is strongly advised that documentation provided not greatly exceed those hours needed to meet the requirements.

Documentation cannot be generated solely by the candidate but must incorporate third-party verification of experience. *Third-party documentation: evidence from a person, other than you, who is in a position of authority to attest to the relevant experience.*

#### **A.1 Classroom training**

**Instructor Minimum = 80 contact hours; Master Trainer Minimum = 240 contact hours**

1) Hours claimed for classroom training in last 5 years \_\_\_\_\_

***This is a requirement specific to this JTA. The hours and documentation must be specific to this JTA and cannot be claimed for another JTA.***

2) Provide a list here (including course name, date, organization name, format, number of students, contact hours) from the last five years for your classroom training experience covering topics from the IREC-accepted JTA addressed in this form. ***This is a requirement specific to this JTA. The hours and documentation must be specific to this JTA and cannot be claimed for another JTA.***

3) Upload third-party documentation to substantiate the hours claimed. **One example of third-party documentation is a letter from the training program that supports the classes and hours taught.**

**A.2 Training labs, field and hands-on instruction Instructor Minimum = 40 contact hours; Master Trainer Minimum = 100 contact hours**

1) Hours claimed for hands-on instruction in last 5 years \_\_\_\_\_  
***This is a requirement specific to this JTA. The hours and documentation must be specific to this JTA and cannot be claimed for another JTA.***

2) Provide a list here (including course name, date, organization name, format, number of students, contact hours) from the last five years for your lab, field, and hands-on training experience covering topics from the IREC-accepted JTA addressed in this form. ***This is a requirement specific to this JTA. The hours and documentation must be specific to this JTA and cannot be claimed for another JTA.***

3) Upload third-party documentation to substantiate the hours claimed. **One example of third-party documentation is a letter from the training program that supports the classes and hours taught.**

**A.3 Training of trainers or teaching training methods  
Master Trainer Minimum = 12 contact hours, Instructor No Minimum**

1) Hours claimed for training of trainers \_\_\_\_\_

2) Provide a list here AND upload documentation for the hours claimed above from the last five years for your experience training other trainers or teaching training methods/pedagogy, relevant to the IREC-accepted JTA covered in this form.

3) Upload third-party documentation to substantiate the hours claimed. Documentation for formal courses taught must, at a minimum, include the name of the course, dates, name of the organization which offered the course, a description of the format, the number of students taught, and contact hours. **One example of third-party documentation is a letter from the training program that supports the classes and hours taught.**

**B. General teaching experience  
Instructor Maximum = 80 contact hours; Master Trainer Maximum = 120 contact hours**

1) Hours claimed for general teaching experience \_\_\_\_\_

Provide a list here AND documentation for the hours claimed above for any other teaching experience covering topics different from those in an IREC-accepted JTA or training methods/pedagogy (no time limit).

Documentation must include, at a minimum, the name of the course, name of the organization which offered the course, a description of the format (for example, e-learning, classroom) the

number of students taught, and contact hours. You must supply third-party documentation to substantiate the hours claimed.

### **C. Instructional design and development**

**Instructor No Minimum, Maximum = 32 hours; Master Trainer Minimum = 32 hours, Maximum = 350 hours**

1) Hours claimed for instructional design and development \_\_\_\_\_  
*Count up to four hours of actual design/development time for each hour of intended delivery time. For example, a course designed for eight hours of delivery time would qualify for up to 32 hours in design/development time.*

2) Provide a list here AND upload documentation for the hours claimed above which supports your experience with instructional design and development of content including curriculum and assessments (no time limit). You must supply third-party documentation to substantiate the hours claimed. **Examples of third-party documentation are: a letter from the training program for which you created the content; a contract stating the instructional design; a job description which includes instructional design.**

For course design or revisions, documentation must include the syllabus for the course.

### **EDUCATIONAL EXPERIENCE**

**Minimum total hour requirements: Instructor = 60 hours; Master Trainer = 150 hours**

**INSTRUCTIONS:** Ensure the minimum hours specified for each sub-section are met and that total hours meet the minimum for the section. It is strongly advised that documentation provided not greatly exceed those hours needed to meet the requirements.

Documentation cannot be generated solely by the candidate but must incorporate third-party documentation: evidence from a person, other than you, who is in a position of authority to attest to the relevant experience.

### **A. Development of subject matter knowledge and skills in clean energy technology**

**A.1 and A.2 Instructor, No Minimum, Maximum = 60 hours; Master Trainer, No Minimum, Maximum = 60 hours**

1) Hours claimed for degrees or certificates \_\_\_\_\_

2) A.1 Provide a list here and upload documentation of your vocational and post-secondary certificates and degrees *in the clean energy technology field* (no time limit).

Vocational Certificates or Associates Degree (Count 30 hours)

B.A. or B.S. degree or higher from a regionally accredited college or university (Count 60 hours)

Apprenticeship recognized by a third-party (Count 30 hours for a 2-year apprenticeship and 60 hours for a 4 or more year apprenticeship)

Documentation must include copies of certificates, degrees, transcripts or other third-party verification.

3) A.2 Provide a list here AND upload documentation for your degrees (associates or higher) in fields other than clean energy technology (no time limit). *If your degree is in Education, it can be listed here OR in section B2, but not both.*

Count 15 hours

Documentation must include copies of certificates, degrees, transcripts or other third-party verification.

### **A.3 Continuing Education**

**Instructor Minimum = 30 contact hours; Master Trainer Minimum = 30 contact hours**

1) Hours claimed for continuing education in last five years \_\_\_\_\_

***This is a requirement specific to this JTA. The hours and documentation must be specific to this JTA and cannot be claimed for another JTA.***

2) Provide a list here AND upload documentation for continuing education courses you have taken and conference participation in clean energy technology within the past five years that ensure currency of knowledge and skills related to the IREC-accepted JTA addressed in this form.

For courses, documentation must include, at a minimum, the name of the course, dates, name of the organization which offered the course, a description of the format (for example, e-learning, classroom) and contact hours and verification of your participation.

For conference or seminar participation, documentation must include, at a minimum, conference name, dates, and verification of session attendance and contact hours.

### **B. Training in education**

**B.1 and B. 2 Master Trainer Minimum = 60 contact hours, Instructor, No Minimum**

1) Hours claimed for training in education \_\_\_\_\_

2) B.1 Provide a list here for continuing education courses you have taken in pedagogy, training methods, or instructional design/development (no time limit).

For courses, documentation must include, at a minimum, the name of the course, dates, name of the organization which offered the course, a description of the format (for example, e-learning, classroom) contact hours and verification of your participation.

For conference or seminar participation, documentation must include, at a minimum, conference name, dates, and verification of session attendance and contact hours.

3) B.2 Provide a list here AND documentation for your degrees in education (B.A. or higher), unless claimed in Section A.1 (no time limit).

Documentation must include copies of certificates, degrees or transcripts or other third-party verification.

### 3. PRACTICAL EXPERIENCE

**Minimum total hour requirements: Instructor 2000 hours; Master Trainer 3000 hours**

**INSTRUCTIONS:** Ensure the minimum hours specified for each sub-section are met and that total hours meet the minimum for the section. It is strongly advised that documentation provided not greatly exceed those hours needed to meet the requirements.

Documentation cannot be generated solely by the candidate but must incorporate third-party verification of experience.

#### **A. Relevant practical, hands-on work experience**

**Instructor Minimum = 1000 hours (or .5 year); Master Trainer Minimum = 2000 hours (or 1 year)**

1) Hours claimed for practical experience \_\_\_\_\_

***This is a requirement specific to this JTA. The hours and documentation must be specific to this JTA and cannot be claimed for another JTA.***

2) Provide evidence for your relevant, practical, hands-on work experience in jobs, tasks and projects where the subject matter skills and knowledge relevant to the IREC-accepted JTA addressed in this form are applied and practiced (no time limit).

Documentation must include, at a minimum, description of your role and responsibilities, employer/supervisor information, and specific dates of employment/work. Include letters from employers, clients, etc. or other documentation that can confirm the experience. ***This is a requirement specific to this JTA. The hours and documentation must be specific to this JTA and cannot be claimed for another JTA.***

#### **B. Current professional industry-recognized credential or license**

**Instructor, No Minimum, Maximum = 400 hours; Master Trainer Minimum = 200 hours, no maximum**

1) Hours claimed for license or credentials or licenses \_\_\_\_\_

2) List and upload evidence for current credentials or licenses held.

*Count 200 hours per credential or license*

#### **C. Contributions to industry**

**Instructor No Minimum, Master Trainer, No Minimum**

1) Hours claimed for contributions to industry \_\_\_\_\_

*Count 50 hours per contribution.*

2) Describe and provide evidence to support contributions to the clean energy industry within the last 5 years, including, but not limited to, publishing articles, service on a technical committee, authoring text books and presenting at conferences.

**D. Other work experience in an industry position**

**Instructor, No Minimum, Maximum = 500 hours Master Trainer; No Minimum, Maximum = 500 hours**

1) Hours claimed for other work experience in clean energy industry \_\_\_\_\_  
*Count 250 hours per one year of employment.*

2) Provide evidence for your other work experience in a position including administration, management, sales or marketing, within the clean energy industry (no time limit).

Documentation must include, at a minimum, description of your role and responsibilities, employer/supervisor information, and specific dates of employment/work.

**SECTION HEADING: OTHER**

If you are not able to document the minimum hours in a particular category, you may opt to use additional hours from another category, provided you can supply evidence and justification for why the experience qualifies you for certification.

If using the “Other” category to support your application for certification, please be detailed yet clear and concise. How many hours did you spend in the activities or efforts that you believe help qualify you for certification? What exactly were the tasks you fulfilled? What was the outcome?