



AESF Foundation Instructor Certification & Hiring Policy

Effective January 1, 2007

AESF Foundation wishes to utilize instructors of the highest caliber in various metal finishing related topics for their training programs and workshops.

We recognize that an individual may be highly qualified and may possess invaluable knowledge but may not have the experience and training required to deliver said knowledge to an audience.

It is well known that public speaking is a difficult talent that is required to be an effective teacher.

For the above reasons, a three phase certification program has been developed by the AESF Foundation. The details of said program are indicated in this policy.

Phase 1. Application to Become an Instructor

Any SFIC member may petition the AESF Foundation Education Board to become a certified instructor. A letter making this request should be accompanied by a resume and a listing of the specific qualifications that the individual believes make him or her an excellent candidate. Examples of qualifications that will be considered include (but are not limited to):

A. College/University degree (s) in metal finishing related sciences (examples are: environmental engineering, chemical engineering, chemistry, metallurgy). Note: while a degree is desirable, the AESF Foundation will also consider any candidate that can show life experiences in the industry that would qualify as education in the field.

B. Past experience teaching metal finishing related subjects at the high school, university, or college level, or for other metal finishing related organizations (ASM, EAST and ASTM, for example).

C. Membership in clubs engaged in public speaking (example: Toastmasters, Dale Carnegie Courses)

D. Experience in writing and presenting papers/talks at NASF related functions.

E. In order to become an AESF Foundation course instructor, the applicant must have taken and passed the exam for the particular course they are seeking approval.

Application Review & Approval

Each candidate's application will be reviewed by the AESF Foundation Education Board at the next regularly scheduled meeting following receipt of the application. In case of an event that dictates that an earlier decision must be made, the committee may decide to convene and make their decision via e-mail. A minimum 60 percent vote of the committee members attending an official meeting (quorum of

members required) is required for approval of the candidate=s application.

Candidates that are not deemed qualified will be notified in writing (via mail or e-mail) within 30 days of the decision of the committee. Candidates that are not deemed qualified may re-apply at any time. Candidates that are deemed qualified will NOT be notified of the EC decision at this point in the process as the committee=s decision is subject to review by the Technical Education Director (TED).

Note: Deliberations of the Education Board shall be held in the strictest confidence. Each board member must agree not to disclose any details of the deliberations outside of the committee. However, minutes of the committee=s deliberations (on the record) will be made available upon written request from the candidate or from a third party with the candidate=s permission.

Technical Education Director Review

The Technical Education Director of the AESF Foundation will review candidates that are deemed qualified by the Education Board and will accept or reject the recommendations of the board.

In Case of Rejection

If rejected, the Technical Education Director (TED) will notify the committee of such rejection within 30 days of receipt of the Education Board action. In such notification, the Technical education Director will enumerate the reason(s) for such rejection. The Education Board may accept or over-rule the rejection decision by the Technical Education Director.

A decision to over-rule must be made by unanimous vote of the attending board members at an official (quorum) meeting of the committee.

If the board accepts the Technical Education Director=s rejection of an application, it will notify the TED and then the chair of the Education Board will notify the applicant via mail or e-mail.

In Case of Acceptance

If the Education Board=s approval is met with acceptance by the TED, the candidate will be notified of such acceptance by the chair of the Education Board or by the TED via mail or e-mail.

Phase 2. Instructor Audition

Accepted Instructor Candidates need to demonstrate their ability to teach by participating in an audition before a review committee. This audition will be scheduled by the TED in cooperation with the Education Board chair. The audition normally is scheduled to occur during an organizational event such as SUR/FIN, when a review committee can readily be formed.

Audition Content

Each candidate shall chose one lesson from the course in which they desire to be certified. A second lesson shall be chosen arbitrarily from the same course by the TED or Education Board chair. The candidate will be informed of the identity of the second lesson well in advance of the audition, so that the candidate may properly prepare.

Note: All AESF Foundation lessons are in PowerPoint format. All candidates are required to own a notebook computer with a compatible version of MS WindowsTM software, preferably XP or later, and a CD-ROM or DVD drive. Instructors should also have a laser pointer and be familiar enough with computers, computer projectors and PowerPoint to boot up the computer and run the PowerPoint software.

AESF Foundation typically provides the PowerPoint files, a projection screen, a flip chart or black-board and the projector for the audition and for courses. Other arrangements may be made in special cases, with the approval of the TED/Education Board chair.

The candidate audition shall be conducted in front of a simulated classroom, in front of a Review Committee (RC) which is described below. The RC is to act as a surrogate student body, and shall ask questions that may be typical of an attendee. Questions shall **not** be designed to stump the candidate or show off the technical expertise of the RC member. To expedite the audition, the RC may elect to shorten each presentation significantly.

Composition of Review Committee (RC)

The review committee shall be composed of a minimum of seven NASF members, at least four of which have considerable expertise in the subjects covered by the instructor candidate. If possible, instructors that are already certified should make up the bulk of these seven members. At least one review committee member should have little or NO experience in the subject (this typically is an NASF staff person).

Note: In cases where it is difficult or impossible to constitute a review committee as described above, the TED, Education Board Chair, and a NASF staff person shall constitute the review committee.

Deliberations of Review Committee

Following the audition, the RC shall rate the candidate's ability to be an AESF Foundation Instructor.

Ratings shall be based on the scale indicated below. Ratings shall be given on the following parameters:

Ability to Communicate to the Audience

Does the candidate transfer technical information in a manner that can be understood by an average person with no background in the subject matter?

Maximum Rating Value: 20 points

Knowledge of Subject Taught

Does the candidate demonstrate a clear knowledge of the subject beyond what is present in the PowerPoint show?

Maximum Rating Value: 20 points

Ability to Answer Questions

Can the candidate answer typical questions from an average audience?

Maximum Rating Value: 20 points

Level of Preparation

Is the candidate prepared to make the presentation without use of notes and in the absence of course materials other than the PowerPoint Presentation?

Maximum Rating Value: 20 points

Speaking Skills

Does the candidate speak loud enough to be clearly heard by the entire audience (no microphone is used during the audition)? Does the candidate speak the predominant language of the review

committee (normally English) well enough to be understood?

Does the candidate keep the audience's interest by being animated and excited about the subject matter? Can the candidate effectively use the blackboard or other visual aid to illustrate an idea?

Maximum Rating Value: 20 points

The maximum total score any candidate can be given is 100 points. A candidate must obtain a minimum average score, of all RC members, of 85 points to pass the audition.

Each RC member shall be given a ballot to be used for scoring the candidate. Scoring shall be accomplished in confidence by each RC member immediately following the audition, without deliberation with other RC members.

Ballots shall be tallied by two RC members designated by the Education Board chair or by the TED.

Following tally of the ballots, they shall be destroyed.

Conditional Certification

Candidates will be notified of the results of the audition within 30 days, by mail or e-mail. Candidates with a score of 85 or higher will be designated as conditionally certified. Candidates with a score of under 85 shall be informed (in general terms, not by providing scores) of their major weaknesses and shall be encouraged to audition again, after an effort at improving those weaknesses is made.

Phase 3. Guest Instruction, Rating Maintenance, Training & Certification for Other Courses

Guest Instruction

The last phase in the certification process is for a conditionally certified candidate to attend an actual AESF class. Travel expenses for this effort are to be paid by the candidate, and AESF Foundation is in no way obligated to pay any expenses incurred.

By prior arrangement with the TED and with the scheduled instructor(s) for the class, the candidate shall present 2 lessons from the course to the class. The class shall be given rating sheets that are typically used to rate the instructors.

Because some classes may be populated by a small number of students, guest instruction should only be conducted when classes exceed 10 students.

The rating sheets completed by the students shall be submitted to the AESF Foundation Executive Director, who may choose to retain scoring records or may choose to forward the sheets to the TED to record scores for all certified instructors. The TED shall be available to provide guidance and offer assistance in boosting instructor ratings.

An over-all average score of 8/10 by the class is required to successfully complete phase 3.

If a score under 8/10 is obtained, the candidate is no longer considered conditionally certified and will

need to re-audition before another RC, after focusing on any weaknesses pointed out by the class.

Rating Maintenance

All AESF Foundation certified instructors are required to maintain a cumulative average student rating of 8.0 or higher in order to continue teaching a class that they are certified for.

Cumulative Score Under 8.0, but over 7.5

Any instructor that has a cumulative rating below 8.0, but over 7.5 shall be notified in writing or by e-mail by the TED, along with an assessment of any weaknesses that may be affecting the score. The TED shall offer guidance and assistance in raising the score.

If the score is increased after the next time the instructor teaches the course, the instructor will be allowed to teach again, repeatedly until the minimum of 8.0 is again achieved.

If the cumulative score is not increased the next time the class is taught by the instructor, the instructor shall no longer be deemed certified, and will need to repeat the entire application process after making attempts to correct the causes of low scores.

Cumulative Score Under 7.5

An instructor that has a cumulative score of under 7.5 will be notified in writing or by e-mail by the TED or Education Board chair, that they are no longer certified to teach that course and will need to repeat the entire application process after making attempts to correct the causes of low scores.

Instructor Training

The TED, in cooperation with the Education Board and the AESF Foundation Executive Director may hold workshops designed to demonstrate effective teaching techniques. Such workshops shall be held at a time and place arranged to minimize expenses to the society. Instructor candidates are encouraged to participate in such workshops prior to Phase 2 of the certification process.

Certification for Other Courses

A phase 3 certified instructor shall automatically be deemed conditionally certified for any other courses AESF Foundation offers. All other requirements noted above for conditionally certified instructors will apply.