



IPMBA Instructor Trainer (IT) Certification

Application

IPMBA Instructor Trainers (IT) are experienced IPMBA Instructors who have been approved to teach the IPMBA Instructor Course. It is at the discretion of the IPMBA Board of Directors to accept IT applications at any given time. To apply for Instructor Trainer status, an IPMBA Instructor must:

- Currently be and have been an active IPMBA Instructor for a minimum of four consecutive years.*
- Have taught a minimum of 4,000 documented student-hours (the equivalent of teaching the 32-hour course to 125 students) in approved IPMBA courses.
- Have taught a minimum of four approved IPMBA courses within the past four years, at least two with co-instructors and serving as lead instructor in at least two classes taught with co-instructors.
- Have been a lead or co-instructor of a class of 15 or more students.
- Have taught previously at an IPMBA annual conference (including the pre-conference and/or conference).

*An active instructor must 1) have completed the PCID or the five-day Instructor Course; 2) be a current member of IPMBA; and 3) teach a minimum of one approved course every 24 months.

Any IPMBA Instructor who meets the above criteria may apply for IT status by submitting an application packet consisting of the following documentation to the IPMBA office:

- A letter of interest and resume.
- A list of courses taught documenting the course dates, locations, number of students, number of course hours, and number of student hours (a spreadsheet template is available from IPMBA).
- List of pre-conference courses or conference workshops conducted, including the conference location(s) and year(s).

If Instructor-Trainer applications are being accepted, the application packet will be forwarded to the Education Director and Committee for review. If the application is approved, the Education Director shall notify the IPMBA office and a letter of acceptance will be issued within 30 days. If applications are not being accepted, the application will be held on file.



Probationary Period

Upon acceptance into the IT program, the applicant becomes an IT-candidate and enters a probationary period as a student teacher.

- The candidate must serve as a student teacher in one or more Instructor Courses under the guidance of an experienced IT (one who has taught the five-day Instructor Course.) This shall be at the candidate's own expense.
- Following the candidate's first student teaching experience, the evaluating IT shall submit the Course Record, listing the candidate as a student teacher, accompanied by a completed IT-candidate evaluation, either endorsing the candidate for IT status or recommending an additional student teaching experience.
- The candidate will be notified of the outcome in writing within 30 days of the conclusion of the course. If approved, a certificate will be issued and the letter T will be added to the candidate's IPMBA Instructor number.
- If an additional student teaching experience is recommended, it is the responsibility of the candidate to make the arrangements to participate in an upcoming Instructor Course, at his/her own expense.
- If an additional student teaching experience is required, the candidate will be evaluated by a different IT.
- The additional student teaching experience shall be completed within 12 months after the completion of the first student teaching experience, or during the next IPMBA-scheduled IC if more than 12 months elapses between ICs.
- Following a candidate's second student teaching experience, the evaluating IT shall submit the Course Record, listing the candidate as a student teacher, accompanied by a completed IT-candidate evaluation, either endorsing or disapproving the candidate for IT status.
- The candidate will be notified of the outcome in writing within 30 days. If approved, a certificate will be issued and the letter T will be added to the candidate's IPMBA Instructor number.

Appeals and Reapplication

If the application is not approved, the Education Director shall notify the IPMBA office and a letter outlining the reasons for disapproval will be issued. The applicant will be provided with an opportunity to file an appeal or the applicant may reapply if they have rectified the inadequacies or issues that were the result of the application disapproval.



IPMBA

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If the IT-candidate is not satisfied with an evaluation or disapproval, they may submit a written appeal to the IPMBA office within 30 days. The appeal, application packet, and any relevant documentation will be forwarded to the Board for review. The Board shall vote to uphold or overturn the decision of the Education Director and the candidate will be notified of the decision within 30 days after the appeal was received in the IPMBA office. The decision of the Board shall be final.

Maintaining Certification

To maintain IPMBA Instructor Trainer status, the Instructor Trainer must 1) maintain current membership in IPMBA; 2) maintain active IPMBA instructor status; and 3) teach and/or host a minimum of one approved Instructor Course every 36 months.

ITs may not conduct Instructor Courses other than those organized by the home office.



IPMBA Instructor Trainer (IT) Candidate Evaluation Form

IT Candidate: _____ **Instructor Number:** _____
Email: _____ **Course Dates:** _____

Evaluating IT (completing this form): _____

Student Teaching Experience (circle one): **First** **Second**

Check below, where applicable (note: The first five areas must be checked / completed):

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>
Organization / Preparation	<input type="checkbox"/>	<input type="checkbox"/>
Technical Knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Technical Riding Skill	<input type="checkbox"/>	<input type="checkbox"/>
Presentation Skills	<input type="checkbox"/>	<input type="checkbox"/>

Presentation - Unit Topic(s) Instructed: _____

- Student Evaluations (attached, if relevant)**
- Additional Documents (letters of support or critique):** _____

Remarks:

IT Status Recommendation (circle one; refer to guidelines under Probationary Period):

Endorse **Second Student Teach** **Disapprove**

Evaluating IT (signature): _____ **Date:** _____

-----Upon completion of form, forward to Education Director and Executive Director-----

IT Status, Education Director Action (circle one):

Approve **Deny**

Education Director (signature): _____ **Date:** _____