

EDUCATION COMMITTEE CHAIR

GUIDELINES

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IAEI Education Committee Chair Guidelines, First Edition

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To Contact IAEI:

Street Address: 901 Waterfall Way, Suite 602
Richardson, TX 75080-7702

Mailing Address: P. O. Box 830848
Richardson, TX 75083-0848

Telephone: 972-238-1455

Customer Service: 1-800-786-IAEI
(Use for membership application and questions,
orders, seminar registration, and exam certification)

Fax: 972-235-3855

Customer Service Fax: 972-235-6858

Website: www.iaei.org

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General

These guidelines have been developed for information and use by International Association of Electrical Inspectors (IAEI) education committees and committee chairpersons.

These guidelines are designed as a useful reference that includes policies, rules, and recommendations in the interest of meeting desired objectives. These guidelines also include requirements for continuing education and training of certified individuals as provided in the International Bylaws. If there are any inadvertent conflicts between these guidelines and the International Bylaws and Operating Rules, then the International Bylaws and Operating rules prevail.

It is generally recognized that implementing and maintaining Section, Chapter or Division (S/C/D) education committee functions and activities are largely dependent on the skills and abilities of the education committee chairpersons. In addition, it is vital that the education committees function as anticipated by the International Office (IO) to achieve the overall organizational objectives directed toward IAEI education and training.

These guidelines are a work in progress and users of this information are encouraged to forward any suggestions for revisions or additions to the IO. These guidelines will be useful to help IAEI education committees achieve their goals.

This document contains certain procedures, for information, the International Office uses to carry out its duties as specified in the International Bylaws and Operating Rules. These procedures are predicated by the design of the database software and may be changed as the software is updated.

Opportunities for IAEI

Typically, each Section, Chapter and Division host at least one meeting annually. Educational programs that qualify for continuing education units (CEU) are often included as part of these annual meetings. There are many opportunities for successful IAEI educational programs at all levels of the Association.

Each IAEI Section, Chapter and Division should have an education committee and committee chairperson to work toward achieving the IAEI educational objectives. Continuing education and training is a common requirement to maintain electrical licenses, electrical inspector certifications, etc.

IAEI education committees are responsible for implementing programs to meet the educational objectives of the association. Each education committee and committee chairperson should understand that the IO is available to provide support to the S/C/Ds in their quest to achieve these important goals. The IAEI has developed an instructor training program and some of the finest training materials to assist in effectively implementing quality-training programs at all levels.

The education committees have a responsibility to provide training programs (seminars) on a regular basis to meet industry needs. This is a tremendous opportunity for each IAEI Section, Chapter and Division. Implementing IAEI electrical training programs at the local level encourages membership and growth in the Association. Education is an important component in maintaining a strong IAEI membership.

Scope Mission Objectives

Education Committee Scope

To devise, consider, recommend, and put into effect ways and means for implementing quality electrical training and continuing education programs provided by the IAEI.

Education Committee Mission

- To develop, implement and maintain quality code based electrical training programs.
- To collect and disseminate educational material and information and to promote education relative to the safe installation and use of electricity and electrical equipment including devices and appliances.
- To provide training that focuses on the uniform understanding and consistent application of national and/or international electrical codes and standards.
- To advance electrical safety through quality training programs that promotes on-going knowledge and expertise in the use and application of codes and standards.

Education Committee General Objectives

The education committee is responsible for carrying out the important IAEI mission of education and training. Quality educational materials, professional seminars and training programs are essential in promoting the uniform understanding of Electrical Codes and in providing information that is relative to the safe use of electricity.

The primary objectives of the education committee follow:

- To develop and present quality electrical education programs that benefit the electrical industry.
- Establish and maintain a strong presence in the electrical field as a vital electrical training organization.
- Implement training programs that are consistent with IAEI objectives and goals.
- Promote and support the uniform and consistent presentation of IAEI training programs by participating in instructor training programs.

- Encourage membership in the association through quality training materials and seminars.
- Support the professional development of members and others through IAEI education and training.
- Cooperate and enhance communications and relations with organizations that are driven by the same electrical educational objectives.

Education Chairperson

Education Committee Chairperson Responsibilities

The Section, Chapter or Division (S/C/D) education committee chairperson is responsible for the Section, Chapter or Division education committee as appropriate. Responsibilities include planning the committee meetings, chairing the meetings, and disseminating information at the Section, Chapter, and Division levels. Education Committee chairs should display tact in meeting unusual situations, keep meetings on track toward desired goals, and have essential knowledge about the Association and its long term purpose.

International Education Committee

In accordance with Section 204(A)(3) of the International Bylaws, the IAEI Board of Directors established a standing IAEI International Education/Certification Committee. The International Education Committee chairperson is appointed by the International President to serve for the duration of the President's term. The International Education committee members consist of the IAEI Education Committee chairperson from each of the six (6) IAEI sections.

IAEI International Education Committee Responsibilities

The responsibilities of the IAEI International Education Committee are to establish objectives and implement programs that are focused on electrical education and training programs provided by the IAEI. The International Education Committee has the responsibility of distributing IAEI education related information at the S/C/D levels and receiving feedback from those groups. The IAEI International Education Committee meets at least once each year to conduct business related to IAEI education programs and to establish direction as needs are determined.

IAEI Education Program Types

IAEI education program types are briefly described below. More detailed information on Co-Op and On-Site seminars follow this section.

1. International Seminars

International Seminars are held in cities across the country and at the International Office in Richardson, TX. These seminars are open to anyone interested in the electrical industry. The IO will contact the local secretary-treasurer to ensure that this seminar does not conflict with any local Chapter or Division activity. It is then the responsibility of the local secretary-treasurer to inform the IO of any such conflict.

2. Cooperative (Co-Op) Seminars

IAEI Chapters and Divisions team up with the IO under the cooperative seminar program to offer seminars to the industry professionals in their local areas.

3. On-Site Seminars

Training is provided at the organization's facility at a convenient time—whether within regular business hours or on scheduled shifts. On-Site seminars are usually the most cost-effective way of meeting educational goals. The IO sends an Instructor to the client's facility. Organizations benefit by reducing travel expenses and lost productive time. The IO will contact the local secretary-treasurer to ensure that this seminar does not conflict with any local Chapter or Division activity. It is then the responsibility of the local Secretary-treasurer to inform the IO of any such conflict.

4. Chapter or Division Seminars

The Chapter or Division provides this training without the direct assistance of the IO. Successful seminar factors to be considered include:

- o Date of seminar (weekend or weekday?)
- o Location of seminar (hotel facility, etc.)

- o Seminar subject (Analysis of Changes, Soares Grounding, etc.)
- o Seminar Instructor
- o Books for seminar attendees
- o Seminar registration fees
- o State or local CEU recognition requirements
- o IAEI CEU Application for CEU approval and certificates
- o Advertisement (flyers, newsletters, mailing, etc)
- o Refreshments/lunch

Co-Op Seminars (general information)

Co-op seminars are seminars conducted by the local IAEI Chapter or Division and the IO provides the seminar Instructor. The Chapter or Division receives a discounted Instructor rate. The Chapter or Division should confirm costs with the IO early in the planning process.

The seminar must be conducted within the geographical area of the Chapter or Division. IAEI materials (books, handouts etc.) must be used for the seminar. The seminar will be held on a mutually agreed upon date by the Chapter or Division. The Chapter or Division should also plan for a date that will not conflict with any other local event that might affect attendance.

The Chapter or Division members will handle all registration functions. The Chapter or Division will determine the registration fee schedule in cooperation with the IO. Registration fees are to be submitted by the registrant to the Chapter or Division.

Chapter or Division members will make arrangements for the meeting facility. This includes selecting the meeting location, selecting the meeting room, making arrangements for luncheon and breaks, etc. The Chapter or Division will also provide a screen (8' x 8' or larger), a wireless microphone if the room size requires it, and any other equipment or material at the facility, which may be needed for demonstrations or instruction.

The Chapter or Division will handle all local advertisements. With sufficient lead-time, usually a minimum of 3 months, the IO will include notice of the seminar in the *IAEI News* and in any IO seminar brochure (if applicable).

The Chapter or Division pays all costs associated with the seminar out of the seminar revenue. These cost may include advertising, registration, instructor's travel expenses, cost of the books needed for the seminar, meeting location costs, meal functions, etc.

On-Site Seminars (general information)

On-site seminars are typically conducted for a private client at the client's facility. This type of seminar can be a seminar for the client's personnel only or the client can open the seminar up for attendance by the public. The registration cost for attendance to an On-site seminar is at the discretion of the client. There is no minimum or maximum attendance needed for an On-site seminar.

The fees for an On-site seminar will vary so the client will need to contact the IO to determine the exact seminar fee.

IAEI responsibilities for On-site seminars typically include the following items.

- A trained instructor who is an expert in the subject matter as well as an experienced and skilled presenter.
- All visual or audio/visual materials needed to present the seminar subject in a professional and effective manner.
- All audio/visual equipment needed to present the seminar unless the client supplies the equipment.
- The textbook or other appropriate educational material to be covered in the seminar. The fee for each textbook will be set by the IO and offered to the client at a reduced price.
- Prepare and mail continuing education certificates after receiving the roster from the client of those who qualify by attending not less than 90 percent of the seminar.
- Report attendance of individuals qualifying for continuing education credit to local or state licensing agencies where required.

Client responsibilities for On-site seminars typically include the following items.

- Providing a properly executed purchase order for the full amount of the seminar including travel expenses prior to scheduling the seminar.
- Providing a suitable room for conducting the seminar, set-up in classroom style (or theater style if classroom style is not available).
- A projection screen of a suitable size to maximize viewing of the presentation by all attendees, a wireless microphone if the size of the room dictates its use, and any equipment/material at the facility which may be necessary for the presentation such as white boards, chalk boards or flip charts.

- If provided, all food and beverages on the day(s) of the seminar for attendees.
- Approval and scheduling of those employees, staff or other persons that are authorized to attend the seminar.
- Monitor attendance as necessary to determine those that qualify for CEU credit by attending not less than 90 percent of the seminar.
- Mail, email or fax to IAEI a complete electronic or hard copy list including attendee names, addresses, title, social security number (last four digits) and any trade license number of those who qualify to receive CEU certificates.

Section/Chapter/Division Meeting Presentation Ideas

Ideas for Section, Chapter and Division Meeting Presentations

There is no set formula that must be followed in order to make a successful educational meeting. Some Section, Chapters and Divisions have set educational agendas spelled out in their local By-laws. However, S/C/D are limited only by their imagination and abilities.

If your Section, Chapter or Division is not restricted by a set presentation and looking for new ideas for IAEI meeting presentations, the follow suggestions for meeting presentations might be helpful.

- Code Questions – Typically, this type of meeting has a set of prepared code questions assigned to selected code panelist before the event. This format gives the code panelist ample time to prepare and research the question. The Code Panelist can be made up of nationally recognized Code experts (Circuit Riders), local Authorities Having Jurisdiction (AHJ), or a combination of both. Keep in mind that from time to time, it is valuable to the installer to hear from the local AHJ about Code interpretation and enforcement.
- Educational Program – An electrical industry expert is invited to present a technical program on a related subject. An example of this would be an overcurrent device manufacturer representative presenting a program on the latest development concerning overcurrent devices.

This type of manufacturer presentation should focus on the product category as a whole, not the specific manufacturers product. This would include such subjects as Code changes related to overcurrent devices, the latest technology developments concerning overcurrent devices (GFCI's, AFCI's, etc.), and where the overcurrent device industry is headed in the future.

Discretion is encouraged when presentations discourage one manufactures sales pitch over another manufactures product.

- Code Forum – One or more specific code issues are addressed. A moderator presents the code requirement, the history of the code requirement, recent changes related to the specific code requirement and the discrepancies or issues that have surfaced concerning the specific code requirement. A Code Forum Panel then discusses the issue(s) and answers questions from the audience.

Typically, the moderator is a nationally recognized code authority such as a Code Making Panel representative, NEMA, NFPA, UL or IAEI representative. The Panel usually consists of local AHJs who can discuss how this specific code issue affects their local jurisdiction. An example of this would be AFCI protection, concrete-encased grounding electrodes, service disconnect requirements, etc.

- Code Violations – Code Violations are usually shown using a PowerPoint presentation. This can be a fun and entertaining program. The education and learning experience exist when a solution is offered and illustrated. It is recommended that a follow-up picture or diagram with the correct installation be offered after the violations are dissected and addressed.

IO Staff Chapter/Division Meeting Presentations

The IO Education Department technical staff is available to make technical presentations at Chapter or Division meetings. The preferred method of presentation with a Chapter or Division is through the Co-op seminar process.

On a limited basis, IO staff can visit a Chapter or Division meeting without a formal agreement in place. Several factors are involved in determining availability of an IO staff member visit to a Chapter or Division meeting. These factors include a limited staff, financial considerations, and regular duty requirements.

To request an IO Education Department staff member visit, the Chapter or Division must submit a written request to the IAEI CEO/Executive Director. This written request needs to be submitted at least 30 days before the Chapter or Division meeting. The earlier a request is made, the better chance it has of being approved.

The IO cannot possibly afford to visit each Chapter & Division every year. The Chapter/Division's ability to pay or share in the travel, hotel or meeting registration costs may affect the decision on attendance. This does not mean that Chapters and Divisions that cannot afford to share these expenses will not get visits, as the IO still makes every effort to visit those Chapters or Divisions.

The amount of time since the last visit of the International staff to a Chapter or Division will also be a consideration in the final determination. An effort is made to try to visit all of our Chapters and Divisions on a rotating basis.

CEU Application and Approval

IAEI has adopted Continuing Education Units (CEU) to recognize noncredit course participation. The CEU is a uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in noncredit continuing education.

The CEU is defined as: “10 contact hours = 1.0 CEU of participation in an organized, continuing education experience under responsible sponsorship, capable direction and qualified instruction.” A complete description covering CEU and criteria is available in “The Continuing Education Unit, Criteria and Guidelines” by the International Association for Continuing Education and Training, 1200 19th Street NW Ste 300, Washington, D.C. 20036-2422 or www.iacet.org.

CEU will not be given for courses that carry academic credit and will not be given retroactively. IAEI will not maintain any database of local continuing education credits. All attendees at a CEU approved event must participate on the same basis. Once an event or activity is approved, all attendees meeting the criteria established will receive CEU.

The IAEI IO education department evaluates requests and applications for awarding CEU. Requests may be submitted from any Chapter or Division or interested group of the IAEI to the IO for approval using the appropriate CEU application form. Once approved, if the education program is rescheduled or cancelled for any reason, you must notify the IO of the change.

The following administrative and program criteria developed by the National Task Force on the Continuing Education Unit will be used by IAEI in evaluating and awarding CEU.

- The sponsoring group must initiate the process of requesting CEU credit for its programs by submitting the “Request for Awarding IAEI CEU by Sponsoring Group of IAEI” form. Each course must be approved by the IO prior to promoting the program. The CEU request form must be submitted to the IO a minimum of 30 days before the event.

- The minimum program authorized is two-hours in length (0.2 CEU). Programs of greater length may be divided into two-hour segments, such as a two-hour session one night per week for several weeks.
- If your S/C/D would like to sponsor a seminar, you are required to submit resumes of your Instructors with your CEU application. The S/C/D shall assume responsibility for the course meeting the professional and quality standards of the IAEI.
- The seminar sponsor must be responsible for the overall program, completion of the application, monitoring the program and submitting a roster with each attendee's information (electronic or hard copy acceptable). The program sponsor must inform the IO of changes which might affect the number of CEU awarded and ensure that a learning experience has occurred which merits the offering of CEU.
- Local CEU requirements vary from state to state. Please check with your local licensing authority for area specific criteria.

Ordering Certificates and Books

Certificates

IAEI certificates can be ordered using the “CEU Application” form. The IO will print all pertinent information on the certificates leaving the name blank. The name can be added to the certificate by the S/C/D at the event.

The IO can print IAEI certificates in advance if the attendance roster is known and submitted to the IO in prior to the event. If certificates will not be presented at the event, after the IO receives the qualifying roster, certificates can be printed and forwarded to the attendees in a timely manner.

Books and other materials

IAEI materials must be ordered through the IAEI Customer Service Department unless the books are for a Co-op seminar. Books for a Co-op seminar must be ordered through the Education Department using the “Shipping Notice” provided with the Co-op agreement.

All other IAEI materials purchased by the S/C/D will need to be ordered through the Customer Service Department using the “IAEI S/C/D Order Form” (order form provided in Appendix) Specific pricing may be obtained from the IAEI Customer Service Department.

Returning Rosters and Recording Attendance

To ensure CEU recognition for attendees, after the seminar is completed, an attendance roster must be submitted to the IO. Participant attendance at each IAEI educational event must be recorded into the IO database for attendee CEU recognition.

CEU recognition may be necessary for state and local licensing requirements and for electrical inspector certification programs. The IO can provide an IAEI “Sign-in Roster” for this purpose. (sign-in roster provided in Appendix)

The preferred method of submitting a roster to the IO is electronically. The IO can provide a Microsoft Excel spreadsheet to use for the sign-in roster that includes all required information for attendees.

If the S/C/D provides the sign-in roster, the roster must include basic information such as first name, last name, address, city state, zip, license number (for State renewals) and social security numbers (last four digits) used to identify and track CEU activity.

CEU will not be awarded to attendees if completed rosters are not submitted to the IO. A complete electronic or typed roster must be submitted to the IO no later than 10 working days after the completion of the event.

Continuing Education and Professional Development

The IAEI supports and promotes certification of qualified electrical inspectors and qualified electrical workers. An essential element of remaining proficient as an electrical inspector or any safety inspector is remaining current on the codes and standards. Continuing education and professional development is an important part of a career as an electrical inspector.

To maintain high credibility and recognition associated with achieving the professional distinction of certification, continuing education is necessary. Achieving and maintaining certification promotes wider recognition of this achievement and ensures its continued value.

The IAEI is the administrator and owner of the Certified Electrical Inspector (CEI) program. IAEI also supports the National Certification Program for Construction Code Inspectors (NCPCCI). Both of these electrical inspector certification programs require continuing education for maintaining certification.

Recertification Requirements

Recertification

Sections 820 and 825 of the IAEI Bylaws, established recertification and reciprocity for IAEI certification programs. These two sections provide International Office staff guidance for accepting and recognizing education and professional development training programs.

Section 820 of the IAEI Bylaws

820. Recertification Program

- (A) IAEI shall establish and maintain an inspector re-certification program to effectively measure the level of competency being maintained by those holding IAEI inspector certification(s).
- (B) Renewal of IAEI electrical inspector certification shall be on a three-year cycle, or as the Electrical Code is updated.
- (C) Means of renewal of certification shall be by completing one of the following options:
 - (1) Satisfactorily passing a written examination as approved by the International Board of Directors.
 - (2) Obtaining not less than 2.4 Continuing Education Units (CEUs) or 24 contact hours recognized by the International Board of Directors in electrical related training in the three years, of which 0.8 CEUs or 8 contact hours shall be in electrical code changes.
 - (3) Attending not less than twenty-four contact hours of electrically-related educational program(s) approved by a governmental unit for continuing education in electrical code updates. Proof of governmental review and approval standards must be submitted with proof of attendance.

- (4) Educational credits as described in (2) and (3) above may be combined.
- (D) Fees will be charged for re-certification or certification renewal as approved by the International Board of Directors.
- (E) Testing shall be required for applicants who have allowed their certification to lapse for more than one year beyond their renewal date.

Section 825 of the IAEI Bylaws

825. Reciprocity. Where it is determined that other national, regional, state or provincial authorities, agencies or groups have and maintain equivalent certification and/or recertification programs to that established by this program, IAEI may enter into reciprocal agreements with such agencies or groups.

Electrical Inspector Certification Programs Recertification Requirements

NCPCCI Program Renewal Recertification

IAEI participates in the National Certification Program for Construction Code Inspectors (NCPCCI) for the following:

- Electrical One- and Two-Family Dwelling Electrical Systems
- Electrical General Inspection
- Electrical Plan Review

A minimum of 2.4 CEU (24 contact hours) of electrical industry related training programs is required for NCPCCI certification program renewal. The 2.4 CEU acquired by an individual meets the minimum requirements for each certification held. If an individual holds more than one NCPCCI certification, it is not necessary to complete 2.4 CEU for each certification. At least 8 of these hours must be code change related.

CEI Program Renewal Recertification

Recertification is mandatory for Certificated Electrical Inspector (CEI) Program Residential and Master Certificate holders. Certificants must submit documented evidence of a total of 60 credit points which can be accumulated using the following chart as a guideline.

<u>Category</u>	<u>Allotment</u>	<u>Minimum Points</u>	<u>Maximum Points</u>
Training	One point per contact hour	Twelve (12)	Sixty (60)
Instruction or Lecture	Two points per contact hour	Zero (0)	Forty-Eight (48)
Professional Practice	One point per review	Zero (0)	Thirty (30)
Publications	Five points per published article	Zero (0)	Ten (10)
Publication	Ten points per published book	Zero (0)	Twenty (20)
Electrical Association Membership	One point per membership per year	Zero (0)	Six (6)

Recognized Electrical Industry Training Programs

In accordance the IAEI Bylaws, the IAEI reserves the right to recognize continuing education and professional development courses. Several recognized continuing education providers in the electrical field include (but are not limited to):

- IAEI Sections, Chapters or Divisions
- The National Fire Protection Association (NFPA)
- The International Code Council (ICC)
- Other recognized model code organizations
- Governmental agencies (State, City, County, etc.)
- Universities, Technical or Vocational Schools, Community Colleges, Junior Colleges, or other private agencies accredited by the International Association of Continuing Education and Training (IACET).

Instruction of electrical code-based training programs is an acceptable means of acquiring CEU (contact hours) for certification renewals. The training courses taught must be recognized as qualifying for awarding CEU. Examples of such training programs are:

- IAEI NEC Analysis of Changes
- IAEI Soares Grounding and Bonding
- IAEI One- and Two-Family Dwelling Electrical Systems
- IAEI Hazardous Locations
- IAEI Electric Signs and Neon Lighting
- IAEI Custom Training Programs (any)
- Other training programs recognized by IAEI

IAEI also accepts accredited continuing education in the electrical field through distance learning (online) provided by recognized organizations. Proof of successful completion of online electrical code based training programs is required to earn IAEI continuing education credit.

The IAEI will NOT recognize training courses or programs that are not related to the electrical field. The IAEI will NOT recognize CEU from entities such as private individuals, organizations that are not authorized International Association of Continuing Education and Training (IACET) providers.

IAEI Train the Trainer Program

Train the Trainer Course Objectives

IAEI is very concerned about instructors representing the organization properly and presenting the material in the best and most professional manner. How material is presented in seminar or workshop settings is a direct reflection of the IAEI commitment to education and training.

Electrical instructors have varying levels of competency and techniques for teaching and presenting technical material. Train the Trainer program participants will improve upon technical knowledge and teaching skills. They will gain valuable information on techniques, styles and necessary tools to become professional presenters.

The Train the Trainer course was developed to better prepare local Chapter and Division instructors. The program builds on the electrical code instructor's skills and knowledge. This program benefits anyone who wishes to enhance presentation on technical material in a uniform and consistent style.

Train the Trainer Course Outline

The participant receives three days of extensive training in the Train the Trainer program.

The first day is devoted to public speaking skills enhancement. A professional trainer who specializes in public speaking skills provides a half a day of training. This portion of the program is devoted to:

- Providing the attendee with essential information and skills needed to excel as a presenter.
- Improve the quality of the attendee's presentation skills through better use of one's voice, eyes, gestures, posture, and movement.
- Help develop a presentation framework that ensures audience members know the goals and objectives of the presentation. This format will assist in generating immediate interest in the presentation while also giving the framework and skills to maintain the audience's interest.

- Attendees have the opportunity to actively participate with peers in a classroom setting.

The second half of the first day is dedicated to further refining presentation skills by offering the some basic Instructor guidelines. Subject matter discussed include:

- Planning and training our successors for the future
- Training more IAEI instructors
- Consistency and uniformity in presenting information
- Properly represent the IAEI through instruction and public speaking
- Incorporate the perspectives of enforcement into the training

The second day of the Train the Trainer program is devoted to developing the IAEI Instructor essentials. Topics discussed include:

- IAEI policy on public statements
- Promotion of IAEI membership and objectives
- Fielding difficult questions
- Avoiding conflict in the classroom
- Understanding CEUs
- Preparation methods
- Equipment
- Other segments include Instructor preparation checklist, the “Six Laws of Learning”, and the use and preparation for a technical presentation using Microsoft PowerPoint®.

The third day is devoted to the technical presentation and preparation of the course material. This portion of the Train the Trainer program is devoted to particular IAEI subject matter. Each Train the Trainer course is devoted to a single IAEI seminar topics, such as Soares Grounding and Bonding, One- and Two-Family Dwelling Electrical Systems, Analysis of Changes, Hazardous Locations, or Neon Lighting.

Appendix

Appendix

Program Speakers List & Contact Information

Forms

CEU Application Request form

SCD Order Form

Certificate Copy

Name Tags

Member Applications (3 pages)

Display Contract

Generic Rosters

Excel Sign-in Spreadsheet