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Professional Crisis Management Association, Inc.

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Title: New Instructor Co-training

Policy

It is the policy of PCMA for all new PCM Instructors to complete a co-training experience prior to teaching a class independently. PCMA understands that taking a course requires a somewhat different set of skills from teaching it. Co-training ensures that new PCM Instructors have at least one opportunity to practice with a more experienced instructor whose role is to model, coach and provide feedback to the new Instructor to prepare him or her for teaching future courses.

- A) Individuals who sign up for a PCM Initial Instructor Certification Course should begin to make plans for co-training as soon as possible to ensure that they are ready to begin teaching shortly after certification. PCMA staff members are available to assist those who are registering for courses to find co-trainers and help make arrangements. Anyone needing assistance can call the PCMA marketing department at 954-746-0165, extension 204.
- B) New PCM Instructors can be co-trained in any Initial Practitioner 2 course or, when the organization only teaches up to the Practitioner 1 level or when there are other extenuating circumstances, an Initial Practitioner 1 course. New Instructors cannot be co-trained during a recertification course.
- C) Co-trainers may be PCMA employed Instructor Trainers, those they specifically designate, or other experienced PCM Instructors who are approved in advance by PCMA.
- D) Approved co-trainers who do not work for PCMA are free to charge for their travel and/or time to co-train new Instructors; however PCMA encourages them to keep these costs low.
- E) In some cases co-training is available during practitioner courses that are scheduled immediately after, and close in location, to an initial PCM Instructor Certification Course and is conducted by the PCMA employed Instructor Trainer. In these cases there is no additional charge for the new Instructor to participate for co-training purposes.
- F) If someone who is registering for an Initial Instructor Course is planning to use an approved co-trainer who is not employed by PCMA, he or she will need to email PCMA at pcma@pcma.com to verify that the individual who will provide co-training is approved and in good standing. He or

she will also need to let PCMA know the date that the co-training will take place and the type of course that will be taught, as this information is needed for their records.

- G) Those who wish to become approved co-trainers must contact PCMA by email at pcma@pcma.com to make their request. PCMA will review the Instructor's training record, database record, training evaluations, etc.. and will notify the applicant of the results.
- H) Once an Instructor is approved as a co-trainer, they do not need to repeat the process for future courses, however the new Instructors they co-train in the future still need to notify PCMA of who is doing their co-training, the date and the type of course.
- I) Another option for co-training is for a new instructor to attend another PCM Initial Instructor Course and assist the PCMA employed Instructor Trainer who is conducting the course. In this case, the new Instructor does not register for the class, but will need to notify PCMA of their intentions two weeks or more before the course to ensure that there is sufficient space in the course and to allow time for preparation.
- J) Those who provide co-training have a responsibility to do their best to make it a valuable experience for the new Instructor. Both the co-trainer and the new Instructor must take active roles in teaching the class. The co-trainer should model the teaching of portions of the lecture material as well as the physical techniques. Likewise, the new Instructor should have plenty of opportunities to teach portions of the lecture material as well as the physical techniques. It is very helpful for both instructors to meet before the class to decide on which portions will be taught by whom, to allow the new Instructor to thoroughly prepare. The co-trainer should provide the new Instructor with constructive feedback (both positive and corrective) throughout the course to allow the new Instructor to incorporate the feedback into his or her teaching.
- K) It is important that the course paperwork for courses during which co-training takes place include, in the blanks for Instructor names, both the name of the new Instructor, as well as the name of the co-trainer, as this is part of the documentation that the co-training took place.
- L) Starting in January, 2013, co-trainings must be documented using the PCMA co-training checklist form (included in policy and procedure manual and posted on the PCMA website). Both the co-trainer and new Instructor are responsible for ensuring that this form is filled out and sent to PCMA. New Instructors are only considered co-trained and able to teach independently once the completed form has been received in the PCMA office and entered into the new Instructor's record. Completed forms can be mailed to the PCMA office in Sunrise, Florida, emailed to pcma@pcma.com or faxed to (941) 981-1894.

Approval Signature:

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