

Florida-Friendly Best Management Practices  
for Protection of Water Quality by the Green Industries

## GI-BMP Senior Instructors

Senior Instructors are GI-BMP certified instructors proficient in the GI-BMP subject matters, with considerable training experience, who are authorized by FDEP and the FFL program to assist with the training of new instructors.

In addition to organizing and delivering GI-BMP classes, the GI-BMP Senior Instructor's role is to assist the GI-BMP Regional Coordinators with training new instructors through facilitating and conducting co-training opportunities.

Co-training is the final step in the training and certification of GI-BMP Instructors. It is both an evaluation period and a learning experience. Senior instructors help instructors in training gain proficiency with presenting the subject matter and become familiar with the logistics of conducting a class.

To become a GI-BMP Senior Instructor, you must meet the following criteria:

- Be a current and active GI-BMP Instructor.
- Be current with all the GI-BMP updates.
- Have 3 years of experience with the GI-BMP subject and modules.
- Have organized and delivered 10 or more GI-BMP classes. This requirement may be waived for instructors with key expertise, upon determination that the applicant meets the other requirements and fulfills a critical need.
- Have access to a training facility, designed for educational purposes.
- Have the adequate resources and administrative support systems to host and train instructor-trainees.

Co-train procedures are outlined on the next page. Contact your Regional Coordinator with any questions.

<https://ffl.ifas.ufl.edu/ffl-and-you/gi-bmp-program/gi-bmp-contacts/>

## Co-Training Guidelines for Senior Instructors

Your assistance with training and evaluating new instructors is crucial for the GI-BMP program. Please follow these guidelines to conduct a successful co-training:

- Let your Regional Coordinator know if you are scheduling a co-train with a prospective instructor.
- Encourage the instructor-trainee's participation and questions.
- Be responsive to the needs of the instructor-trainee.
- Train instructor-trainees on all aspects of delivering a class. This includes:
  - Setting up the training room
  - Preparing training materials
  - Setting up catering
  - Participant sign-in
  - Opening the class
  - Completing the training records
  - Proctoring the pre-test [optional]
  - Presenting their scheduled module[s]
  - Delivering local information [local regulations]
  - Conducting a review before the test
  - Proctoring the post-test
  - Conducting the class evaluation
  - Delivering Continuing Education Units
  - Processing class documents to be sent to the state office
- Have the instructor-trainee complete a Co-Training Evaluation Form [Participant].
- Complete Instructor-Trainee Evaluation Form. Please be as objective as possible, keeping in mind that the co-training step should be a learning experience.
- **Submit Instructor Evaluation Form and the Co-Training Evaluation Form [Participant] to your Regional Coordinator via email. You can find your Coordinator's contact information at:**

<https://ffl.ifas.ufl.edu/ffl-and-you/gi-bmp-program/gi-bmp-contacts/>

If you have questions, suggestions or comments about the GI-BMP Instructor Training program please contact your Regional Coordinator.

***Thank you!***