

# Becoming a GI-BMP Certified Instructor

## Certified Instructors

Certified Instructors have the authority to organize and deliver GI-BMP in-person classes and proctor the GI-BMP certification test. A certified Instructor can deliver public classes or in-house classes for a private company or organization.

To become an Instructor, candidates must meet the eligibility requirements and complete the four steps described below.

Questions about becoming an Instructor should be directed to the respective Regional Coordinator:

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

## Eligibility

Education professionals, government employees, industry professionals and citizen volunteers can become GI-BMP certified Instructors, in accordance with the FDEP criteria described below:

<b>Prospective Instructor</b>	<b>Experience</b>	<b>College Degree (accredited institution)</b>
<b>Green Industry Professional</b>	Minimum two years in training or supervisory position, competency in subject matter and competency in training.	None required
<b>Education Professional</b>	Two years of experience in subject matter.	Bachelor's
<b>Government Employee</b>	Two years of experience in subject matter and competency in training.	Bachelor's
<b>Citizen Volunteer</b>	Two years of experience in subject matter and competency in training.	Bachelor's

Being certified by a related professional association, such as the Florida Nursery, Growers & Landscape Association (FNGLA), or having an FDACS Certified Pest Control Operator License are preferred qualifications for Instructors.

## Eligibility Waiver

The degree or experience requirements may be waived for persons with key expertise, such as foreign language skills, upon determination that the applicant meets the other requirements and fulfills a critical need.

## Earning Instructor Certification

Potential Instructors must earn a GI-BMP Instructor Certificate by completing the following four steps:

### **1. Attend a GI-BMP class and pass the test with a minimum score of 90%**

Prospective Instructors will not be admitted in the Instructor program without attending an in-person GI-BMP class and passing the post-test with at least 90%. Certificates obtained prior to 2006 or by attending an online class are not accepted because prospective Instructors must be familiar with the training they will be providing.

### **2. Apply to become an Instructor**

Submit a program application to the Regional Coordinator for review and approval, along with a copy of the university degree (if required) and an updated resume.

GI-BMP Instructor Application

[GI-BMP Instructor Program Application Form.pdf \(ufl.edu\)](#)

Regional Coordinators Contacts:

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

### **3. Attend a GI-BMP Instructor Training and pass the test with a minimum score of 90%**

Classes are organized by the Regional Coordinators in different locations across the State. For a schedule of Instructor Training classes please contact your Regional Coordinator or visit:

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

### **4. Co-train twice under the evaluation of a Regional Coordinator or authorized Senior Instructor**

Co-training involves teaching one or more GI-BMP modules under the supervision of an experienced Instructor to gain proficiency in presenting the subject matter and to become familiar with the logistics of conducting a class. This includes assisting with sign-in, distributing materials, compiling documents, catering, and proctoring the tests. Instructor-trainees need to coordinate with their Regional Coordinator to identify classes where they can co-train. Co-training is both an evaluation period and a learning experience. Instructor-trainees must co-train at least twice, though some people may require more than two sessions if they have not had experience in public speaking or classroom training in the past.

Upon co-train class completion, a Regional Coordinator Senior Instructor will evaluate the Instructor-trainee by completing an Instructor Evaluation Form. A minimum of 60/90 on the evaluation will complete the co-train. An Instructor-trainee who has received an unsatisfactory evaluation can continue to work with the Regional Coordinator to learn and complete the process.

To assess the effectiveness of the co-training, Instructor-trainees are encouraged to complete a Co-Train Participant Evaluation Form at the end of the class.

All evaluations will be reviewed by a Regional Coordinator prior to approval of an Instructor.

## **Maintaining Instructor Certification**

Instructors need to follow these guidelines to maintain certification:

- Use only the most current versions of all materials including, the PowerPoint presentations, pre- and post-tests, Training Record forms, evaluation, and agenda
- Follow the prescribed content detailed in the GI-BMP Instructor and Participant manuals
- Follow the length of time allotted for each GI-BMP module
- Be aware of and keep current with all GI-BMP materials through participating in refresher trainings, attending Instructor bi-monthly webinars, and checking in with the Instructor Resources site
- Teach at least one class/module per year