

## 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 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.

### 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 a FDACS Certified Pest Control Operator License are preferred qualifications for instructors.

## **Eligibility Waiver**

The academic degree or experience requirements may be waived by the Program Manager, Statewide Coordinator or the Regional Coordinators 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**

Effective January 1, 2009 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 a valid GI-BMP certificate of training and a passing grade of at least 90%. Certificates obtained prior to 2006 or by attending an online or DVD class are not accepted, because prospective instructors need to be familiar with the actual training that they are going to provide.

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

To apply, submit a completed GI-BMP Instructor Program Application Form (see Appendix 8) to the respective Regional Coordinator for approval, along with a copy of the university degree (if required) and an updated copy of the resume.

### **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 visit:

[http://ffl.ifas.ufl.edu/professionals/instructor\\_program.html](http://ffl.ifas.ufl.edu/professionals/instructor_program.html)

Attendees who do not obtain a score of at least 90% need to retake this class.

### **4. Co-train under the supervision of a Regional Coordinator or FDEP-authorized senior instructor**

Co-training is both an evaluation period and a learning experience. It involves teaching one or more GI-BMP modules under the supervision of an experienced instructor to gain proficiency in presenting the subject matter and become familiar with the logistics of conducting a class. This entails assisting in all aspects of delivering a class, including sign-in, distributing materials, compiling documents, catering and proctoring tests.

Instructor-trainees must co-train at least twice to obtain their instructor certificate. To sign-up for co-training contact the respective Regional Coordinator. A list of GI-BMP classes open for co-training can be found at:

[http://ffl.ifas.ufl.edu/professionals/BMP Co-Trainer info and opportunities.php](http://ffl.ifas.ufl.edu/professionals/BMP_Co-Trainer_info_and_opportunities.php).

Upon class completion, a Regional Coordinator or FDEP-approved GI-BMP Senior Instructor (see Section 2.8) will evaluate the instructor-trainee by completing an Instructor Evaluation Form (see Appendix 9). Completed forms need to be sent to the GI-BMP State Office for processing, and they will be used by the Regional Coordinators to authorize the certification of the instructor. The Regional Coordinator needs to receive at least two evaluations as proof that prospective instructors met the co-training requirement. The last evaluation needs to be “satisfactory” to complete the certification process. A “satisfactory” evaluation denotes that the prospective instructor meets the minimum training standards required to deliver a GI-BMP class successfully. Performance will be considered unsatisfactory if the score is below 54 points, or less than 2 points on any of the evaluation parameters. An instructor-trainee who has received an unsatisfactory evaluation has two more opportunities to produce a satisfactory report, before being dismissed from the program. See Appendix 10 for the co-training guidelines.

To assess the effectiveness of the co-training, instructor-trainees are encouraged to complete a GI-BMP Co-Training Participant Evaluation Form (Appendix 11) at the end of the class.

### **Maintaining Instructor Certification**

Instructors need to follow these guidelines to maintain certification:

1. Follow the prescribed content detailed in the GI-BMP instructor and participant manuals.
2. Be aware of, and keep current with, all GI-BMP materials through participating in all the refresher trainings, regular communication with the Regional Coordinators and by visiting the GI-BMP Instructor Resources website.
3. Use only the most current versions of all materials including, the PowerPoint presentations, pre and post-tests, registration forms, survey and agenda.
4. Follow the length of time allotted for each session according to the official GI-BMP agenda (see Appendix 3).
5. Teach at least one class per year.
6. Complete refreshers and follow updates.