DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 1500.5E
N7
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NETC INSTRUCTION 1500.5E

From: Commander, Naval Education and Training Command

Subj: INSTRUCTOR QUALIFICATION, CERTIFICATION, AND SUSTAINMENT
       PROGRAM

Ref: (a) OPNAVINST 1500.75D
       (b) MILPERSMAN 1301-226
       (c) MILPERSMAN 1306-953
       (d) NAVPERS 18068F
       (e) NAVPERS 15839I
       (f) Interservice Executive Order 2002-02
       (g) NAVEDTRA 14300B of October 2020
       (h) NETCINST 1500.13E
       (i) NAVEDTRA 134A of August 2009
       (j) NAVEDTRA 135D of August 2018
       (k) NETCINST 1500.2H
       (l) OPNAVINST 1510.10E

Encl: (1) In-service Training Matrix

1. <u>Purpose</u>. To provide execution guidelines for the
qualification, certification, and sustainment of Navy
instructors (officer, enlisted, and federal service).
Qualification requirements for contract instructors are outlined
in paragraph 4g. Instructor service contract performance work
statements (PWS) will provide guidelines and requirements for
contracted instructors and will adhere to the basic tenants of
this instruction. Additional specific requirements are
addressed in reference (a), including requirements for contract
instructors conducting high risk training that must be included
in a PWS.

2. <u>Cancellation</u>. NETCINST 1500.5D.

3. <u>Discussion</u>. The Navy instructor is the front-line
representative of Navy training. To ensure quality instructors
are available to facilitate learning, standardization must be
maintained in the preparation (training), qualification,

certification, and sustainment of instructors. Terms are defined as follows: Qualified Instructor – Met requirements for assignment as an instructor, including formal instructor training, screening, and other prerequisite skill sets; Certified Instructor – Attained level of proficiency, in addition to instructor qualifications, needed to teach a particular course or portion of a course. The certification process normally begins after the completion of formal training and upon arrival at the training activity (TA). Reference (b) states the policy for officers assigned to instructor billets. Reference (c) requires personnel selected for duty as instructors to attend appropriate training to learn the methods and techniques of instruction, which are essential to maintaining a cadre of professional Navy instructors. Naval Education and Training Command (NETC) domain personnel attend the Navy Instructor Training Course (NITC), course identification number A-012-0077, to qualify as an instructor. TAs include learning sites (LS), detachments, or commands.

4. Qualification of Instructors. Personnel accepting assignment as a prospective instructor must complete the following prerequisites and maintain the same throughout their instructor tour.

    a. Enroll and graduate from NITC. Enlisted personnel graduating from NITC are awarded Navy Enlisted Classification (NEC) 805A (or previous NEC 9502) per reference (d). Officers graduating from NITC receive Navy Officer Billet Classification code per reference (e). Additionally, there are other NEC 805A awarding courses, such as Nuclear Instructor Qualifications (A-661-0108, A-661-0109, or A-661-0110) and Naval Special Warfare High Risk Instructor Training Course (K-431-0300), that are designed to meet specific customer needs, as well as, approved equivalent instructor training courses (ITC) that upon waiver approval can satisfy this requirement. Requests for 805A waivers based on equivalent instructor qualification will be submitted to NETC N71 for adjudication. Examples of equivalent factors include, but are not limited to:

        (1) Documents showing candidate completed an ITC through an accredited institution.

        (2) Documents showing candidate has been involved in academia (e.g., a teacher).

b. Officers assigned instructor duty must comply with reference (b).

c. Enlisted personnel assigned instructor duty must comply with reference (c).

d. Training commands receiving personnel not sent to NITC enroute to their permanent change of station may also request and obtain quotas from one of the NETC general skills training NITC delivery sites.

e. For Interservice Training Review Organization courses, instructors from the participating services must meet their respective service qualification requirements per reference (f).

f. Instructors returning for a follow-on instructor duty tour, who carry NEC 805A (or previous NEC 9502) in their NEC inventory, must complete the current version of reference (g) if the interim time between instructor tours has been greater than 5 years. This training is available via an app located in the app stores on Apple and Android phones. The app is titled "CSS NRTC" and once downloaded, the Navy Instructional Theory Manual can be accessed. More information is available at the Navy App Locker located at: https://www.applocker.navy.mil.

g. Contract Instructors. The following guidelines pertain to contract instructors only:

(1) PWS preparation. TAs will ensure the PWS contains specific language pertaining to qualification criteria for any contract instructor (this instruction should be cited).

(2) Qualification criteria. A Contract instructor must have completed one of the following forms of training:

(a) Military service ITC.

(b) Instructor training via an academic institution.

(c) Academic credentialing (teacher or professor).

(3) Academic ITC requirements. Academic institutions ITC should contain at a minimum, these learning objectives:

(a) Effective communication and questioning techniques.

(b) Adult learning theory and principles.

(c) Instructional delivery methods.

(d) Lesson delivery performance laboratory.

(e) Training environment management.

(f) Inter-personal skills.

(g) Evaluation and feedback.

(4) TAs must ensure any contract instructor has met the qualification criteria per paragraph 4g(2).

5. <u>Roles and responsibilities</u>

a. The Director of Training (DoT) or learning standards officer (LSO) at each learning center (LC) will provide oversight of the qualification, certification, and sustainment program and is responsible for establishing additional instructor certification criteria specific to their respective courses of instruction as needed. The DoT or LSO may utilize the following augmentation strategies to assist in the certification processes at remote LSs:

(1) Assign personnel from the LC or establish an agreement with another LS to provide expertise and assistance for a site lead to execute the certification processes.

(2) Assign collateral responsibilities at another LS to provide direct instructor certification program assistance or oversight to other LSs.

b. Reference (j) directs the field LSO at the TA to provide oversight of the qualification, certification, and sustainment program.

c. TA course supervisors (CS) implement, execute, and monitor qualification, certification, and sustainment of their

assigned instructors. CSs develop a certification plan (CP) and an instructor development plan (IDP) for each prospective instructor per NETC policy and guidance. CSs should take into account the prospective instructor's level of knowledge and fleet experience as a development factor. Certification can be achieved via an entire course or specific module(s), lesson(s), or sections(s). When developing the CP and IDP, CSs should take into account course length and criticality of material to determine the certification achievement method. This will result in reduced certification times and enable cross-utilization to enhance training delivery capability.

   d. For a TA situated within the locale or facility of another command (Navy or Joint) with an existing instructor certification program, the TA may establish an agreement to participate with that host command's program.

6. Minimum certification requirements. Instructor certification should begin upon completion of the instructor qualification process, and immediately upon arriving at the instructor's training duty assignment. CSs will establish a CP and IDP to certify their new instructors based on NETC policy and guidance to ensure proficiency in two areas: instructional technique and technical knowledge. Every instructor must be certified prior to teaching independently. Instructors will certify in their assigned course of instruction as outlined in their CP and IDP. All prospective instructors will:

   a. Complete the LC and TA instructor indoctrination checklist (NETC 1500/3) and retain in the instructor's training record.

   b. Review curriculum materials and observe a certified instructor(s) deliver an entire or selected portion of a course, module(s), lesson(s), or section(s) in the classroom or laboratory (as applicable), to gain insight to technical content and instructional delivery techniques and strategies.

   c. Personalize assigned lesson materials. Personalization will be reviewed and approved periodically by the CS.

   d. Practice-teach with a certified instructor in the entire or selected portion of a course, module(s), lesson(s), or section(s) for which certification is to be granted.

e. Demonstrate a working knowledge and use of My Navy Portal, the learning management system, and the Corporate enterprise Training Activity Resource System (CeTARS).

f. Receive satisfactory evaluations on a minimum of two separate events while practice-teaching (one technical and one technique) as outlined in the CP and IDP.

g. Attend and complete scheduled in-service training (IST) within the scheduled periodicity (see paragraph 9).

h. Personnel must complete the certification process within 3 months from reporting onboard. Deviation from this policy must be approved by LS commanding officer (CO) or officer in charge (OIC).

i. References (a) and (h) define specific guidance for high-risk training safety instructor qualification and certification which must be a course-specific certification process controlled by the cognizant LC and executed by the designated LSs. In this process and prior to practice-teaching, the prospective instructor must:

(1) Attend, as a student, the high-risk segments of the course for which certification is to be granted.

(2) Complete additional certification requirements, as outlined in reference (h).

(3) Participate in IST per enclosure (1).

7. <u>Evaluation of Instructors</u>. Instructor Evaluation Checklist (NETC 1500/4) and Staff/Student Survey Feedback (online or other feedback collection instruments) will be used to assess instructor performance and identify opportunities for training improvement. The Instructor Evaluation Checklist provides a comprehensive list of elements to be evaluated covering a wide variety of training delivery methods (e.g., platform, lab, and facilitation). LCs may add additional elements to the NETC 1500/4 to develop instructor evaluation forms based upon their specific needs and methods of training delivery.

a. The DoT or LSO at each LC is responsible for overseeing the Instructor Evaluation Program at all of its LSs per references (i) and (j). LSs are responsible for ensuring the provisions of the Instructor Evaluation Program are adhered to and maintained. Instructors will be evaluated, at a minimum, semi-annually. Instructors achieving Master Training Specialist (MTS), whose designation is current, may be evaluated annually. Guidance and policy on the MTS Program is contained in reference (k).

b. LC staff and management must participate in unscheduled evaluations or spot checks to the greatest extent practicable. Additionally, all high-risk instructors must be evaluated quarterly (not to exceed 90-days) by means of an unscheduled evaluation (spot check) per references (a), (h), and (j).

c. LCs must establish guidelines for the certification and designation of instructor evaluators per references (i) and (j). At a minimum, a prospective instructor evaluator will team with a designated instructor evaluator to ensure instructional standards are achieved and maintained per reference (j) and this instruction.

8. De-certification of Instructors. Instructors failing to maintain original qualification requirements as well as instructors receiving unsatisfactory evaluations must be de-certified. Individuals considered unsuitable for continued instructor duties, per reference (c), must be reclassified (NEC 805A removal process and reassignment); additionally, cognizant LCs will have the authority to establish other criteria that constitutes decertification of their instructors. When appropriate, LCs may recertify individuals when deficiencies have been corrected or standards met by cognizant LC guidelines.

9. Instructor Sustainment. Information on training and instructional development and sustainment is available via LC or LS IST resources. Enclosure (1) outlines requirements for instructors, course supervisors, and other key training positions in order to maintain certification.

10. Instructor tracking. Until further guidance is established, the following actions to track instructors will take place per reference (l):

a. LC or LS must utilize Course Event Resource Scheduling (CERS) to track and maintain instructor data. CERS is a module within CeTARS.

b. CERS user guides can be found at: https://aux.prod. cetars.training.navy.mil/webhelp/CeTARS_Help.htm?#t=Forms_and_Re ports%2FClass_Event_and_Resource_Scheduling%2FMaintainCerts Evals.htm.

11. <u>Exemptions</u>

a. TA staff personnel, to include executive staff (CO or OIC, executive officer, department head), who are not occupying an instructor billet, do not need to complete the instructor qualification process to conduct course indoctrination lectures or student briefs.

b. In exceptional cases, guest lecturers not meeting standard qualifications may provide unique insights, experiences, or specialized knowledge beneficial to students. The TA CO or OIC is authorized to approve them with a memorandum for record, subject to a comprehensive review of the individual's credentials, professional experience, and contributions to ensure effective delivery of valuable educational experiences.

12. <u>Responsibility</u>. Updates to this instruction will be coordinated through NETC N71.

13. <u>Records Management</u>

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/ AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

14. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

15. <u>Forms</u>. The following forms are available at https://www. netc.navy.mil/Resources/NETC-Directives/#netc-forms

    a. NETC 1500/3 (Instructor Indoctrination Checklist)

    b. NETC 1500/4 (Instructor Evaluation Checklist)

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Releasability and distribution:
This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

IN-SERVICE TRAINING MATRIX

Training Roles	CI	CS	TO	CD	C2M2	Training Activity			Learning Center		
Location						Trng Spec	Dept Dir	CO/OIC	Trng Spec	LSO	DDoT/DoT
Subgroups											
Training Area/Topic											
Instructor Sustainment Training											
Effective Communications	B	B			B	R					
Effective Questioning	B	B			B	R					
Motivation	B	B			B	R					
Instructional Media Material	B	B	D								
Instructional Methods and Strategies	B	B							R	R	R
Principles of Learning	B	B	D						R	R	R
Practical Applications of Learning Science	B	B	D						R	R	R
Classroom Management	B	B	D								
Role of the Navy Instructor	B	B	D						R	R	R
Classroom Materials	B	B									
Advanced Instructor Training											
Academic Review Boards		I				I	R	R	R	R	R
Instructor Evaluations	I					I	R	R			
Instructor Certification	I					I	R	R			
Student Mgmt/Counseling	I					I	R	R			
Technology in the Classroom	I					I					
Testing											
Testing Program	I	D	P		D	I	R	R			
Testing Plan		D	P		D						
Performance Tests and Administrator Guides		D	P		D						
Knowledge Tests and Administrator Guides		D	P		D						
Grading Systems		D	P		D						
Tests and Test Item Analysis		D	P		D						
Testing Program Administrator		D	P		D	I			R	R	R
Curriculum/Content Development											
Writing Better Objectives				A	B				R	R	
Writing Better Test Questions				A	B				R	R	
Adult Learning Theory				A	B				R	R	
CeTARS											
CeTARS Overview A-570-0612		I	I	I	I	I	I	I	I	I	I
CeTARS Monitor A-570-0613	I	I			I	I	I	I	I	I	I
CANTRAC Basics A-570-0614		I			I	I	I	I	I	I	I
Quota Mgmt A-570-0615	I	I			I	I	I	I	I	I	I

Key Codes:		Periodicity Codes
Classroom Instructor (CI) - Formal classroom instructor		Initial (I) - One time requirement completed within 3 months of reporting aboard or job assignment.
Course Supervisor (CS) - Locally designated manager/lead instructor responsible for course delivery and adherence to command training policy at the course level.		Annual (A) - Must be accomplished annually.
Testing Officer (TO) - responsible for adherence to testing program requirements		Bi-annual (B) - Must be accomplished every 12 to 24 months.
Curriculum Developer (CD) - civilian or military personnel involved in curriculum development efforts		Directed (D) - As directed/required by higher authority.
Course Curriculum Model Manager (C2M2) - Personnel designated by the DoT responsible for developing, revising, and maintaining a COI		Prior (P) - Prior to assuming duties.
Training Manager - Personnel responsible for command-wide or department training programs i.e., DoT, Dept. Dir., Safety Officers, Curriculum Managers, Developers, and LSOs		Recommended (R) - Highly recommended.