

## Recognition for Prior Learning: Instructor Certification & Recertification Application Instructions

### SECTION 1: GENERAL INFORMATION

For each course requesting Recognition of Prior Learning (RPL) consideration, one Recognition of Prior Learning (RPL) application must be completed and submitted. Provide complete answers to each question below.

- Direct any application-related questions to:
  - TEMA Training – [TEMA.Training@tn.gov](mailto:TEMA.Training@tn.gov)
- Providing false or inaccurate information may result in the rejection of this application and future applications may not be considered.
- Before submitting, double-check the instructions to ensure the application is complete and filled out correctly.
  - All appropriate information provided for Sections 1
  - The experience listed meets the criteria for Section 2, Part A
  - Proper documentation of experiences for Section 2, Part B
  - Resume detailing training and experience for Section 2, Part C
  - Experience Narrative explaining experience for Section 2, Part D
  - Signed instructor Code of Conduct acknowledgment statement for Section 2, Part E
  - Training documentation in the correct order for Section 3
  - References provided for Section 4
  - Required signatures obtained for Section 5

### SECTION 2: RELEVANT EXPERIENCE

#### PART A

Provide the indicated information from all courses you have taught as a Lead Instructor, Adjunct Instructor, or Subject Matter Expert (SME). You must include all modules taught for each course seeking instructor credentialing. Failure to complete all the information required in Part A may result in instructor credentialing not being approved.

All instructor evaluations you wish to use as documentation for the Relevant Experience section must:

- Have occurred within ten (10) years of the opening date of the application period.
- Have the complete information provided in each box of Part A

- If available, include at least two (2) different instructor evaluations for the courses seeking credentialing.
  - Each instructor evaluation must include the modules taught for each course.
  - At least one (1) instructor evaluation experience must be as a lead instructor.

## **PART B**

Attach the appropriate supporting documentation that will assist in evaluating the validity of your ability to instruct TEMA courses. Applicants must follow the lists on page two to guide their submittal. Failure to provide the supporting documentation of the experience listed in Part A may result in the incident, event, or exercise not being considered.

- Include the appropriate documentation listed below. Make sure to attach all the additional documentation indicated for instructor credentialing.

### **Example backup documentation includes but is not limited to:**

- A summary of the courses taught that would meet or exceed specifications outlined in support of instructing the course for which you seek instructor credentialing.
- A summary of modules taught, if applicable, in support of the course for which you are seeking instructor credentialing.
- A letter of recommendation written by a lead Instructor who has witnessed you instructing courses. The letter must identify your ability to teach the course modules and the Lead Instructor's recommendation for your instructor credentials.
- A letter of recommendation by an agency or department head who has witnessed you instruct courses.

## **PART C**

- In resume format, attach a copy of your current instructor experience detailing your training and completed experience.

## **PART D**

- Attach a (one-page-maximum) Experience Narrative. This narrative should describe the courses you have taught or helped instruct. Additionally, you must include why you want to be credentialed as an instructor.

## **PART E**

- Attach the signed instructor Code of Conduct Acknowledgement form to your application.

### **SECTION 3: RELEVANT TRAINING**

Attach scanned PDF color copies (if submitting a paper-based application, submit only color photocopies) of training certificates pertinent to the instructor position for which you request Recognition of Prior Learning (RPL). **Do not send certificates unrelated to this instructor position.**

Attach other certificates if they assist in demonstrating your competency or knowledge, skills, and abilities in the position. **Do not send general certificates unrelated to this instructor position.**

**Required training certificates for all positions – must be attached.**

- TEMA Approved Adult Instruction Training
- Certificate for the course you are requesting credentialing

**Other Pertinent Training – attach if completed.**

### **SECTION 4: RECOMMENDATIONS**

Include two (2) signed Letters of Recommendation that detail your work experience and as an instructor. The letters of recommendation must come from your Supervisor, Current Certified Instructor, Regional Director, Department Head, or Agency Lead. These experiences outlined in these recommendations should include, but are not limited to, the following: ability to instruct course material, modules taught, overall confidence in your abilities, and overall performance as an instructor.

- Attach letters and any other related documentation to support this section. Experience claims will be validated and verified.
- All letters must have contact information for the individual who is providing the recommendation.

### **SECTION 5: REQUIRED SIGNATURES**

#### **Applicant**

Please read the declaration and certification and sign the application if you agree. Unsigned applications are considered incomplete and will not be processed.

#### **Review and Support**

Forward the completed and signed application to the persons listed on the application. We request they read the declaration and certification and sign the application if they agree. Applications without the supervisor's signature are considered incomplete and will not be processed.

## INSTRUCTIONS FOR SUBMITTING RPL APPLICATION

- Before submitting your application, include **all** required and recommended training certificates.
- Save all applications and supporting documentation **as one PDF**. Compile application in this order:
  - The entire application (all sections in order)
  - Section 3 documentation of the relevant experience (in the order specified)
  - Section 4 training certificates (in the order specified)
- All applications must be submitted electronically, your file MUST comply with the following naming convention:
  - Lastname\_Firstname\_Instructor\_RPL\_Course\_Instructor.pdf  
(Smith\_John\_Instructor\_RPL\_SAR101\_Instructor.pdf)

Once complete, you need to forward your application to the perspective TEMA Regional Office or TEMA Training if applicable. The TEMA Regional Office will review the application, recommend approval/disapproval, and forward it to TEMA Training. Once received, TEMA Training will compile the application and notify the Instructor Qualification Review Board (IQRB).

- The IQRB will meet quarterly. Once the IQRB has enough applications to review, a decision will be made, and the State Training Officer will notify the applicant.
- **If approved**, the applicant will receive an email confirmation on the decision to award instructor credentialing, including the approved application and the instructor credential.
- **If disapproved**, the applicant will receive an email confirmation with a list of steps to complete to resubmit for approval.