



Crisis Resource Management and Teamwork Instructor Certification: Process and Authority

Revised June 2012

1. The CMS Education Steering Committee will have authority to certify instructors.
2. Certified instructor status will be reviewed and renewed every four years.
 - A. The Instructor Certification Committee will recommend all candidates who have completed criteria at the next Education Steering Committee meeting. A majority of the Education Steering Committee is required to agree on a recommendation. A quorum sufficient to vote will be 3 people. A committee member under consideration must recuse themselves from the vote.
 - B. Certify (initial certification)
 - i. Certification will be recommended for candidates who satisfy guideline requirements.
 - ii. Re-certify (renew certification)
 - i. Re-certification will be recommended for instructors who satisfy guideline requirements.
 - ii. Review of credentials will occur every four years.
 - C. Hold certification. Candidates who apply for certification (initial or renew), but who the Committee judges to have not satisfactorily met criteria for certification will be put on hold.
 - iii. The Committee will provide the unsuccessful candidate with guidance on how to obtain re-certification including specific areas for remediation.
 - iv. Previously certified instructors who are given a hold recommendation will be allowed to continue to instruct for a period of nine months while deficiencies are remedied. During this time they can continue to submit debriefings to achieve the required rating scores.
 - v. If the deficiencies are not remedied after nine months to the Committee's satisfaction, the instructor may continue to teach at CMS as an associate debriefer. Occasionally, the Executive Director may grant an exception to this rule.
3. The Instructor Certification Committee is a sub-committee of the Education Steering Committee. Candidates for certification or recertification will submit relevant materials to the Instructor Certification Committee who will then assist in the process of certification. The Instructor Certification Committee will have no authority to certify instructors. The initial members of the Instructor Certification Committee as of May 2011 are Jeffrey Cooper, Jenny



W. Rudolph and Toni Beth Walzer. The details of the committee such as terms of service and criteria for membership will be decided by the Educational Steering Committee in 2012.