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Chemical Educational Foundation®

You Be The Chemist Essential ElementsSM

2016-2017 Certified Instructor Program

All *You Be The Chemist* (YBTC) Essential ElementsSM Certified Instructors will be required to attend the Chemical Educational Foundation's® (CEF) Certified Instructor Training Conference and sign a contract agreeing to the following Certified Instructor Guidelines. Failure to meet any of the following Certified Instructor requirements may result in the termination of the Certified Instructor contract, payment, and the Certified Instructor will be responsible for reimbursing CEF for Training Conference travel and lodging expenses.

Certified Instructor Training Conference:

All Certified Instructors must attend CEF's Certified Instructor Training Conference scheduled for July 24-26, 2016 in Washington, DC. Certified Instructors will be reimbursed for all CEF-approved travel costs, and travel arrangements must be approved by CEF prior to booking any travel. CEF will coordinate hotel arrangements and meals for Certified Instructors.

Certified Instructor Guidelines:

Certified Instructors will be able to coordinate, schedule, and lead workshops upon completing the Certified Instructor Training Conference and the signing the Certified Instructor contract. **Certified Instructors must complete at least three workshops and reach 50 educators in total. If an Instructor conducts three workshops and does not reach 50 educators, they will be responsible for conducting additional workshops until they reach 50 educators.** These workshops must be completed by **December 31, 2017** and adhere to the guidelines below. Once Certified Instructors have completed at least three workshops and reached 50 educators, they will receive \$500 in compensation.

- 1. The Certified Instructor will complete all necessary documentation and submit all required workshop information to CEF two weeks in advance of the scheduled workshop.**

The Certified Instructor will be responsible for the following:

- Recruiting teachers, schools, or districts to participate in their workshops
- Inviting local industry sponsors to workshops

- Coordinating registration
- Securing a space for the workshop with the necessary A/V equipment
- Providing materials for the workshop (costs of which will be reimbursed by CEF)

CEF will be responsible for providing Certified Instructors with the following:

- Informational flyers and templates used for recruiting educators, schools, and districts
- A comprehensive list of what is needed at a typical workshop and access to all necessary handouts and PowerPoints used during a workshop
- YBTC hand lens, ruler, a pencil, periodic table, and Activity Guide flash drives for educators that are registered for the workshop
- Reimbursement of workshop supplies for up to \$150 in total (approximately \$50 per workshop; an itemized receipt must be submitted to CEF)

2. Each Essentials Elements workshop must include the following features:

Certified Instructors will be provided with an Essential Elements workshop format and recommended timeline. Essential Elements workshops must include the following:

- An overview of CEF and its YBTC programs
- Incorporation of the YBTC Activity Guide lessons
- Incorporation of the 5E learning cycle

3. All attending educators must complete CEF's Essential Elements Surveys.

Certified Instructors must administer the CEF provided Essential Elements pre- and post-workshop surveys to all educators who attend the workshop. The Certified Instructor must scan or mail all completed surveys to CEF within two weeks of the completed workshop, or they can be completed online by participants.

4. The Certified Instructor will provide CEF with a minimum of 5 photos of the workshop.

There will be several opportunities for Certified Instructors to photograph the educators participating in the workshop. All workshop photos must be submitted to CEF within two weeks of the completed workshop.

Additional information regarding Certified Instructor Guidelines will be provided at the Training Conference this fall. Please contact CEF at essential.elements@chemed.org for questions concerning the Essential Elements Certified Instructor program.

