Before filling out this application, please **review the Certified Instructor Guidelines document**. To apply, **email this completed document and an updated resume to Joseph Gusman at** [**jgusman@chemed.org**](mailto:jgusman@chemed.org) **with the subject line: “Certified Instructor 2020 Application” as soon as possible.** Applications are accepted on a rolling basis until the Instructor class is full or we reach the April 24 deadline, whichever comes first.

**SECTION I – Applicant Information**

**First Name:** Click here to enter text.

**Last Name:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Email Address:** Click here to enter text.

**Do you have classroom teaching experience?** (Check one)

YES, formal  NO, none  YES, informal only

**Grades & subjects taught:**  Click or tap here to enter text.

**Current Employer & Job Title:** Click or tap here to enter text.

**Are you authorized to work in the U.S.?** (Check one)

YES  NO

**Home Address:** Click here to enter text.

**Home Address:** Click here to enter text.

**Work Address (if applicable):** Click here to enter text.

**Indicate your preference for packages:** Choose one.

**SECTION II – Short Answer Questions**

1. **Why are you interested in serving as a Certified Instructor?**

Click here to enter text.

1. **Are you familiar with or have you been involved with the Chemical Educational Foundation® and the *You Be The Chemist*™ programs? If so, in what capacity?**

Click here to enter text.

1. **Describe any prior experiences you have serving as a professional development instructor, in adult education, workshop facilitation, and/or public speaking.**

Click here to enter text.

1. **Describe your teaching philosophy and style. In addition, why do you think science and hands-on learning are important to learners in grades K-8?**

Click here to enter text.

1. **Effective Certified Instructors are fluent with sharing information via a variety of platforms, including Google Docs, Dropbox, and more. Please note that moving forward, Certified Instructors will be required to administer all pre- and post-workshop surveys online (we will ensure these versions are smartphone-friendly). Please describe your comfort level with these technologies and any issues that have prevented you from using them in the past.**

Click here to enter text.

1. **Describe any experience you have implementing web-based professional development (please include any webinars you’ve done for CEF previously). Please note, this will not be required of all Certified Instructors but will help us better understand the strengths of our cohort.**

Click here to enter text.

1. **Certified Instructors must conduct outreach to schedule workshops in their area. By participating in the 2020 Certified Instructor Training Conference, you are committing to scheduling and implementing *at least* four workshops between July 2020 and December 2021.** 
   1. **Do you have a network or contacts within your community or surrounding areas who might be interested in hosting or participating in workshops?**

Click here to enter text.

* 1. **Ensuring you meet the minimum requirements for the number of workshops means utilizing your professional networks and expanding them. Are you willing and comfortable to communicate to new groups/organizations to expand your network and promote *You Be The Chemist* programs?**

Click here to enter text.

* 1. **Please indicate how far you would be willing to travel for workshops (***assuming mileage reimbursement over 50 miles roundtrip and overnight travel expenses reimbursement over five hours total travel time roundtrip***)**

Click here to enter text.

* 1. **Are there any areas where you would be uncomfortable or unwillingly to travel for workshops?**

Click here to enter text.

1. **If you are selected as a Certified Instructor you must be available to attend an expenses-paid trip to the Certified Instructor Training Conference in Houston, TX on June 15, 2020. You would need to arrive in the afternoon or evening of June 14 to be on site for the full day training on June 15. Check-out from the hotel is on June 17.**
   1. **Are you available on these dates?** YES  NO
2. **Is there anything else you would like us to know as we review your application?**

Click here to enter text.

**SECTION III – References**

Please list **two** **professional references**. These references must have worked alongside or overseen you in a professional setting and cannot be family members. References will be contacted to give a brief account of your professionalism and ability.

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| **Title:** Choose an item.  **First Name:** Click here to enter text.  **Last Name:** Click here to enter text.  **Relation to you:** Click here to enter text.  **Phone Number:** Click here to enter text.  **Email Address:** Click here to enter text. | **Title:** Choose an item.  **First Name:** Click here to enter text.  **Last Name:** Click here to enter text.  **Relation to you:** Click here to enter text.  **Phone Number:** Click here to enter text.  **Email Address:** Click here to enter text. |

***Please attach this completed document and an updated resume in an email to Joseph Gusman at*** [***jgusman@chemed.org***](mailto:jgusman@chemed.org)***. You will be updated by May 8, 2020 on the status of your application.***