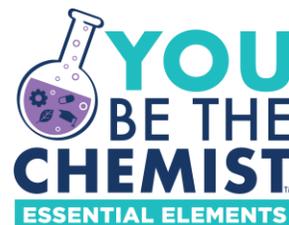


Chemical Educational Foundation®
***You Be The Chemist* Essential ElementsSM**
2020-2021 Certified Instructor Guidelines



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 and payment, and the Certified Instructor will be responsible for reimbursing CEF for Training Conference travel and lodging expenses.

Certified Instructor Training Conference:

All Instructors must attend the entirety of the Training Conference, which is scheduled for June 15, 2020, in Houston, TX. Travel arrangements must be pre-approved by CEF prior to booking any travel, and Instructors will be reimbursed at the Training Conference for all approved travel costs. All attendees will be offered the opportunity to volunteer with the National Challenge from June 15-16 and CEF will manage and cover hotel arrangements. If an Instructor is unable to pay up front for these expenses, arrangements can be made with CEF. CEF will coordinate accommodations and meals for Instructors. The Training Conference schedule and additional details will be provided after the cohort of Instructors has been selected.

Instructor Guidelines:

Instructors will sign a contract prior to the Training Conference and are expected to coordinate, schedule, and lead workshops upon completion of the Training Conference. **Certified Instructors must complete at least four qualifying workshops prior to December 31, 2021. A qualifying workshop is a minimum of one hour in length and has at least five educators in attendance and must have pre- and post-surveys submitted virtually for all participants.** (These are minimum qualifications but, note that workshops run best if they are 2-3 hours in length and have 15-30 participants.) Any workshop that does not meet the minimum requirements will not qualify as a completed Essential Elements workshop. After Instructors complete the initial four workshops and submit the required documentation, they will receive compensation as outlined in item 4.

Workshops must adhere to the following guidelines:

1. Prior to a Workshop

a. Instructor will be responsible for:

- Conducting outreach to generate community interest in workshops
- Securing a space for the workshop with the necessary A/V equipment
- Recruiting educators, schools, or districts to participate in workshops
- Inviting local industry sponsors to workshops (if applicable)
- Entering workshop information on the CEF website Upcoming Workshops page

- Providing materials for the workshop (costs of which will be reimbursed by CEF)
 - Updating CEF at least **two weeks prior** to workshop with participant estimates
- b. CEF will be responsible for:**
- Providing comprehensive training and support at the Training Conference and beyond
 - Enabling electronic access to all documents needed for a workshop, including PowerPoints, sign-in sheets, handouts, surveys, marketing and communications templates, and invoice forms
 - Sending YBTC giveaways and Activity Guide flash drives for workshop participants (2 weeks' notice from Instructor required)

2. Qualifying Essentials Elements workshop must:

- Be at least one hour in length
- Have at least five educators in attendance (more is encouraged)
- Incorporate:
 - A pre-workshop survey administered via computers and/or smart phones
 - An overview of CEF and its YBTC programs
 - A brief overview of the 5E learning model
 - Hands-on use of at least one YBTC Activity Guide experiment with an integrated discussion of the 5E learning model
 - A debrief of the 5E learning model
 - A post-workshop survey administered via computers and/or smart phones

3. The Instructor will provide the following documents to CEF within two weeks of the completion of a workshop. The items can be scanned and emailed, uploaded to Slack, or mailed to CEF:

- Completed sign-in sheets, including the full name, email addresses, and photo waiver signatures for all attendees
- Completed pre- and post-workshop surveys from all educators who attend the workshop; must be submitted online (in the event that paper surveys MUST be used, the Certified Instructor will be responsible for entering survey responses digitally)
- A minimum of five photos of the workshop in action
- A virtually submitted Instructor Post-Workshop Invoice Form
- Itemized receipts for supplies reimbursement (up to \$25/workshop unless otherwise approved by CEF)

4. Instructor compensation will be issued after the completion of four qualifying workshops, and following each subsequent workshop (after the first three). Certified Instructor compensation will be processed on a quarterly basis. Compensation is based on the following structure:

- Workshop setup and breakdown/follow-up rate of \$25/hour, which is capped at three hours per workshop.

- Workshop facilitation rate of \$40/hour, which is capped at four hours per workshop.
- In some cases, Instructors may incur significant travel expenses. All travel reimbursements must be approved *in advance* by CEF, and more information on potential reimbursable expenses will be outlined in the Certified Instructor Contract.

Other Responsibilities:

There may be times when an Instructor is interested in attending a local science education outreach event to promote YBTC programs or when CEF seeks representation at an event near an Instructor. In these circumstances, Instructors are welcome to attend if they so choose, to promote the YBTC programs, and *pre-approved* associated travel costs will be covered. Otherwise, the Instructor will not receive additional compensation from CEF for the Instructor's attendance at and/or participation in such events.

Additionally, local YBTC Challenge Organizers may ask to speak to educators at a workshop. Instructors are encouraged to work with the Local Organizers when possible for cross-promotion of YBTC programs and to help community members understand how to get involved.

Additional information regarding Certified Instructor Guidelines will be provided during phone interviews and at the Training Conference this summer. Please contact CEF's STEM Education Manager, Joseph Gusman, at jgusman@chemed.org for questions concerning the Essential Elements Certified Instructor program.