

Training: Instructor Selection, Qualification, and Authorization (ISQA) Form

Department: Knowledge Management

Program: Training

Owner: Program Manager, Paul Bloom

Authority: ES&H Manual, Chapter 24, Training

See Training: Instructor Certification Procedure for steps to follow.¹

Nomination

Based on my observations and evaluations of related job experience, I nominate this individual to teach the following ES&H course:

Instructor Candidate Name: _____

Course Name: _____

Course No. _____

Nominated by

Program Manager Name: _____

Date: _____ Signature: _____

Part I: Instructor Qualification

Qualification method:

Certification

Experience

Instructor Trainer Course

Part II: Technical Competency

Based on my consultation with the program manager and a review of prior training, education, and work experience I recommend this individual to teach the following ES&H courses:

ES&H Training Instructional Designer Name: _____

Date: _____ Signature: _____

Part III: Instructor Approval

Based on this individual's documented instructor qualification and technical competency, I authorize this individual to teach the aforementioned ES&H courses.

ES&H Training Program Manager Name: _____

Date: _____ Signature: _____

Part IV: Training Vendor Approval

Based on my assessment of this vendor's qualifications and technical competency, I authorize this vendor to teach the aforementioned ES&H courses.

ES&H Training Program Manager Name: _____

Date: _____ Signature: _____

¹ Training: Instructor Certification Procedure (SLAC-I-720-0A04C-003), <http://www-group.slac.stanford.edu/esh/eshmanual/references/trainingProcedInstructor.pdf>