

Giving Credit Where Credit is Due:

How To Ensure Instructors Records
Reflect Their Participation



Why?

Why does providing credit to instructor for their participation matter?

- Patroller X has been a dedicated patroller of her resort for the last 23 years. She is an OEC and ID Instructor. She made Senior 12 years ago and has been assisting with the exams for a majority of the years since. She has been nominated for a National Appointment.
- The Executive Committee reviews her application for a National Appointment. In review of her Member Profile, there is only a few entries for participation as an Instructor. This does not match with the application.
- Does she get the Appointment?

- Virginia Region needs a new Senior Program Administrator. Patrol Director X recommends Patroller S to the Regional Director.
- The RD reviews Patroller S's Member Profile. He has no record of participating as an Instructor in any Senior Clinic or Evaluation.
- Does he get appointed to the position?

- Every 3 years in order to be recertified, Instructors must actively participate as an Instructor.
- Instructor L is from Eastern Division. He transferred to Southern one season ago. He is due to be recertified as an Instructor.
- The Program Supervisor reviews his Member Profile. There is no evidence of his participation as an Instructor on his electronic file.
- Does he get recertified?

Why?

- Awards
- Nominations for Region/Division Positions
- Instructor Recertification



Who?

Who is responsible for making sure participation is reflected in an Instructor's Member Profile?

- a) Instructor Of Records (IORs)
- b) Patrol Representatives
- c) Administrative Its
- d) Instructors themselves.

answer: a) Instructor Of Records (IORs)

The ONLY way for Instructors to get credit on their Member Profile is for the IOR to include them on the registration.

Course Registration Form

Add

</

Finding Instructors' Patroller Numbers



Sign out Hi, Aileen P. Cassidy Cart



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Member Directory Instructions

You must provide at least one value in one field to search the directory.

Click on any column heading to sort by that column.

First Name Contains

Last Name

Find

Insert the name of your Instructor to identify his/her Patroller ID Number.

ID	Last Name	First Name	Patrol	Division
223532	Cassidy	Aileen	Wintergreen	SOUTHERN

Member Resources

[Pro Deals](#)[Online Store](#)[Online Courses](#)[New Member FAQs](#)[Forms and Documents](#)[Governance](#)[Board Info](#)[Division Program Supervisors](#)[Member Directory](#)

IOR: Include Your Instructors!!!

- If you do not know your instructors when course is registered, you can return and **EDIT** the registration BEFORE the course is closed.
- Do NOT close your course until you have verified your Instructors have been included on your registration.

As a back up... D) Instructors Themselves

- Instructors can log their own Instructor Activity into the NSP website.
- This is a self-reporting system and at this point, can not be accessed by any one other than the instructor.
- It does NOT reflect on your Member Profile.

Instructor Self-Logging of Teaching Activity

The screenshot displays the National Ski Patrol website. At the top, there is a header with the National Ski Patrol logo on the left, and links for "Sign Out", "Hi, Aileen", and "Cart" on the right, along with a "Keyword Search" box. Below the header is a dark blue navigation bar with the following menu items: "ABOUT US", "MEMBER RESOURCES", "PROGRAMS", "MEDIA", "SAFETY", and "GET INVOLVED". The "MEMBER RESOURCES" menu is expanded, showing a list of options: "Pro Deals", "Online Store", "Customer Care", "Education Resources", "Instructor Resources", and "Forms and Documents". The "Instructor Resources" option is further expanded, showing "OEC Instructors", "OET Instructors" (which is circled in red), and "Instructor Activity Log". To the right of the navigation bar, there is a "Member Resources" section with a list of links: "Pro Deals", "Online Store", "Customer Care", "Education Resources", "Instructor Resources", and "Forms and Documents".

NATIONAL SKI PATROL

Sign Out Hi, Aileen Cart

Keyword Search

ABOUT US MEMBER RESOURCES PROGRAMS MEDIA SAFETY GET INVOLVED

Member Resources

Pro Deals

Online Store

Customer Care

Education Resources

Instructor Resources

Forms and Documents

Course Tools

OEC Instructors

OET Instructors

Instructor Activity Log

Online Learning

Online Instructor Activity Record Keeping

- Although this data cannot be accessed by the IT for that patrol, the RPA/ROA or even the Division Supervisor, we suggest that all Instructors utilize this Logging option.
- If there is any question regarding you individual Instructor Activity, you will have an organized report of all your activity.

Member Profile: Instructor Activity

- Instructors can view their official “Instructor Activity” via their individual Member Profile as a comparison to their records.
- At the very bottom of the Member Profile is a field “My Instructor Participation.”
- This will only reflect courses IORs identified you as an instructor since the launch of the new computer system (August 2016).

My Instructor Participation - Closed Events			Export ▾
<u>Date</u>	<u>Course Code</u>	<u>Course Title</u>	
12/1/2016	S02316007	Toboggan Refresher	
8/13/2016	S00416002	Instructor Continuing Education Clinic - OEC	

Ideally, this should become more reflective of an Instructor's true "Instructor Activity" as IORs become more consistent with their reporting.

This record keeping will be accessed by leadership to support awards, nominations for Regional/Division roles, and for Instructor recertification purposes.