**INSTRUCTOR OF RECORD TO DO LIST – OEC CLASS & CHALLENGE CLASS**

**INSTRUCTOR OF RECORD TO DO LIST – OEC CLASS & CHALLENGE**

 Schedule Class

 Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Register Course with National Office

Course number assigned by National Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ OFF SITE course only – request Certificate of Insurance for venue Host

 Purchase Materials (Books)

 Develop Syllabus

 Assign Instructors

 Send copies of Syllabus and Instructor assignments to assigned Observing Instructor Trainer

**\*\*\* SUBMIT FEES WITHIN 30 DAYS OF START OF COURSE**\*\*\*

**Be sure to reference course number**

**Fees are based on actual number of attendees**

 National Office ($60 pp NSP member, $300 pp Associate member)

 Division Fee of $ \_\_\_\_\_\_ pp

 Return excess Materials (books) to National Office for credit / refund.

 Receive Final Exam Materials (Written and Practical)

NOTE: you will not receive these until you send your fees to National!

**\*\*\*COORDINATE FINAL EXAM\*\*\***

 Select Written Exam A or B

 Schedule Written Exam

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notify assigned Observing Instructor Trainer of Written Exam information

 Select Practical Exam A or B

 Schedule Practical Exam

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notify assigned Observing Instructor Trainer of Practical Exam information

 Assign Examiners

 Conduct Written Exam

 Conduct Practical Exam

 IF NECESSARY / ALLOWABLE – schedule “retest” in accordance with policies as

 outlined in 14.2.2.B of the National Ski Patrol Policies & Procedures Manual

**\*\*\*Submit Course Completion Documentation\*\*\***

 Send Course completion record to National Office

**\*\*Be sure # participants matches # fees submitted at start of course!\*\***

(See addendum on handling “Incomplete” status of participants)

 Send original participant evaluation forms to National Office

 Send Copy of Course Completion Record and summary of evaluations to:

 Assigned Observing Instructor Trainer

 Patrol Director

 Regional OEC Administrator

 Division OEC Supervisor