



# NATIONAL AND/OR LOCAL\* INSTRUCTOR APPLICATION

*\*The term "Local" applies to both Chapter Education and In-house Training*

Upon reviewing all portions of the National and/or Local Instructor Application Packet you will note that there are very specific requirements that must be fulfilled in order to become a DHI Instructor at any level. It is a high priority for both the Education Council (EC) and Staff that we create a consistently high level of quality for all facets of DHI education (class materials, curriculum, Instructor selection, etc.). Therefore, we have been making changes/improvements to several elements of our processes including the updated Instructor Application.

Please read (with great care) the requirements for each part of the application. All requirements apply to those interested in teaching at the National level and/or Local level.

There are a number of modifications that we are excited to introduce into our application process, including but not limited to:

- Requiring the successful completion of the Challenge Exam the class the Instructor wishes to teach (as well as any applicable prerequisite class Challenge Exams)
- Requiring the successful completion of the Instructor Expectations packet and corresponding assessments

To provide a brief explanation for why these two items are particularly valuable, Staff and the EC need a great deal of help with thoroughly reviewing the curriculum and exams for each of our courses. The Instructor Expectation packet emphasizes this need as well as provides directions for how to best present Staff with feedback. In support of this quest, we also need the Instructor applicant to put themselves in the position of the student, which can best be done by signing up for a (free) Challenge Exam and using only the student manual (and available supporting documents) to complete the exam. Adding this step to the preparatory process will highlight missing content, vaguely written questions, etc. that may have been otherwise overlooked.

We had hoped to run face-to-face sessions of what is covered in the Instructor Expectations packet, however, the logistics of coordinating these meetings proved to be very challenging. That being said, we understand that some of the information may need further explanation and Staff is more than happy to answer any questions that you may have pertaining to sections of the packet.

We understand that the modified preparatory requirements will take additional time to complete and we hope to make it worth your while by offering the following incentives:

- The Challenge Exams will be free of charge as long as they are requested with the intent of teaching the class in the near future (within 18 months). Passing the exam and teaching the class will allow you to earn credit that will stay in your record.
- If you are applying to teach and are a certified consultant (AHC/CDC/EHC/AOC), you are required to participate in DHI's Continuing Education Program (CEP). Taking and passing a Challenge Exam will earn you a significant amount of CEP points. The formula for calculating your points is: For each hour of class time a Challenge Exam is worth, 1 CEP point will be earned. *Example: COR120 is a 2-day class and there are 8 hours in a class day. Therefore, the 16 hours of class time would translate to 16 CEP*

points earned for passing the COR120 Challenge Exam. Please note that the tracking and documenting of earned CEP points is the responsibility of the Instructor.

- Taking the Challenge Exam (and applicable prerequisite Challenge Exams) requires the Instructor to focus on the class material, exam questions, and answer options from the viewpoint of a student. Therefore, Instructors who go through this process will be better able to deliver the class information to students. This preparatory step will make the Instructor more comfortable presenting the material, while also increasing the value of the education the student is receiving.

**Please see the checklist below for the specific items due and their respective due dates, which will be dependent on the Instructor’s intent of becoming eligible to teach at the Local level only or with the intent of National Instructor consideration. All items need to be completed in full and turned in on or before their specific due dates. Completing the assignments in full and meeting the respective deadlines are critical to the application’s approval.**

Thank you in advance for taking the time to review all items within the forms that follow.

We hope that you have a wonderful and enriching experience as a DHI Instructor whether it be Nationally or Locally.

Sincerely,

Courtney Starkey, M.Ed.  
Director of Education

National and/or Local Instructor Applicants	
Items Due	Due Date
<p><b>“Check off” items listed below. Once completed, please fax, mail, or e-mail the items.*</b></p>	
<p>Requirements &amp; Policies: <b>3 pages to be submitted</b></p>	<ul style="list-style-type: none"> <li>• All items listed are due <u>a minimum of 90 days prior</u> to a <b>National</b> School if the applicant is interested in teaching at that National School.</li> <li>• All items listed are due <u>a minimum of 30 days prior</u> to a <b>Local</b> class (Chapter or In-house) if the applicant is interested in teaching that Local class.</li> </ul> <p><b>Send to:</b> <b>703.222.2410 (fax) --OR-- education@dhi.org</b></p>
<p>Required Agreement Information: <b>9 pages</b> (applicants will need to refer to the “Instructor Expectations Packet” in order to complete this section)</p>	
<p><b><i>If needed</i></b>- Cont. Ed. Program Application</p>	
<p><b><i>If needed</i></b> - Membership Application</p>	

\*Once all items have been turned in and approved, applicants will be notified that their requisite Challenge Exams have been turned on and are ready for the applicant to take at his/her earliest convenience.

**ATTENTION LOCAL INSTRUCTORS**

**Modifying class materials is strictly prohibited, this includes developing your own supplementary material, such as “homemade” PowerPoint Presentations, additional technical literature, etc. Should the need for these additional items be necessary, please notify Staff and the approved suggestions will be incorporated into the curriculum in time for the next edition of the manuals/materials (new editions will be released each year at the beginning of the calendar year).**

# National and/or Local Instructor Application Requirements and Policies



**Door and Hardware Institute**  
 14150 Newbrook Dr., Suite 200  
 Chantilly, VA 20151-2232  
 T: (703) 222-2010 F: (703) 222-2410  
 www.dhi.org

This application is for both National and Local (Chapter/In-house) Instructors. Please note in the check boxes below if your intent is to teach Nationally only, Locally only, both Nationally and Locally, and if you are willing to travel in order to help out a Local session that is outside of your immediate area (as well as how far you are willing to travel).

- National education only
- Local education only
- National & Local
- Willing to travel to \_\_\_\_\_
- Please put my name on a "public" list of Instructors for Chapters to choose from
- Please keep my name private (for DHI use only)

## APPLICANT INFORMATION

First Name	Last Name	Certifications (if applicable)	Title	
Company Name				
Mailing Address	City	State/Province	Zip Code	Country
Phone	Fax	E-mail		

### DHI MEMBERSHIP (Required for All Instructors)

Are you a current DHI Member?

- Yes, my DHI member number is \_\_\_\_\_.
- No, but I would like to apply for membership at this time. Also enclosed is my application for Individual Membership.

### CEP STATUS (Required for Instructors with Certifications)

Are you current in your Continuing Education Program points?

- Yes, and my up-to-date CEP records will be on file.
- No, but I would like to apply to begin the CEP at this time. Also enclosed is my application for the Continuing Education Program.

## CHALLENGE EXAM REQUIREMENTS

In order to teach a class, there are requirements that must be met. Once such requirement is that the applicant will need to take and successfully complete the course's complimentary Challenge Exam. Should the selected class have one or more prerequisite, the Challenge Exam(s) for the prerequisite class(es) will need to be successfully completed as well.

**FROM THE LISTINGS BELOW: Please check the box next to the course(s) you are available to teach.**  
*If applicable, please be sure to check the box requesting your selected course's prerequisite class(es).*

AVAILABLE TO TEACH	PREREQUISITE CHALLENGE EXAM NEEDED	AVAILABLE TO TEACH	PREREQUISITE CHALLENGE EXAM NEEDED
<input type="checkbox"/> COR103 - Understanding & Using Construction Documents*	<input type="checkbox"/>	<input type="checkbox"/> AHC220 - AHC Exam Prep	
<input type="checkbox"/> COR113 - Architectural Hardware and Applications		<input type="checkbox"/> CDC300 - Using Door and Frame Standards	
<input type="checkbox"/> COR120 - Door and Frame Applications		<input type="checkbox"/> CDC305 - Detailing Doors and Frames*	<input type="checkbox"/>
<input type="checkbox"/> COR125 - Takeoff and Estimating*	<input type="checkbox"/>	<input type="checkbox"/> CDC310 - Writing Door and Frame Specifications*	<input type="checkbox"/>
<input type="checkbox"/> COR133 - Electrified Architectural Hardware		<input type="checkbox"/> CDC315 - CDC Exam Prep	
<input type="checkbox"/> COR140 - Using Codes and Standards		<input type="checkbox"/> EHC400 - Drawings for Electrified Hardware Systems	
<input type="checkbox"/> COR145 - Principles of Specification Writing		<input type="checkbox"/> EHC405 - Access Control and Electrified Hardware Systems*	<input type="checkbox"/>
<input type="checkbox"/> COR153 - Installation Coordination and Project Management*	<input type="checkbox"/>	<input type="checkbox"/> EHC410 - Installing and Troubleshooting Electrified Hardware Systems & Access Control Devices*	<input type="checkbox"/>
<input type="checkbox"/> COR160 - Material Purchasing Concepts		<input type="checkbox"/> EHC415 - Writing Electrified Hardware Systems Specifications*	<input type="checkbox"/>
<input type="checkbox"/> COR165 - Professional Sales		<input type="checkbox"/> EHC420 - EHC Exam Prep	
<input type="checkbox"/> AHC200 - Masterkeying		<input type="checkbox"/> ELT500 - Aftermarket Sales and Building Renovations	
<input type="checkbox"/> AHC205 - Detailing Hardware*	<input type="checkbox"/>	<input type="checkbox"/> ELT505 - Effective Management of Employees	
<input type="checkbox"/> AHC207 - Advanced Detailing Hardware*	<input type="checkbox"/>	<input type="checkbox"/> ELT510 - How to Develop and Retain Customers	
<input type="checkbox"/> AHC215 - Writing Hardware Specifications*	<input type="checkbox"/>	<input type="checkbox"/> ELT515 - Using BHMA Product Standards	
* This class has one or more prerequisite. Please see DHI's online Education Resource Guide (www.dhi.org) for a full listing of the class prerequisites.		<input type="checkbox"/> DAI600 - Fire and Egress Door Assembly Inspection	

**Signature.** By signing this application, I certify that all information provided to the Door and Hardware Institute is correct and accurate. I am also confirming that I have read and agree to comply with the attached policies.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Mail Application to:** Door and Hardware Institute • 14150 Newbrook Dr., Suite 200 • Chantilly, VA 20151-2232 • F: (703) 222-2410

## Instructor Selection

A prospective Instructor for DHI's education (National and/or Local) is required to meet the following criteria:

- Be an individual member of DHI in good standing.
- Be an active member of DHI's Continuing Education Program (CEP), if certified.
- Have specific expertise in the subject matter he/she is instructing.
  - Instructor applicants must be AHCs in order to be approved to teach AHC level classes (the same applies for CDCs/CDC classes and EHCs/EHC classes). It is understood that there may be exceptions that will need to be made regarding this requirement. Situations of this nature will be addressed on a case by case basis.
- Able to communicate effectively with the students. For example:
  - Be comfortable speaking in front of groups.
  - Be able to tactfully deal with challenging students.
  - Keep students actively engaged.
  - Understand and interpret questions properly.
  - Demonstrate thorough general industry knowledge.
- Follow established lesson plan(s) for each course he/she instructs (including being well prepared to instruct the class as well as being able to provide specific feedback to DHI for improving the course material).
- Successfully complete the Instructor Expectations Packet and the corresponding assessments.
- Submit the completed application and fulfill the educational requirements (Challenge Exams, CEP participation, etc.) within the deadline established for the next school at which he/she would like to instruct.

A prospective Instructor is required to submit all requisite items to be considered for a DHI Instructor position. Staff will review the Instructor application and, once approved, assign the Instructor as permitted to teach the course(s) for which he/she is applying.

## Instructor Responsibilities and Conduct

DHI's Education Council (EC) has determined the curriculum for each course. An Instructor is charged with following the established curriculum and lesson plan for his/her respective course(s). The Instructor is not permitted to deviate (e.g., add to, take away from, or otherwise modify the course curriculum) from the formal course curriculum. Should the Instructor have a suggested modification, Staff is happy to consider the change provided it is suggested at least three months prior to the end of the calendar year (corrections to course materials, regardless of the month, need to be submitted to DHI Staff immediately upon discovery).

Each course will have two or more Instructors. For classes with two Instructors, at least one must be present in the room at all times. For those that have more than two Instructors, at least two Instructors must be present in the classroom at all times. Ideally, all Instructors will remain in the classroom during the entire class time. This rule is essential as it provides optimal support to the students.

An Instructor is expected to adequately prepare for his/her presentations prior to start of the course session. This preparation includes being familiar and comfortable with all handouts, exercises, etc., associated with the course material.

Instructors are encouraged to draw on their personal industry experiences when presenting the material to the class, as these experiences will help to illustrate relevant points. Instructors are requested to differentiate between expressions of opinion and substantiated knowledge when discussing methods, products, and services. Instructors are required to refrain from making derogatory comments regarding the state of the distribution channel (e.g., manufacturers vs. distributors, distributors vs. sales agents, or any combination thereof). Likewise, derogatory comments toward other DHI Instructors, Instructor teams, DHI Staff, and/or DHI Leadership are not acceptable and will result in the suspension of those condoning the infraction.

Instructors are representing DHI and are expected to comport themselves accordingly. Humor, appropriately interspersed into the lesson, is an essential tool in imparting knowledge to the students. However, the use of foul language, lewd comments, and demeaning or degrading commentary in any format is not permitted under any circumstance.

As representatives of DHI, Instructors must remain conscious of their role in the teacher/student relationship at all times. Accordingly, Instructors are discouraged from participating in activities or behavior that compromises the integrity of DHI's reputation. Such activities and behavior include: promising or guaranteeing students' success; inappropriate fraternization; and, accepting alcoholic beverages from, or purchasing alcoholic beverages for students.

Also in support of representing DHI in a professional manner, “after hours” behavior must be taken into account. It is required that Instructors refrain from any unruly conduct. This includes, but is not limited to, drinking in excess, discussing “after hours” details during the class day (including during breaks, before class, etc.), and spending exorbitant amounts of time participating in “after hours” activities that could be better used for the purposes of preparing for the next day’s instruction and getting plenty of rest to increase your effectiveness while instructing.

Instructors are responsible for maintaining a proper learning environment in their classrooms. Disagreements between Instructors must be resolved quickly, outside of the classroom, and clarified in the classroom once resolved.

Instructors are required to refrain from endorsing or degrading products at any time during class sessions. Occasionally, it will be necessary to discuss specific products in order to emphasize a feature or function. In this situation, Instructors are required to acknowledge the reason they are addressing a specific product.

### **National Instructor Service Awards**

National Instructors earn service awards on a 5-year basis (e.g., 5, 10, 15, 20 years). To qualify, Instructors must teach a minimum of 16 hours, at a DHI sponsored event, during a calendar year.

Instructors earn eight hours worth of DHI’s National Education for each 40 hours they instruct. (This offer does not apply to DAI600.) Once earned, only the Instructor or someone within the Instructor’s company, with the Instructor’s authorization, may redeem these credits. Otherwise, these credits are non-transferable, unless approved by the Education Council. These credits cannot be sold. Instructor credits cover the cost of class tuition only; travel arrangements, hotel accommodations, and other associated costs are not covered.

### **National Instructor Expenses**

DHI will reimburse National Instructors for normal travel expenses (e.g., economy class airline tickets, parking, taxi, etc.) incurred when traveling to and from DHI class sessions. Airline travel expenses are limited to *basic economy class fares*. For instructors who choose to drive to the school, mileage will be reimbursed up to the cost of economy class airline fares. Instructors are responsible for making their own travel arrangements.

DHI’s Meetings and Conferences Department will make hotel room reservations based on the dates the Instructor submits on his/her Event Response Form. DHI will cover the charges for room and tax (for the pre-approved nights). Instructors will be given a per diem allowance to be used for meals and other incidentals. Costs exceeding the per diem allowance will be borne by the Instructor.

Expense reports must be submitted within **30 days** of the end of the class session. Original receipts, cancelled boarding passes, and other supporting documentation must be included with each expense report. (Rental cars or any other expenses not listed in the Instructor Reimbursement Guidelines will not be covered by DHI.)

***Thank you for taking the time to thoroughly review the Instructor requirements laid out above. Please turn back to page 1 of this section of the Instructor Application Packet and provide your signature to verify your understanding of and agreement with the conditions necessary to qualify as a DHI National and/or Local Instructor.***

# DHI Instructors: Required Agreement Information



Door and Hardware Institute

14150 Newbrook Drive, Suite 200  
Chantilly, VA 20151-2232

703/222-2010 • f: 703/222-2410 • www.dhi.org

Name: \_\_\_\_\_

DHI Member Number: \_\_\_\_\_

## **Volunteer Conduct Agreement:**

I certify that I have read and understand the attached volunteer conduct letter from DHI's counsel, James S. Wilson, Esq. (See next page.)

## **Course Materials Confidentiality Agreement:**

I hereby certify that I am a member in good standing of DHI.

I promise to keep all details and information descriptive of any assessment/exam confidential. I will not divulge any details or information to any person whether or not the person is a member, potential member, or former member of the Institute.

I understand the violation of this confidentiality agreement may result in termination of my good standing and/or other remedies upon review by the Education Council and approved by the Board of Governors.

## **Free Challenge Exam(s) Terms and Conditions:**

An Instructor applicant may request free Challenge Exams for classes that he/she is intending to teach.

Challenge Exams are to remain free of charge if the Instructor fulfills his or her commitment to teach the requested class(es) within 18 months of taking and passing the exam.

If the classes are not taught at least once (on the National or Local level) within the 18 month window, then the current Challenge Exam fee is owed by the Instructor, or class credit earned must be voided.

Please request only the Challenge Exams of classes that you will be able to teach within 18 months of the time that you take and pass the Challenge Exams.

## **"Instructor Expectations" Packet and Assessments:**

I certify that all assessments provided herein, to the Door and Hardware Institute, are complete and the sole work of the applicant. (See the following pages that refer to the Instructor Expectations Packet.)

## **Instructor Q&A Résumé:**

I certify that all information provided herein, to the Door and Hardware Institute, is accurate. (See final page.)

## **Signature**

By signing below, I certify that I have read, understand, and agree to the terms of the statements above.

Signature of Applicant: \_\_\_\_\_

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

Please mail or fax your application to:  
DHI's Education and Certification Dept.  
14150 Newbrook Drive, Suite 200  
Chantilly, VA 20151  
Fax: 703/222-2410

LAW OFFICES  
**WEBSTER, CHAMBERLAIN & BEAN**  
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CHARLES M. WATKINS  
HEIDI K. ABEGG  
DAVID M. ABRAHAMS  
JOHN R. STROUT  
SARAH E. MOONEY

GEORGE D. WEBSTER (1921-1996)  
CHARLES E. CHAMBERLAIN (1917-2002)  
OF COUNSEL  
J. COLEMAN BEAN  
KENT MASTERSON BROWN\*

\*NOT ADMITTED TO DC BAR

December 4, 2009

**Statement of Legal Counsel to  
Door and Hardware Institute (DHI)**

Dear DHI Instructor:

Students and others at educational sessions of the Door and Hardware Institute (DHI) may view you and the other instructors as representatives of DHI. Therefore, DHI takes very seriously how you conduct yourself as an instructor at DHI educational sessions and events.

Accordingly, DHI expects all instructors to comply with all DHI instructor requirements, policies and materials, as adopted and amended by DHI from time to time. This includes, without limitation, the Instructor Expectations Packet and Addendum, Classroom Rules, Instructor Application and Instructor Agreement. You should regularly review the foregoing and all other applicable DHI policies, both to refresh your memory and because DHI may modify the same from time to time.

If you have any questions about DHI's instructor requirements, please direct them to the appropriate DHI staff member immediately.

Yours very truly,

WEBSTER, CHAMBERLAIN &  
BEAN, Legal Counsel to DHI

By: \_\_\_\_\_

  
James S. Wilson



NAME \_\_\_\_\_

## Instructor Expectations Packet - Exam\*

**\*Please closely review the packet and answer the following questions. All answers need to be thorough and accurate in order to "check off" this item, which is required to be a DHI Instructor (National, Chapter, or In-house).**

1. When an Instructor makes a connection between two separate concepts in a class manual, this is called a \_\_\_\_\_ connection.

2. Where can Instructors find the exam questions within the Instructor Manual (*other than* the Exam Review at the beginning of the book). \_\_\_\_\_

\_\_\_\_\_

3. What are the three categories of students that are typically found in the classroom?

\_\_\_\_\_

\_\_\_\_\_

4. Of the three aforementioned categories, which one can be used as a helpful resource and how so?

\_\_\_\_\_

\_\_\_\_\_

5. **A)** What are the ways that Staff plan to touch base with the Instructors throughout the day? (Hint: This could include time *before* class.) **B)** Also, what is the method in which Instructors should contact Staff during the class day?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What should you ask yourself when determining if an image should become a transparency?

\_\_\_\_\_

7. Please provide two or more strategies for encouraging note taking and/or making it more effective. \_\_\_\_\_

\_\_\_\_\_

8. Should you need to speak with a student about their behavior, tardiness, etc. (assuming you are comfortable speaking with them), what are the three goals for the best way to conduct this conversation? \_\_\_\_\_

\_\_\_\_\_

9. At the beginning of class, please make sure that the students are in the correct class. This information can be found on the back of \_\_\_\_\_.  
*(Note: please use this source of information in addition to the Attendance Sign-In Sheet and the Roster. Also, please be aware that if a last-minute change in registration occurred, that each of these resources can become outdated since they are printed a few days before the school starts.)*

10. Please list at least four items that you should look for within the Instructor Manual.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. If one of the aforementioned items is missing or incomplete/insufficient, when should you provide DHI Staff with your suggestions for completing the item? \_\_\_\_\_

12. If you do not know the answer to a student's question (which we understand will happen from time to time), what is the best way to handle the situation? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. When demonstrating a concept to the students, it is very important that the students first be shown how to correctly solve a similar problem rather than having them immediately guess at the right answer. Why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. What are the main points to emphasize to the students regarding Classroom Rules 1 and 2?

\_\_\_\_\_

15. Excellent Instructors are also \_\_\_\_\_.

16. \_\_\_\_\_ is the foundation for successful teaching. With that in mind, what is the very useful tool that we suggest your teaching team utilize to better prepare (as a team) for an upcoming class? \_\_\_\_\_

17. Who should you empathize with when trying to figure out how to best present the material to the students? \_\_\_\_\_

18. What is the minimum amount of time Staff needs in order to incorporate your suggested curriculum edit(s) into the manuals for an upcoming school? \_\_\_\_\_

19. Why do you believe the end of class exam questions are vitally important? \_\_\_\_\_

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20. How do you think you can best help DHI achieve the goals that have been laid out in the Instructor Expectations packet? \_\_\_\_\_

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21. Please provide us with a quick list of your expectations for teaching. These expectations may include those for yourself, other instructors, DHI, etc. \_\_\_\_\_

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22. Please share with us a list of three (or more) pieces of information from the Instructor Expectations Packet that you found to be valuable to know. \_\_\_\_\_

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NAME \_\_\_\_\_

## Instructor Expectations Packet - Fun\* "Class Exam"

*\*The following assessment is meant to reinforce points made in the packet in a light-hearted fashion.  
Enjoy!!!*

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1. If there is confusion regarding any aspect of the class you are to teach, the best source of information is:
  - A. DHI staff and/or the instructors DHI staff refer you to
  - B. Al Gore
  - C. Reading the instructor manual until you are blue in the face
  - D. A psychic
  
2. When working with DHI to write or edit a class exam question you should:
  - A. Avoid writing answer options that give the answer away (*see Question 1 of this exam*)
  - B. Word the question and answers so that they are clear in their meaning
  - C. Double check your work to ensure that the correct answers *are actually correct*
  - D. All of the above
  
3. Which of the following is the *most* accurate method of grading the student exams?
  - A. Instructors grade only the topics they thoroughly covered in the class
  - B. A DHI staff member grades all of the exams by hand
  - C. A DHI staff member grades all of the exams using Scantron technology
  - D. Students grade their own exams during the exam review
  
4. One of the most important goals for DHI education is:
  - A. Teaching to the test
  - B. Improving consistency
  - C. Maintaining the status quo
  - D. Generating more homework
  
5. It is very important for the instructor to:
  - A. Maintain a conscious effort to cover all of the speaker's notes during the class
  - B. Read the instructor manual cover to cover well before the first day of the class
  - C. Clear up any confusion regarding the curriculum by speaking with a DHI staff member
  - D. All of the above
  
6. What is the percentage of information directly pertaining to test questions that will eventually be found preprinted in the student manual?
  - A. 80%
  - B. 85%
  - C. 33%
  - D. 100%
  
7. DHI staff view instructor's suggestions regarding the classes to be:
  - A. Extra work
  - B. Essential to the classes developing and improving
  - C. Adorable
  - D. Unnecessary
  
8. The foundation of successful teaching is:
  - A. Morning coffee
  - B. A degree in public speaking
  - C. Preparation
  - D. Wearing a suit

9. What is the best type of response when you do not know the answer to a student's question?
  - A. Just make up an answer... the students will never notice!
  - B. Be honest... and make a teaching moment out of it
  - C. Have the students watch as you silently read through your material searching for the answer for several minutes
  - D. Pretend you did not hear the question
  
10. As you begin to administer the end of class exam:
  - A. Be sure to follow the "Exam Alert" instructions
  - B. Mentally checkout because the students no longer need you
  - C. Converse loudly with your fellow instructor during the instructional downtime
  - D. Make up your own procedures since you *know* the students' needs
  
11. Because instructors have a great deal of influence on the students, their responsibilities include:
  - A. Keeping comments positive
  - B. Remaining objective and unbiased when addressing a competitor's products
  - C. Maintaining a "safe" learning environment
  - D. All of the above
  
12. Keeping students engaged during the lesson is:
  - A. Too challenging
  - B. Overrated
  - C. For elementary-aged pupils
  - D. Critical for understanding and retaining information
  
13. When developing and/or teaching a lesson:
  - A. Use a variety of instructional techniques (lecture, hands on, small group, etc.)
  - B. Just focus on giving the students the facts
  - C. Make the material so challenging that only the instructors could pass the class exam
  - D. Ignore the LOS's and focus on what you *know* is important information
  
14. When an instructor secretly "modifies" the student manuals and/or other teaching materials:
  - A. DHI staff may experience a spike in their blood pressure ☺
  - B. Students are thrilled to have pages missing from their student manuals
  - C. An opportunity to modify the material in a professional manner is lost for that class session
  - D. The consistency we are trying to achieve is enhanced
  
15. Keeping DHI "in the loop" when you want to modify any facet of the class:
  - A. Is beneficial for everyone involved
  - B. Is beneficial for everyone involved
  - C. Is beneficial for everyone involved
  - D. All of the above
  
16. Keeping students engaged means you must:
  - A. Tell your favorite jokes
  - B. Talk really loudly
  - C. Maintain active participation
  - D. Read straight from the Instructor Manual Speakers' Notes (as if they are a script)
  
17. When making edits within the instructor manual:
  - A. Label the front cover with your name, flag edits with sticky notes, and give your suggestions to DHI staff immediately following the end of the class
  - B. Keep your suggestions to yourself
  - C. Address your suggestions the day before your class starts
  - D. None of the above

18. When a student has a challenging personality:
- A. Get pleasure from imagining how badly he/she will fail the class exam
  - B. Rise to the occasion and continue to successfully teach the material
  - C. Allow them to disrupt the learning process
  - D. Allow them to influence your mood
19. Taking advantage of a “teaching moment” can:
- A. Distract the students
  - B. Make you lose your train of thought
  - C. Create an awkward silence
  - D. Turn a potentially negative situation into a positive and enriching experience
20. Once your teaching application is accepted by DHI:
- A. You are “in” for life
  - B. Mentally prepare for the windfall of income ☺
  - C. You will still need to maintain your status by closely following the items required and/or recommended in the Instructor Expectations Packet as well as in the Instructor Application Packet.
  - D. Celebrate
21. When preparing a lesson, put yourself in the \_\_\_\_\_ shoes.
- A. Most comfortable
  - B. Students’ and new Instructors’
  - C. Cleanest
  - D. All of the above
22. Excellent instructors are also:
- A. Hilarious
  - B. Doctoral candidates
  - C. Morning people
  - D. Lifelong learners
23. Whether an instructor is new or experienced, they should feel comfortable:
- A. Speaking in front of the class
  - B. Asking questions of DHI staff as well as other instructors
  - C. Brainstorming new instructional ideas
  - D. All of the above
24. DHI wants the instructors to:
- A. Know that their time, expertise, and efforts are truly appreciated!!!
  - B. See answer “A”
  - C. See answer “A”
  - D. See answer “A”
25. Congrats! You have just:
- A. Expanded your breadth of knowledge!
  - B. Done a wonderful job!
  - C. Finished your test!
  - D. All of the above!



## Instructor Q&A Résumé

Please provide the information requested.

NAME \_\_\_\_\_

1. Explain your interest in becoming a DHI Instructor.

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2. Qualifications that are directly related to becoming a DHI Instructor:

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3. Number of years in the industry: \_\_\_\_\_

4. Experience with DHI Education (as a student and/or as an Instructor):

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5. If you are not a DHI consultant (AHC, CDC, EHC, or AOC), when do you plan to become certified and in which area? If there is no plan to become certified, please explain. If you are already a consultant and hope to earn an additional DHI certification, please explain:

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If more space is needed for any of the above questions, please feel free to attach an additional page of information when you submit your application. You may attach your professional résumé as well.