



National and/or Local Instructor Application Process

Since the inception of technical classes under the American Society of Architectural Hardware Consultants (ASAHC) and the later founding of the Door and Hardware Institute, DHI's classes have been led by a cadre of dedicated volunteers who come from all facets of the architectural openings industry.

A pedagogically-minded and giving spirit is the foundation of DHI's training program. This encompasses the classroom Instructors, their employers and those who donate their time to build and/or modify our ever changing curriculum. While the names and faces of our volunteers have changed over time, the qualities our Instructors share remain very consistent. Commitment, dedication, enthusiasm, excellence and professionalism are the core attributes of a DHI Instructor.

The application process below is necessary to teach at the local or national level. For more information on becoming an Instructor, please contact us at education@dhi.org.

Application Process:

- Read *Instructor Selection Criteria, Requirements and Benefits*
- Fill out and return the *Instructor Application* and the *Instructor Volunteer Agreement* to:

DHI
14150 Newbrook Dr., Suite 200
Chantilly, VA 20151-2232
F: 703/222-2410

- Timing/Approval Status
 - Please allow 30 days for approval for local/chapter Instructors
 - Please allow 90 days for approval for National schools

Selection Criteria, Requirements and Benefits for a DHI Instructor

What does it take to be a DHI Instructor?

- Be an individual member of DHI in good standing.
- Hold the credentials that are achieved in the course of study to be taught (AHC, CDC, or EHC for example). Occasionally, Non-Credentialed Specialists with specific expertise are called upon to conduct classes.
- Be an active member of DHI's Continuing Education Program (CEP), if certified.
- Have specific expertise in the subject matter of a course, as well as thorough general industry knowledge.
- Able to communicate effectively with the students.
- Follow established lesson plan(s).
- Able to commit the time needed to be well prepared to instruct a course.
- Willing to provide specific feedback to DHI for improving the course material following the class.
- Submit a completed application to the DHI Education Department for review within the deadline established for the next school at which he/she would like to instruct. (30 days local school/90 days national school)
- For Instructor Candidates or Non-Credentialed Instructors, in order to qualify to teach a class, one of the following requirements must be met:
 - Successful completion of the "current" version of the course (i.e., the course since updated in 2009 or later)
 - Successful completion of the course's complimentary Qualification Exam. All Student and Instructor materials are sent along with the Qualification exam with the exception of the Qualification Exam answer key. The purpose of the Qualification Exam is simply to confirm familiarity with the current material taught in a class.

Instructor Benefits

- National Instructors earn service awards for every 5 years teaching. To qualify, Instructors must teach a minimum of 16 hours at a DHI sponsored event during a calendar year.
- Instructors earn education credit toward eight hours' worth of DHI education for each 40 hours they instruct. Once earned, only the Instructor or someone within the Instructor's company, with the Instructor's authorization, may redeem these credits - redeemable within 5 years of credits earned. 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. These credits are valid for up to 5 years.
- Volunteering as an Instructor at both the National and Local level also earns CEP points at a rate of 4 points per hour of instruction.

National Instructor Expense Reimbursements

- 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. For Instructors who choose to drive to the school, mileage will be reimbursed at the current IRS rate up to the cost of economy class airline fares. Instructors are responsible for making their own travel arrangements with the exception of hotel room reservations.
- Hotel room reservations are made by DHI's Events Department based on the dates the Instructor submits on the Instructor Response Form. DHI covers the charges for room and tax for the pre-approved nights. Instructors are given a per diem allowance (except at the National Conference Center, Lansdowne, VA location) to be used for meals not provided by DHI and other incidentals. Costs exceeding the per diem allowance will be borne by the Instructor.
- Specific Instructor Reimbursement Guidelines are provided to Instructors prior to each class.

Instructor Responsibilities

- Instructors follow the established curriculum and lesson plan as determined by the DHI Education Council (EC) without deviation. Inserting one's personality is encouraged; just not changing the established curriculum.
- Modifying class materials is strictly prohibited, including adding your own supplementary material such as PowerPoint presentations or technical literature. When additional materials are necessary, please notify DHI Staff so that approved suggestions may be incorporated into the curriculum.
- Instructors are expected to adequately prepare for their presentations prior to start of the course session. This preparation includes being familiar with all associated handouts, exercises, and activities. Early preparation allows time for clarification regarding course materials, concepts or individual Instructor responsibilities.
- Materials are prepared in advance for the classes by DHI staff for the Technical Schools and are provided in the classrooms. Instructors should arrive early enough to familiarize themselves with where the various materials are and determine with the co-Instructors the timing of material distribution.
- DHI will typically assign two or more Instructors per class (depending on the number of students) with a Lead Instructor designated.
- First-time Instructors are known (internally) as Instructor Candidates. Successful completion of a class may qualify an Instructor for full Instructor status. Instructor Candidates are not identified as such to students.
- Instructors are encouraged to draw on their personal industry experiences when presenting the material to the class to help to illustrate relevant points but also are required to differentiate between expressions of opinion and substantiated knowledge when discussing methods, products, and services.
- 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.
- Corrections in course materials should be submitted to DHI Staff immediately upon discovery for incorporation into future classes. Suggested modifications to the course curriculum are always welcome and will be considered for the course update.
- The use of foul language, lewd or demeaning comments is not permitted under any circumstance. Derogatory comments toward other Instructors, DHI Staff or DHI Leadership are not acceptable and will result in dismissal.
- Instructors are responsible for maintaining a proper learning environment with Instructor disagreements on learning content resolved quickly outside of the classroom, and clarified in the classroom once resolved.
- As representatives of DHI, Instructors are asked to refrain from participation in activities or other behavior during or after class hours that may compromise the integrity of DHI's reputation.

Instructor Application

APPLICANT INFORMATION

First Name/M.I.		Last Name		Title	
Company Name					
Mailing Address			City	State/Province	Zip/Postal Code
Country	Phone	Fax		E-mail	

DHI Member # _____ CEP STATUS Current? ___ # of years in the industry _____

Interested in teaching: Locally ___ Nationally ___ or both ___ Willing to travel to _____

Put my name on a “public” list of Instructors for Chapters to select. ___

Keep my name private (DHI use only) ___

FROM THE LISTINGS BELOW: Please check the box next to the course(s) you are available to teach. If a free Qualification Exam is needed, please check that box as well. See requirements regarding Qualification Exams to determine need.

↓ AVAILABLE TO TEACH		QUALIFICATION EXAM NEEDED	↓ AVAILABLE TO TEACH		QUALIFICATION EXAM NEEDED
<input type="checkbox"/>	COR103 – Understanding & Using Constr. Docs.	<input type="checkbox"/>	<input type="checkbox"/>	CDC300 – Using Door & Frame Standards	<input type="checkbox"/>
<input type="checkbox"/>	COR113 - Architectural Hdwr. and Applications	<input type="checkbox"/>	<input type="checkbox"/>	CDC305 - Detailing Doors and Frames	<input type="checkbox"/>
<input type="checkbox"/>	COR120 - Door and Frame Applications	<input type="checkbox"/>	<input type="checkbox"/>	CDC310 - Writing Door and Frame Specifications	<input type="checkbox"/>
<input type="checkbox"/>	COR125 - Takeoff and Estimating	<input type="checkbox"/>	<input type="checkbox"/>	EHC400 - Drawings for Electrified Hdwr. Systems	<input type="checkbox"/>
<input type="checkbox"/>	COR133 - Electrified Architectural Hardware	<input type="checkbox"/>	<input type="checkbox"/>	EHC405 - Access Ctrl & Electrified Hdwr. Syst.	<input type="checkbox"/>
<input type="checkbox"/>	COR140 - Using Codes and Standards	<input type="checkbox"/>	<input type="checkbox"/>	EHC410 - Install & Troubleshoot Electrified Hdwr. Systems & Access Control Devices	<input type="checkbox"/>
<input type="checkbox"/>	COR147 – Intro. to Specification Writing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	COR153 – Installation Coord. & Project Mgmt.	<input type="checkbox"/>	<input type="checkbox"/>	EHC420 - EHC Exam Prep	<input type="checkbox"/>
<input type="checkbox"/>	COR160 - Material Purchasing Concepts	<input type="checkbox"/>	<input type="checkbox"/>	AHC220 - AHC Exam Prep	<input type="checkbox"/>
<input type="checkbox"/>	AHC200 – Masterkeying	<input type="checkbox"/>	<input type="checkbox"/>	CDC315 - CDC Exam Prep	<input type="checkbox"/>
<input type="checkbox"/>	AHC205 - Detailing Hardware	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	AHC207 - Advanced Detailing Hardware	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	AHC215 - Writing Hardware Specifications	<input type="checkbox"/>	<input type="checkbox"/>	DAI600	<input type="checkbox"/>

Explain your interest or qualifications in becoming a DHI Instructor:

Instructor Volunteer Agreement

Volunteer Agreement:

I certify that I have read and understand the attached volunteer conduct letter from DHI's counsel, James S. Wilson, Esq., and I agree to comply with all DHI Instructor requirements, policies and materials as adapted and amended from time to time by DHI.

Course Materials Confidentiality Agreement:

I agree not to distribute any course materials or exams and to present said materials in the manner directed for presentation.

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

I understand that 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.

I hereby assign all rights to any curriculum or exam modifications or additions to DHI.

I hereby understand that for Instructor Candidates or Non-Credentialed Instructors, in order to qualify to teach a class, one of the following requirements must be met:

- Successful completion of the "current" version of the course (i.e., the course since updated in 2009 or later)
- Successful completion of the course's complimentary Qualification Exam. All Student and Instructor materials are sent along with the Qualification exam with the exception of the Qualification Exam answer key. The purpose of the Qualification Exam is simply to confirm familiarity with the current material taught in a class.

Signature

By signing this application, I certify that all information provided to DHI is correct and accurate, and that I have read, understand, and agree to the terms of the statements above.

Signature of Applicant

Date

Mail Instructor Application and Instructor Volunteer Agreement to:

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LAW OFFICES
WEBSTER, CHAMBERLAIN & BEAN
1747 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20006
(202) 785-9500
FAX: (202) 835-0243

ARTHUR L. HEROLD
ALAN P. DYE
EDWARD D. COLEMAN
FRANK M. NORTHAM
JOHN W. HAZARD, JR.
HUGH K. WEBSTER
DAVID P. GOCH
JAMES S. WILSON, JR.
DAVID M. REPASS
CHARLES M. WATKINS
HEIDI K. ABEGG
DAVID M. ABRAHAM
JOHN R. STROUT
SARAH E. MOONEY

GEORGE D. WEBSTER (1921-1998)
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