

# Mechanical Bureau Instructor/ Course Approval Checklist

## **Instructor:**

**An application for instructor approval, approved by the Division must be submitted for each instructor to the Mechanical Bureau. The application must include the following information:**

- The name, address, phone and email information for the applicant.
- The name, address, phone, and email information of the institution or entity that offers or sponsors the course.
- The title of course(s) that will be taught.

**An application for instructor approval must include the following attachments:**

- A copy of the applicants' teaching certificate, trade license or certification, and/or other qualifying documentation
- Letter(s) of verification of the applicants' teaching experience in the mechanical/plumbing trade from educational institutions, state, city or county entities, or other trade groups that have received training by the applicant.
- A list of any other experience which qualifies the applicant as an instructor for the course listed.

## **Course:**

**An application for course approval must include the following attachments:**

- A sample of the certificate of course completion that is issued by the instructor and/or the institution or entity sponsoring the course to attest that an individual has attended and successfully completed the course. The certificate must include the date, time, location and title of the course, the name of the institution or entity sponsoring the course, the number of instruction hours, the instructor(s) name(s), the name of the attendee and the attendee's New Mexico journeyman certificate number.
- A sample of the course evaluation form used by the sponsoring institution or entity to gather input on the course. The evaluation form must include the date, time, location and title of the course, the name of the institution or entity sponsoring the course, the number of instruction hours, the instructor(s) name(s) and a rating scheme that allows the attendee to express his or her opinion of the value of the course and the instruction.
- A sample of any evaluation tool that is used by the instructor to rate or grade the participation of the attendee in the course.
- A course outline and format, which give a general description of the course and anticipated, class size(s).
- A schedule of classes indicating the location(s), date(s) and time(s) of the course submitted for approval.
- Copies of any written material, visual aids, bibliographies, power point presentations or other information provided or required in connection with the course.