



## **Pumping System Optimization: Opportunities to Improve Life Cycle Performance Instructor Qualification and Course Placement Policy**

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In order to maintain the integrity of the Hydraulic Institute (HI) and Pump Systems Matter (PSM) continuing education courses, HI/PSM will ensure that the qualified Instructors of this course are able to provide a consistently superior learning experience and are given equal consideration for instructor placement.

### **Instructor Qualification and Re-Qualification Requirements**

All qualified instructor candidates will complete an application process; which will be reviewed by the HI/PSM staff for approval. The PSM Education Committee will be consulted in instances where further candidate assessment is needed. Applications include the following:

- Completed application
- Recently updated resume outlining experience in the pump industry
- Two (2) professional references attesting to your expertise with the technology you are applying to teach
- Completed and Signed Instructor Agreement

Once applications are approved each instructor is required to attend a Train-the-Trainer session offered by PSM and conduct at least 1 practice session of the course.

In order to remain qualified, instructors will be required to teach at least 2 training classes within a 2 year time period of completing the Train-the-Trainer program. Approved Instructors will be expected to maintain an acceptable feedback rating on their course evaluations in order to ensure participant expectations are continually being met. Instructors will abide by HI/PSM's policy for maintaining courses that are product-neutral and that do not endorse or promote any specific manufacturer or product.

Instructors will also be expected to participate in ongoing course update conference calls as needed.

If an instructor fails to meet the requirements as outlined above, they may be asked to become re-qualified. Re-qualification requirements will be determined as needed and could consist of participation in a train the trainer, attending a session of the course or partaking in a designated content review webcast .

### **Instructor Course Placement**

All Qualified Instructors that have met the above requirements, shown experience teaching a course and are maintaining the expected evaluation scores will be equally considered and contacted when teaching opportunities arise. Instructors will be contacted with teaching opportunities fairly, based on the following elements:

- Geographical proximity - in order to ensure that instructor travel and implementation expenses remain cost effective.
- Industry demographics - may determine that certain instructors are best suited for a particular audience within their areas of expertise.
- Host requests – specific instructors may be requested by the host of any given course
- Instructor availability – due to busy schedules instructors may be placed based on who is available at a given time.