

NSP Instructor Mentoring Completion Form

(must be submitted with Instructor Application form)

Trainee Name	NSP Member No.	Address		
E-Mail Address		Home Phone	Other Phone	NSP Discipline
Mentor Name	E-Mail Address		Home Phone	Other Phone
IT Assigned	E-Mail Address		Home Phone	Other Phone

Received/Reviewed NSP Guide to Mentoring New Instructors		
Date:	Mentor's Signature:	Trainee's Signature:
Mentor Meeting with Instructor Trainee		
Date:	Mentor's Signature:	Trainee's Signature:
Trainee Observation of Experienced Instructor (May be omitted if Instructor Trainee is professional instructor)		
Date: Instructor:	Mentor's Signature:	Trainee's Signature:
Date: Instructor:	Mentor's Signature:	Trainee's Signature:
Instructor Trainee Pre-Observation Conference with Mentor		
Date:	Mentor's Signature:	Trainee's Signature:
Mentor Observation of Instructor Trainee (minimum of two required)		
Date: Topic:	Mentor's Signature:	Trainee's Signature:
Date: Topic:	Mentor's Signature:	Trainee's Signature:
Date: Topic:	Mentor's Signature:	Trainee's Signature:
Date: Topic:	Mentor's Signature:	Trainee's Signature:
Instructor Trainee Post-Observation Conference with Mentor		
Date:	Successful Needs Additional Observation Mentor's Signature:	Trainee's Signature:
Date:	Successful Needs Additional Observation Mentor's Signature:	Trainee's Signature:
Observation of Trainee by Discipline Instructor Trainer (minimum of one)		
Date:	Successful Needs Additional Observation Mentor's Signature:	Trainee's Signature:
Date:	Successful Needs Additional Observation Mentor's Signature:	Trainee's Signature:
Instructor Appointment Approval by Discipline Instructor Trainer		Date Appointment Record Filed:
Date:	IT's Signature:	Trainee's Signature: