**INSTRUCTOR OF RECORD TO DO LIST – OEC CLASS & CHALLENGE CLASS**

**INSTRUCTOR OF RECORD TO DO LIST – OEC CLASS & CHALLENGE**

Schedule Class

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Register Course with National Office

Course number assigned by National Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ OFF SITE course only – request Certificate of Insurance for venue Host

Purchase Materials (Books)

Develop Syllabus

Assign Instructors

Send copies of Syllabus and Instructor assignments to assigned Observing Instructor Trainer

**\*\*\* SUBMIT FEES WITHIN 30 DAYS OF START OF COURSE**\*\*\*

**Be sure to reference course number**

**Fees are based on actual number of attendees**

National Office ($60 pp NSP member, $300 pp Associate member)

Division Fee of $ \_\_\_\_\_\_ pp

Return excess Materials (books) to National Office for credit / refund.

Receive Final Exam Materials (Written and Practical)

NOTE: you will not receive these until you send your fees to National!

**\*\*\*COORDINATE FINAL EXAM\*\*\***

Select Written Exam A or B

Schedule Written Exam

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notify assigned Observing Instructor Trainer of Written Exam information

Select Practical Exam A or B

Schedule Practical Exam

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notify assigned Observing Instructor Trainer of Practical Exam information

Assign Examiners

Conduct Written Exam

Conduct Practical Exam

IF NECESSARY / ALLOWABLE – schedule “retest” in accordance with policies as

outlined in 14.2.2.B of the National Ski Patrol Policies & Procedures Manual

**\*\*\*Submit Course Completion Documentation\*\*\***

Send Course completion record to National Office

**\*\*Be sure # participants matches # fees submitted at start of course!\*\***

(See addendum on handling “Incomplete” status of participants)

Send original participant evaluation forms to National Office

Send Copy of Course Completion Record and summary of evaluations to:

Assigned Observing Instructor Trainer

Patrol Director

Regional OEC Administrator

Division OEC Supervisor