

## National ECC Training Bulletin Supplement to Program Administration Manual

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**Subject:** **INSTRUCTOR RENEWAL: TEACHING REQUIREMENTS**

**Reference:** Program Administration Manual, Chapter 3, page 42

The requirement of teaching a minimum of four courses in two years to renew an instructor status using option 1 as listed in the Program Administration Manual may be waived under special circumstances. These circumstances include, but are not limited to:

1. An instructor who is in the military reserve or National Guard and is called to active duty.
2. Illness or injury of an instructor that has caused leave from employment.
3. A limited number of courses offered in an area because of lack of audience or delay of course materials.

The decision to waive the teaching requirements can be made by the Training Center Coordinator in consultation with the Training Center Faculty or assigned Regional Faculty for the discipline in question. Consideration should be given to the amount of time an instructor is away from normal employment, the length of delay in material release, and the number of courses taught in relationship to the number of teaching opportunities.

**Documentation supporting the decision must be maintained** in the file of the instructor who is renewing.

All other requirements for renewal must be met as stated in the Program Administration Manual.