

Dear Instructor Candidate,

Thank you for your interest in becoming a Certified National Training School Instructor. The process for becoming an instructor is designed to identify instructors who have a passion for sharing knowledge with others and have a deep understanding of the subject material.

To ensure the instructors have a mastery level of knowledge in specific subject categories, we have separated instructor types into specialty areas: Level I, Fire and Life Safety, Intrusion, Access Control, Video, and Sales. Instructors earn specialty status in one or more of these areas and are then qualified to teach courses associated with these areas.

There are four steps to becoming an NTS Certified Instructor:

- 1) Take the primary specialty course and pass it with an 80% or higher
- 2) Submit an application and have it approved
- 3) Take and pass the Instructor exam with an 80% or higher.
- 4) Student teach the primary course twice.

For additional information on the Instructor selection process and policies please see pages following the application. If you have additional questions please contact an ESA staff member at [nts@esaweb.org](mailto:nts@esaweb.org) or 888-447-1689.

Sincerely,

The ESA/NTS Instructor Subcommittee



**Instructor Application**

**Please select which Instructor Certification you are applying for:**

Subject Matter Expert

Specialty Area Instructor:

NTS Certified Alarm Technician Level I Instructor (eligible to teach **CAT I\*** and UESS)

Fire Alarm Systems Instructor (eligible to teach **FAIM\***, UESS, IBC, LSC, TSM, RFA, PFAD)

Intrusion System Instructor (eligible to teach CAT I, UESS, **AIS\***, TSM)

Access Control Systems Instructor (eligible to teach **EAC\***, UESS, IBC, LSC)

Video Systems Instructor (eligible to teach **VST\***, UESS)

Sales Instructor (eligible to teach **SSE\***, UESS)

\*Primary Course

Senior Instructor

Chief Instructor

Name : \_\_\_\_\_

Home Address: \_\_\_\_\_

Address line 2: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Personal E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Address line 2: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Work E-mail: \_\_\_\_\_

**Industry Related Experience:**

Date of NTS courses you have completed (NOTE – please identify if the course was online or live):

Level 1: \_\_\_\_\_ AIS \_\_\_\_\_ FAIM \_\_\_\_\_

LSC/IBC \_\_\_\_\_ UESS \_\_\_\_\_ TSM \_\_\_\_\_  
EAC \_\_\_\_\_ VST \_\_\_\_\_ PFAD \_\_\_\_\_  
RFA \_\_\_\_\_ SSE \_\_\_\_\_

What other field related training have you taken relating to the course that you are applying to teach?

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What job-related experience have you had? (Please attach a resume)

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What industry licenses do you hold? (No acronyms please.)

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What professional certifications do you hold? (Attach additional pages as needed)

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What is your current job title? \_\_\_\_\_

**Training Experience:**

Provide narrative of your teaching experiences (formal and informal, i.e.: coaching, teaching Sunday school, boy/girl scouts, etc.):

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Highlight what successes you have had with teaching/training

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What other qualifications/skills/talents do you have that will support you being a good instructor? (Attach additional pages as needed)

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Why do you want to become an instructor? (Attach additional pages as needed)

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Have you been convicted of a crime? If yes, please provide additional details.

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Are you able to travel?       Yes       No

If approved, how often would you be able to teach?

- Once per month
- Twice per month
- Once a quarter
- Once or twice a year

I certify that the information above (all pages) is true and correct and acknowledge that I have received the attached polices regarding earning and maintaining instructor certification.

Signature of Applicant: \_\_\_\_\_

<b>FOR NTS USE ONLY</b>	
<b>Date Received:</b>	<b>Received By:</b>
<b>NTS Proctored:</b>	<b>Referred to CCA:</b>

## **ESA/NTS INSTRUCTORS**

ESA/NTS strives to select instructors that are of the highest caliber. To do this, instructors must meet standards in the following areas: ability to teach, knowledge of subject matter, and course knowledge. This policy outlines the prerequisites, training, testing, and certification criteria for those whose responsibilities include training and wish to become [certified instructors](#) with ESA/NTS. Instructors at all levels of certification shall remain current with trends in training, comply with all applicable laws/regulations related to training delivery, and maintain professional competence through continuing education, networking, and instructor development/delivery.

ESA/NTS recognizes three classifications of instructors:

1. Instructor Candidates – those working on attaining instructor certification.
2. Certified Instructors – those that have met the minimum requirements for one of the instructor certifications: Specialized, Senior, or Chief.
3. Subject Matter Expert – non-certified instructors that have met the minimum requirements to be a Subject Matter Expert.

### **Certified Instructor Types**

#### ***Certified Specialty Instructor***

A Certified Specialty Instructor is defined as an instructor who has met the minimum requirements to become a Certified Specialty Instructor. Instructor certification is issued for a three-year term and is revocable for cause by the ESA/NTS Vice President of Training and Certification.

Specialty Instructors are assigned in the following areas:

- NTS Certified Alarm Technician Level I Instructor – can teach the following classes:
  - **Certified Alarm Technician Level I (primary)**
  - Understanding Electronic Security Systems
  - BASA/FASA Two Day Course
  - Residential Fire Alarm Installation
- Life Safety Systems Instructor - can teach the following classes:
  - **Fire Alarm Installation Methods (primary)**
  - Understanding Electronic Security Systems
  - International Building Code
  - Life Safety Code
  - Residential Fire Alarm Installation
  - Troubleshooting Service & Maintenance
- Advanced Life Safety Systems Instructor – can teach the following classes:
  - Fire Alarm Installation Methods
  - Understanding Electronic Security Systems
  - International Building Code
  - Life Safety Code
  - Residential Fire Alarm Installation
  - Troubleshooting Service & Maintenance

- **Professional Fire Alarm Design (primary)**
- Intrusion System Instructor - can teach the following classes:
  - **Advanced Intrusion Systems (formally ABAT) (primary)**
  - Understanding Electronic Security Systems
  - Certified Alarm Technician Level I
  - Troubleshooting Service & Maintenance
- Access Control Systems Instructor - can teach the following classes:
  - **Electronic Access Control (primary)**
  - Understanding Electronic Security Systems
  - International Building Code
  - Life Safety Code
- Video Systems Instructor - can teach the following classes:
  - **Video Systems Technologies (primary)**
  - Understanding Electronic Security Systems
- Sales Instructor - can teach the following classes:
  - **Security Sales Essential (primary)**
  - Understanding Electronic Security Systems

#### Minimum Requirements for Certified Specialty Instructors

To attain the status of Certified Specialty Instructor, Instructor Candidates must:

- Take and pass the primary course of their specialty area (as noted above) with a score of 80% or greater.
- Hold a current ESA/NTS Certification in their specialty area. The following are the certifications required for each specialty area:
  - NTS Certified Alarm Technician Level I Instructor – must hold a CATI
  - Life Safety Systems Instructor - must hold a CFAT
  - Advanced Life Safety Systems Instructor – must hold a CFAD
  - Intrusion System Instructor – must hold a CAT II
  - Access Control Systems Instructor – must hold a CSI
  - Video Systems Instructor - must hold a CSI
  - Sales Instructor – must hold a CSS
- Submit an instructor application to ESA/NTS Vice President of Training and Certification.
- Submit a professional letter of reference.
- Have their application approved by the Chair or the Vice-Chair of the Education and Training Committee and the Vice President of Training and Certification. Dependent upon proven qualifications and teaching experience, some of the following requirements may be waived by the Chair or the Vice-Chair of the Education and Training Committee and the Vice President of Training and Certification.
- Pass the closed book specialty area Instructor exam. The exam will be focused on the Instructor Candidates primary subject area. If the Instructor Candidate fails the exam, they will not be allowed to retest for a period of three months from the date of the failed exam. If Instructor Candidate fails the exam a second time, he/she shall not be allowed to retest again without prior approval by the ESA/NTS Vice President of Training and Certification.
- Once the instructor exam has been passed, teach two specialty area courses under the supervision of a Certified Instructor. When Certified Instructors are not readily available to

supervise the Instructor Candidate, the Chair/Vice-Chair of the Education Committee or the Vice President of Training and Certification, can accept, on a case-by-case basis, a substitute supervisor. The candidate can teach the same course twice or two or more different courses to meet this requirement.

- Receive satisfactory student feedback during the supervised teaching.
- Receive a satisfactory assessment from the supervising instructor during the supervised teaching.

#### Maintaining Certified Specialty Instructor Status

- Be available to teach.
- Sign an Instructor Certification Agreement and abide by all terms and conditions.
- Attend a minimum of eight hours of ESA/NTS provided or other pre-approved train-the-trainer sessions within the three year renewal period. NTS will provide a minimum of four hours per year train-the-trainer sessions via instructor led classes or webinars as well as identify other acceptable resources for train-the-trainer requirements.
- Maintain active status of their primary certification.
- Consistently exhibit a high standard of professionalism and technical competence.
- Adheres to the NTS Instructor Code of Conduct.
- Have the ability to effectively conduct classes.

In the case that a Certified Specialty Instructor wishes to add a specialty area to their certification status, they must take and pass the primary course of their specialty area within the last 5 years (as noted above) with a score of 80% or greater and submit a New Instructor Specialty application and have it approved by the Chair or the Vice-Chair of the Education and Training Committee and the Vice President of Training and Certification.

If the Certified Specialty Instructor has substantially aided in the content development of the desired course the previously stated requirements are waived.

If the Certified Specialty Instructor wishes to teach a new course that has recently been developed they must attend the 'train the trainer' session for that new course or take the primary course and pass the exam with an 80% or higher.

#### ***Certified Senior Instructor***

A Certified Senior Instructor is defined as an instructor who has met the minimum requirements to become a Certified Senior Instructor. Instructor certification is issued for a three-year term and is revocable for cause by the ESA/NTS Vice President of Training and Certification. A Certified Senior Instructor must:

#### Minimum Requirements for Certified Senior Instructors

To attain the status of Certified Senior Instructor, Instructor Candidates must:

- Have been a Certified Specialized Instructor for a minimum of 60 months.
- Maintained a current ESA/NTS Certification.
- Taught the primary course in their subject area a minimum of 5 times and a total of 10 classes in that subject area.

- Submitted a Senior Instructor Certification application to the ESA/NTS Vice President of Training and Certification.
- Had their application approved by the Chair/Vice-Chair of the Education Committee and the Vice President of Training and Certification.

#### Maintaining Certified Senior Instructor Status

- Be available to teach.
- Sign an Instructor Certification Agreement and abide by all terms and conditions.
- Attend a minimum of eight hours of ESA/NTS provided or other pre-approved train-the-trainer sessions within the three year renewal period. NTS will provide a minimum of four hours per year train-the-trainer sessions via instructor led classes or webinars as well as identify other acceptable resources for train-the-trainer requirements.
- Maintain active status of their certification(s).
- Consistently exhibit a high standard of professionalism and technical competence.
- Adheres to the NTS Instructor Code of Conduct.
- Have the ability to effectively conduct classes.

#### ***Certified Chief Instructor***

A Certified Chief Instructor is defined as an instructor who has met the minimum requirements to become a Certified Senior Instructor. Instructor certification is issued for a three-year term and is revocable for cause by the ESA/NTS Vice President of Training and Certification. A Certified Chief Instructor must:

#### Minimum Requirements for Certified Chief Instructors

- Taught the primary course in their subject area a minimum of 10 times and a total of 20 classes in that subject area.
- Assisted in the development of courses.
- Teach train the trainer courses or sessions.
- Served on the ESA Committee or sub-committee for a minimum of 48 months.
- Submitted a Chief Instructor Certification application to the ESA/NTS Vice President of Training and Certification
- Had their application approved by the Chair/Vice-Chair of the Education Committee and-the Vice President of Training and Certification.

#### Maintaining Certified Chief Instructor Status

- Be available to teach.
- Sign an Instructor Certification Agreement and abide by all terms and conditions.
- Attend a minimum of eight hours of ESA/NTS provided or other pre-approved train-the-trainer sessions within the three year renewal period. NTS will provide a minimum of four hours per year train-the-trainer sessions via instructor led classes or webinars as well as identify other acceptable resources for train-the-trainer requirements.
- Maintain active status of their certification(s).
- Consistently exhibit a high standard of professionalism and technical competence.
- Adheres to the NTS Instructor Code of Conduct.
- Have the ability to effectively conduct classes.



## **Lapsed Certification**

Persons who do not maintain their Instructor Certification lose the privilege of using the designation. An Instructor Certification is considered lapsed if they have not taught an NTS course in the previous 3 calendar years, have not maintained their NTS Certification(s), or do not have an active NTS Instructor Certification Agreement on file.

Lapsed Instructor Certifications may be renewed as follows:

- a. If within one year of expiration they may be renewed by successfully teaching one day of an NTS course that is observed by a Certified instructor.
- b. Attend a minimum of eight hours of ESA/NTS provided or other pre-approved train-the-trainer sessions. NTS will provide a minimum of four hours per year train-the-trainer sessions via instructor led classes or webinars as well as identify other acceptable resources for train-the-trainer requirements.
- c. If expired more than one year they must re-apply and go through the instructor certification process again.
- d. If NTS certification is lapsed they must bring at least one certification up to date, based on the NTS Certification policies. Once they are re-certified, then the Lapsed Instructor Certification policy will apply.

## **Non Certified Instructor Types**

### ***Subject Matter Expert Instructor***

Subject Matter Expert (SME) Instructors may teach selected ESA/NTS courses in a particular subject area for CEUs and/or lecture sessions accredited by ESA/NTS. These presenters are not Certified Instructors, but have been approved by the Chair/Vice-Chair of the Education Committee and/or the Vice President of Training and Certification to present in their subject area.

### Minimum Requirements for Subject Matter Experts

- Submit application to ESA/NTS Vice President of Training and Certification.
- Had their application approved by the Chair/Vice-Chair of the Education Committee and/or the Vice President of Training and Certification.
- Have 2 years of industry experience in the subject area and submit a resume.  
Have 2 years of verifiable teaching experience or related industry certifications in their subject area or attend a minimum of eight hours of ESA/NTS provided or other pre-approved train-the-trainer sessions.
- Sign an ESA confidentiality agreement annually.

## **Miscellaneous Instructor Policies**

**Active Instructor** – is defined as an instructor who:

- Has a current signed instructor certification agreement
- Maintained their NTS certification(s)

- Taught at least one class in the previous 3 calendar years.

**Administration and Grading of the Instructor Examination(s)** - A member of the ESA/NTS Education Committee, Training Coordinator, Certified Instructor, the Vice President of Training and Certification or his/her designee must administer the instructor examination in person. The instructor examination must be administered under the same test administration standards and procedures as all other ESA/NTS examinations. The instructor exams are three-hour, closed book exams.

**Grandfathered Instructors** – all active Certified Instructors will be grandfathered into the subject areas they currently teach on 03-01-2015. After 03-01-2015 all instructors shall meet the qualifications and requirements of the guidelines.

**Revisions** - ESA/NTS periodically adds new courses and makes revisions to existing courses; therefore, the instructors who wish to teach the revised course must have either been involved in the revision process or attend the train the trainer session for the revised course.

### **Instructor Compensation**

Instructor compensation is determined by the Training Provider. Training Providers are encouraged to develop an instructor compensation policy.

### **ESA NTS Instructor Disciplinary Policy**

Upon being made aware that an instructor may be in violation of the policies set forth by the ESA/NTS Policies, Procedures and Administrative Guidelines, the ESA Vice President of Training & Certification may conduct an initial inquiry to determine whether the allegations have merit and whether a formal investigation is warranted. The ESA Vice President of Training & Certification may suspend the instructor, pending further investigation. The instructor, and applicable training coordinator(s), shall be notified that the instructor's duties and responsibilities as an ESA NTS Instructor have been suspended pending further investigation.

#### Disciplinary Action

If the outcome of an investigation indicates that an instructor has violated the policies, the ESA Vice President of Training & Certification, at their discretion, may choose from the following disciplinary actions dependent upon the severity of the violation:

- **Instructor Probation** - The instructor may be allowed to teach for a period of time in a probationary status. During such time, any further violations shall immediately result in revocation of instructor status.
- **Required Training** – The Vice President of Training and Certification may deem that the instructor will benefit from taking a prescribed professional development course. A timeline for completion of the course will be established and any expenses incurred for the course will be the responsibility of the instructor.
- **Instructor Suspension** - The instructor's status is suspended and they are not permitted to teach an ESA/NTS course for a set period of time. The instructor, and applicable training coordinator(s), shall be notified that the instructor's duties and responsibilities as an ESA NTS Instructor have been suspended. The instructor shall be immediately reinstated at the end of the set time period, or at the discretion of the ESA Vice President of Training & Certification upon proof that the reason for suspension has been rectified.

- Instructor Revocation - The instructor's status is revoked. This indicates that the instructor is no longer allowed to teach on behalf of NTS, nor is the individual to represent themselves as affiliated with the NTS.

### Appeal Process Disciplinary Action

Upon notice of disciplinary action an instructor may write a letter of appeal to the ESA Education and Training Committee Chair. A copy of the appeal must also be sent to the ESA Executive Director. The letter should state the reason for the appeal as well as provide supporting documentation. The Education & Training Committee shall respond to the appeal within twenty (20) business days.

When presiding over such an inquiry, the committee shall rule on the facts of the instructor's case only. The instructor's name shall be removed from any documentation and shall not be included in the committee discussion, so as to have the committee rule on the merits of the case only, with no prejudice for or against the individual. The ESA Education and Training Committee, with a majority vote, may alter the disciplinary action or shall reinstate the instructor.

With the exception of a possible reinstatement through an appeal, described above, a revoked instructor may only be reinstated after waiting a two year period and re-applying through the normal process for a lapsed certification.

## **ESA/NTS INSTRUCTOR CODE OF ETHICS**

### PURPOSE

The ESA/NTS Instructor strives to create a learning environment that nurtures to fulfillment the potential of all students.

The ESA/NTS Instructor acts with conscientious effort to exemplify the highest ethical standards.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, students, association, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Instructor Code of Ethics indicates the aspiration of all educators and provides standards by which to judge conduct.

### INSTRUCTOR DEFINED

This Code of Ethics applies to all instructors as defined in the ESA/NTS ESA Instructor Handbook. Including the following:

1. Instructor Candidates – those working on attaining instructor certification.

2. Certified Instructors – those that have met the minimum requirements for one of the instructor certifications: Specialized, Senior, or Chief.
3. Subject Matter Expert – non-certified instructors that have met the minimum requirements to be a Subject Matter Expert.

### STANDARD I: Ethical Conduct toward Students

The ESA/NTS Instructor, in accepting his or her position of public trust, measures success not only by the progress of each student toward realization of his or her personal potential.

1. The ESA/NTS Instructor deals considerately and justly with each student, and seeks to resolve problems, according to applicable law and association policy.
2. The ESA/NTS Instructor shall not intentionally expose the student to embarrassment or disparagement. Students are not deliberately humiliated, shamed, frightened, degraded, exploited, intimidated, hurt, or placed in danger.
3. The ESA/NTS Instructor does not reveal confidential information concerning students. Problems with individual students are not talked about to others unnecessarily. The instructor handles information about students honestly and tactfully, and uses personal information about students only for professional purposes.
4. The ESA/NTS Instructor makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
5. The ESA/NTS Instructor endeavors to present facts without distortion, bias, or personal prejudice.
6. The ESA/NTS Instructor strives to help each student realize his or her potential as a worthy and effective member of society. The instructor; therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
7. The ESA/NTS Instructor shall not deliberately suppress or distort subject matter relevant to the student's progress.
8. The ESA/NTS Instructor shall not on the basis of race, color, creed, religion, political belief, sex, national origin, marital status, cultural background, sexual orientation, physical attractiveness, socio economic status, abilities or disabilities, health-related illnesses, unfairly:
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
9. The ESA/NTS Instructor shall not use professional relationships with students for personal advantage.
10. The ESA/NTS Instructor shall refrain from engaging in any form of sexual relationship or other sexual misconduct with students, including sexual acts, sexually explicit language, and pornography. The ESA/NTS Instructor refrains from excessive informal and social involvement with individual students (i.e., non-job related contact such as fraternizing with students by dating them).

### STANDARD II: Ethical Conduct toward Practices and Performance

The ESA/NTS Instructor assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.

The ESA/NTS Instructor endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.

1. The ESA/NTS Instructor applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the ESA Code of Ethics, ESA Instructor Agreement, the ESA/NTS Instructor Handbook and the ESA/NTS Policies, Procedures and Administrative Guidelines.
2. The ESA/NTS Instructor continues professional growth.
3. The ESA/NTS Instructor complies with applicable laws and regulations that are not in conflict with this code of ethics.
4. The ESA/NTS Instructor does not intentionally misrepresent official policies of the association and clearly distinguishes those views from his or her own personal opinions.
5. The ESA/NTS Instructor honestly accounts for all funds under their care, and reports expenses accurately.
6. The ESA/NTS Instructor shall not instruct while under the influence of alcohol, narcotics, or any mind-altering substance.

### STANDARD III: Ethical Conduct toward Professional Colleagues

The ESA/NTS Instructor, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.

1. The ESA/NTS Instructor does not reveal confidential information concerning colleagues unless required by law.
2. The ESA/NTS Instructor does not willfully make false statements about a colleague or the education provider.
3. The ESA/NTS Instructor does not interfere with a colleague's freedom of choice, and works to eliminate coercion that forces instructors to support actions and ideologies that violate individual professional integrity.

### STANDARD IV: Ethical Conduct toward Industry/Association.

The ESA/NTS Instructor recognizes that quality education is a common goal of the industry and the association, and that a cooperative effort is essential among these groups to attain that goal.

1. The ESA/NTS Instructor endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
2. The ESA/NTS Instructor manifests a positive and active role in industry/association relations.