

EOTA – Business Process Instruction



	<p><i>Document Title:</i></p> <p>EOTA Instructor Certificate Instructions</p>
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<p><i>Parent Document:</i> Q-001, Quality Manual</p>	<p><i>Notify of Changes:</i> QAM, MGT</p>
<p><i>Referenced Document(s):</i> MGTF-0002 Skill Set Model, MGTF-011, EOTA Instructor Certificate Memo, and MGTF-012, EOTA Instructor Certificate.</p>	

Revision History:

Rev.	Description of Change
10_0331	Initial Release

EOTA Instructor Certificate Instructions

The EOTA allows the courses from the National Training Center (NTC) to fulfill the EOTA Instructor Certificate requirements. In lieu of completing the NTC courses, the employee may list courses from other institutions, but those courses must address and accomplish the objectives listed in the National Training Center courses.

The National Training Center courses that satisfy the EOTA Instructor Certificate requirements are listed below. All of these courses must be completed in order to meet the EOTA Instructor Certificate requirement.

- *MIT-209DE Introduction to Instructional System Design
- *MIT-111 Basic Instructor Training
- *MIT-210 Curriculum Development Training
- *MIT-119DB Introduction to Job Analysis (Correspondence Course)
- *MIT-120 Job Analysis

Note: Upon verification that all requirements have been met, contact the EOTA Graphic Designer to create the EOTA Instructor Certificate, MGTF-012 for the employee and include it in the package.

Complete the EOTA Instructor Certificate Memo (MGTF-011) and attach the employee's certificates of completion and/or transcript(s) that satisfy the instructor certificate requirements as set forth by the Emergency Operations Training Academy (EOTA). Route this package to a member of the Federal Management Team (FMT) for review and placement of signature on the EOTA Instructor Certificate.

The PM1 or the PM2 should present the certificate to the employee with due regard for the importance of this achievement.

Once the employee is presented with the signed EOTA Instructor Certificate, the Skill Set Model (MGTF-002) shall be updated to reflect the certification.