

INSTRUCTOR CERTIFICATION SUBCOMMITTEE

These rules will be an addendum in the CAAO Education Committee Procedures.

- I. This subcommittee, which is a subcommittee of the CAAO Education Committee, is charged with the duty to:
 - A. Train and recommend for certification of a pool of instructors for CCMA courses.
 - B. Assure that a future supply of instructors will be available for CCMA courses.
 - C. Notify Candidates: The Instructor Certification Subcommittee will notify all assessor's offices and current CCMA designees of its intent to review candidates for instructors. An explanation of the process and its deadlines will be included in the notice.

The authority for selecting and recommending candidates for certification as CCMA instructors and the training of said instructors shall be the exclusive jurisdiction of the Instructor Certification Subcommittee. For any vote of the Instructor Certification Subcommittee at least seven members must be present. A simple majority of the votes cast is required for passage of any action.

- II. Senior Instructors.
 - A. Selection of Senior Instructor:
 - i. Seniority shall be measured by the number of years served as a full-time instructor of CCMA courses. When two instructors in the same course have identical seniority, a mutually agreeable method of selection shall be used for appointment to this Subcommittee.
 - ii. If the senior instructor steps down, the next most senior instructor of the course will be immediately and automatically become the senior instructor and member of the Instructor Certification Subcommittee.
 - iii. Once an instructor has been designated as the senior instructor in a course he/she cannot be removed or replaced as the senior instructor by the transfer of an instructor into that course or by a former instructor returning to teaching.

- iv. If the senior instructor is unable to attend a meeting the Instructor Certification Subcommittee, the next most senior instructor for the course shall act as the course delegate. It shall be the responsibility of the instructor unable to attend such meeting to notify the next most senior instructor.

III. Members of the Subcommittee shall be:

- A. All senior instructors of the CCMA courses.
- B. Chairperson of the CCMA Committee.
- C. Two members of the CCMA Committee, appointed by the CCMA Committee, who are not senior instructors. These members shall be in addition to the CCMA Chairperson.
- D. Chairperson(s) of the CAAO Education Committee.
- E. The President of CAAO will serve as an ex-officio member.
- F. The Chairperson of the CAAO Education Committee shall be the Chairperson of the Instructor Certification Subcommittee.
- G. All instructors that have taught a minimum of 5 CCMA courses and the last class taught was within the past five years.

IV. Qualification for admittance to the Instructor Certification Program shall be:

- A. Candidates must have earned a CCMA Designation. For appraisal courses, a CCMA II is needed or a comparable designation may be accepted by a majority of the Instructor Certification Subcommittee.
- B. Candidates must complete and submit, to the Instructor Certification Subcommittee, an application provided by the Subcommittee which will include:
 - i. Education
 - ii. Teaching Experience
 - iii. Expertise in special areas
 - iv. Employment information
 - v. Courses candidates feels he/she is capable of teaching
 - vi. Courses he/she prefers to teach
 - vii. All pertinent information the candidate would aid the Subcommittee in determining the candidate's qualifications.
- C. Candidates are required to submit any other relevant information requested by the Subcommittee.

V. Certification Process

- A. The Chairperson of the Instructor Certification Subcommittee shall notify all Assessors' offices and current CCMA designees of its intent to review candidates for certified instructors by posting on the CAAO website.
- B. Candidates shall fill out an application, provided by the Instructor Certification Subcommittee, and return the application to the Chairperson of the Instructor Certification Subcommittee in the time frame set forth in the notice.
- C. The Instructor Certification Subcommittee shall review all applications and ask selected candidates to meet with the Subcommittee for a presentation as described below to the Subcommittee. Applicants who are not selected by the Subcommittee for a presentation shall be notified of the Subcommittee's decision in writing.
- D. Each presentation to the Subcommittee shall be thirty minutes in length and shall be on a topic chosen from a list of topics supplied by the Subcommittee at the time the candidate was asked to meet with the Subcommittee for the presentation.
- E. The Instructor Certification Subcommittee will review all data for each candidate who makes a presentation and will determine if a candidate shall be assigned to a course to continue the process or if the candidate's process shall cease at this point. An applicant who will have his/her process cease at this point shall be notified by the Subcommittee in writing.
- F. Candidates selected to continue will be assigned a course in which they will audit the entire course and teach a minimum of one and one-half (1 ½) hours. The senior instructor shall have the discretion over the portion of the course to be taught by the candidate. The senior instructor and two other members of the Instructor Certification Subcommittee are to be present for this one and one-half hour of teaching. No remuneration will be paid to any candidate during the instructor certification process. However, the CCMA Committee will pay the tuition of potential instructors where applicable.
- G. The senior course instructor and the two other attending members of the Instructor Certification Subcommittee will complete evaluation forms supplied by the Instructor Certification Subcommittee.
- H. The Instructor Certification Subcommittee will review all data and recommend to the Education Committee that the candidate:
 - i. Be certified as an instructor and recommend the appropriate course(s)
 - ii. Continue training in the certification process

- iii. Be directed to another course in the certification process
 - iv. Be dropped from the certification process. All candidates who are dropped from the program shall be notified by the Subcommittee in writing
 - v. Applicants who have been denied may re-apply for instructor certification three years from initial application date. Applicants who re-apply and are denied a second time, the applicant may no longer apply for instructor certification.
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- I. The Education Committee will meet and act on the recommendations of the Instructor Certification Subcommittee. Certification of candidates as instructors by the Education Committee shall be by simple majority vote of those in attendance at a meeting of which all members had been notified at least ten days in advance. Such meeting shall have a quorum equal to at least fifty percent of the members of the Education Committee.
 - J. The names of all candidates certified as Instructors shall be forwarded to the CCMA Committee and AAT Committee by the Chairperson(s) of the Education Committee.
 - K. The Chairperson(s) of the Education Committee shall submit the complete list of certified instructors to the CCMA Committee and AAT Committee not less than once annually during the month of January.
 - L. At the request of the CCMA Committee, the Education Committee may grant individual temporary emergency certification for one complete offering of a CCMA course, when no other certified instructor is available. The vote shall be based on the meeting and vote procedure as contained Section I above.