

On The Job Instructor/Trainer Certification Guidelines

Several days prior to the certification session

1. Provide the candidate a copy of the technical manual and make sure that they are familiar with all of the skills/competencies.
2. Provide the candidate with a copy of the OJT Booklet and OJT Instructor/Trainer Competency Report.
3. Instruct the candidate to bring this material to the certification session.

Day of certification session

4. Explain why the candidate was selected to be an On The Job Instructor/Trainer.
5. Explain that the Skill Based Pay Program is driven by developing identifiable skills.
6. Go over the OJT Booklet with the candidate.
7. On the OJT Instructor/Trainer Competency Report, print candidate's name, skill block number, and the piece of equipment or training course being evaluated.
8. Select several competencies and have the candidate demonstrate and explain them to you.
9. Select one of the competencies and have the candidate train you on the competency.
10. Evaluate the candidate using the competency evaluation sheet.
11. If satisfactory, certify the candidate as a Certified OJT Instructor/Trainer for that skill block. If not, notify the candidate's immediate supervisor using the prescribed notification form.
12. Notify the candidate's supervisor and file the completed competency report in the appropriate file.