

Before You Apply to the Instructor Registry

Congratulations! You are committed to instructing adults working in early childhood or afterschool programs in Vermont. To complete the application you will need to consider your experience, education and skills as an instructor of adults.

- Look at the Instructor Level table and decide where you currently fit in it. This is the level to which you should apply.
- Find and update your resume.
- Consider any training you have received related to teaching adults - a workshop, a course or part of course, an adult learning orientation, etc. Write that down. If you haven't taken any yet, that's ok.
- Consider all the instruction of adults you have done in the past three years. Make a list including the dates, hours, and the instruction topics. Given the level for which you are applying, check to see if you have enough hours of instruction given.
 - You can include teaching any adults – staff, parents or other professionals. But remember, teaching is not the same as facilitating a meeting.
 - Up to half the total required hours can be one-to-one teaching
- You will need documentation to verify your education level, unless you have taught in higher education.
 - Make a photocopy of your diploma, or
 - Make a photocopy of your college transcripts. Copies *must* include student name, and the official name/logo of the higher ed. institution.
 - If you have taught in higher education, you will not have to provide a diploma or transcript for this application, as we assume the college already reviewed this when they hired you.
- If you are applying at the *Affiliate I*, *Affiliate II* or *Specialist I* level with less than 10 hours of teaching experience, you will need to identify a supporting instructor who is already in the Instructor Registry at the Certified or Master level. You can search the Instructor Registry by region to locate a supporting instructor near you. Contact that person and ask if he or she will be your supporting instructor. This person will guide you in preparing to instruct, observe you, and help you to reflect on your instruction.

If you have any questions, or need assistance, contact Northern Lights at (802)885-8374.