
Chapter 4

Course Administration

4:1 NASAR Courses

For complete course descriptions, visit the NASAR website at <http://www.nasar.org/page/20/Courses-and-Certifications>.

4:2 Guidelines

Instructors are the public's primary contact for the course process. Instructors must teach at least once (1) every three (3) years to remain an authorized Instructor.

When the course has been significantly altered or modified, Instructors must complete an orientation course by NASAR of course material changes.

A Course/Certification Notification Form (CCN) must be submitted via fax or email to 703.621.3978 or education@nasar.org. The CCN information will be posted to the NASAR website.

Instructors are responsible for the training location and testing sites, and shall have sufficient training materials available to attendees for their courses.

Attendees register for a course by contacting the Instructor directly.

All NASAR courses carry a fee based on membership level and should be collected at the start of the course. See NASAR website for fee structure. Check payment shall be made out to NASAR. Attendees providing cash payment shall be provided a receipt from the Instructor.

All attendees must take and pass the exam at the end of the course to receive credit for taking the course. 70% is the passing score for these course exams. 80% is the passing score for Instructor Level.

Upon completion of the course, the Instructor will submit the completed course documentation packet to NASAR PO Box 232020, Centreville, VA 20120-2020 within 14 days.

Course Documentation Packet includes:

- Attendee Registration forms
- Attendee Roster
- Course Critiques
- Payment – **Please do not send cash in the mail**
- Written Exam Answer Sheets

The Instructor MUST keep a duplicate copy of all paperwork to submit in the event the course documentation packet is lost in the mail.

At an ISAR/SARTECH III or FUNSAR course, both the course and the SARTECH III may be combined and recorded on the same registration and roster forms by listing both on each form and recording payment. It is not necessary to fill out 2 rosters and 2 registrations in these cases.

If a course date is extended, changed or cancelled it is the responsibility of the Instructor to notify the Education Services Director immediately.

4:3 Positions

Education Services Director

- See Chapter 2 – NASAR Operations

Subject Matter Committee Chairs

- See Chapter 3 – Committee Operating Guidelines

Program Course Managers

- Appointed by Ground Search Committee Chair.
- Current NASAR Instructor for course he/she manages.
- Responsible for assisting the Education Services Director with the management of NASAR Instructors specific to their respective course.
- Responsible for assisting with projects assigned by the Ground Search Committee Chair.

Instructor Trainer

- Responsible for Training Instructors
- Authorized to conduct NASAR Instructor Workshops

To be a Candidate for an Instructor Trainer position the Candidate must:

- Submit Instructor/Instructor Trainer application.
- Meet the requirements to be an Instructor.
- Taught the course a minimum of 3 times or approval of his/her Authority Having Jurisdiction or Sponsoring Agency.

Instructor

- Responsible for instructing and coordinating NASAR courses he/she authorized to instruct.
- A FUNSAR Instructor may instruct the ISAR course and proctor the SARTECH III certification exam.
- Follows Guidelines for Courses (see 4:2).
- Eligible for Instructor Discount (see Instructor Discount Policy in Chapter 6:7).

To be a Candidate for an Instructor position the Candidate must:

- Pass the course at the Instructor Level that he/she would like to instruct or an approved equivalent.
- Submit a complete Instructor/Instructor Trainer application packet.
- Attend an Instructor Workshop or equivalent.