

EMPLOYEE LEARNING INSPIRES TRUE EXCELLENCE (ELITE) INSTRUCTOR CERTIFICATION COURSE INFORMATION SHEET



ELITE Instructor Certification Course Overview

The ELITE Instructor Certification Course is part of a rigorous instructor training and evaluation program that ensures VBA trainers have demonstrated the essential knowledge and skills for conducting effective virtual and classroom training. In October 2023, the American Council on Education (ACE) recommended the ELITE Instructor Certification Course for post-secondary academic credit equivalency.

ELITE Instructor Certification Course elements include:

- ELITE Instructor Training Course (ITC), which covers core instructor principles (20 hours)
- ELITE Instructor Training Course Comprehensive Exam (CE), which requires candidates to demonstrate knowledge of the core instructor principles (50 questions)
- ELITE Practicum and Observation/Evaluation event, which provides an opportunity for candidates to practice their instructor techniques, receive feedback, and present their refined skills for evaluation (9 hours)

The ELITE Instructor Certification Course focuses on six key competencies:

- Introduction and Overview
- Questioning Techniques
- Active Learning Environment
- Learning Assessment
- Presentation Techniques and Delivery Skills
- Classroom Management

ELITE Practicum and Observation/Evaluation Event

The ELITE Practicum and Observation/Evaluation event is offered in virtual and face-to-face modalities. Virtual events are conducted on the Webex platform, which supports a consistent online learning experience for all users. Candidates are encouraged to practice using Webex in personal meeting rooms at <https://veteransaffairs.webex.com>.

The full-day ELITE Practicum is grounded in adult learning principles and features hands-on practice in groups of up to five candidates. Each ELITE candidate has two opportunities to practice delivering a lesson and receive peer and Evaluator feedback based on ELITE Behavioral Indicators in preparation for the Observation/Evaluation.

The 2-hour Observation/Evaluation is conducted in groups of up to five candidates where each candidate presents a lesson that is recorded and evaluated according to the ELITE Behavioral Indicators by ELITE Evaluators.

Cancellation Policy

Due to the demand for limited space, the following cancellation policy has been approved by the Office of Human Capital Services (HCS). For the purposes of the ELITE Instructor Certification Course, accepting an available spot for an ELITE event and later declining or not showing (for any reason) is considered a cancellation.

- **First cancellation:** After the first cancellation, the ELITE Team responds to the candidate and their Supervisor with a warning that the next cancellation will result in removal from the program.
- **Second cancellation:** After the second cancellation, the ELITE Team notifies the candidate and their Supervisor of their removal and advises registering again after 6 months.

Credly

The ELITE Instructor Certification Course has embraced the use of digital badges to acknowledge and celebrate learning. Digital badges facilitate skill recognition and can assist ELITE-certified instructors in describing their strengths and sharing their achievements.

The ELITE Team shares the names and VA email addresses of eligible ELITE-certified instructors with Credly, a global badge hosting platform. Certified instructors can access their digital badge from Credly and may use it to highlight instructor skills and verify certification. More information about digital badging is available on the [Credly](#) website.

Frequently Asked Questions (FAQs)

Where can I find additional information about the ELITE Instructor Certification Course?

Visit the ELITE Community of Interest on HCS's Training Center of Excellence (TCOE) website: <https://dvagov.sharepoint.com/sites/vbatcoe/SitePages/How-Do-I-Become-an-ELITE-Certified-Instructor-.aspx>.

How can I enroll in the ELITE Instructor Certification Course?

All VBA employees are invited to register for the ELITE Instructor Certification Course at any time using the registration link within the ELITE Community of Interest. Supervisor approval is required for participation. All Supervisor-approved candidates are enrolled in the ELITE Instructor Certification Course on the first Monday of the month selected by the candidates.

Contact the ELITE Team at ELITE@vbatraining.org for more information on enrollment.

How do face-to-face events differ from virtual events?

Participation in face-to-face Evaluation events may require additional levels of Supervisor/Director approval. These events are conducted based on anticipated participation and are limited to 15 candidates per event. Email the ELITE Program Manager, Matthew Fultz (Matthew.Fultz@va.gov), and cc the ELITE Team (ELITE@vbatraining.org) to learn more about travel arrangements and associated costs (funded through HCS).

When can I begin the ELITE Instructor Certification Course? What are the course's time limits or due dates?

Candidates must complete the self-paced ELITE ITC and obtain a passing score (80% or higher) on the ELITE CE within 6 months of course enrollment date.

How am I evaluated for ELITE Instructor Certification?

The first component of evaluation is the ELITE CE, which tests candidates' knowledge of the competencies covered in the ELITE ITC. Candidates who achieve a passing score on the ELITE CE are prompted to contact the ELITE Team (ELITE@vbatraining.org) to schedule a Practicum and Observation/Evaluation event.

Candidates' instructor skills are observed and evaluated by an ELITE Evaluator according to criteria detailed in the ELITE Behavioral Indicators Checklist. Candidates who are rated Proficient or Highly Proficient achieve ELITE Instructor Certification status.

When will I know if I have successfully completed the evaluations?

- **ELITE CE:** Candidates receive immediate notification of exam results. Candidates who do not achieve at least 80% on the first attempt have two additional attempts to pass the exam. ELITE CE results provide information on the level of proficiency attained in each of the competencies tested by the exam to help candidates identify areas that require improvement. Candidates may also review the ELITE ITC content through their Learning History within Talent Management System (TMS) 2.0.
- **ELITE Observation/Evaluation:** Evaluation results with detailed feedback are emailed to candidates within 10 to 15 business days of the event's conclusion. Candidates who do not meet the passing requirements of Proficient or Highly Proficient may attempt a second Evaluation within 6 months of notification.

For how long is ELITE Instructor Certification valid?

ELITE Instructor Certification is valid for 3 years after the date of Evaluation results notification.

How do I re-certify?

ELITE Instructor Certification is valid for 3 years. Before the end of the 3-year certification period, ELITE-certified instructors must submit a Supervisor-signed ELITE Recertification Journal that documents 36 credits and pass a 50-question timed Comprehensive Exam.

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3



ELITE INSTRUCTOR PROGRAM CONTACT INFORMATION

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