

INSTRUCTOR CERTIFICATION COMMITTEE

- I. This Committee, which is a subcommittee of the Education Committee, is known as the Instructor Certification Committee, and is charged with the duty to:
 1. Train and recommend for certification, a pool of instructors for CCMA Courses.
 2. Assure that a future supply of instructors will be available for CCMA courses.
 3. Notify candidates: The Chairman of the Instructor Certification Committee will notify all assessor's offices through the *Assessoreporter* and/or a notice to County representatives 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 Committee. For any vote of the Instructor Certification Committee, at least eight members must be present. A simple majority of the votes cast is required for passage of any action.

- II. Members of the Instructor Certification Committee shall be:
 1. A representative of the University of Connecticut, or his/her delegate
 2. The five senior instructors of CCMA courses 1A, 1B, 2A, 2B, and 3
 - 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 Committee.
 - ii. If the senior instructor steps down, the next most senior instructor in the course will immediately and automatically become the senior instructor and member of the Instructor Certification Committee.
 - 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.
 3. Chairman of the CCMA Committee
 4. 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 Chairman.
 5. Chairman of the Education Committee
 6. The President of the CAAO will serve as an ex-officio member
 7. The Chairman of the CCMA Committee shall be the Chairman of the Instructor Certification Committee

- III. Qualification for admittance to the Instructor Certification Program shall be:
 1. Candidates must have earned a CCMA designation. For appraisal courses 2A, 2B and 3, comparable designation may be accepted by a majority vote of the Instructor Certification Committee
 2. Candidates must have served as one of the following for a minimum of three years:
 - i. Assessor in Connecticut

- ii. Assessor's Assistant in Connecticut
 - iii. OPM Personnel
 - iv. For appraisal courses 2A, 2B and 3, comparable experience, accepted by a majority of the Instructor Certification Committee
3. Candidates must complete and submit, to the Instructor Certification Committee, an application provided by the Committee which will include:
 - i. Education
 - ii. Teaching Experience
 - iii. Expertise in special areas
 - iv. Employment information
 - v. Courses candidate feels he/she is capable of teaching
 - vi. Courses he/she prefers to teach
 - vii. All pertinent information the candidate feels would aid the Committee in determining the candidate's qualifications
4. Candidates are required to submit any other information requested by the Committee

IV. Certification process

1. The Chairman of the Instructor Certification Committee shall notify all assessor's offices of its intent to review candidates for certified instructors
2. Candidates shall fill out an application, provided by the Instructor Certification Committee, and return the application to the Chairman of the Instructor Certification Committee not later than 60 days after notification to all assessor's offices
3. The Instructor Certification Committee shall review all applications and ask candidates to meet with said Committee for a presentation to the Committee. Applicants who are not selected by the Committee for a presentation shall be notified of the Committee's decision in writing
4. Each presentation to the Committee shall be thirty minutes in length and shall be on a topic chosen from a list of topics supplied by the Committee at the time the candidate was asked to meet with the Committee for the presentation
5. The Instructor Certification Committee 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 has his/her process cease at this point shall be notified by the Committee in writing
6. 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 discretion over the portion of the course to be taught by the candidate. The senior instructor and two other members of the Instructor Certification Committee are to be present for the one and one half (1 ½) hour of teaching. No remuneration will be paid to any candidate during the instructor certification process.
7. The senior instructor and the two attending members of the Instructor Certification Committee will complete critique forms supplied by the Instructor Certification Committee
8. The Instructor Certification Committee 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 Committee in writing
9. The Education Committee will meet and act on the recommendations of the Instructor Certification Committee. 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.
 10. The names of all candidates certified as instructors shall be forwarded to the CCMA Committee by the Chairman of the Education Committee
 11. The Chairman of the Education Committee shall submit the complete list of certified instructors to the CCMA Committee no less than once annually during the month of January
 12. At the request of the CCMA Committee, the Education Committee may grant an 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 contained in Section IV (9) above.