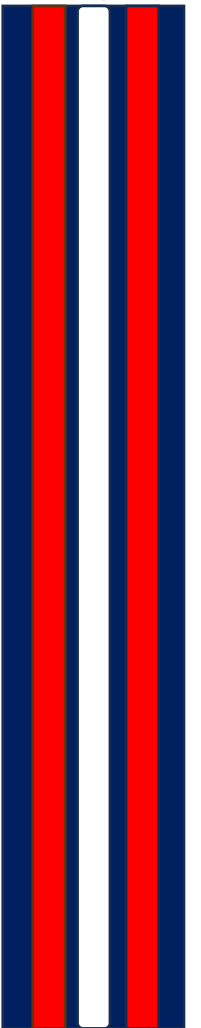




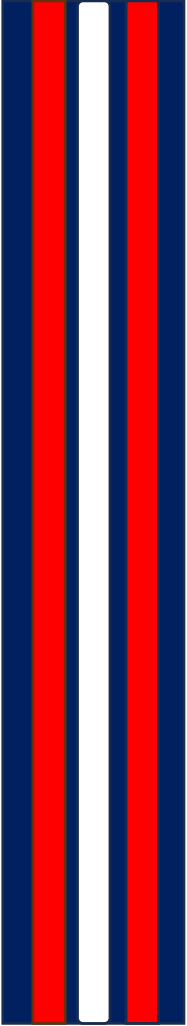
10 Steps to Instructor Certification





Overview

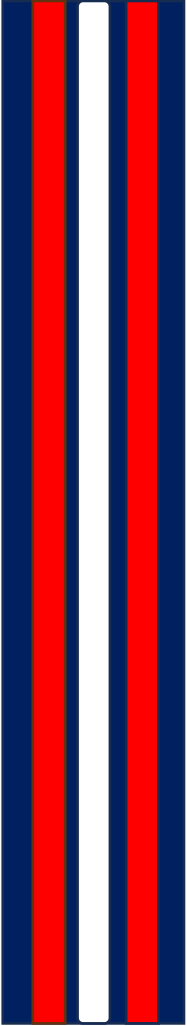
- 1. Read the ID2025 Student Guide**
- 2. Read through the ID2025 Course on the Auxiliary Classroom**
- 3. Take the Instructor Exam on the Auxiliary Classroom (open book)**
- 4. Review the Instructor Workshop**
- 5. Review the PQS questions**
- 6. Prepare the short presentation (15 to 30 minutes) with lesson plans and present under the supervision of a certified instructor**





Overview

- 7. Prepare a one to two hour presentation in MT or PE with lesson plans and present under the supervision of a certified instructor**
- 8. Complete Introduction to Risk Management**
- 9. Answer PQS questions with an instructor mentor**
- 10. Record all study and class time, except for the presentations, as 99D**





Overview

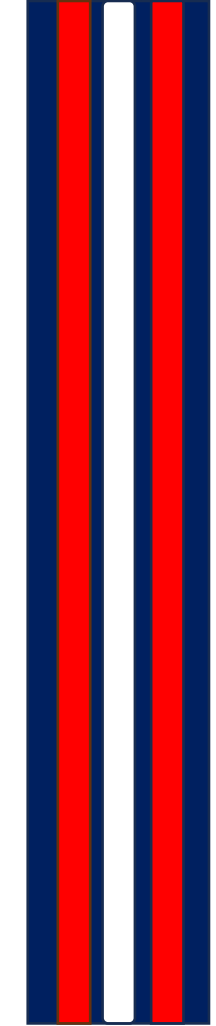
Once that's all signed off and student teaching hours, workshop, and Introduction to Risk Management are recorded in AUXDATA II, FC signs the last page of the Study Guide along with all the other activities that have been signed off by the mentor(s), and submits it to their District DIRAUX per district policy.





1. Download and Read the ID2025 Student Guide

- Go to:
 - CGAUX.org
 - Select Public Education Directorate
 - Sign in
 - Select PE Resources
 - Click on ID2025
 - Download the Student Guide





2. Complete the ID2025 Course in the Auxiliary Classroom

- Go to:
 - <https://classroom2.cgaux.org/moodle/>
 - Sign in
 - Select E-Public Education
 - Click on ID2025
 - Go through the course to the end





3. Take the Instructor Exam in the Auxiliary Classroom (open book)

- **Go to:**
 - <https://classroom2.cgaux.org/moodle/>
 - **Sign in**
 - **Go to the catalog**
 - **Scroll down to the Instructor Development 2025 Final Exam**
 - **Take the examination and score at least 90%**
 - **Success will be automatically uploaded to AUXDATA II within one to two weeks**





4a. Review the Instructor Workshop

- Go to:
 - <https://classroom2.cgaux.org/moodle/>
 - Select E-Public Education
 - Click on Instructor Workshop
 - Read through or listen to the workshop
 - Completion will be automatically uploaded to AUXDATA II within one to two weeks





4b. Receive Your Certificate

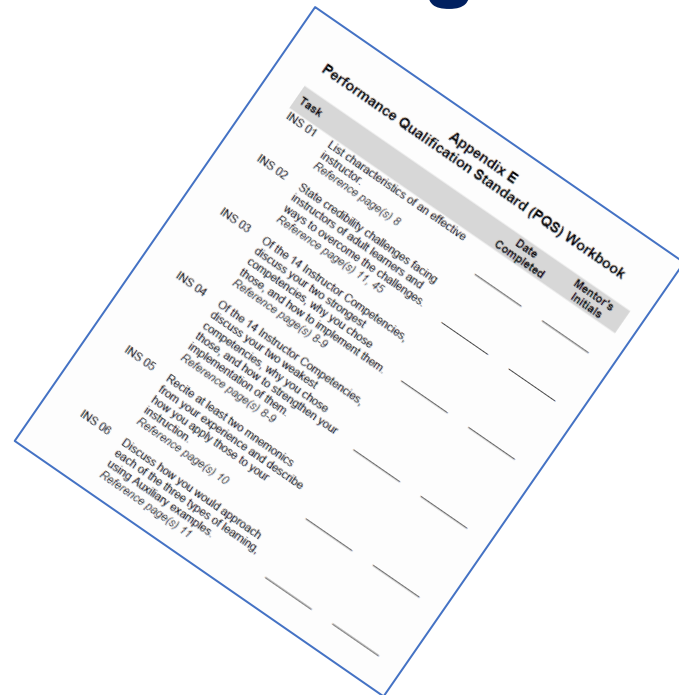
- After reading through the workshop:
 - Keep a copy of your certificate
 - Your course completion will be automatically uploaded to AUXDATA II within one week of workshop completion.





5. Review the Performance Qualification Standard Questions

- Go to:
 - The ID2025 Student Guide – Appendix E
 - Go through each question and look up the answers to be assured of knowing the material





6. Prepare the short presentation (15 to 30 minutes)

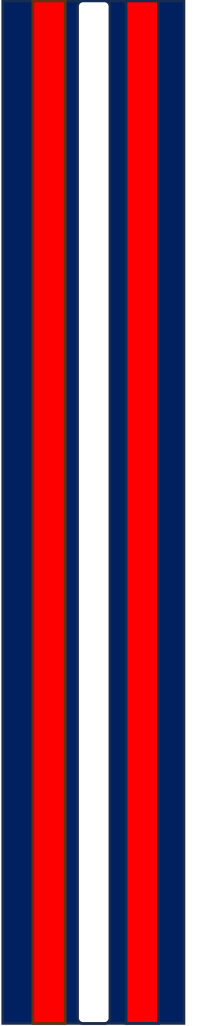
- **Ground Rules:**
 - This can be on any topic
 - Must include a complete lesson plan
 - **AUXDATA II**
 - Supervising instructor/mentor is listed as **LEAD**
 - Candidate is a **TRAINEE**.
 - Only one trainee per lead per session
 - Mission codes 06 or 14 are used





7. Prepare the long presentation (one to two hours)

- **Ground Rules:**
 - This must be a public education or member training topic
 - Must include a complete lesson plan
 - **AUXDATA II**
 - Supervising instructor/mentor is listed as **LEAD**
 - Candidate is a **TRAINEE**.
 - Only one trainee per lead per session
 - Mission codes 06 or 14 are used





8. Complete Introduction to Risk Management

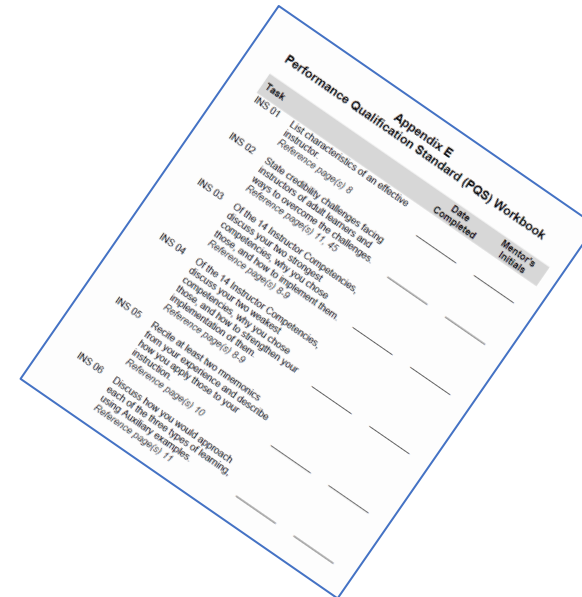
- **Go to:**
 - <https://classroom2.cgaux.org/moodle/>
 - **Sign in**
 - **Select R-Response**
 - **Click on Enrollment Key to get the correct key**
 - **Click on Risk Management and Operations Portal**
 - **Click on Introduction to Risk Management (ITRM)**
 - **Complete the course and quizzes**
 - **Successful completion will be automatically downloaded to AUXDATA II within a week or two**





9. Work with a Certified Instructor; Answer PQS Questions

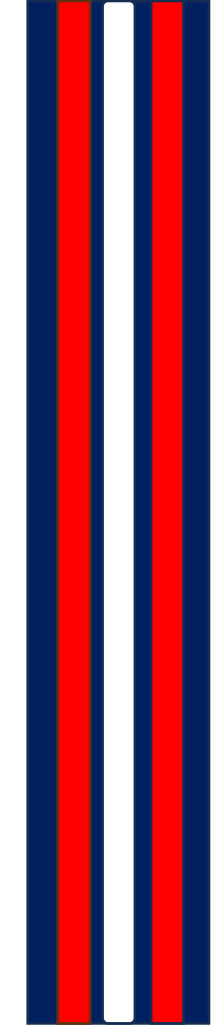
- **Ground Rules:**
 - This is a closed-book, closed-notes session
 - Certified Instructor/mentor must initial and date each item on the appropriate section of the form





10. Record all study and class time, except for the presentations, as 99D

- **Consolidate all class time, study time, and travel time under 99D for entry into AUXDATA II**
- **“Student Teaching,” both the short and long presentations, are entered into AUXDATA II**
 - **06A or 06B if member training**
 - **14A through 14W if public education**
 - **Certified instructor is LEAD**
 - **Candidate is TRAINEE**
 - **Only one Trainee per AUXDATA II record**





Final Steps

Once everything is signed off and the student teaching hours, workshop, and Introduction to Risk Management are recorded in AUXDATA II, the candidate's FC signs the last page of the Study Guide along with all the other activities that have been signed off by the mentor(s), and submits it to DIRAUX via the District Help Desk.

Note: To be certified as an instructor, the member must have a current uniform inspection. They cannot be exempt.





Final Steps – DIRAUX

Your District DIRAUX requires specific information to certify a member as an instructor:

- **The member's full name, member number, flotilla number, and certification requested**
- **The signed off Appendix E (PQS) and Appendix F**
 - **Every question in the PQS must be initialed and dated**
 - **Every item on Appendix F must be completely signed and dated (mentor and flotilla commander)**





Thank You

- If you have any questions, contact the appropriate E-Directorate Staff, following the Chain of Leadership and Management
- You may email the E-Directorate at pe.feedback@cgauxnet.us

