



Instructor Certification Program

The TxDOT Instructor Certification Program is a unique assessment-based series that covers the entire process of delivering training, assessment and evaluation, preparation, creating a positive learning environment, as well as designing and developing engaging curriculum. Grounded in theory and focused on practice and application, this program will help develop your professional development in these areas of expertise. This program is available to all trainers regardless of their training discipline.

There are three levels of certification:

Instructor Levels*

Instructor Successfully completed DEV 119
and is currently delivering training or has a listed job duty to deliver training or administer a training project or program

Senior Instructor Successfully completed DEV 119
and is currently delivering training or has a listed job duty to deliver training or administer a training project or program
and has been delivering training or administering a training project or program for at least 1 year
and has received formal WFD-approved classroom evaluations of training
and has assisted in implementation of DEV 119
and has successfully completed DEV 120



Master Instructor Successfully completed DEV 119
and is currently delivering training or has a listed job duty to deliver training or administer a training project or program
and has been delivering training or administering a training project or program for at least 3 years
and has received formal WFD-approved classroom evaluations of training
and has assisted in implementation of DEV 119
and has successfully completed DEV 120
and has successfully completed DEV 121
and has designed and developed new training that meets WFD guidelines for Instructional System Design that is also recorded in ELM and has been implemented or otherwise delivered
and has assisted in implementation of DEV 120
**Accepted Equivalencies found on website.*

Certification Courses:

DEV119 – Training Basics for Trainers: This course explores the fundamental skills of a trainer. Participants will learn elements of class preparation, adult learning principles, learning styles, classroom management techniques, working with group activities, and training evaluation. The course also uses practical tips and techniques to reinforce various training skills. Participants will benefit from individual feedback to improve their specific challenges and build upon their strengths as trainers.

DEV120 – Training Curriculum Design: This hands-on, activity-based course includes the design of instructional materials. As a requirement for completion, participants will design a Participant Guide through the storyboard stage. Topics include: curriculum development process flow, developing learning objectives, working with a Curriculum Development Plan, types of instructional methods, and completing a Form 1951.

DEV121 – Training Curriculum Development: Designed as an individual project-based course for curriculum developers who have completed the Training Curriculum Design course and want to improve their development skills. Participants attend at least two sessions of these four Topics: Enhancing Writing Skills, Using PowerPoint to Develop Training Guides, Finalizing Course Materials, or Developing Technical /Performance-based Manuals. Optional workshops follow classes.

You can download the **application packet** and submit it electronically with all of your supporting documents from website. Frequently asked questions about the application process found on website.

Contact

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Web: HRD-NET > Workforce Development > Career Development > Instructor Certification Program

