

THE NATO CERTIFIED INSTRUCTOR QUALIFICATION CERTIFICATE

PHASE 1 – COMPLETE THE INSTRUCTOR PERSONNEL QUALIFICATION STANDARDS (IPQS)

Phase 1 involves new instructors becoming aware of NCIP instructor outcomes as well as the assessment expectations that will be utilized during the instructor monitoring process. The Supervisor, Quality Assurance Officer (QAO) or a qualified NATO Certified Instructor of the applicant is to ensure the *Instructor Personnel Qualification Standards (IPQS) form* is discussed and completed in a timely fashion which signals that the new instructor can initiate the NCIP process and will be supported. This is a critical first step as each new instructor will need to become familiar with the competencies and associated performance criteria that must be met or are expected of a NATO Certified Instructor.

PHASE 2 – COMPLETE COURSES

Phase 2 involves planning and communicating with the new instructor on completing or providing proof of completion of the following:

- NATO Orientation Course ([M5-32](#) or [M5-33](#)) or equivalent Individual Organization Orientation Course¹
- NATO Instructor Course ([M7-98](#)) or national equivalent course that must adhere to Bi-SC 075-007 Chapters 7,8 & 9 (PLAR approved),
- NATO Global Programming Analysis Course ([S7-135](#)) or ADL 222,
- NATO Systems Approach to Training Course ([S7-136](#)).

PHASE 3 – RECEIVE EVALUATIONS

Phase 3 involves receiving a minimum of two satisfactory instructor evaluations using the *Instructor Monitoring Form*. The Instructor Monitoring Form is to be completed during actual classroom presentations. New instructors must receive at least one satisfactory evaluation within 6 months of commencement of the NCIP and two satisfactory evaluations within 1 year:

- One (1) performed by a peer who is a NATO Certified Instructor;
- One (1) performed by a Quality Assurance Officer (QAO).

Instructor evaluations are considered “satisfactory” when all core competency performances are marked “3” or higher. The intent of the evaluation process is to provide feedback with an accompanied development plan for new instructors to show improvement on subsequent evaluations. This is especially true if the same lesson plan presentation is evaluated for a second time.

PHASE 4 – RECEIVE CERTIFICATE

Phase 4 involves requesting/presenting the NATO Certified Instructor Certificate and accoutrements.

- Initiating organizations shall forward the following documents to the NCIP Manager at NCIP@natoschool.nato.int:
- An *Instructor Qualification Memo* stating that the instructor has successfully completed all requirements, ensuring the completion date of each requirement is indicated;
- Related documentation such as a completed IPQS and two (2) satisfactory Instructor Monitoring forms;
- The NCIP Manager will confirm that the instructor has completed all the requirements of the NATO Certified Instructor Programme, track the results in the NATO Certified Instructor Qualification Tracker and produce the certificate. Note that this Certificate is signed by SACT and the NSO Commandant.
- Once the certificate is prepared and ready for distribution, the NCIP Manager will forward it along with the associated accoutrements to the requesting ETF Office of Primary Interest (OPI). The certificate and accoutrements are presented by an ETF official on behalf of the Commandant of NSO as soon as practicable.
- HQ Supreme Allied Command – Transformation (SACT) recognition is authorized for NATO-provided Instructor training. The associated course completion certificates for NATO-provided courses may bear an electronic facsimile endorsement (signature) of the SACT. Therefore, the NATO Certified Instructor qualification certificate will continue to be signed by SACT and the NSO Commandant.

Dated 14 Apr 21

¹ Within the NCS, resources are allocated towards orientation and initial staff indoctrination programmes. These programmes are unit specific and are not generally captured as part of broader NATO E&IT requirements.