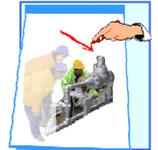


## I Want to Be an EOCP Recognized Instructor- So What Do I Need to Apply? - A Checklist

*Alright – so you are going to complete the application form!*

Save time - collect what you need before you enter a single word.

Use this Checklist so when you sit down you have everything you need.



### Your Contact Information

- Name** – If you are an Operator use the same format as you did for your certification (e.g. nickname or formal, initial or no initial)
- Contact phone number, address** – where and how is it best to reach you (Work? Home office?)  
*Note: a valid email address is necessary. You get your notifications through email.*
- Your Certification #** - will likely appear after you type your name in. But it doesn't hurt to have it in case - *if you have one. It's not necessary to have one, depending on the topic.*

### Subject Matter Areas That You Wish to Instruct:

- You can choose up to 3 topic areas you want to offer courses in this application. These will appear in your Confirmation of Experience Letters. [So You're Thinking of Applying to be an EOCP Recognized Instructor](#) helps you think about this. The [ABC Need-to-Know-Criteria](#) for the related discipline can be really helpful too with ideas about the words you use. It may also give you some good ideas about what courses are needed and even your agenda (what to cover)!

### Confirmation of Experience Letters

- You need 2 Confirmation of Experience Letters. As part of this application you need 2 letters to confirm your experience in *each* of the topics you want to teach. To save you time there is a template Confirmation of Experience Letter. It **must** be used.

**Suggestion:** Print copies and get them to the people who can confirm your experience before completing the application form. Then when you complete the online form you can immediately either:

1. Fax them into EOCP,
2. Email them, or
3. Scan them into your computer and upload them.

**TIP:** This is important!! - These letters **must be received within 14 days of saving your application for the 1<sup>st</sup> time or it will be rejected. The fee will not be returned.**



## Your Experience

Consider what topic(s) you want to instruct. Make sure that what you assemble for the next 3 items shows your related experience:

- Experience with Topic(s):** Gather up info about related work experience including dates and locations. For example, what were your job titles? Collect info on memberships, any awards you have, any certificates, diplomas, or degrees. Draft a description that you can cut and paste in.
- Other Relevant Qualifications:** If you have experience with instructing and presenting, make a list of where and when. *Make sure to note if you have already successfully taught the courses that you hope to apply for next.* Did you teach people as a supervisor? Or demonstrate specific tasks as a leadhand? Did you coach or mentor operators?
  - Over what period of time? It can be related to both Water and Wastewater, as well other subjects. Did you win an award? What about journals you get or memberships you have?
- Experience Demonstrating, Presenting & Instructing:** Count the number of times, if any (not required) that you've provided demonstrations, and/or instructed a course related to water and wastewater operations & maintenance.
- Describe experiences demonstrating,** presenting technical papers, instructing Operators and others. Estimate how many times you've demonstrated, presented, or instructed.
- Other jurisdictions** - If you have instructed for any organization(s) that provide training - and give permission to contact them, have ready their phone number & contact person's name.
- Do you instruct for a Training Organization?** Have its name & number if you want to give it.

**TIP:** The field tells you how many characters you have put in. However, if you want to check spelling in your description put it into a word processor document to spell check it. Then cut & paste it into the form's entry box.

## Instructor Profile – Marketing Opportunity!

- Write a paragraph** to cut and paste in to give possible participants an idea of your background. EOCP posts it if both your applications are approved. Participants want to know what you bring to the course(s) you are applying to be recognized for. [See what others have done.](#)
- Photo of yourself:** Do you have one? If yes, make sure where you "browse" to it (find & select among your computer files & folders). Once you select it upload (attach it) to the application form. *Don't worry if you don't have a photo. It's better to have one, but it's not required!*

## Availability

Regarding instructing - consider where, when, and how often:

- Where** – anywhere in BC or Yukon? Or specific regions, e.g., Vancouver Island, Northern, Interior, Eastern BC? (How much time and desire do you have to travel?)
- When** – anytime or specific seasons? (Are there times when it's easier to take time off?)
- How many courses a year?** (How much time do you have; how much interest)

- When you have entered information, you can hit **Save** and come back to edit it.

**Note:** It saves it **for 14 days only!** When you are finished, click on the **Submit** button.

-If anything is missing you'll see a red note at top of form. Make those changes.

If everything is in order you'll be routed to the Payment Page. You'll need a Visa or Master Card to make the payment. You should receive a receipt in an email to the email address you gave.

Once you complete the application process and pay the fees online, you should receive an email around the 14 day mark. It let's you know the results (unless additional information is needed).

