



1) PURPOSE

- a) The purpose of this policy is to define the responsibilities of instructors of Chapter sponsored courses.

2) PHILOSOPHY

- a) The Chapter will conduct courses in ways that enhance the professional image of the Chapter by those who take and teach our courses. Instructors are to follow all Chapter policies and procedures relative to their responsibilities. Chapter policies and procedures as well as other helpful resources are available on the Chapter website.

3) SCOPE

- a) This policy applies to instructors of Chapter sponsored courses.

4) POLICY/PROCEDURE

a) Classroom Management

- i) Review errata reports on the APICS instructor website and decide how these may affect your lesson. Refer to <http://www.apics.org/InstructorCenter/>
- ii) Prepare a course syllabus and distribute to participants at the first course session.
- iii) Have a current APICS Dictionary. (Free to members).
- iv) Show participants the primary references in the instructor kit. Explain that this course is designed as a review course but the references are available through APICS bookstore should they require them.
- v) Explain the certification maintenance requirements and the process to register for a test. Refer to both bulletins in the instructor kit.
- vi) Have Students sign the attendance roster at the beginning and end of each course session. Turn in the completed roster form to the VP Education or designee after course completion.
- vii) Use PowerPoint to display slides. Overhead transparencies detract from the APICS image however; they may still be used for freehand use.
- viii) Have students complete the Instructor Evaluation and the Course evaluation at the last class session. Turn in the completed evaluations to the VP Education or designee after course completion.
- ix) Understand the Chapter Policy on earning Certificates of Completion. Sign them black ink and distribute them at the last course session. Destroy unearned certificates. For in-house courses, attempt to get a company executive to help distribute the Certificates.
- x) Encourage participants to advise the Chapter when they have passed an exam so that we may publicize their accomplishment. Refer to <http://www.apicsphoenix.org/PassedCertExamForm.htm>
- xi) Teach tips on how to take CPIM tests. This is provided in the Instructor Toolkit that is available on the Chapter website.
- xii) CSCP instructors are responsible to order the CSCP Learning Systems and PowerPoint Slide Booklets directly from Holmes Corp (charging the cost to



- the Chapter). Instructors will only distribute Learning Systems to students whose payments have been verified. The instructor needs to request up-to-date payment information from the Chapter office.
- xiii) Input and maintain the EduNetCentral database (CSCP course only)
- b) Work as an Extension of Chapter Management
- i) Read and understand Chapter Policies and Procedures as they apply to Instructors.
  - ii) Safeguard APICS issued instructor materials. Replacement cost of materials will be deducted from instructor pay. Marks in any books are not allowed but Post-it notes may be used.
  - iii) Promote membership in APICS.
  - iv) Report instructor guide errata at <http://www.apics.org/InstructorCenter/>
  - v) Do not handle payments. Refer payment issues to the APICS office at 480-813-2154 or [info@apicsphoenix.org](mailto:info@apicsphoenix.org)
  - vi) Market the courses and PDM's to participants and others.
- c) Enhance the APICS image.
- i) Teach what to do in case they fail a test. Use their score diagnostic and the Exam Content Manual to determine the primary source materials they should consider buying. Advise them to that the test no later two months after failing an exam.
  - ii) Attend class in business casual attire or better.
  - iii) Respond promptly to student emails and phone calls
  - iv) Respond to complaints about price by stating value for the investment. Encourage them to price ASU, UOP, Weber State or Fox Valley Technical College. We are very cost competitive.
  - v) Mention our website often.
- 5) ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES
- a) Attachment(s)
    - i) Excel file: "Evaluation Forms – Instructor & Course.xls."
    - ii) Excel file: "Attendance Roster Master Form.xls"
  - b) Closely Related Policies/Procedures/Documents
    - i) 02-040 Recognition Certificate Preparation
    - ii) 03-022 Course Completion & Close-out
- 6) RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:
- i) VP Education