



Instructor roles, qualifications, and FAQs

Lead INSTRUCTORS:

The Applicant must have, at minimum, a Bachelor's degree in a natural resource science or in environmental education; OR that person must have demonstrated comparable practical experience by providing environmental education programs. The Applicant must also be affiliated with a sponsoring organization that will support the FMNP conceptually and physically (classroom for at least 20 people, AV equipment, etc.). **To supplement the online application, two letters of recommendation must be submitted to the state office, one of these must be from the sponsoring organization.**

LEAD INSTRUCTORS MUST BE WILLING TO:

1. Deliver at least one FMNP course annually
 1. Only one course from each Training Facility is required each year regardless of the number of Instructors registered at that Facility. All of the Instructors who contribute to that course satisfy their one-course-per-year requirement to maintain their 'Active' status.
 2. Accordingly, if more than one Training Facility collaborate to offer an FMNP course together, those Facilities and their participating Instructors satisfy their one-course-per-year requirement.
 3. If a Training Facility's Instructors (Lead, Associate and Assistant) cannot meet their annual course teaching requirement, to maintain their 'Active' status, they must notify the FMNP Program Coordinator and present adequate justification. Otherwise, the entire Training Facility will become 'Inactive'.
2. Book all FMNP courses and submit related FMNP course paperwork for their specific Training Facility
3. Coordinate, oversee and mentor all of the Training Facility's Associate and Assistant Instructors
4. Establish and implement a marketing strategy for their Training Facility's FMNP Courses
5. Collaborate in every way possible with FMNP Instructors from other Training Facilities
6. Develop partnerships with numerous local experts who can assist with guest lectures and field trips
7. Be well-prepared for the delivery of FMNP curricula
8. Be present at **ALL** course presentations and field trips unless another Lead or Associate FMNP Instructor is present.

Associate INSTRUCTORS:

The Associate Instructor applicant must have, at minimum, a Bachelor's degree in a natural resource science or in environmental education; OR that person must have demonstrated comparable practical experience by providing environmental education programs. The Applicant must also be

affiliated with a sponsoring organization that will support the FMNP conceptually and physically (classroom for at least 20 people, AV equipment, etc.). **The Applicant must submit a Letter of Support from their Lead Instructor, and contact information for a professional reference.**

ASSOCIATE INSTRUCTORS MUST BE WILLING TO:

1. Deliver at least one FMNP course annually (individually or with other FMNP Instructors)
 1. One course from each Training Facility is required each year regardless of the number of Instructors registered at that Facility. All of the Instructors who contribute to that course satisfy their one-course-per-year requirement to maintain their 'Active' status.
 2. Accordingly, if more than one Training Facility collaborate to offer an FMNP course together, those Facilities and their participating Instructors satisfy their one-course-per-year requirement.
 3. If a Training Facility's Instructors (Lead, Associate and Assistant) cannot meet their annual course requirement, to maintain their 'Active' status, they must notify the FMNP Program Coordinator and present adequate justification. Otherwise, they will become 'Inactive'.
2. Mentor all of the Training Facility's Assistant Instructors
3. Help to establish and implement a marketing strategy for their Training Facility's FMNP Courses
4. Collaborate in every way possible with FMNP Instructors from other Training Facilities
5. Develop partnerships with numerous local experts who can assist with guest lectures and field trips
6. Be well-prepared for the delivery of FMNP curricula
7. Be present at **ALL** course presentations and field trips unless an FMNP Lead or another Associate Instructor is present.

Assistant INSTRUCTORS

The Assistant Instructor applicant must have, at minimum, a Bachelor's degree in a natural resource science or in environmental education; OR that person must demonstrate comparable practical experience by having provided environmental education programs. The Applicant must also be affiliated with a sponsoring organization that will support the FMNP conceptually and physically (classroom for at least 20 people, AV equipment, etc.). **The Applicant must submit a Letter of Support from their Lead Instructor, and contact information for a professional reference.**

ASSISTANT INSTRUCTORS MUST BE WILLING TO:

1. Help to deliver at least one FMNP course annually
 1. Only one course from each Training Facility is required each year regardless of the number of Instructors registered at that Facility. All of the Instructors who contribute to that course satisfy their one-course-per-year requirement to maintain their 'Active' status.
 2. Accordingly, if more than one Training Facility collaborate to offer an FMNP course together, those Facilities and their participating Instructors satisfy their one-course-per-year requirement.
 3. If a Training Facility's Instructors (Lead, Associate and Assistant) cannot meet their annual course requirement, to maintain their 'Active' status, they must notify the

FMNP Program Coordinator and present adequate justification. Otherwise, they will become 'Inactive'.

2. Help to establish and implement a marketing strategy for their Training Facility's FMNP Courses
3. Collaborate in every way possible with FMNP Instructors from other Training Facilities
4. Develop partnerships with numerous local experts who can assist with guest lectures and field trips
5. Be well-prepared for the delivery of FMNP curricula
6. Make sure that an Associate or Lead Instructor is present at all times when delivering course material or conducting field trips.

Frequently Asked Questions about Becoming an Instructor

FMNP Instructor applications will be determined according to (i) individual qualifications, (ii) the appropriateness and sufficiency of any sponsor organization, (iii) Instructor openings, and (iv) the mission and educational delivery needs of the FMNP.

Must Lead Instructors be affiliated with an organization? Yes. Lead Instructor applicants must be affiliated with an organization that will serve as a Training Facility to support the FMNP conceptually and physically (classroom for 24 students, AV equipment that can project PowerPoint presentations and videos).

Who reviews my application? Instructor applications are reviewed by appropriate FMNP staff and may be reviewed by certified FMNP Instructors from the applicant's FMNP Region. If staff review is positive, the application will be forwarded to the FMNP Advisory Board (FAB) for their recommendation and vote of support.

As an FMNP Instructor, am I required to teach an FMNP class each year? As an FMNP Lead Instructor, you are expected to schedule and provide FMNP training at least once per calendar year – flexibility exists in how classes are scheduled.

Can I build a team of FMNP Instructors to teach classes? Yes. FMNP Instructor teams are an excellent way to provide excellent classes. All FMNP Instructors must have minimum qualifications, apply and be accepted, attend Instructor Orientation, and be registered as Instructors with the FMNP.

Do FMNP Instructors receive financial compensation? Financial compensation is provided to the FMNP Training Facility (typically not to individuals), and is currently established at \$75/student.

Can different FMNP Teams/Training Locations teach classes together? Yes, FMNP Instructors from different organizations are encouraged to collaborate and assist each other in any and every way possible. This includes teaching classes together. In these cases, the Instructors inform us how they wish the financial incentives distributed.

Can FMNP Instructors invite guest lecturers? Yes, Instructors may have guest lecturers provide additional information, but this does not substitute for requirements for the FMNP Lead Instructor to ensure all required FMNP presentations and videos are adequately provided to the class. A Lead or Associate FMNP Instructor should be present for all FMNP course PPT presentations.

Can FMNP Instructors have local experts lead field trips? Yes, Instructors may establish partnerships with local experts (e.g., park ranger) to assist during field trips, but the FMNP Instructors should still take an active role in discussing local habitats, asking students questions, and assisting students in the process of learning. A Lead or Associate FMNP Instructor should be present for all FMNP field trips.

Can we schedule more than 3 field trips? Each FMNP core module has 3 required field trips to representative ecosystems. Additional field trips may be scheduled as an option at the discretion of the Instructors, but additional field trips cannot be made mandatory. Because additional field trips are optional, Instructors can charge a fee as necessary (e.g., to cover canoe rental). If an additional optional field trip is planned, we encourage Instructors to post this information on their course schedule.

What are the requirements for FMNP Students to graduate from a course? Students are allowed to miss one class day, but otherwise must attend all classes and field trips and complete the final project to be certified. If students miss more than one class, we ask that they make arrangements with the Instructor to attend another FMNP class or make up the class work they missed. These arrangements are at the Instructor's discretion and approval and may be discussed with the FMNP Program Leader.

How do I market my class? Instructors have primary responsibility for promoting their classes (newsletters, mail outs, brochures, displays, hand-outs, public talks). The FMNP Program Office provides various marketing materials to FMNP Instructors to assist with this process (also available on the Instructor page of the FMNP website) and the FMNP Program Coordinator markets all classes to FMNP Listserves.

How far in advance should I post my course schedule on the FMNP website? We recommend posting your FMNP course schedule with the FMNP Conference Coordinator at least 8 weeks prior to the beginning of the course. Registration closes one week prior to the first class date to allow time for FMNP class materials, patches, and pins to be mailed to the Instructor.

How are Instructors trained? Only instructors with adequate knowledge and experience will be approved as FMNP Instructors. In order to become oriented to the procedures specific to teaching with the FMNP, each approved applicant must attend a free 2-hour online orientation, submit required paperwork, and complete a phone call with the FMNP Coordinator, to be certified as an Instructor.

Why should I consider becoming an FMNP Instructor?

- There is no cost to becoming an FMNP Instructor.
- Lead and Associate Instructors may generate programmatic funds for their educational program by receiving a portion of student tuition (up to \$75/student, provided to the Instructor's organization).
- FMNP Instructors can train their own volunteers and employees, and strengthen environmental education programs in their communities by providing training to others.
- Student final projects may benefit the Instructor's organization by providing creative ideas and solutions that improve environmental education programming.

- FMNP Instructors will become part of regional and statewide efforts to create a workforce of trained Master Naturalists to assist in environmental education and to promote a greater understanding of Florida's ecosystems among residents and visitors.