



Instructor Application CAPS, CGA, CGB, CGR and GMB

To become an approved instructor for CAPS, CGA, CGB, CGR, or GMB courses, you must complete an Instructor Application. If you have previously applied to be an approved instructor, you may apply for additional course approvals by updating any information that has changed since your last application and providing your description for item 4. The instructor requirements include:

1. Be an NAHB member or an employee for an NAHB member organization in good standing; Non-members must include a waiver of the membership requirement from their sponsoring local association; and be a CAPS in good standing (CAPS courses only);

AND

2. Possess expertise in occupational safety and health, Federal and State OSHA regulations, and construction techniques with the residential construction industry or possess a minimum of (5) years experience with direct responsibilities in the field of safety; or a degree in the field of occupational safety and health, or professional safety certification (Big-Four Safety only);

AND

3. Successfully complete the current version of the course for which you are applying to become an instructor; or have taught a construction safety training program, preferably the OSHA 10-hour or 30-hour construction Outreach Training (Big-Four Safety only);

AND

4. Candidate must provide a description, in 250 words or less, of how their experience relates to subject matter of the course, providing specific examples both as to quantity and scope of involvement, size of projects and other pertinent information they feel would assist the committee in making a determination;

AND

5. Provide three references (name and contact information) supporting their expertise in the subject matter. All references must come from industry professionals (non-HBA/NAHB staff) outside their firm and include contact information and nature of relationship. References must be able to attest to candidate's knowledge specific to subject matter of the course;

AND

6. Successfully complete the NAHB University of Housing Train the Trainer course OR Show evidence of NAHB instructor experience (measuring a 4.0 or better on a 5 point scale on the participant's evaluations, twice within a 24-month period prior to application);

AND

7. Pledge to maintain professional standards of conduct by signing The NAHB University of Housing Instructor Guidelines.

To maintain your approved CAPS, CGB, CGR, CGA and GMB instructor status:

1. Maintain your membership in NAHB and maintain your CAPS designation in good standing (CAPS courses only);

AND

2. Maintain a 4.0 or greater rating on a 5 point scale on the participants' evaluation forms. Instructors will be reviewed annually. Instructors who fail to meet this standard will be placed on probation and referred to the Train the Trainer course. Candidates who fail to improve their average to the minimum standard within the next two courses or within 1 year (whichever is shortest), will be required to complete the Train the Trainer course to reinstate their approved status;

AND

3. Instruct a minimum of three courses each 36 months;

Questions or concerns with the above requirements should be addressed to the CGB Board of Governors or the CAPS Board of Governors, c/o The NAHB University of Housing, 1201 15th St, NW, Washington, DC 20005.

INSTRUCTOR APPLICATION

First Name	Middle Initial	Last Name
Title		
Company Name		
Address		
City	State	Zip Code
Address		
Office Phone	Cell Phone	Fax
Email Address		Website

Please provide the following information and check the appropriate boxes:

1. I am an NAHB member (member number) _____
 Local Association Name: _____
 (Non-members are required to submit a letter of sponsorship from their local HBA)

2. I am a CAPS CGA CGB CGR GMB Other _____
 CSP CIH CHST CSHM OSHA 500 (Big Four Safety only)

3. I have attached a copy of my resume (an electronic version is preferred)
 AND
 I have taught a construction safety related training program (Big-Four Safety only)
 Name: _____ Date: _____

4. I have attended the required NAHB University of Housing Train the Trainer Program
 Location: _____ Date: _____
 OR
5. I have taught two NAHB University of Housing courses in the past 24 months.
 Course: _____ Location: _____ Date: _____
 Course: _____ Location: _____ Date: _____

Please indicate which course(s) you would like to be approved to teach and list the HBA and the date that you completed/attended each course.

Applicant Name: _____

Course Name	Location	Date
Builders, Remodelors and Indoor Air Quality (Will Retire August 2006)		
Building Codes & Standards		
Building Safety Programs (Now Available)		
Building Technology: Structures and Exterior Finishes		
Building Technology: Systems and Interior Finishes		
Business Accounting and Job Cost		
Business Management for Building Professionals (Newly Revised)		
Construction Contracts & Law		
Customer Service		
Design/Build		
Diversification: Capitalizing on New Business Opportunities		
Energy Efficient Construction (Will Retire August 2006)		
Estimating for Builders and Remodelors		
Finance Banking		
Financial Management (Newly Revised)		
Green Building for Building Professionals (Coming August 2006)		
Home Modifications		
Insurance Reconstruction		
Land Acquisition & Development Finance		
Land Development, Site Planning and Zoning		
Negotiating Skills		
Off-Site Project Management		
On-Site Project Management		
Profitable Business through Quality Practices (Newly Revised)		
Recognizing the Big-Four Safety Hazards for the Home Building		
Risk Management and Insurance for Building Professionals		
Sales & Marketing		
Sales & Marketing for Remodelors		
Scheduling		
Working With and Marketing to Older Adults		

*Course table updated 4/12/2006