Instructor Qualification Form

Today's Date: _____

Program Office: _____

Program Coordinator: _____

This is a request to change the status of an Instructor. Please make the following change:

Qualify Instructor: ☐

Delete Instructor: ☐

Change Instructor Level to:

Lead (Level 1): ☐

OR

Assistant (Level 2): ☐

You may add multiple Instructors and qualify/delete them in one course or add one Instructor and qualify/delete them in various courses. In case of an Audit the course number should be "AUD".

INSTRUCTOR (S) NAME:	COURSE (S) NAME & NUMBER:
eg. John Doe	**eg. Structural #290**

_____ Coordinator's Signature

_____ Instructor Services Coordinator

_____ Program Coordinator Manager

_____ Approved

_____ **Not Approved
See attached explanation

Rev. 3/23/2015