

Instructing Standards

The National Capital Chapter's Drivers School Plan (DSP) requires the publication of the standards employed in determining eligibility for admission to and graduation from the Instructor Academy, and for appointment to the instructor corps. These standards shall be published and applied equally to all students, instructor-candidates, and instructor-applicants. These standards may be amended as specified in the DSP.

Standard for Admission to the Instructor Academy

The current minimum requirements for admission to the Instructor Academy are:

- 4.2 composite average attitude score
- 4.2 composite average etiquette score
- 4.2 composite average mechanics score
- 2.9 sustained average skidpad score
- 15 days of drivers' school experience
- Attendance at three or more National Capital Chapter drivers' school events within the previous four calendar years, including at least one Summit Point Main Circuit, one Summit Point Jefferson Circuit, and one Summit Point Shenandoah Circuit event within the previous three calendar years.
- Approval of the chief instructor

Standard for Graduation from the Instructor Academy

The current minimum requirements for graduation from the Instructor Academy and appointment to the instructor corps are:

- 4.9 composite average attitude score
- 4.9 composite average etiquette score
- 4.7 composite average mechanics score
- 4.0 composite average in-car communication score
- 4.0 sustained average skidpad score
- 35 days of drivers' school experience

- Attendance at IA lectures comprising the following subjects: Introduction to IA; The Importance of Car Control; Introduction to In-Car Instruction; In-car Communication; The Standard Plan for Novice Students; The Standard Plan for Intermediate and Advanced Students; Student Control; Loss of Control: How and Why Students Crash; Loss of Control: ABS; and Off-Track Excursions.
- Approval of the chief instructor

The lecture attendance requirement is waived for prior instructor-applicants who have been admitted to the Instructor Academy. National Capital Chapter Instructor Academy days count toward the drivers' school experience requirement.

Standard for Appointment to the Instructor Corps for Instructor-Applicants

The current minimum requirements for appointment to the instructor corps for instructor-applicants currently instructing for other organizations are:

- 4.9 composite average attitude score
- 4.9 composite average etiquette score
- 4.7 composite average mechanics score
- 4.0 composite average in-car communication score
- 4.0 sustained average skidpad score
- 50 days of drivers' school experience, including 25 days of in-car instructing experience
- Approval of the chief instructor

Computation of Scores

At the conclusion of their assignments, evaluating instructors shall submit National Capital Chapter Student Evaluation forms to the Chief Instructor. These forms measure objective skills in certain categories. The scores from several individual forms shall be averaged as specified below to produce the National Capital Chapter Driver Evaluation Profile. Category averages from the Profile shall then be compared to the standards listed above. The Student Evaluation and Driver Evaluation Profile forms are the basis for the scoring methodology pertaining to instructor qualification.

Scoring Procedure for Students and Instructor-Candidates

Students and instructor-candidates shall be scored on drivers' school days by members of the instructor corps during the course of their normal instructing assignments.

In exceptional circumstances, instructor-candidates may be scored on Instructor Academy days with the consent of the Chief Instructor and the Instructor Academy Administrator. Scoring on Academy days shall be conducted in substantially the same manner as that performed on drivers' school days. For the purposes of scoring, an Academy day and any associated drivers' school days shall constitute a single event.

Category averages for the Driver Evaluation Profile shall be computed as follows:

- *Composite averages* shall be calculated by averaging the scores in each designated category from all of the evaluations that pertain to the student's three most-recent events after assigning weights of 50% (most recent), 30% (next most recent), and 20% (least recent) to the event averages. If the student has only two events on file, then the event averages shall be assigned weights of 60% (more recent) and 40% (less recent). If a student has only one event on file, then the event average shall be used directly.

- *Sustained averages* shall be calculated by averaging the scores in each designated category from all of the evaluations that pertain to a given event; each event average must exceed the minimum requirement for the student's two most-recent events. If a student has only one event on file, then the event average must exceed the minimum requirement.

A given instructor may contribute no more than 50% of the evaluations used in a particular Driver Evaluation Profile, and the Chief Instructor and Instructor Academy Administrator may contribute no more than one evaluation each. Where such excess evaluations exist, they shall be discarded in order from oldest to newest.

This methodology shall apply to certifying both admission to and graduation from the Instructor Academy.

Scoring Procedure for Instructor-Applicants

An instructor-applicant seeking an appointment to the instructor corps shall apply to the chief instructor. Such an application must be accompanied by a resume of past experience and a letter of sponsorship from a current member of the National Capital Chapter instructor corps.

After a favorable review and approval by the Chief Instructor, the instructor-applicant shall be scheduled to be evaluated at the next convenient Instructor Academy day. No more than two instructor-applicants may be scheduled for evaluation at the same Academy day, unless the Instructor Academy Administrator determines that the additional evaluations may be performed without impact on Academy operations.

An instructor-applicant shall be evaluated twice at the skidpad. Each skidpad score shall be taken during a run of substantially equivalent time to that available to students during drivers' school days, and the two runs shall be substantially separated, ideally by as much time as possible.

Additionally, three separate instructors, drawn from the roster of those instructors attending the associated Academy day, shall evaluate the instructor-applicant on the track. Each instructor shall score the instructor-applicant in substantially the same manner and length of time as are employed when scoring students during drivers' school days.

The Instructor Academy Administrator shall assign the evaluating instructors.

Category averages for the Driver Evaluation Profile shall be computed as follows:

- *Composite averages* shall be calculated by averaging the scores in each designated category from the three evaluations with all evaluations being assigned equal weights.
- *Sustained averages* shall be calculated by averaging the scores in each designated category accumulated during a scoring run; each run average must exceed the minimum requirement.

Instructor-applicants who do not meet the standard for appointment to the instructor corps but who meet the standard for admission to the Instructor Academy with the exclusion of the NCC school attendance requirement may be offered admission at the discretion of the Chief Instructor.