

# Mecklenburg County Council

## COPE & Climbing

### Instructor Evaluation Policies

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#### Overview

This document contains the policies for evaluating and re-evaluating COPE and climbing instructors in the Mecklenburg County Council COPE & Climbing program. These policies are pursuant to the NCAP standard SQ-409: COPE and/or Climbing Staff.

#### Level I Instructors

##### Initial Evaluation

The initial evaluation of all level I instructors will take place during a level I training course. The prospective instructor will need to attend all training modules, participate, and show competencies to the satisfaction of the staff instructors. These staff instructors must include at least the lead instructor for the course (Director or Level II instructor).

Upon successfully completing the level I training course, the prospective instructor will be issued a training card including such fields as the course name, issue and expiration date. The card will be signed by the lead instructor. Furthermore, the new instructor onboarding process will be followed to record the new instructor's status as a trained level I instructor.

If the prospective instructor does not complete the Level I training course to the satisfaction of the staff instructors, the prospective instructor will be informed of the deficiencies and may be offered a path to complete the training at a later date.

##### Re-Evaluation

A Level I instructor may be re-evaluated while:

1. Retaking the Level I training course.
2. Serving as a staff instructor on the Level I training course.
3. Demonstrating the relevant Level I competencies during one or more program events.

Any Director level instructor or Level II instructor may re-evaluate a level I instructor in consultation with a second Director or Level II instructor (COPE or Climbing as appropriate) and issue a new training card. The Level I instructor must have been an active participant in COPE/climbing events since the previous training card was issued and must have demonstrated the competencies of the Level I training in question to the satisfaction of the evaluating Director and/or Level II instructors.

Once the instructor has been re-evaluated, the duly appointed member of the COPE & Climbing Committee must be notified. The instructor training records will be updated to reflect the new training date.

## Level II Instructors

### Initial Evaluation

The initial evaluation of all level II instructors will take place during a level II training course. The prospective instructor will need to attend all training modules, participate, and show competencies to the satisfaction of the staff instructors. These staff instructors must include the COPE & Climbing Program Trainer (CCPT) for the course.

Upon completion of the course, the prospective instructor will be issued a training card including such fields as the course name, issue and expiration date. The card will be signed by the CCPT. Furthermore, the MCC COPE & Climbing Instructor Evaluation Form must be completed and signed by the CCPT. This form must then be photographed or scanned and placed into the digital records as an addition to the new instructor onboarding process.

If the prospective instructor does not complete the Level II training course to the satisfaction of the staff instructors, the prospective instructor will be informed of the deficiencies and may be offered a path to complete the training at a later date.

### Re-Evaluation

A Level II instructor may be re-evaluated while:

1. Retaking the Level II training course.
2. Serving as a staff instructor on the Level II training course.
3. Demonstrating the relevant Level II competencies during one or more program events.

The course approved CCPT may re-evaluate a level II instructor in consultation with a second Director or Level II instructor (COPE or Climbing as appropriate) and issue a new training card. The Level II instructor must have been an active participant in COPE/climbing events since the previous training card was issued and must have demonstrated the competencies of the Level II training in question to the satisfaction of the evaluating CCPT and Director or Level II instructors.

Once the instructor has been re-evaluated, the MCC COPE & Climbing Instructor Evaluation Form must be completed and signed by the CCPT. This form must then be photographed or scanned and sent to the duly appointed member of the COPE & Climbing Committee. The form must be archived digitally, and the instructor training records updated to reflect the new training date.

### Call for Re-Evaluation

At any time, the council COPE & Climbing Committee may call for an instructor to be re-evaluated. This may be due to any circumstances at the committee's discretion such as, but not limited to, an abnormal or unusual incident, a significant change in facilities or update to operating procedures/policies.