

# MASTER INSTRUCTOR GUIDE



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HQ AETC/A3KP

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**Summary of Changes:** The current version of this guide reflects the removal of the “*in a related field*” verbiage from the academic degree requirement in paragraph 2.2., the addition of considerations for geographically separated units regarding approval of professional projects in paragraph 2.6.1., and clarification of points allocated for awards in paragraph 2.6.4.

# Master Instructor Guide

**1. Flying Training.** See AETCI 36-2604, *Flying Training Instructor Programs*.

**2. Military and Technical Training and Education Requirements.** This voluntary program denotes exemplary subject-matter expertise and teaching ability the instructor developed through experience and supplementary education. The criteria for achieving master instructor includes an academic degree, teaching experience, continuing education, instructor evaluations, and professional projects (may include credit for instructor awards). Training groups or wings should establish guidance for managing the master instructor program.

## **2.1. Application and Position Requirements.**

2.1.1. *Technical Training and Education.* Applies to formal (Prefix T) technical training instructors, instructor supervisors, Basic Military Training (BMT) readiness and emergency management instructors, and other service instructors teaching in AETC technical training courses. Applies to all education instructor positions.

2.1.2. *Military Training.* Applies to all individuals with special duty identifier 8B000 and assigned to an 8B000 position at the time of nomination.

**2.2. Academic Degree.** At a minimum, enlisted and civilian master instructors must have an associate degree. Officers must possess at least a baccalaureate degree.

## **2.3. Teaching Experience.**

### *2.3.1. Technical Training and Education.*

2.3.1.1. Instructors and instructor supervisors who desire to achieve master instructor status must complete a minimum of 1,000 hours as primary instructor teaching in a block or blocks of instruction in which they are qualified. Multiple Instructor Requirement (MIR) hours, when not the primary instructor, cannot be applied toward the experience criteria.

2.3.1.2. Returning instructors must have a minimum of 500 hours (of the 1,000 hours teaching requirement) in the current assignment.

2.3.2. *Military Training.* Have a minimum of 600 trainee contact hours as a line instructor, in current assignment.

## **2.4. Continuing Education Criteria (Military and Technical Training and Education).**

2.4.1. Complete a minimum of 6 semester hours of college/university education beyond the minimum degree requirement or e-learning courses not earning college credit in pertinent subject areas. **Note:** The master instructor program manager reviews and approves the applicability of specific e-learning course(s) and college/university courses.

2.4.1.1. May apply AETC faculty development courses awarding Community College of the Air Force credit.

2.4.2. College/university or e-learning courses must align with the following subject areas:

2.4.2.1. Counseling courses with a focus on counseling techniques and application of counseling techniques.

2.4.2.2. Psychology courses with a focus on learning theory, adult learning concepts, educational psychology, small group psychology, motivational theory, or social psychology.

2.4.2.3. Academic and performance measurement courses with a focus on learning and assessment techniques, to include common and advanced testing theories, the development and use of academic and performance measurement tools or statistics, and the fundamentals of test construction.

2.4.2.4. Communication skills courses with a focus on advanced written and verbal communications such as facilitator or trainer courses, small group communications, or interpersonal communications.

2.4.2.5. Instructional system design courses with a focus on curriculum development theories and approaches, such as, instructional systems design, instructional strategies for adult learners, performance support tools, evaluation strategies, and the analysis of learning systems.

2.4.2.6. Instructional technology courses with a focus on the design and production of technology-based instructional systems, to include the development, operation, and application of computer-based training, interactive media, e-learning tools, or distance learning to improve the teaching and learning environment.

2.4.2.7. Other education courses that directly relate to or enhance the instructor's subject knowledge in their teaching discipline (Air Force Specialty) or enhance their teaching abilities may be used to meet this requirement.

2.4.2.8. PME courses, CLEP tests, and DANTES tests do not apply toward the education requirement for master instructor.

## ***2.5. Instructor Evaluations (Military and Technical Training and Education).***

2.5.1. Must receive at minimum, an overall rating of Advanced or Excellent on the last three consecutive instructor evaluations (AETC Form 281, 281A, or other approved evaluation form or worksheet). The intent is for evaluations to show a sustained period of excellence. Maintain a reasonable spacing between evaluations as determined by the master instructor program manager.

2.5.2. *The Final Instructor Evaluation (third of the three consecutive evaluations)* is conducted by personnel outside the instructor's training squadron or AU school as designated by the training group or designated AU office. **Note:** For Geographically Separated Units, an instructor supervisor or a higher-level supervisor or commander will conduct the final evaluation.

2.5.3. *A Follow-up Evaluation* does not count as one of the three consecutive evaluations if the instructor receives an Unsatisfactory or Needs Improvement (NI) rating on any item.

## **2.6. Professional Projects and Awards (Military and Technical Training and Education).**

2.6.1. Professional projects should be assigned in writing by the Instructor Supervisor and approved by the Training Development Element Chief. For geographically separated units that do not have Training Development Chief oversight, an instructor supervisor or a higher-level supervisor will be the approval authority.

2.6.2. Accumulating a total of 110 points after the completion of the teaching internship. One point is earned for each hour of participation in a professional project. Instructors complete a minimum of 80 hours participation in a professional project. A maximum of 30 points may be applied from instructor awards. At a minimum, the member should log professional project time, dates, and project details.

2.6.3. *Examples of Professional Projects.* Include, but are not limited to, performing training reviews, participating in occupational survey development, developing training standards, designing and developing a module of instruction, participating in a Utilization and Training Workshop (U&TW), Periodic Course Review, or Occupational Competency Modeling Team, and/or developing course materials and technology inserts for a course revision.

2.6.4. *Awards Criteria.* Instructor awards recognize those individuals who have demonstrated exemplary skills and sustained excellence in teaching performance and made significant contributions to the Air Force mission.

2.6.4.1. Quarterly award winners: squadron - 5 points, group - 10 points, wing or base - 15 points.

2.6.4.2. Annual award winners: squadron - 10 points, group - 15 points, wing or base - 20 points, AETC - 30 points.

**Note:** Award points are not cumulative for quarterly and annual awards received in the same calendar year (e.g. an individual wins at the wing level, they receive a max of 20 points, the squadron, group, and wing points are not combined). **Exception:** If wing- or base-level competition does not exist, group award winner will receive 20 points.