

Instructor Level I

Logistical support expectation of the locality prior to hosting a course.

Classroom space free from external noise or interruption available to host 24 students with (adult size) classroom-type chairs and suitable tables with adequate writing surface. Smaller venues may be used as long as it does not compromise the learning environment.

Safe working environment

- (1) LCD-type projector and screen (if not available instructor may request one on loan from VDFP Division Office)
- (2) Classroom Computer dedicated to the program during the didactic portions of the course. (if not available instructor may request one on loan from VDFP Division Office)
- (1) Educational writing surface (i.e. Eraser Board, Chalk Board, Easel stand with writing pad)

Bathroom facilities

Student course materials (i.e books, manuals, study guide, research literature) cost incurred by locality or individual provider. Fourteen-day lead-time on books ordered through VDFP bookstore.

- Breakout classroom facilities for practical didactic presentation skills
- Video camera(s) with tripods and appropriate media recording device (i.e. tape or CD/DVD) available for presentations
- Student furnished props per module selection used as demonstration during presentations

VDFP support expectations

Qualified instructor(s) with current credentials to teach the program.

Curriculum materials (Administrative Guide and PowerPoint) provided to instructor cadre' (available through Division Office) on loan or instructors/locality may purchase instructional materials through the VDFP Bookstore.