**AFO Instructor Application Packet**

**AQUATIC FACILITY OPERATOR COURSE**

**AFO Instructor Levels**

***Please read through the levels of AFO Instructor status listed below. This information will help you understand the natural progression of an AFO Instructor. All individuals must begin at the AFO Instructor Candidate level and move up from there. Candidates who display a mastery of subject matter and superior presentation skill can become Instructors after successful completion of the AFO Instructor Workshop.***

***Initial Step***

Submission of the AFO Instructor Application

***Instructor Candidates***

Candidates must have taken and passed an AFO course. They need to hold a current, unexpired certificate. Ideal candidates should have strong technical, management, and teaching or presentation skills prior to application. They should have knowledge and experience of swimming pool operation by direct operation, regulatory agencies, or through the service industry.

***Trial Instructor***

Instructors in this level have been formally accepted into the program after having completed both the Instructor Candidate requirements and the AFO Instructor Workshop. They have proven knowledge and presentation skills but still need to demonstrate teaching effectiveness in an actual class. Their lead instructor and the students evaluate trial instructors after a class.

***Instructor***

Lead Instructors have a demonstrated command of the course materials, technical knowledge, and presentation skills. They establish the course agenda and assign teaching topics to Assistant and Trial Instructors. They evaluate Assistant and Trial Instructors and make recommendations for their advancement.

***Instructor Trainer***

Instructor Trainers are Instructors that have shown a mastery of the course materials, technical knowledge, and presentation skills. They have demonstrated exceptional competence in teaching effectiveness and in their course evaluations. They act as Instructor Workshop facilitators and evaluate the eligibility of instructor candidates for advancement to Trial Instructors. NRPA appoints instructor Trainers on an as needed basis.

**AQUATIC FACILITY OPERATOR COURSE**

**Instructor Application**

***Before proceeding with this application, please review the minimum qualifications listed below to be sure you are eligible to apply.***

Instructors must have the following minimum qualifications:

\* Five years, full-time experience in aquatics or a related area

\* High school diploma. Bachelor's degree in related field is preferred.

\* Two years of experience teaching or presenting to individuals’ high-school or older

\* Must have successfully completed the AFO course

\* Must be member of National Recreation and Park Association

\* Minimum of three years of a nationally recognized aquatics certification (AFO strongly preferred)

*Important: Please have your three professional references use the enclosed reference forms. Letters or phone calls of recommendation will not be accepted. Completed reference forms should be sent directly to the NRPA office for confidentiality.*

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION

Name:

Title:

Company/Agency:

Address:

City/ST/Zip:

Email Address:

Daytime phone:

Date of Application Completion:

***Attach additional sheets or vitae as necessary***

1. Please list any degrees held (beyond H.S.), major areas of study, date attained & granting institution.

2. Please list chronologically, starting with the most recent, all experience in aquatic facility management and operations. Indicate full or part-time positions.

3. Please list chronologically, starting with the present, all experience teaching high school-aged persons or older

4. Please list presentations and other public speaking engagements in the last 5 years (i.e., state or national conferences, Rotary, etc.)

5. Please list any experience you have had in team- teaching.

6. Please check those completed:

**[ ]** AFO Course **[ ]** CPO Course **[ ]** other comparable course (explain below)

7. Please check those that you have taught:

**[ ]** AFO Course **[ ]** CPO Course **[ ]** other comparable college level or above aquatic

facility operations/management course (explain below)

8. Please indicate those areas which you feel are your strengths:

**[ ]**  circulation

**[ ]**  filtration

**[ ]**  heating & power

**[ ]**  basic water chemistry concepts

**[ ]**  chemical types

**[ ]**  sanitation

**[ ]**  breakpoint chlorination

**[ ]**  water balance

**[ ]**  stabilization

**[ ]**  water testing

**[ ]**  dosages

**[ ]**  problems & solutions (i.e., algae, leaks, winterizing, fiberglass spotting)

**[ ]**  alternate sources of disinfection

**[ ]**  automation and control

**[ ]**  design considerations

**[ ]**  special case pools

**[ ]**  cosmetic & hygienic maintenance

**[ ]**  energy conservation

**[ ]**  safety considerations

**[ ]**  risk management

**[ ]**  supervision and management

**[ ]**  staff training

**[ ]**  revenue generation /financial mgmt

**[ ]**  other (please list below)

Will you be able to attend a 2-day instructor training course in 2017? [ ]  Yes [ ]  No

If no, will you be able to attend a 2-day instructor training course in 2018? [ ]  Yes [ ]  No

**Signature (no electronic signatures please) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

Thank you for your interest. You will be notified as to the status of your application within 4 - 6 weeks after submission.

Please send completed application to:

National Recreation and Park Association

22377 Belmont Ridge Rd., Ashburn, VA 20148

Attn: Matthew Cowan

or send scanned PDF to afoinstructors@nrpa.org

If you have any questions please contact Matthew Cowan at (703) 858-2186. **AQUATIC FACILITY OPERATOR CERTIFICATION COURSE**

**Instructor Application - Reference Form**

**Applicant’s Name:**

The above stated person has applied for an Aquatic Facility Operator Certification Course Instructor position with NRPA. Yours is one of three references required in the application process. Your comments will be kept completely confidential.

Your Name:

Title:

Company/Agency:

Address:

City/ST/Zip:

Phone:

Relationship to applicant:

Number of years known applicant:

Please answer each question based on your first-hand knowledge of and experience with the applicant.

1. Please comment on the applicant's knowledge and proficiency in aquatic facility operations

2. Please comment on the applicant's knowledge of and proficiency in aquatic facility management

3. Please comment on the applicant's public speaking and presentation skills

4. Please comment on the applicant's ability to convey complex information clearly

5. Please comment on the applicant's ability to work as part of a team

Additional comments:

Check one:

I [ ] strongly recommend that this applicant be considered for an AFO Instructor position.

I [ ] feel comfortable to recommend that this applicant be considered for an AFO Instructor position.

I [ ] hesitate to recommend that this applicant be considered for an AFO Instructor position.

I [ ] do not recommend that this applicant be considered for an AFO Instructor position.

**Signature (no electronic signatures please)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

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