



U.S. Department of Transportation
Federal Highway Administration



national
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SHAPE THE FUTURE OF TRANSPORTATION

NHI Instructor FAQ for FHWA Employees

Ready to make a lasting impact on the future of transportation?

You're in the right place! At the National Highway Institute (NHI), we are committed to providing leading-edge training to learners worldwide. We rely on skilled professionals like YOU – our future certified expert instructors – to lead the way.

Before you begin this rewarding journey, we've gathered answers to frequently asked questions. Explore what it takes to become an NHI Instructor and be a part of shaping the future of transportation!



Did You Know?

All FHWA Subject Matter Experts (SMEs) are eligible to apply for an NHI Instructor position.

How do I start the NHI Instructor application process, and do I meet the qualifications?

Self-nominations are welcomed from FHWA employees! Just complete the paperwork and have it signed by your first-line supervisor. Next, send a completed copy of the downloaded Instructor Nomination Form, with your current resume, to NHIIInstructorLiaison@dot.gov. Your paperwork is submitted to the program office for the Training Program Manager's review and approval. All nominees must be vetted for subject matter expertise.



Did You Know?

There are 18 program areas and hundreds of NHI courses that need qualified instructors to lead Instructor-Led Training or Virtual Instructor-Led Training.

What is the timeframe for becoming an NHI-Certified Instructor?

It takes 2–12 months to achieve NHI-Certified Instructor status, depending on how often the course is being requested and how many instructors are being observed at a given time. **We promise it's worth the wait!**

SOURCE: ADOBESTOCK - MASTER1305.

If applying to instruct an NHI course, what should I emphasize on my resume?

Emphasize experience that highlights relevant education, practical expertise, certifications, and details about projects or exercises you have been involved with that position you as a subject matter expert to instruct the course.



Tip:

Highlight practical instructor experience in a professional setting.



We won't keep you waiting!

Once we receive the nomination and resume for a prospective instructor, NHI aims to provide a decision, or set up an audition, within 2-3 weeks after an application is submitted.

Do I need to take the IDC for a Virtual Instructor-Led Training (VILT)?

To become an NHI Instructor, it is highly recommended the Instructor Development Course (IDC) is completed. The training benefits instructors' abilities and skills for leading an in-person learning experience.

The IDC for a Virtual Training is not required for the NHI instructor certification, however; the training prepares instructors to meet the needs of adult learners who elect to learn virtually.

Is any observation involved in the NHI-Certified Instructor process?

Once approved as an NHI Instructor and issued an Instructor ID Number, those who want to become NHI-Certified and are FHWA employees will be observed instructing a course to prove competency and successful delivery methods for training content. This observation occurs over six hours of instruction and could happen over multiple days. You will receive feedback from a Master Trainer upon completion of the observation.



Tip:

It's recommended to deliver a course once or twice before observation for certification to get comfortable with the content.



Check out NHI resources available to help you create dynamic, engaging, and effective learning environments.

<https://www.nhi.fhwa.dot.gov/resources/course-instruction.aspx>



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SHAPE THE FUTURE OF TRANSPORTATION

NHI Instructor FAQ for Contractors

SOURCES: ADOBESTOCK
- JACOB LUND

Are you ready to leverage your expertise and shape the future of transportation?

At the National Highway Institute (NHI), we are dedicated to providing leading-edge training that reaches learners across the globe. We depend on the invaluable knowledge and passion of transportation professionals like YOU – our future certified expert instructors.

Before you embark on this exciting journey, we've compiled answers to common questions to help you get started. Discover what it takes to become an NHI Instructor and join us in advancing the transportation industry!

How do I start the NHI Instructor application process, and do I meet the qualifications?

A contractor, becoming a NHI-certified instructor, must be a part of an organization associated with an awarded delivery contract.



Did You Know?

To be recognized as an NHI instructor, potential candidates must be proposed by a contractor Program Manager to NHI for FHWA/NHI to approve.

As a contractor with a breadth of real-world experience, do I automatically qualify as an NHI-Certified Instructor and is certification required to teach a course?

Contractors are required to become certified as part of a task order, typically within 12 months. Resumes are thoroughly reviewed, and nominees are vetted for subject matter expertise and assessed on competencies in course delivery and the subject matter for each course they teach. Instructors must audition based on program office requirements and be observed instructing a course.

How often do the Instructor Development Courses (IDC) occur and is successful completion required to teach an NHI course?

There are several offerings throughout the year and plenty of opportunities to take the IDC with NHI, a host FHWA division office, or a host state. You can also become a host to certify multiple instructors within your organization.



Did You Know?

The potential instructor may audition with the panel of FHWA/NHI personnel present during a course for up to an hour. The panel will offer instant feedback.

Do I need to take the IDC to teach a Virtual Instructor-Led Training (VILT)?

As part of the delivery task order, all Instructors must take the IDC and are advised to take the IDC for Virtual Training. The information is beneficial to enhancing instructors' knowledge, skills, and abilities to meet the needs of instructing adult learners.

What is the timeframe for becoming an NHI-Certified Instructor?

It takes 2–12 months to achieve NHI-Certified Instructor status, depending on how often the course is being requested and how many instructors are being observed at a given time. We promise it's worth the wait!



Check out NHI resources available to help you create dynamic, engaging, and effective learning environments.

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