

 **National**
Capital Chapter



NCC Instructing Standards
July 2019

Instructing Standards

The National Capital Chapter's Drivers School Plan (DSP) requires the publication of the standards employed in determining eligibility for admission to and graduation from the Instructor Academy, and for appointment to the instructor corps. These standards will be published and applied equally to all students and guest instructors. These standards may be amended as specified in the DSP. *Average scores referenced below refer to the three most recent NCC events attended by the student.*

Standard for Admission to the Instructor Academy

The current minimum requirements for admission to the Instructor Academy are:

- 4.2 average Skill Level Instruction Program (SLIP) Student Attitude score (minimum score of 4 in all Student Attitude categories)
- 4.2 average SLIP Track Awareness score (minimum score of 4 in all Track Awareness categories)
- 8.0 average SLIP Skills score (minimum score of 7 in all SLIP Skills categories)
- 2.9 average skidpad score
- 14 days of drivers' school experience
- Attendance at three or more National Capital Chapter drivers' school events within the previous four calendar years, including at least one Summit Point Main Circuit, one Summit Point Jefferson Circuit, and one Summit Point Shenandoah Circuit event within the previous three calendar years.
- Approval of the Chief Instructor

Standard for Graduation from the Instructor Academy

The current minimum requirements for graduation from the Instructor Academy and appointment to the instructor corps are:

- 4.8 average SLIP Student Attitude score
- 4.8 average SLIP Track Awareness score
- 9.0 average SLIP Skills score (minimum score of 8 in all SLIP Skills categories)
- 4.0 average in-car communication score
- 4.0 average skidpad score

- Successful completion of 6 role-playing exercises of a minimum of 20 minutes each.
- Motorsport Safety Foundation (MSF) Level 1 Certification
- 32 days of drivers' school experience
- Completion of BMW CCA recognized Instructor Training School (ITS) beginning in January 2020.
- Attendance in 10 hours of classroom instruction in subjects such as: Introduction to In-Car Instruction; In-car Communication; The Standard Plan for Novice, Intermediate and Advanced Students; and/or other topics approved by the DSSC.
- Approval of the Chief Instructor

National Capital Chapter Instructor Academy days count toward the drivers' school experience requirement. Completion of ITS is waived for any instructor candidates currently enrolled in the program as of December 31, 2018.

Standard for Appointment to the Instructor Corps for Guest Instructors

The current minimum requirements for appointment to the instructor corps for guest instructors-currently instructing for other organizations are:

- 4.8 average SLIP Student Attitude score
- 4.8 average SLIP Track Awareness score
- 9.0 average SLIP Skills score (minimum score of 8 in all SLIP Skills categories)
- 4.0 average in-car communication score
- 4.0 average skidpad score
- 50 days of drivers' school experience, including 15 days of in-car instructing experience
- Attendance in 2 hours of classroom lectures to include: Introduction to the NCC HPDE Program; the Instructor Academy; the Skipad Program; and Effective In-Car Communications.
- Approval of the Chief Instructor

Computation of Scores

At the conclusion of their assignments, evaluating instructors will submit student evaluation forms to the Chief Instructor through the Driving Evals website. These forms measure objective skills in

certain categories. The scores from the student's three most recent events will be averaged as specified below to produce the National Capital Chapter Driver Evaluation Profile. Category averages from the Profile will then be compared to the standards listed above. The Student Evaluation and Driver Evaluation Profile forms are the basis for the scoring methodology pertaining to instructor qualification.

Scoring Procedure for Students

Students will be scored on drivers' school days by members of the instructor corps during the course of their normal instructing assignments.

In exceptional circumstances, students may be scored on Instructor Academy days with the consent of the Chief Instructor and the Instructor Academy Administrator. Scoring on Academy days will be conducted in substantially the same manner as that performed on drivers' school days. For the purposes of scoring, an Academy day and any associated drivers' school days will constitute a single event.

Category averages for the Driver Evaluation Profile will be computed as follows:

- *Composite averages* will be calculated by averaging the scores in each designated category from all of the evaluations that pertain to the student's three most-recent events. If the student has only two events on file, then the event averages will be assigned weights of 60% (more recent) and 40% (less recent). If a student has only one event on file, then the event average will be used directly.

A given instructor may contribute no more than 50% of the evaluations used in a particular Driver Evaluation Profile, and the Chief Instructor and Instructor Academy Administrator may contribute no more than one evaluation each. Where such excess evaluations exist, they will be discarded in order from oldest to newest.

This methodology will apply to certifying both admission to and graduation from the Instructor Academy.

Scoring Procedure for Guest Instructors

A guest instructor seeking an appointment to the instructor corps will apply to the Chief Instructor. Such an application must be accompanied by a resume of past experience and recommendation from a current member of the National Capital Chapter instructor corps, or a recommendation from the Chief Instructor of the applicant's current chapter.

After a favorable review and approval by the Chief Instructor, the guest instructor will be scheduled to be evaluated at the next convenient Instructor Academy day.

A guest instructor will be given a demo/practice session on the skidpad, and then evaluated twice at the skidpad. Each skidpad score will be taken during a run of substantially equivalent time to

that available to students during drivers' school days, and the two runs will be substantially separated, ideally by as much time as possible.

Additionally, two separate instructors, drawn from the roster of those instructors attending the associated Academy day, will evaluate the guest instructor on the track. During the 1st on track session, the guest instructor will be evaluated behind the wheel of his/her own car. During the 2nd on track session, the guest instructor will be evaluated while in the passenger seat of his/her instructor's car. Each evaluating instructor will score the guest instructor in substantially the same manner and length of time as are employed when scoring students during drivers' school days.

The Instructor Academy Administrator will assign the evaluating instructors.

Category averages for the Driver Evaluation Profile will be computed as follows:

- *Composite averages* will be calculated by averaging the scores in each designated category from the two evaluations with all evaluations being assigned equal weights.

Guest Instructors who do not meet the standard for appointment to the instructor corps but who meet the standard for admission to the Instructor Academy (excluding the NCC school attendance requirement) may be offered admission at the discretion of the Chief Instructor.