USACE Learning Center PROSPECT Instructor/Facilitator Application

Section I - Applicant Information

First Name: _____ Initial: ___ Last Name: _____

Job/Position Title: _____ Job Series: _____ Grade: _____

Organization: _____ Office Symbol: _____

Address1: _____ Telephone: _____ Ext: _____

Address2: _____ Fax: _____

City: _____

State: ____ ZIP: _____ Email: _____

Can you make a 3-year commitment as a PROSPECT instructor/facilitator? Y [X] N [ ]

Section II - Applicant Education

University/College: _____ Degree: _____

University/College: _____ Degree: _____

University/College: _____ Degree: _____

Additional Training/Education: _____

Additional Training/Education: _____

Teaching Experience: _____

Teaching Experience: _____

Primary PROSPECT course title/number you request to instruct/facilitate in (*see instructions below to complete*):
... SELECT COURSE ...

Using the pull down menu above, select the primary course title & number you request to instruct/facilitate in. Selecting a primary course does not mean you must instruct/facilitate in this course only. Proponent will make this decision later in process.

Section III - Applicant Resume

Send to Supervisor

Section IV - Supervisor Approval

Full Name: _____ Telephone: _____

Office Symbol: _____ Email: _____

Your signature indicates approval for employee to become an instructor/facilitator for PROSPECT. Digitally sign below and return application to the employee to process to ULC. ULC will notify you/employee when application is sent to proponent.

Return to Applicant

Section V - Applicant Transmittal to ULC

Confirm acknowledgement of 3-year commitment in Section I.

Send to ULC

Section VI - ULC Course Manager Review

Full Name: _____ Telephone: _____

Office Symbol: _____ Email: _____

Review application for completeness, digitally sign and send to designated proponent (courtesy copy applicant and supervisor).

Send to Proponent

Section VII - Proponent Approval

Full Name: _____ Telephone: _____

Office Symbol: _____ Email: _____

Proponent Decision:

... Proponent Decision ...

Proponent Comments:

Return to Course Manager