



USACE Learning Center PROSPECT Instructor/Facilitator Renewal Application



Section I – Applicant Information

First Name:	_____	Initial:	_____	Last Name:	_____
Job/Position Title	_____	Job Series:	_____	Grade:	_____
Organization	_____	Office Symbol	_____		
Address 1:	_____	Telephone:	_____	Ext:	_____
Address 2:	_____	Fax:	_____		
City:	_____				
State:	_____	Zip:	_____	Email:	_____

Section II – PROSPECT Course

Primary PROSPECT Course title/number you request to instruct/facilitate (*see instructions below to complete*):

Select a Course

Using the pull-down menu above, select the course number then press tab. The course title will auto fill. Selecting a primary course does not mean you must instruct/facilitate in this course only. Proponent will make this decision later in process.

By signing below, you agree to follow all applicable regulations, policies and procedures supporting the PROSPECT program.

Instructor Digital Signature

Send to Supervisor

Section III - Supervisor Approval

Full Name: _____ Telephone: _____

Office Symbol: _____ Email: _____

Your signature indicates approval for employees to continue to serve as an instructor/facilitator for PROSPECT for the next 3 years. Please digitally sign below and forward to the ULC.

Instructor's Supervisor Digital Signature

Send to ULC

Section IV – ULC Review

Full Name: _____ Telephone: _____

Office Symbol: _____ Email: _____

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

Course Manager Digital Signature

Send to Proponent

Section V – Proponent Determination

Full Name: _____ Telephone: _____

Office Symbol: _____ Email: _____

Proponent Decision:

Proponent Comments

Proponent Digital Signature

Return to ULC