



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 ☒ 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 number you request to instruct/facilitate in (<i>see instructions below to complete</i>):	
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.	

Section III - Applicant Resume

By signing below, you agree to follow all applicable regulations, policies and procedures supporting the PROSPECT program.
INSTRUCTOR CERTIFICATION REQUIREMENTS: (1) Current Application, (2) Graduate of the course teaching. (3) Completed an audit of course. (4) Complete Instructor Training Course. **All instructors must review and adhere to the guidelines the Instructor Handbook**

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 and agreement to follow all applicable regulations, policies and procedures supporting the PROSPECT program.

Send to ULC

Section VI - ULC 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 Determination

Full Name: _____ Telephone: _____
Office Symbol: _____ Email: _____

Proponent Decision:

... Proponent Decision ...

Proponent Comments:

Return to ULC