



10 STEPS TO INSTRUCTOR CERTIFICATION



Seventh District Member Training





OVERVIEW

1. Read the ID2025 Student Guide
2. Read through the ID2025 PowerPoint Final Instructor Notes
3. Take the Instructor Exam on NTC (open book)
4. Review the Instructor Workshop, sign the self-attestation form, and submit to your IS officer
5. Review the PQS questions
6. Prepare the short presentation (15 to 30 minutes) with lesson plans and present under the supervision of a certified instructor





OVERVIEW

- 7. Prepare a one to two hour presentation in MT or PE with lesson plans and present under the supervision of a certified instructor**
- 8. Complete Introduction to Risk Management**
- 9. Answer PQS questions with an instructor mentor**
- 10. Record all study and class time, except for the presentations, as 99D**





OVERVIEW

Once that's all signed off and student teaching hours and workshop are recorded in AUXDATA II, FC signs the last page of the Study Guide along with all the other activities that have been signed off by the mentor(s), and submits it to their District DIRAUX via the Help Desk.





1. DOWNLOAD AND READ THE ID2025 STUDENT GUIDE

- Go to:
 - CGAUX.org
 - Select Public Education Directorate
 - Sign in
 - Select PE Resources
 - Click on ID2025
 - Download the Student Guide





2. READ THROUGH THE POWERPOINT INSTRUCTOR NOTES (OPTIONAL)

- Go to:
 - CGAUX.org
 - Select Public Education Directorate
- Sign in
- Select PE Resources
- Click on ID2025
- Download the ID2025 PowerPoint Instructor Notes





3. TAKE THE INSTRUCTOR EXAM ON NTC (OPEN BOOK)

- Go to:

- <https://ntc2.cgaux.org/NTC/>
- Sign in
- Go to the test catalog
- Scroll down to the IT examination
- Take the examination and score at least 90%
- Success will be automatically uploaded to AUXDATA II within one week

Members Home	
Test Catalog	Self-Attestation Catalog
Test History	Proctor List
Instructions	Rep
Test ID	Test Name Test Description
AIR	Aviation Exam Part A
AUX-20	AUX 20 Intro to Auxiliary Public Affairs fi
AUX-21	AUX 21 Auxiliary Public Affairs Policy fir
AUX-22	AUX 22 USCG Public Affairs 2nd Class fi
AUX-23	Journalism for Coast Guard Public Affai Evaluation of knowledge base and skill set of those seeking specialization
AUX-26	AUX 26 Introduction to Digital Photography
AUXFS_SAN	AUXFS Annual Sanitation Workshop I
BQCM1	BQC Core Values & Missions - BQCM1 History, Purpose and Administration of the US
BQCM2	BQC Membership Requirements & Structure - Missions, Programs and Membership requ
BQCM3	BQC Member Training & Uniforms - BQC Member Training & Qualifications; Uniforms &
BQCM5	BQC Regulations & Policies - BQCM5 Auxiliary Regulations and Policies
BQCM6	BQC Support and Materials & Reimbursement Support and Basic Materials; Reimburse
BQCM7	BQC Courtesy & Protocols - BQCM7 Courtesy, Customs and Protocol
COM	AUXCOM Communications Exam
CREW	Boat Operations Exam Boat Operations prepares Auxiliary University Programs (AUP) practical knowledge necessary to serve as crew aboard a small v requirement for students choosing this elective area b
FLC-O	Auxiliary Flotilla Leadership Course (AFL Auxiliary Flotilla Leadership Course
FPRINTTECH	Fingerprint Exam
GMATE	GoodMate Exam
IT	Instructor Development Course (IDC) Exam -





4A. REVIEW THE INSTRUCTOR WORKSHOP

- **Go to:**
 - **CGAUX.org**
 - **Select Public Education Directorate**
 - **Sign in**
 - **Select PE Resources**
 - **Click on Instructor Workshop**
 - **Download the ID2025 Workshop and the Self-Attestation Form**
 - **Read through the workshop**





4B. SIGN THE SELF-ATTESTATION FORM SUBMIT TO YOUR IS OFFICER

- After reading through the workshop:
 - Download the ID2025 Workshop Self-Attestation Form
 - Complete the fill-in items
 - Submit to your Information Services Officer

**2025 Workshop Self Attestation
Instructor and Vessel Examiner**

Coast Guard Core Values

Honor – Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our actions. We are loyal and accountable to the public trust.

Respect – We value our workforce. We treat each other with fairness, dignity, and compassion. We encourage creativity through empowerment. We work as a team.

Devotion to Duty – We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.

As a member of this organization, you have taken an oath to uphold these Core Values. In order to receive completion credit for this training, please read, understand, and sign this document. Once completed, keep a copy for your records and provide a copy to your Staff Officer for Information Services (FSO-IS or SO-IS per local policy) for AUXDATA II entry.

In regards to the selected training modules that I have initialed below,
I, _____ (print name) as a member of
District _____ Division _____ Flotilla _____ attest that I have completed and understand the course
contents.
Signature: _____
Date: _____ Member ID: _____

2025 Workshops – Self Attestation Permitted (Please Initial Workshop Completed)

Instructor Workshop

Vessel Examiner Workshop

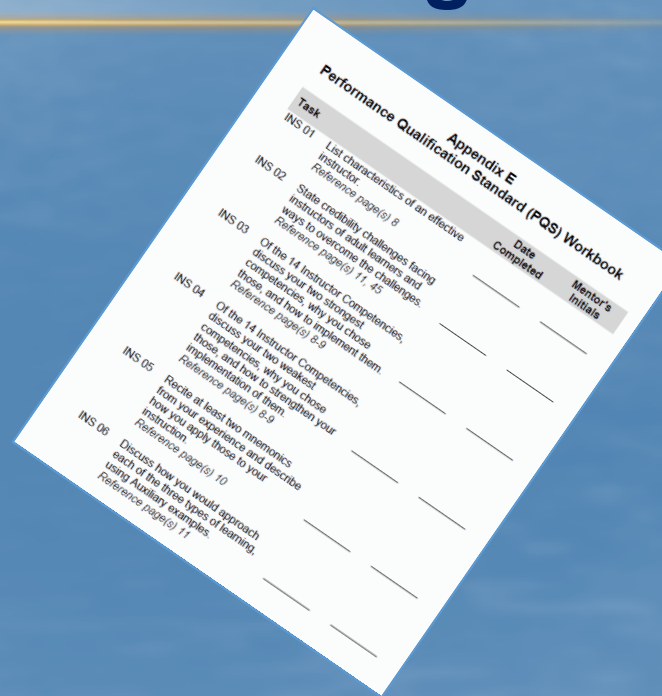
Program Visitor Workshop





5. REVIEW THE PERFORMANCE QUALIFICATION STANDARD QUESTIONS

- Go to:
 - The ID2025 Student Guide – Appendix E
 - Go through each question and look up the answers to be assured of knowing the material





6. PREPARE THE SHORT PRESENTATION (15 TO 30 MINUTES)

- **Ground Rules:**
 - This can be on any topic
 - Must include a complete lesson plan
 - **AUXDATA II**
 - Supervising instructor/mentor is listed as **LEAD**
 - Candidate is a **TRAINEE**.
 - Only one trainee per lead per session
 - Mission codes 06 or 14 are used





7. PREPARE THE LONG PRESENTATION (ONE TO TWO HOURS)

- **Ground Rules:**
 - This must be a public education or member training topic
 - Must include a complete lesson plan
- **AUXDATA II**
 - Supervising instructor/mentor is listed as LEAD
 - Candidate is a TRAINEE.
 - Only one trainee per lead per session
 - Mission codes 06 or 14 are used





8. COMPLETE INTRODUCTION TO RISK MANAGEMENT

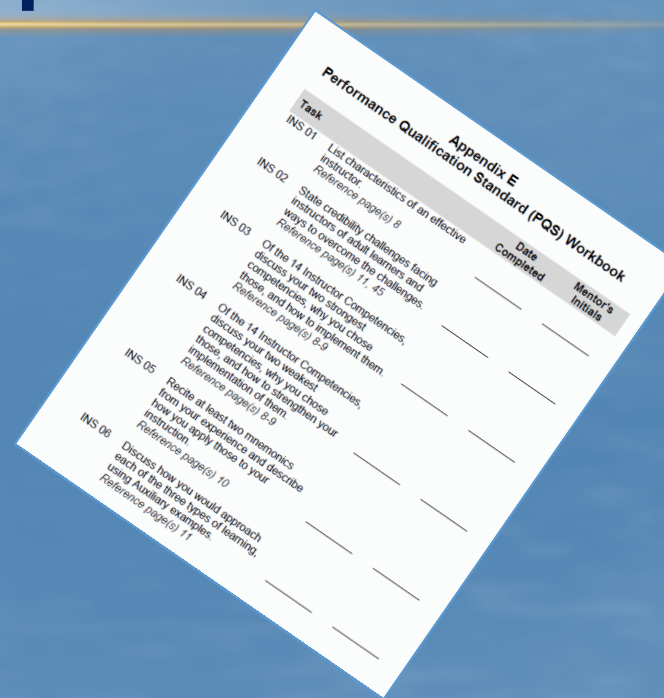
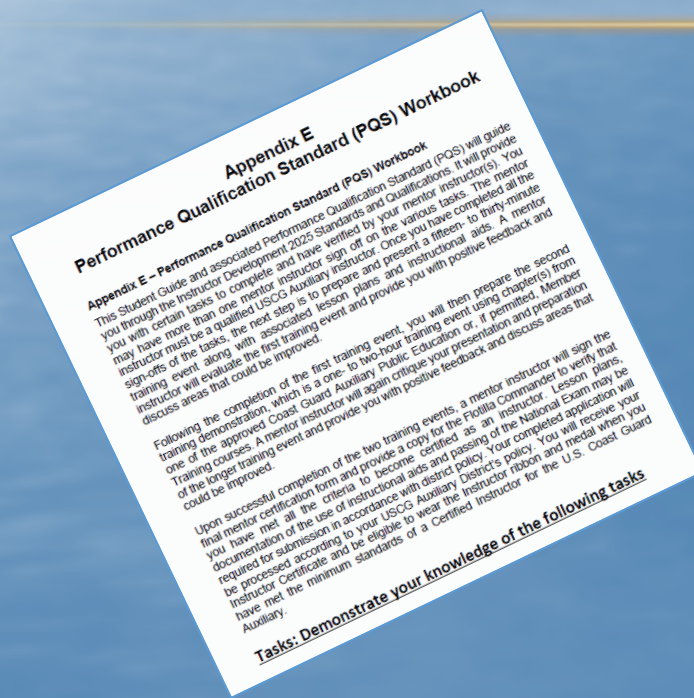
- Go to:
 - <https://classroom2.cgaux.org/moodle/>
 - Sign in
 - Select R-Response
 - Click on Enrollment Key to get the correct key
 - Click on Risk Management and Operations Portal
 - Click on Introduction to Risk Management (ITRM)
 - Complete the course and quizzes
 - Successful completion will be automatically downloaded to AUXDATA II within a week





9. WORK WITH A CERTIFIED INSTRUCTOR ANSWER PQS QUESTIONS

- **Ground Rules:**
 - This is a closed-book, closed-notes session
 - Certified Instructor/mentor must initial and date each item on the appropriate section of the form





10. RECORD ALL STUDY AND CLASS TIME, EXCEPT FOR THE PRESENTATIONS, AS 99D

- Consolidate all class time, study time, and travel time under 99D for entry into AUXDATA II
- “Student Teaching,” both the short and long presentations, are entered into AUXDATA II
 - 06A or 06B if member training
 - 14A through 14W if public education
 - Certified instructor is LEAD
 - Candidate is TRAINEE
 - Only one Trainee per AUXDATA II record





FINAL STEPS

Once everything is signed off and the student teaching hours and workshop are recorded in AUXDATA II, the candidate's FC signs the last page of the Study Guide along with all the other activities that have been signed off by the mentor(s), and submits it to their DIRAUX via the District Help Desk.

Note: To be certified as an instructor, the member must have a current uniform inspection. They cannot be exempt.





FINAL STEPS – DISTRICT HELP DESK

The District Help Desk requires specific information to certify a member as an instructor:

- The member's full name, member number, flotilla number, and certification requested
- The signed off Appendix E (PQS) and Appendix F
 - Every question in the PQS must be initialed and dated
 - Every item on Appendix F must be completely signed and dated (mentor and flotilla commander)

