The following is used to assist Commanders, Commandants, and managers in certifying all instructors who are participating in the Faculty Development and Recognition Program (FDRP) and to ensure compliance with awarding the Master Army Instructor Badge.

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| **Faculty Development and Recognition Program (FDRP) Master Army Instructor Badge Certification Process Checklist** | |
| 1. Rank/Name: | |
| 2. Duty Title: | 3. Unit: |

|  |  |  |
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| **Task** | **Date of Completion** | **Verifier's Initials** |
| CFD-IC Certificate |  |  |
| Completed all local instructor certification requirements |  |  |
| Completed Initial Counseling DA 4856 |  |  |
| Current APFT DA 705 (military only) |  |  |
| Memorandum demonstrating 80 successful hours as a primary instructor |  |  |
| Evaluator’s EIC certificate |  |  |
| **Two evaluations (TF 600-21-1), must be consecutive with minimum score of 12** | | |
| 1-TF 600-21-1 |  |  |
| 2-TF 600-21-1 |  |  |
| **Two Self Assessments (TF 600-21-1)** | | |
| 1-TF 600-21-1 |  |  |
| 2-TF 600-21-1 |  |  |
| **Four Developmental Observation Worksheets (TF 600-21-4)** | | |
| 1 (TF 600-21-4) |  |  |
| 2 (TF 600-21-4) |  |  |
| 3 (TF 600-21-4) |  |  |
| 4 (TF 600-21-4) |  |  |