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**  |
| Current APFT DA 705 (military only)  |  |  |
| Have served a minimum of 24 months as a Senior Army Instructor (after SAIB submission)  |  |  |
| Memorandum showing successfully taught at least 200 hours as PI (after SAIB submission)  |  |  |
| Evaluator's EIC Certificate  |  |  |
| **Three evaluations (TF 600-21-1), must be consecutive with minimum score of 20** |
| 1- TF 600-21-1  |  |  |
| 2- TF 600-21-1  |  |  |
| 3- TF 600-21-1  |  |  |
| **Three Self Assessments (TF 600-21-1)** |
| 1-TF 600-21-1  |  |  |
| 2-TF 600-21-1  |  |  |
| 3-TF 600-21-1  |  |  |
| **Four EIC evaluations, conducted by applicant (TF 600-21-1)**  |
| 1 (TF 600-21-1)  |  |  |
| 2 (TF 600-21-1)  |  |  |
| 3 (TF 600-21-1)  |  |  |
| 4 (TF 600-21-1)  |  |  |
| Recommendation letter by members of the MISB (TF 600-21-3)  |  |  |