

FORM 400-1

Part 1: Instructor/Facilitator Initial Qualification Checklist

ALL individuals seeking instructor/facilitator certification must -	YES	NO	N/A
1. Meet the initial selection criteria for instructor duty as outlined in AR 614-200 para 6-9, Selection Criteria			
2. Possess "1" or "2" under "E" of physical profile			
3. Be assigned to an instructor/facilitator table of distribution and allowances (TDA) position (subject to local policy)			
4. Have a certified instructor/facilitator assigned as a mentor during the certification process			
5. Individuals that will perform instructor/facilitator duties for the SMC or SMC-DL must also -			
a. Be a U.S. citizen (by birth or naturalization)			
b. Have a minimum GT score of 100			
In addition to the initial selection criteria listed above, candidate must meet the following site-specific requirements for the course they will teach:			
6. Basic Leader Course (BLC)			
a. SGL must hold the rank of SSG (Only two SGTs authorized per NCOA)			
b. SSGL must hold the rank of SFC			
c. Is a graduate of BLC (or equivalent)			
d. Has completed CFD-IC			
e. Has completed BbBC 101			
f. Has completed AdLIC or DLIC			
7. Master Leader Course (MLC) Resident			
a. Is a SGM, MSG or SFC			
b. Is a graduate of MLC (or equivalent)			
c. Has completed CFD-IC			
d. Has completed BbBC 101			
e. Has completed AdLIC or DLIC			
8. Master Leader Course Distributed Learning (MLC-DL)			
a. Is a SGM, MSG or SFC			
b. Is a graduate of MLC (or equivalent)			
c. Has completed CFD-IC			
d. Has completed BbBC 101			
e. Has completed AdLIC or DLIC			
9. Sergeants Major Course Resident (SMC-R)			
a. Is a SGM, service equivalent, or a qualified Civilian			
b. Has a conferred graduate degree from a regionally accredited institution			
c. Is a graduate of the SMC (or equivalent)			
d. Has completed CFD-IC			
e. Has completed BbBC 101			
f. Has completed AdLIC or DLIC			
10. Sergeants Major Course Distributed Learning (SMC-DL)			
a. Is a SGM, service equivalent, or a qualified Civilian			
b. Is a graduate of the SMC (or equivalent)			
c. Has completed CFD-IC			
d. Has completed BbBC 101			
e. Has completed AdLIC or DLIC			

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11. Battle Staff Noncommissioned Officer Course (BSNCOC) Resident			
a. SGL must hold the rank of SFC or higher			
b. SSGL must hold the rank of MSG or higher			
c. Possess the Additional Skill Identifier (ASI) "2S"			
d. Has 12 months experience on a battle staff at BN level or higher			
e. Is a graduate of the BSNCOC (or equivalent)			
f. Has completed CFD-IC			
g. Has completed BbBC 101			
h. Has completed AdLIC or DLIC			
i. <i>If site facilitator</i> , is a graduate of the Video tele-Training Instructor Training Course (VTTITC)			
12. Battle Staff Noncommissioned Officer Course Video-Teleconference (BSNCOC-VTT)			
a. SGL must hold the rank of SFC or higher			
b. SSGL must hold the rank of MSG or higher			
c. Possess the Additional Skill Identifier (ASI) "2S"			
d. Has 12 months experience on a battle staff at BN level or higher			
e. Is a graduate of the BSNCOC (or equivalent)			
f. Has completed CFD-IC			
g. Has completed BbBC 101			
h. Has completed AdLIC or DLIC			
i. Has completed the Video tele-Training Instructor Training Course (VTTITC)			
13. SGM International Military Students Pre-Course (SGM-IMSPC)			
a. Be a SGM, service equivalent, or a qualified Civilian			
b. Is a graduate of the SMC (or equivalent)			
c. Has completed CFD-IC			
d. Has completed BbBC 101			
e. Has completed AdLIC or DLIC			
Certification Candidate Signature:			
<i>Certifying Official: I hereby certify that the certification candidate, whose signature appears above, has met the initial Instructor/Facilitator qualification (Part 1) qualifications for the course they are to instruct/facilitate and are eligible to proceed to Part 2.</i>			
Certifying Official (L/F/MI):		Rank:	
Certifying Official Title:			
Certifying Official Signature:			Date:

Instructions:

1. Enter dates in MM/DD/YY format.
2. The assigned certifying course official will **NOT** sign the form until all required exceptions to policy (ETP) or waiver(s) request are approved.
3. Approved copies of any ETP/waiver will be forwarded to NCOLCoE SFDD Director.
4. The assigned certifying course official will conduct the appropriate counseling using DA Form 4856.
5. Inform the certification candidate the date/time and lesson they will begin in the Part 2 evaluation.

AdLIC= Asynchronous Distributed Learning Instructor Course

BbBC= Blackboard.com Blackboard Basic course or the Blackboard.com Blackboard Collaborate Ultra course

CFD-IC= Common Faculty Development Instructor Course

DLIC= Digital Learning Instructor Course