



U.S. Department of Transportation  
Federal Highway Administration



national  
highway  
institute

# SHAPE THE FUTURE OF TRANSPORTATION

## NHI Instructor FAQ for Contractors

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### Are you ready to leverage your expertise and shape the future of transportation?

At the National Highway Institute (NHI), we are dedicated to providing leading-edge training that reaches learners across the globe. We depend on the invaluable knowledge and passion of transportation professionals like YOU – our future certified expert instructors.

Before you embark on this exciting journey, we've compiled answers to common questions to help you get started. Discover what it takes to become an NHI Instructor and join us in advancing the transportation industry!

### How do I start the NHI Instructor application process, and do I meet the qualifications?

A contractor, becoming a NHI-certified instructor, must be a part of an organization associated with an awarded delivery contract.



#### **Did You Know?**

To be recognized as an NHI instructor, potential candidates must be proposed by a contractor Program Manager to NHI for FHWA/NHI to approve.

### As a contractor with a breadth of real-world experience, do I automatically qualify as an NHI-Certified Instructor and is certification required to teach a course?

Contractors are required to become certified as part of a task order, typically within 12 months. Resumes are thoroughly reviewed, and nominees are vetted for subject matter expertise and assessed on competencies in course delivery and the subject matter for each course they teach. Instructors must audition based on program office requirements and be observed instructing a course.

### How often do the Instructor Development Courses (IDC) occur and is successful completion required to teach an NHI course?

There are several offerings throughout the year and plenty of opportunities to take the IDC with NHI, a host FHWA division office, or a host state. You can also become a host to certify multiple instructors within your organization.



#### **Did You Know?**

The potential instructor may audition with the panel of FHWA/NHI personnel present during a course for up to an hour. The panel will offer instant feedback.

### Do I need to take the IDC to teach a Virtual Instructor-Led Training (VILT)?

As part of the delivery task order, all Instructors must take the IDC and are advised to take the IDC for Virtual Training. The information is beneficial to enhancing instructors' knowledge, skills, and abilities to meet the needs of instructing adult learners.

### What is the timeframe for becoming an NHI-Certified Instructor?

It takes 2–12 months to achieve NHI-Certified Instructor status, depending on how often the course is being requested and how many instructors are being observed at a given time. We promise it's worth the wait!



Check out NHI resources available to help you create dynamic, engaging, and effective learning environments.

<https://www.nhi.fhwa.dot.gov/resources/course-instruction.aspx>