



## CLEAR NCIT Instructor FAQs

- **How do I become an instructor?**

You must have attended the program(s) you wish to instruct and then complete the form here: [NCIT-Instructor Application](#). CLEAR Staff will review all applications.

- **How far in advance are programs scheduled?**

Programs are typically scheduled 3 – 4 months in advance, however extenuating circumstances such as custom or closed programs, or changes to instructor availability may shorten the notice period.

- **Do I have to instruct every program I am asked?**

No, instructors do not have to instruct every program. If you are unavailable, please let us know prior to agreeing to instruct a program.

- **How long are the programs?**

Virtual NCIT programs last up to 2 weeks, with a maximum of 5 days of instruction (including a Q&A Session), sessions are no longer than 3 hours. In person programs are up to 3 days of instructing.

- **Can I teach programs for my agency?**

Instructors can instruct CLEAR NCIT programs for their agency and other agencies if the agency approves them for instructing. All programs using CLEAR content must be CLEAR-sanctioned.

- **How many programs am I required to do to remain an active instructor?**

To remain an active CLEAR instructor, must instruct a minimum of one program every three years, either in person or virtual. Maintain a satisfactory level of evaluation scores.

- **What expenses are reimbursed?**

Mileage, airfare, per diem, hotel room and taxes, parking, transportation from airport to hotel, transportation from hotel to venue if applicable, telephone/fax/internet usage, printing, and supplies.

*Receipts are required for reimbursement.*

- **What documentation will I receive for tax purposes?**

CLEAR instructors are independent contractors and will receive a US 1099 for the hours you've instructed by January 31<sup>st</sup> of each calendar year for tax filing purposes.

- **What resources are provided to instructors?**

CLEAR instructors receive access to instructional materials and onboarding from CLEAR staff. CLEAR provides equipment for all in person programs, virtual programs require use of your own personal devices and equipment.