# isainstructing

## ISA Course Presenter Competency Review

This review must be completed and signed by both the Mentor Presenter and Presenter-in-training as part of the ISA Course Presenter Mentorship Process. Once completed, please submit to the ISA Membership and Development Department (alexreynolds@isasurf.org and hannahcaskey@isasurf.org).

**Name of Presenter-in-training**:

**Country**:

**Name of ISA Mentor Presenter**:

| Task | Date | Assessor Comments | Competent? (Y/N) | Presenter-in-training Reflection/Notes |
|---|---|---|---|---|
| **Pre-Course** | | | | |
| ISA Course Presenter Application | | | | |
| Connection to ISA NF | | | | |
| Submit and agree on course proposal with Mentor Presenter | | | | |
| Agree on mentor compensation/costs in writing via email | | | | |
| Review ISA Source demo and build course in Source | | | | |
| Communicate and prepare students for course | | | | |
| **During Course** | **Date** | **Assessor Comments** | **Competent?** | **Presenter-in-training Reflection/Notes** |
| Provide acceptable facilities | | | | |

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| | Date | Assessor Comments | Competent? | Presenter-in-training Reflection/Notes |
|---|---|---|---|---|
| Communication with students | | | | |
| Provide opportunity to ask questions | | | | |
| Provide a safe course environment | | | | |
| Delivery of course content | | | | |
| Communication of follow up steps to students | | | | |
| **Post-Course** | **Date** | **Assessor Comments** | **Competent?** | **Presenter-in-training Reflection/Notes** |
| Feedback to group and reminder of next steps | | | | |
| Complete administrative steps in ISA Source | | | | |
| Timely payment of ISA course fees | | | | |
| Assess and feedback on post-course hours for students | | | | |

**Additional Comments/Summary of Assessment**:

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**Result**: "Approved" or "Not Approved"

_____          _____
**Signature, Mentor Presenter**                                                         **Date**

_____          _____
**Signature, Presenter-in-Training**                                                    **Date**