Certified Postsecondary Instructor® (CPI®)/ Preceptor Reference Form

2024 - *TE-0212RF*

REFERENCE FORM *You will need a reference from an individual in a supervisory capacity related to your employment as an instructor or preceptor. Ask your reference to complete this form and return it to you. After completed application, please submit this completed document through your NCCT dashboard. NCCT reserves the right to contact your reference to validate the information as needed.*

CPI® Candidate Name _____

(If documents are submitted using more than one name, please provide all names above.)

Dear CPI® Candidate Reference:

The candidate named above has applied to take our Certified Postsecondary Instructor® examination. References are an important part of the application process. Please answer these questions about the candidate and return this form to the candidate for inclusion with his or her application. If, for any reason, you do not wish to return this form to the candidate, you may send it to us directly at the address below; please notify candidate if you choose to do so. Thank you!

☐ Yes ☐ No **(1)** Have you known this candidate for more than one year? How long? _____

☐ Yes ☐ No **(2)** Is/Was this candidate employed by you, or the company you represent?

Name of Your Organization _____

Address of Your Organization _____

City _____ State _____ Zip _____

Dates of Employment _____ (Month/Year) to _____ (Month/Year)

☐ Yes ☐ No **(3)** If you answered Yes to (2), has the candidate had at least six (6) months of full-time postsecondary teaching or preceptor experience (or its equivalent) within your organization?

☐ Yes ☐ No **(4)** Can you attest to this candidate's proficiencies in the subjects he or she teaches?
Name of subject matter area(s) of expertise _____

☐ Yes ☐ No **(5)** Do you believe this candidate to be of good moral character?

For Questions **(6)** through **(9)**: The CPI® examination will determine whether the candidate possesses the minimum knowledge and skills needed to teach students at the postsecondary or preceptor level, as determined by a national role delineation study. In your opinion, has this candidate demonstrated:

☐ Yes ☐ No **(6)** The ability to use principles of adult education that are important for success in the postsecondary/preceptee classroom? (e.g., Characteristics of adult learners, group dynamics and facilitation skills, fair practices in education)

☐ Yes ☐ No **(7)** The ability to plan and/or design coursework appropriate for the postsecondary/preceptee students he or she teaches? (e.g., Developing curriculum, learning objectives, learning activities; assessing student learning needs and preferences and designing strategies for helping them learn accordingly; etc.)

☐ Yes ☐ No **(8)** The ability to evaluate a classroom environment and deliver instruction and/or guide learning successfully?

☐ Yes ☐ No **(9)** The ability to evaluate student learning, the effectiveness of all teaching strategies, the effectiveness of classroom implementation, and the validity of all tools of assessment?

Use the back of this form to explain any **NO** responses or to provide any additional information, or comments. Thank you!

Name & Credentials _____ Title _____

Signature _____ Today's Date _____

How do we contact you if we have any questions? _____