Prerequisites and Scope of CodyNick Instructor Certificates

Each CodyNick instructor certificate level has it's own scope. Teaching courses above one's scope is not permitted as it may compromise the quality of the course delivery. Note that you can almost always upgrade your certification to expand your teaching scope, subject to applicable wait times and pre-requisit requirements.

You can see the current scope of all CodyNick instructor certificates below.

Definitions:

- "IND": May teach this course independently and be the primary instructor.
- "SUP": May only teach this course under supervision of a person who has a certificate allowing them to teach the course independently (see criteria below)
- "N": Not permitted to teach this course, with or without supervision, unless being guided by a certified instructor acting within their scope (see criteria below)

/	Full (ALL)	Beginner only	Assistant	Uncertified persons
Pre-CodyNick Beginner Curriculums	IND	IND	SUP	N
CodyNick Beginner: DISCOVER	IND	IND	IND	SUP

CodyNick Beginner: DEVELOP	IND	IND	SUP	N
CodyNick Beginner: EXPLORE	IND	IND	SUP	N
CodyNick Beginner: CREATE	IND	IND	SUP	N
CodyNick Beginner: BUILD	IND	IND	SUP	N
CodyNick Beginner: DESIGN	IND	IND	SUP	N
CodyNick Intermediate: INNOVATE	IND	SUP	SUP	N
CodyNick Intermediate: COMBINE	IND	SUP	SUP	N
CodyNick Intermediate: CONTROL	IND	SUP	SUP	N
CodyNick Intermediate: PROGRAM	IND	SUP	SUP	N
CodyNick Intermediate: ENHANCE	IND	SUP	SUP	N
CodyNick Intermediate: CONSTRUCT	IND	SUP	SUP	N
CodyNick Advanced: ELEVATE	IND	SUP	SUP	N
CodyNick Advanced: PIONEER	IND	SUP	SUP	N
CodyNick Advanced: DEVELOP	IND	SUP	SUP	N
CodyNick Advanced: ENGINEER	IND	SUP	SUP	N

CodyNick Advanced: PERFECT	IND	SUP	SUP	N
CodyNick Advanced: MASTRY	IND	SUP	SUP	N
Special Events and Competitions	IND	SUP*	SUP	N
CodyNick Instructor: Assistant	IND**	IND**	N	N
CodyNick Instructor: Beginner Only	IND**	IND**	N	N
CodyNick Instructor: Full (All)	IND**	N	N	N
ToT Endorsement***	N	N	N	N

*If the competition or special event only covers content at the CodyNick Beginner level, a Beginner Only instructor may conduct it independently. However, this is not recommended as students even in lower levels may require mentoring at a level outside of a Beginner Only instructor's training.

**Valid ToT Endorsement or supervision by a person with one is required in addition to valid instructor certificate.

***May only be taught by CodyNick Staff or with Special Accreditation.

What does "Supervision" Mean in the context of CodyNick Instruction?

As a CodyNick Instructor, you can teach courses that are out of your level of training if you are working under the supervision of a qualified instructor, as outlined in the table above. All certified CodyNick Instructors have at least one level at which they can teach independently and supervise others in, along with levels which they need supervision to teach (other than CNIF+ToT

Instructors). so it is essencial for all instructors to know the expectations of CodyNick in such arrangements.

These arrangements help ensure effective classroom management and proper learning standards, while providing flexibility to instructors and facilities.

Criteria for Supervision:

- One primary instructor at the Beginner-Only or Full level can supervise a maximum of 3 classes and 6 instructors requiring supervision at a time (in any combination), however, they are only expected to be comfortable with supervising one class and two instructors at a time. Assistant instructors teaching CodyNick Beginner: DISCOVER are expected and allowed to supervise a maximum of one uncertified person at a time. Supervising instructors should consider their own level of comfort and experience, as well as that of their supervised instructors to decide this ratio for themselves.
- Except for CodyNick Beginner: DISCOVER, persons without CodyNick Instructor certification (or where the table of scopes indicates an "N" for their level of training and the level of the course) should not be allowed to participate in any instructional activities unless they are doing so under the direct guidance (within sight) of a qualified instructor (either the primary instructor or a supervised instructor acting within their teaching scope).
- In classrooms that are remote or have students with documented or suspected medical conditions requiring instructor/staff attention, at least one person with a level of first aid training equivelant or higher to the primary instructor's minimum required training AND knowledge of the medical condition (if any) must be present at all times. This can be the primary instructor

themself, a designated first aid attendant, other instructors or personnel on-site, or the instructor needing supervision themself if they have the required training.

- The primary instructor must oversee and approve all short-term and long-term lesson plans and activities, especially if they diverge from typical activites at the given level (e.g., new projects). Furtheremore, they must actively communicate with supervised instructor and always have an overall sense of how the class is going.
- In courses with certifications and evaluations, the primary instructor is the sole decision-maker. However, they are encouraged to ask for input from the supervised instructor, especially if they have not been actively present in the classroom.
- While the primary instructor does not need to watch the supervised instructor directly at all times, it is ultimately their responsibility to ensure that the class is safe, engaged, and moving forward when the supervised instructor is teaching.
- If a primary instructor leaves the supervised instructor in charge of a class alone (or with other instructors requiring supervision) by becoming unavailable for providing assistance within 5 minutes of it being requested by the supervised instructor (e.g., going early or taking a sick day), they must ensure that the supervised instructor has all the required materials and equipment needed, understands their role as the lead instructor, and is ready, proficient, and comfortable enough to lead the class smoothly and safely. The supervised instructor should not be expected to be comfortable leading the class on their own. If the supervised instructors is not ready or comfortable with taking charge of the classroom (either by declaring this

or given the primary instructor's opinion), a substitute supervising instructor must supervise them instead.

Summary of Supervision rules:

Privilage	Primary or Supervising Instructor (IND)	Supervised Instructor (SUP)	Unauthorized (N) persons and instructors
Teaching	No restrictions	Under supervision	When being guided
Taking charge of the classroom	No restrictions	Only with primary instructor approval and if first aid requirements are met	Not allowed under any circumstances
Lesson planning	No restrictions	Under primary instructor guidance	Not allowed under any circumstances
Evaluating	No restrictions	May advise primary instructor	Not allowed

Pre-requisits for CodyNick Instructor Courses

Note that instructors that are under the minimum regulatory age for working in their jurisdiction must comply with any regulatory requirements (such as only volunteering or obtaining parental consent, etc.) to be considered working within the

scope of their certificates.

Pre-requisit courses

1. Theory First Aid for Assistant and Beginner-only Instructors
   - Minimum 14 years of age.
   - (Recommended) Being unable to take a locally accredited alternative first aid course.

2. Fundamentals of Instruction & Classroom Safety Management I
   - No pre-requisits

3. Fundamentals of Instruction & Classroom Safety Management II
   - Fundamentals of Instruction & Classroom Safety Management I
   - At least 16 hours of First Aid training, as required for CodyNick Instructor: Full (may be taken concurrently)

CodyNick Instructor: Assistant

At least 14 Years of age.

Fundamentals of Instruction & Classroom Safety Management I (May be taken as a combined course or concurrently)

(Recommended) At least 15 years of age.

(Recommended) CodyNick Beginner: DISCOVER (co-teaching or participation as a student)

(Recommended) A First Aid certification of any kind.

CodyNick Instructor: Beginner Only

- At least 15 Years of age, or at least 14 years of age and either:
    - CodyNick Instructor: Assistant, or
    - CodyNick Beginner: DESIGN or higher (successful completion and official certificate required)

Certification in First Aid (Unless granted an exemption – any kind including online courses, but courses with at least 8 hours of instruction and an in-person portion are recommended). Does not need to be recent or unexpired.

Fundamentals of Instruction & Classroom Safety Management I (May be taken as a combined course or concurrently) or CodyNick Instructor: Assistant

(Recommended) At least 16 years of age.

(Recommended) CodyNick Instructor: Assistant

(Recommended) Experience co-teaching 2-3 CodyNick Beginner Courses (if holding assistant certificate) and/or general teaching, instructing, or coaching experience.

CodyNick Instructor: Full (All)

One of the following:

1. At least 17 Years of age.
2. At least 16 Years of age and either:
    - CodyNick Instructor: Assistant certificate held for at least 360 days, or

- CodyNick Instructor: Beginner Only certificate held for at least 180 days, or,
- CodyNick Advanced: MASTERY (successful completion and official certificate required)

3. At least 15 Years of age and both:
    - Any CodyNick Instructor certification
    - Documentation of a total of 40 hours or more of instruction/coaching/teaching experience, at least 20 of which must be CodyNick instruction experience

Fundamentals of Instruction & Classroom Safety Management II (May be taken as a combined course or concurrently)

(Strongly recommended) Prior basic coding knowledge and experience

Comperhensive First Aid Certification (Unless granted an exemption). Must be from a course that is at least 16 hours long and includes CPR-C (or equivelant) training. Must be unexpired at the time of certification or renewal. Some examples may include (but are not limited to):

- **Canadian Certifications**:

Standard First Aid & CPR-C/AED or BLS	CSA/OFA Intermediate (highly recommended) or Advanced
National Lifeguard/Ski Patrol	Advanced First Aid (Red Cross or SJA)

Any healthcare professional license (nursing, paramedicine, etc.) issued by a provincial or federal licensing board/authority	Emergency First Aid or CSA/OFA Basic with one of (BLS or CPR-C/AED) and (AMOA or TE)

- **Omani Certifications**:

Advanced First Responder including CPR/AED	HABC Level 3 International First Aid at Work
Medic Pediatric Plus Basic First Aid	MEDIC First Aid BasicPlus CPR, AED & First Aid for Adults
Nursing or Paramedical License	Medical/health professional License

- **International Certifications**:

Red cross/crescent (or similar) First Aid certifications that take at least 16 hours of instruction to obtain, and include CPR-C/AED or equivelant
Any government-issued license permitting a person to work on an ambulance, or in a medical setting as a nurse, doctor, or other licensed professional.

- **If your certification is not on this list, please be prepared to provide proof that it meets the criteria (at least 16 hours in total time and including CPR-C or equivelant)**

(Recommended) Any other CodyNick Instructor Certificate

(Recommended) 2-3 Months experience co-teaching Intermediate and/or Advanced CodyNick Courses (if holding certificate) or

participation in such courses as an student or observer.

(Recommended) Prior experience with teaching/instruction, robotics, and electronics.

Instructor Renewal (Any level)

CodyNick Instructor certificate at the renewal course level or above. Must be valid or expired less than 3 years prior to renewal course end date.

If renewing a Full certificate, a current First Aid credential meeting the original criteria (see above).

(Recommended) Teaching Experience within the last year.

ToT Endorsement (Trainer of Teachers) and Renewal

CodyNick Instructor: Full (All) or CodyNick Instructor: Beginner Only. Must be issued or renewed within the last 12 months. Must have held a certificate at one of the said levels for at least 6 months (Unless exempted).

(Recommended) Valid First Aid Certification at the level required for CodyNick Instructor: Full (All)

(Recommended) 4-6 Months experience teaching at the instructor level you intend to teach.

(Recommended) Prior experience with ToT Training.