



## *Pen Florida Royal Rangers Training Department*

Thank you for your interest in becoming a Certified Instructor in our district. The process has changed in the last year and I would like to give you a brief overview of your upcoming challenge. Your first assignment is to get your application and Certified Instructor's (CI) Notebook work completed. **Please be sure you have the new CI Notebook, revised 04/02/05 in your possession. Please discard all others!**

A. Fill out the application.

B. Completely read the Certified Instructor Notebook.

C. If a new applicant, complete the open book exam, Appendix A, on pages 48-56.

D. Return the completed application and open book exam to your **Divisional Training Committee member no later than one week prior to the ICS**. If you are not sure of who that is, please contact me: (813) 624-4459 or Training@floridarangers.com

E. Your **divisional representative to the District Training Committee** will review your application, grade your test, and notify if you are eligible to attend. You cannot attend if you do not meet the minimum requirements as stated in the CI Notebook.

- Must have completed the LMA or Transition Course if have Old LTC
- Must have attended NTC or RKTC
- Must turn in application with Section Commander and Pastor's signature one week prior to the ICS (July 13, 2007)

F. Renewing instructors must fill out and enclose the "Instructor Certification Renewal Form" found in **the new** Certified Instructor Notebook, Appendix D, p. 59  
Your next step is to prepare for the ICS. The (new applicant) must attend on Friday and Saturday morning while renewing applicants must attend on Saturday morning. You will need to be prepared to do the following:

G. **New applicants or those who did not previously pass their oral evaluations** should be prepared to give a 10 minute presentation on "the Royal Ranger Uniform" Friday evening. The oral evaluation is based on the guidelines found in the Instructor Assessment Form found on pages 61 and 62 of the CI notebook.

H. A final test will be taken and must be passed with 85% or higher by all applicants on Saturday. Because of the high failure rate, studying is strongly encouraged.

I. A class "B" uniform will be required wear for inspection and graduation. You will be notified in person of your results in person on Saturday. Please feel free to contact me if you have any questions or concerns.

In His Service,

*Ron Bennett*

District Training Coordinator