

PMSFL Instructor Application Form

Rev. 220921a

PMSFL Instructors Wanted

The [PMSFL \(*Project Management Skills for Life*[®]\) program](#) in [PMI-MN \(Minnesota Chapter of the Project Management Institute\)](#) is looking for male & female instructors to teach the PMSFL workshop to teenagers (14-19 yr. old) and young adults (20 yrs. old and up.) Please contact [PMSFL Program Manager](#) if interested.

There are two workshops currently being offered.

- 1) PMSFL-B – “Basics”, a 2-hr workshop
- 2) PMSFL-F – “Fundamentals”, a 6-hr workshop that includes a class project

KNOWLEDGE & EXPERIENCE REQUIREMENTS

An ideal instructor candidate would

1. Have 5+ Yrs. Project Management Experience
2. Be familiar with PMBOK (Project Management Body of Knowledge, ed. 6 or beyond)
3. Having a Certification with PMI would be a bonus – preferred, but not required, e.g. PMP or CAPM etc.
4. Be willing to attend a PMSFL-F (Fundamentals) or a “*Train-The-Trainer*” session prior to his/her teaching session.
5. Be willing to volunteer to teach at least (2) workshops within a period of (2) years.

OTHER REQUIREMENTS

As PMSFL is a joint youth education program with PMI-MN and the Northern Star Scouting Council (NSS, www.northernstar.org) in the Twin Cities area, the PMSFL workshop must be in compliant with the Boy Scouts of America (BSA) 2-Deep Leadership Youth Protection Guideline. All programs are taught with at least two instructors, gender appropriate.

For the safety of the youth participants, and for the protection of the instructors in the unfortunate possibility of allegation, the instructors are required to sign up as a Merit Badge Counselor, at no cost to the applicant, with BSA that requires the applicant to

1. Agree to have a Criminal Background Check conducted by BSA
2. Agree to complete a BSA Youth Protection Training every two years as long as the applicant is a PMSFL instructor

FOOTNOTE

Two registered adult leaders 21 years of age or over are required at all Scouting activities. In addition, a registered female adult leader 21 years of age or over must be present for any activity involving female youth. (REF: BSA National [Youth Protection and Adult Leadership](#); NSS [Youth Protection Training: Keeping Kids Safe](#).)

For the two registered leaders in a PMSFL coed workshop where there are scouts participating, they can be two females, or a male and a female, but not two males. Since we do not know the gender of those who may register to participate, the best way to manage it would be to have three registered leaders, two of whom are female, so there are always two policy-compliant leaders in the room if one were to step out. In the case of this PMSFL workshop, a registered Merit Badge Counselor would be sufficient as a registered leader. The instructors and the registered leaders may be different people.

Entrepreneurship would be an appropriate Merit Badge closest to *Project Management* to be used for this purpose. The Merit Badge Counselor Information will be archived in a separate PMSFL folder and the Counselor’s names will not be available for scouts seeking for an *Entrepreneurship* merit badge counselor.

For the PMSFL-B 2-hr. in-person workshop in the University of Scouting program, because of the number of scout leaders available on site, the straight 2-deep leadership with gender appropriate would suffice. For the PMSFL-F 6-hr. in-person workshop, the classroom is usually isolated and nobody else will be around. On the safe side (with contingency that one instructor may step out of the classroom), it is advised to plan for 3 registered leaders minimum, with at least 2 females.

PMSFL Instructor Application Form

Please complete three forms:

- i. BSA Application Form (use link below),
- ii. BSA Merit Badge Counselor Information Form (use link below), and
- iii. PMSFL Instructor Application Form (this form.)

Save them in your computer, then email all forms and the BSA Youth Protection Certificate in one email to [PMSFL Program Manager](#) (Eric Sit, PMSFL-PgmMgr@pmi-mn.org.) If you have questions, please email [PMSFL Program Manager](#).

A. Instructor Candidate

1. Name

2. Gender

(Per BSA Safe Scouting requirement, need to have at least one male and one female instructor per class [for both in-person and virtual])

3. Are you over 21 yrs. old?

(Per BSA Safe Scouting requirement, need to have at least one of the instructors be over 21 yr. old [for both in-person and virtual])

Pick one answer:

- 21 yrs. of age or older
 Under 21 yrs. old – ***STOP, you are not qualified***

4. Home Address

5. Preferred Email Address

6. Preferred Phone No.

- Cell –
 Home –
 Work –

7. Date of Application

B. Experience & Requirements:

8. Affiliation (PMI & PMI-MN, NSS [i.e. scout leaders], or None)

9. Years of PM Experience (5 Yrs. min.)

10. Familiar with PMBOK-6 or beyond (Yes or No)

Yes
 No

11. Certification Credential from PMI Global and other Associations (e.g. PMP or CAPM). Please list.

List credentials:

12. For the safety of the participants, and the protection of the Instructor, PMI-MN, and NSS, the applicant is required to have *Background Check* and *Youth Protection Training (YPT)* done with BSA Scouting – registered as *Entrepreneurship* merit badge counselor (for *Project Management*), at no cost to instructors

Agree
 Disagree – *Unfortunately, this is a prerequisite and you will not able to participate as an instructor*

13. Accept the obligation of teaching at least (2) workshops within (2) years after the “Train-the-Trainer” (T-T-T) session.

Accept – *please accept this as a volunteer obligation to be a trained instructor*
 Not Accept

14. Preferred Teaching

Check all applicable

PMSFL-B (2-hr)
 PMSFL-F (6-hr)
 In-Person
 Virtual

C. Procedure:

15. Fill out the PMI-MN Volunteer Form each year if PMI-MN members

Pick one answer:

Completed on _____
 Not completed yet* – but will be completed by (date) _____
 Not a PMI-MN member

16. Fill out this PMSFL Instructor Application Form

17. Attend a PMSFL-F or “*Train-the-Trainer*” (T-T-T) session at least one session prior to the intended time of teaching

Pick one answer:

- Completed on _____
- Not completed yet* – but will be completed by (date) _____

18. Complete the Youth Protection Training online prior to the filling out the BSA Forms below – this training is renewable every two years as long as being a PMSFL instructor

Go to <https://www.scouting.org/training/youth-protection/> and follow the direction under “*Required Training*” (REF: NSS [Youth Protection Training: Keeping Kids Safe](#))

Pick one answer:

- Completed – training expires on _____
- Not completed yet* – but will be completed by (date) _____

19. Please complete these fillable pdf files – *download and save them in your computer/device to fill out*

- i. BSA Adult Application & Background Check Authorization Form:
<https://filestore.scouting.org/filestore/pdf/524-501.pdf>
 - ii. Merit Badge Counselor Information Form:
<http://www.scouting.org/filestore/pdf/34405.pdf>
 - o [*Entrepreneurship* would be an appropriate Merit Badge closest to *Project Management* to be used for this purpose]
- Your personal information in the BSA forms will remain confidential in the BSA system.

20. Any Additional Information You Want to Share?

21. Save completed forms in your computer/device, then email all forms and your BSA Youth Protection Training Certificate in one email to [PMSFL Program Manager](#) (Eric Sit.)

* Any “*Not completed yet*” must be completed before the intended teaching session.

For PMSFL Office Use Only

- Application Approved
- Application Pending
 - Merit Badge Counselor Application submission
 - Background Check Completion
 - What and when to be completed by the applicant Click or tap here to enter text.
- Application Denied
 - Denial Reason:

Decision Made By (print):

Position:

Date Decision Made:

- Notified Applicant on