



Cisco Networking Academy Instructor Training Guidelines

Revised January 2005

Table of Contents

TRAINING MODEL	3
TRAINING OF CATC INSTRUCTORS	3
TRAINING OF REGIONAL ACADEMY INSTRUCTORS	4
TRAINING OF LOCAL ACADEMY INSTRUCTORS	4
TRAINING REQUIREMENTS FOR INSTRUCTORS	5
ACADEMY ORIENTATION	5
TRAINING PROCESS	5
Prior to Training	5
During Training	5
LENGTH OF INSTRUCTOR TRAINING SESSIONS	6
CLASS SIZE RECOMMENDATIONS	7
COURSE COMPLETION STANDARDS.....	7
INSTRUCTOR FAST TRACK (IFT) OPTIONS	8
CCNA INSTRUCTOR FAST TRACK OPTION	8
Enrollment	8
Graduation	9
Skills-Based Assessment	9
CCNP INSTRUCTOR FAST TRACK OPTION	9
Enrollment	9
Program Schedule:.....	10
Expenses	10
SPONSORED CURRICULUM INSTRUCTOR FAST TRACK OPTION	10
Enrollment	11
Graduation	11
Online Final Exam.....	11
Skills-Based Assessment (SBA) or Final Course Project.....	11
HP IT Essentials I: PC Hardware and Software Course-specific Requirements	11
HP IT Essentials II: Network Operating Systems Course-specific Requirements.....	11
Fundamentals of Java Programming Course-specific Requirements.....	12
Panduit Network Infrastructure Essentials Course-specific Requirements.....	12
Fundamentals of UNIX Course-specific Requirements.....	12
Fundamentals of Web Design Course-specific Requirements.....	13
CONTINUING EDUCATION REQUIREMENTS	14
WAIVERS AND APPEALS	14

Training Model

The Cisco Networking Academy Program provides training and certification for Academy instructors. Trainees participate in a Cisco instructor certification program called the Cisco Certified Academy Instructor (CCAI) program. The CCAI program is designed to ensure that Cisco Networking Academy instructors are proficient in the Academy curriculum and teaching methods. There are different CCAI certifications available for each course.

The program utilizes the "trainer of trainers" model. There are three levels to this training model. Cisco-approved instructors train instructors from Cisco Academy Training Centers (CATCs). CATC instructors then train Regional Academy instructors and Regional Academy instructors train Local Academy instructors.

The components of the training model remain the same at every level of the training process. This training model was developed to give the trainee varied perspectives on course content, including as a first-time reader, classroom participant, and first-time teacher. These training sessions should be viewed as a professional development vehicle. It is highly recommended that instructors include all elements of the training model in their CATC/Regional instructor training sessions.

The differences among a CATC instructor, a Regional instructor, and a Local instructor are in the areas of training and support. CATCs are responsible for training and supporting Regional Academies. Regional Academies are responsible for training and supporting Local Academies. Local Academies are responsible for teaching students at individual educational institutions.

Academy Types	CATC	Regional Academy	Local Academy
Environments in which instructor may receive training	100% in-person only	All approved models including remote, in-person, combination, or Fast Track	All approved models including remote, in-person, combination, or Fast Track
Instructor is eligible to train or teach	Regional instructor, Local instructor, student	Local instructor, student	Student
Environments in which instructors may deliver training or teach	All approved models including remote, in-person, combination, or Fast Track	All approved models including remote, in-person, combination, or Fast Track	All approved models including remote, in-person, or combination
Classes which Academy may create	Instructor training for Regional or Local Academy instructors	Instructor training for Local Academy instructors	Student classes

Training of CATC Instructors

Within the tiered training model, it is important to ensure quality at each level of the academy hierarchy. Cisco Academy Training Centers (CATCs) are positioned at the highest level in this hierarchy and thus need to deliver the highest quality training. To that end, instructors from CATCs who train Regional Academy instructors can only be trained by Cisco-approved instructors in a 100% in-person environment.

We recognize that these top-tier academies hire very qualified people, instructors that under other circumstances might be candidates for fast track training, remote training, or advanced standing. However, because of their unique position in the training hierarchy, CATC instructors will be required to attend the full in-person training under a Cisco-approved instructor. We hope that these advanced instructors will take this as an opportunity to share their knowledge with the class, and to experience different training techniques.

After a CATC instructor has successfully passed a training class, he/she is certified to teach the course to students and to train Regional Academy and/or Local Academy instructors. This certified instructor must also be affiliated with an academy at an appropriate level to create and deliver instructor or student classes.

Training of Regional Academy Instructors

Regional Academies must first establish a support and training relationship with a CATC. Then Regional Academy instructors may receive training from their established support center (CATC). This training may be delivered in different environments (remote, in-person, or a combination) provided that there is an approved training model for that environment and for that course.

Training models for each environment will be posted to the Academy Connection website after pilot trainings in that environment are completed successfully. When a training model is approved, instructors will see these different environments as pull-down options when creating instructor training classes.

After a Regional Academy instructor has successfully passed a training class, he/she is certified to teach the course to students and to train Local Academy instructors. This certified instructor must also be affiliated with an academy at an appropriate level to create and deliver instructor or student classes.

Training of Local Academy Instructors

Local Academies must first establish a support and training relationship with a Regional Academy. Then Local Academy instructors may receive training from their established support center (Regional Academy). This training may be delivered in different environments (remote, in-person, or a combination) provided that there is an approved training model for that environment and for that course.

After a Local Academy instructor has successfully passed a training class, he/she is certified to teach the course to students. If he/she moves to a Regional Academy, he/she would be certified to train Local Academy instructors. This certified instructor must also be affiliated with an academy at an appropriate level to create and deliver instructor or student classes.

Training Requirements for Instructors

Instructor trainees must fulfill the following requirements in order to complete training. Training courses are restricted to instructors directly affiliated with a Cisco Academy.

Academy Orientation

The Academy Orientation course is for instructors who are new to the Cisco Networking Academy. Course materials cover using the Networking Academy's on-line management system (Academy Connection), best practices and pedagogy. An instructor must successfully complete the Academy Orientation course, and graduate from training in course content course, before creating student or instructor classes.

Training Process

Prior to Training

- Register for Training Session.
- Download and preview the course materials two weeks prior to attending training.

During Training

- Actively participate in trainer's presentation.
- Actively participate in all activities (online and classroom learning, labs, online assessments, and skills-based assessments).
- Understand roles and responsibilities contained in the QAP document.

Length of Instructor Training Sessions

The minimum number of days (8-hour days), or hours if remote environment, currently required for each course are as follows:

Course	100% In-Person (min. days)	Combination of In- person/Remote (min. days in-person/ min. hours remote)	100% Remote (min. hours)
Academy Orientation	Min. of 3 days	Min. of 1 day in-person / Min. of 16 hours remote	Min. of 24 hours
GLN Orientation	Min. of ½ day	Not available	Min. of 4 hours
CCNA 1: Networking Basics	Min. of 5 days	Not available	Not available
CCNA 2: Routers and Routing Basics	Min. of 6 days	Not available	Not available
CCNA 3: Switching Basics and Intermediate Routing	Min. of 4 days	Not available	Not available
CCNA 4: WAN Technologies	Min. of 4 days	Not available	Not available
CCNP 1: Advanced Routing	Min. of 10 days	Min. of 1 week in-person/ Min. of 5 weeks remote	Not available
CCNP 2: Remote Access	Min. of 10 days	Min. of 1 week in-person/ Min. of 6 weeks remote	Not available
CCNP 3: Multilayer Switching	Min. of 10 days	Min. of 1 week in-person/ Min. of 5 weeks remote	Not available
CCNP 4: Network Troubleshooting	Min. of 10 days	Available March 2005	Not available
Fundamentals of Network Security: Router	Min. of 5 days	Not available	Not available
Fundamentals of Network Security: PIX	Min. of 5 days	Not available	Not available
Fundamentals of Wireless LANs	Min. of 6 days	Not available	Not available
HP IT Essentials I – PC Hardware/Software	Min. of 5 days	Not available	Not available
HP IT Essentials II – NOS	Min. of 5 days	Not available	Not available
Panduit Network Infrastructure Essentials	Min. of 5 days	Not available	Not available
Fundamentals of UNIX	Min. of 6 days	Min. of 2 days in-person / Min. of 32 hours remote	Not available
Fundamentals of Web Design	Min. of 6 days	Min. of 2 days in-person / Min. of 32 hours remote	Not available
Fundamentals of Java Programming	Min. of 8 days	Not available	Min. of 64 hours

These guidelines are minimums only. Training centers may schedule more time if their situation warrants. Any approved instructor training guides are posted on the Tools page for each course.

Class Size Recommendations

In order to maximize the learning opportunity for students, the maximum student to instructor ratio should be 20 to 1 in instructor training classes.

Course Completion Standards

Upon completing training for each course, trainees must earn an 80% on the online final exam and pass any associated hands-on Skills-Based Assessment (SBA) or Final Course Project. Trainees who do not meet these standards may retake the exams. Trainees will be required to pass the second online exam with a score of 85%. Trainees who take the online final a third time must pass at a 90% level. Trainees may take online final exams a maximum of three times and the Skills-Based Assessment a maximum of two times during the in-person session.

For those trainees who do not pass the exams after repeated attempts, the training instructor will determine the best course of action, such as repeating the session, taking additional online tutorials or class seminars, etc. If all other elements of the training have been successfully completed, but the Skills-Based Assessment is not passed after the second try, the training instructor may arrange for the trainee to attempt the SBA a third time. The trainee should make this final attempt only after some additional study.

If distance from the training center is an issue, the training instructor may arrange to have the third attempt of the SBA proctored by a qualified instructor in the trainee's area, providing that qualified instructor has passed the same SBA and is not from the trainee's own academy.

Instructor Fast Track (IFT) Options

Instructor Fast Track (IFT) training is an opportunity for skills qualification that has little or no instruction associated with it. This rigorous, alternate option is meant for those few instructors who prove they have requisite subject knowledge and skills and who would not benefit from a full instructor training.

The design of Instructor Fast Track training is to ensure that only candidates with prior subject matter knowledge enroll in an IFT class. This prior knowledge is verified by one or more of the following:

- Specific industry certification
- Formal evidence of industry experience
- Formal evidence of teaching experience

A successful candidate proves proficiency in a number of ways. Proficiency requirements may include passing the related industry certification exam, the online final exam, completing the Skills-Based Assessment and case study or the Final course project. A candidate who fails any of the required components is failed from the class; and must enter a full instructor course.

Before creating classes in the Cisco Networking Academy Program, the prospective instructor must also successfully complete the Academy Orientation course. Please note that the Academy Orientation course is a separate course from the Instructor Fast Track course.

CCNA Instructor Fast Track Option

A successful candidate proves proficiency in course content through the successful completion of the CCNA IFT Skills-Based Assessment and the CCNA IFT case study. There is no multiple-choice final exam for the CCNA Instructor Fast Track course. The CCNA certification exam substitutes for a multiple-choice final exam. For that reason, passing the CCNA certification exam is a prerequisite for registering into a CCNA Instructor Fast Track course.

If instructor performance is unsatisfactory at any point during the CCNA IFT training, or should an instructor fail any portion of the skills-based assessment, the instructor will be disqualified from the CCNA IFT training and will be required to enroll in a full curriculum instructor training course.

The CCNA Instructor Fast Track class will only be offered at CATC or Regional CCNA Academies that have been authorized to teach the full instructor course. The CATC-CCNA or Regional-CCNA Curriculum Lead will be responsible for creating the CCNA IFT class. The class is scheduled for 3 days and is offered as in-person format only. The training Academy may charge a normal daily training fee for the IFT.

Enrollment

Unlike the enrollment process for most Academy instructor courses, a candidate may not self-enroll for CCNA Instructor Fast Track offerings. Instructors should check with their support Academy to find out when a CCNA IFT class may be available. Once a class has been created that the instructor is interested in attending, the candidate may request manual enrollment by contacting the Support Desk by telephone or by email. The Support Desk will require the following information:

- Instructor Trainee's Academy Connection ID
- CCNA IFT Class ID
- Proof of CCNA Certification

The Support Desk can be reached by email through the 'Help' link at the top right of an Instructors' Home page or at webmaster@cisco.netacad.net.

Graduation

Since it is assumed that the candidate has mastery of the course content, there is no prescribed instruction in the curriculum. The class consists of a certified Training Academy instructor administering and strictly proctoring the CCNA IFT Case Study and the CCNA IFT Skills-Based Assessment.

Mandatory graduation components:

- Successfully complete all 4 CCNA Case Studies -or- Successfully complete the CCNA Instructor Fast Track Case Study.
- Successfully complete all 4 CCNA Instructor SBAs -or- Successfully complete the CCNA Instructor Fast Track SBA.

Skills-Based Assessment

An instructor who is able to successfully complete the CCNA IFT Case Study and the CCNA IFT Skills-Based Assessment (without going through the full instructor training) typically has extensive hands-on experience with the necessary skills set. The Skills-Based Assessment is pass/fail. The candidate may attempt the SBA a maximum of two times during the CCNA IFT class. If instructor performance is unsatisfactory at any point during the Fast Track session, or should an instructor fail a skills-based assessment, the instructor will be disqualified from the Fast Track option and will be required to enroll in the full curriculum instructor training.

CCNP Instructor Fast Track Option

The CCNP Fast Track Program is an opportunity for instructors to test out of CCNP 1 – 4 (formerly called semesters 5 – 8) training. The program encompasses 8 days of testing and is divided into two 4-day segments. Instructors must travel to the training site on two separate occasions to participate in the CCNP Fast Track Program.

Requirements must be completed as outlined, in order. An instructor who has taken a student section of a CCNP course is still required to complete all CCNP IFT requirements. If the instructor wishes to speed up the process and take the skills-based assessment and case study in the same day they will need to complete both in the allocated time for that day.

Enrollment

Prior to beginning the CCNP IFT process, the candidate instructor should complete the CCNP IFT Instructor Profile Survey. This survey serves as a guideline in determining a candidate's suitability for CCNP IFT. The survey is used to gather information about certification, industry experience and knowledge of relevant technology.

Instructors are eligible to participate if:

- They hold a current CCIE or CCNP certification and
- It is recommended that they have industry experience in the following areas:
 - Advanced Routing
 - Multi-layer Switching
 - Remote Access Devices

Program Schedule:

- Trip 1 Day One – Complete CCNP 1 Case Study
 Day Two – Complete CCNP 1 IFT Skills-Based Assessment
 Day Three – Complete CCNP 2 Case Study
 Day Four – Complete CCNP 2 IFT Skills-Based Assessment
- Trip 2 Day One – Complete CCNP 3 Case Study
 Day Two – Complete CCNP 3 IFT Skills-Based Assessment
 Day Three – Complete CCNP 4 Case Study
 Day Four – Complete CCNP 4 IFT Skills-Based Assessment

Instructors will be able to take two course skills-based assessments per trip. Instructors are only allowed one attempt at each skills-based assessment. If an instructor fails a skills-based assessment, he/she will not be allowed to re-take the skills-based assessment for that course; however, he/she may still attempt subsequent course skills-based assessments. Credit will be given for a course if an instructor passes the skills-based assessment for that course and completes the associated Case Study.

Please note: CCNP IFT case studies will be sent to Fast Track participants two weeks before the scheduled testing date.

Expenses

Academies will be charged a daily training fee at the current daily rate. All costs are the responsibility of the academy.

Other costs may include:

- Travel (transportation)
- Meals
- Lodging
- Any other associated costs

Sponsored Curriculum Instructor Fast Track Option

The SC Instructor Fast Track class will only be offered at CATC or Regional SC Academies that have been authorized to teach the full instructor course. The CATC-SC or Regional-SC Curriculum Lead for that course will be responsible for creating the IFT class. The class can last a maximum of 2 days, but will normally be completed in one day. The training Academy can charge a normal daily training fee for the class (i.e. for one day of training).

Enrollment

Unlike the enrollment process for most Academy instructor courses, a candidate may not self-enroll for Instructor Fast Track offerings. Instructors should check with their Support Academy to find out when an IFT class may be available. Once a class has been set up that the instructor is interested in attending, the candidate may request manual enrollment by contacting the Support Desk by telephone or by email. The Support Desk will require verification of industry certification or formal evidence of industry/teaching experience.

Graduation

Since it is assumed that the candidate has mastery of the material, there is no prescribed instruction in curriculum content. The class consists of a certified Training Academy instructor administering and strictly proctoring the final assessment(s). Class graduation is judged on the following **mandatory** components:

Online Final Exam

The candidate should review the course content prior to taking the exam. The candidate will only be allowed **two** attempts to pass the online Final Exam. With the first attempt, the candidate must earn an 80%. If the candidate does not pass the first time, he/she will be required to pass the second online Final Exam attempt with a score of 85%.

Skills-Based Assessment (SBA) or Final Course Project

An instructor who is able to successfully complete the Skills-Based Assessment (without going through the full instructor training) typically has extensive hands-on experience with the necessary skill set. The Skills-Based Assessment is pass/fail. The candidate may take the SBA a maximum of two times during the class.

Some courses do not have a Skills-Based Assessment associated with them. For those courses, a Final Course Project must be completed and submitted.

HP IT Essentials I: PC Hardware and Software Course-specific Requirements

Enrollment prerequisite (any of the following):

- CompTIA A+ certification
- Formal evidence of one year of recent or current experience in computer repair field
- Formal evidence of having taught two classes* in the subject area

Mandatory graduation components (both of the following):

- Successfully complete the online final exam
- Successfully complete the skills-based assessment

HP IT Essentials II: Network Operating Systems Course-specific Requirements

Enrollment prerequisite (any of the following):

- CompTIA Server+ certification

- CompTIA Linux+ certification
- Formal evidence of one year of recent or current experience as a Network Administrator
- Formal evidence of having taught two classes* in the subject area

Mandatory graduation components (both of the following):

- Successfully complete the online final exam
- Successfully complete the skills-based assessment

Fundamentals of Java Programming Course-specific Requirements

Enrollment prerequisite (any of the following):

- Sun Certified Programmer for Java® 2 Platform certification
- Formal evidence of one year of experience as a Java Programmer within the last 3 years
- Formal evidence of having taught three classes** in Java Programming

Mandatory graduation components (both of the following):

- Successfully complete the online final exam
- Successfully complete the skills-based assessment

Panduit Network Infrastructure Essentials Course-specific Requirements

Enrollment prerequisite (any of the following):

- Panduit Authorized Installer (PAI) certification
- BICSI Installer Level I exam
- Australian Communication Authority's Open Cabling Registration
- Formal evidence of one year of recent or current experience in the network cabling field
- Formal evidence of having taught two classes* in the subject area

Mandatory graduation components (both of the following):

- Successfully complete the online final exam
- Successfully complete the skills-based assessment

Fundamentals of UNIX Course-specific Requirements

Enrollment prerequisite (any of the following):

- Sun System Administrator Part 1 exam for either Solaris 7, 8 or 9
- CompTIA Linux+ certification
- Formal evidence of one year of recent or current experience as Linux or UNIX System Administrator
- Formal evidence of having taught two classes* in the subject area

Mandatory graduation components (both of the following):

- Successfully complete the online final exam
- Successfully complete the skills-based assessment

Fundamentals of Web Design Course-specific Requirements

Enrollment prerequisite (any of the following):

- World Organization of Webmasters Certified Web Design Apprentice (CWDSA) certification
- Formal evidence of one year of recent or current experience using a Web Authoring tool or html
- Formal evidence of having taught two classes* using a Web Authoring tool or html

Mandatory graduation components (both of the following):

- Successfully complete the online final exam
- Successfully complete the final course project

NOTE

***Two Classes** is defined as the same class twice; or two similar classes taught once each

****Three Classes** is defined as the same class three times; or three similar classes taught once each; or some combination

Formal evidence of industry experience -- A letter, on company letterhead and signed by a company official, stating that the candidate has worked in this technical field for the requisite time.

Formal evidence of teaching experience -- A letter, on school letterhead and signed by a school official, stating that the candidate has taught the requisite number of classes.

Continuing Education Requirements

Cisco Networking Academy instructors are expected to pursue continuing education opportunities. A minimum of 4 hours of training is required each year for every course that an instructor is certified to teach. There are multiple ways to complete the 4-hour per course requirement, including training classes offered by Cisco or your Support center.

Waivers and Appeals

The Training Team, in conjunction with the AAMs and MDMs or TMs, will consider waivers and appeals to any guidelines and procedures. All requests must be submitted in writing to netacad-training@cisco.com.